



PARLIAMENTARY FORUM
ON SMALL ARMS AND LIGHT WEAPONS

Code of Conduct¹

1. Introduction

The Parliamentary Forum on Small Arms and Light Weapons (“The Forum” hereinafter) is the only international organisation constituted by, with and for parliamentarians, specifically working for the prevention and reduction of Small Arms and Light Weapons-related violence. Currently, the organisation has approximately 250 members across party-political lines in roughly 80 countries.

The purpose of this Code of Conduct is to present the core principles and methods of the Forum to safeguard a professional, sound and respectful working environment. By this Code of Conduct the Forum attempts to achieve integrity, accountability and effectiveness in all its operations. The Code shall also anticipate and prevent specific undesirable behaviour within the organisation. The Code highlights principles and values of importance and also details specific actions which the organisation should avoid.

Major benefits of a Code of conduct normally include an improvement in an organisations’ effectiveness and strengthened management of risk. Transparency is increased as an organisation opens itself up for scrutiny. This creates a greater sense of trust both among the relevant stake-holders involved, such as Board Members, Members, Secretariat staff and key collaboration partners; as well as with the public and also encourages further investment from donors. Furthermore, a Code of conduct promotes the practice of ‘mutual accountability’, where Civil Society Organisations, CSOs that are financed to a large degree by official development cooperation funds are increasingly accountable to a broader set of actors, not just to donors.

This Code complements other key steering documents of the organisation, mainly the Statues, the Regulations, the Anti-Corruption policy, Per Diem policy and Procurement policy. The Code shall be applied for all relevant stake-holders related

¹ The Code of Conduct was discussed at the Board meeting in May 2018 and approved by the Board in August 2018.

to the Forum: The Board Members, Members, Secretariat staff and key collaboration partners. The document shall be revised bi-annually while any improvements identified shall be documented continuously to be included in upcoming revision.

2. Guiding core principles

As established in the Forums' Regulations respect for human security, democracy, rule of law and political pluralism are corner stones of the organisation. There is also special expectation on the Forum as an organisation financed by public means as well as being an organisation gathering parliamentarians that are key actors for democracy, transparency and societal development. The trust in the Forum is high, and needs to be safeguarded by protecting the organisation and its reputation through professional and ethical behaviour, quality in our work and efficient management of resources.

Respect and equal opportunities

At all levels, we treat each other with the utmost respect. We apply an open and generous attitude towards one another's differences, where everyone is treated equally. All commitments and agreements, internally and externally, are to be kept. We deliver with high quality, on time and communicate when processes do not proceed as planned.

We will respect cultures, customs and traditions of all peoples, and will strive to avoid behaving in ways that are not acceptable in a particular cultural context. However, when the tradition or practice is considered to be directly contrary to an international human rights instrument or standard, we will be guided by the applicable human rights instrument or standard.

The Forum does not accept any form of harassment or discrimination, whether based on gender, age, sexual orientation, race, language, political or other opinion, national or social origin, disability, family status, religion or other status.

Professionalism and trust

Being a representative of the Forum, we observe the Forums' standards of excellence at all times. This implies that we always strive to be professional as our individual conduct reflects not only us but on the Forum as an organisation. The Board members, the Secretariat staff and the Members provide transparent, timely and correct information within the organisation and to external stakeholders. We share among each other information relevant to our work and the Forum's

objectives. A collaborative approach is promoted as dialogue and joint efforts underpins thematic impact and trust.

Responsible use of resources

The Forum's financial and non-financial resources are to be used in a prudent and responsible manner. As detailed in the Anti-Corruption and Procurement policies, based on applicable laws and regulations, vital principles for the organisation are: the effective use of resources; promotion of solid administrative routines and transparency in the management of financial resources.

Information security, privacy and confidentiality

The Forum works partly with material and information that may be considered sensitive. In line with the EU legislation on General Data Protection Regulation (GDPR)², we respect the privacy of all stakeholders involved in our work, only sharing information that is already public. Personal information of members and partners is stored safely by the Forum for as long as permitted and used for communication about the organisation's work. Personal information will not be shared to third parties, if not explicitly allowed by the person in question. Information generated in the course of operations by the Forums' organs is the property of the Forum. Any digital and analogue information must be stored so that the Forum can easily access it.

3. Implementation, Monitoring and reporting mechanism

All Secretariat staff, the Board Members and Members are responsible for the success and compliance of this Code and shall ensure they personally use it to promote professional and ethical behavior and to disclose any suspected breach of the Code.

The Secretariat is operationally responsible to implement, monitor the effectiveness and review the implementation of this Code under the strategic guidance and overall responsibility of the Board. The Secretariat ensures that these principles are effectively communicated to staff members yearly and to Board Members and

² European Union Data Protection Rules, entering into force 25th May 2018:

https://ec.europa.eu/info/law/law-topic/data-protection/reform_en?url=https://ec.europa.eu/info/law/law-topic/data-protection/reform_en&pk_campaign=dataprotectiongoogle&pk_source=google_ads&pk_medium=paid

Members. Key collaboration partners will be communicated on this Code and it will be shared at our key activities.

The Secretariat, under the management of the Secretary General, shall regularly consider its suitability, adequacy and effectiveness. Possible changes and additions to this Code shall be brought up bi-annually when revised versions of this policy will be subject to approval of the Board.

In case of suspicion of breaches there are three possible channels of reporting:

- The Secretariat of the Parliamentary Forum, Secretary General Karin Olofsson, e-mail: olofsson@parlforum.org
- The Board of the Parliamentary Forum, President Senator Daisy Tourné, e-mail: tourne17@gmail.com
- The Swedish International Development Cooperation Agency (Sida): <http://www.sida.se/English/contact-us/Whistleblower/>

As the Forum receives funding from Sida, report through this channel can be made if you suspect corruption in a development cooperation contribution or if you are aware of that development cooperation funds are not being managed in accordance with what has been agreed.

All reported suspicions are received and managed by Sida's investigation group, e-mail: investigation@sida.se