

# ChemSec's Code of Conduct

## Purpose and implementation

ChemSec is committed to the highest possible standards of ethical, moral and legal business conduct. Therefore, this code of conduct aims to ensure that employees, board members and others working on behalf of ChemSec are aware of the expected level of conduct and integrity and is intended to help them make the right choices for the organisation.

This code of conduct applies to all our employees, members of the board as well as others working on our behalf since ChemSec's reputation and credibility rely on their decisions and behaviour. The code of conduct provides guidelines for identifying potential conflicts of interest and breaches of trust and promotes high standards of professional conduct and values.

ChemSec implements this code of conduct and ensures that all employees, board members and others working on behalf of the organisation are aware of these principles. The Board of Directors promotes and maintains the code of conduct, and the Executive Director of ChemSec is responsible for its implementation.

## Code of conduct

### **Act in accordance with ChemSec's goals and values**

ChemSec is a non-party political and religiously independent non-profit association. This does not prevent you representing ChemSec, from privately being affiliated with a political or religious organisation. However, you must not be active in organisations or contexts directly opposing ChemSec's operations and values. If you represent or may be seen to represent ChemSec, you must adhere to the organisation's positions.

When representing ChemSec, you must use resources as smartly as possible and use goods and services that have as little environmental impact as possible. More information can be found in the staff handbook.

### **Treat everyone with respect and dignity**

ChemSec has a strict no-discrimination approach regarding gender, ethnicity, sexual orientation, age, religion or personal disability. ChemSec does not accept any type of harassment or other types of abusive behaviour, or unwanted treatment that violates someone's human rights and dignity.

You are not allowed to take advantage of an imbalance of power to manipulate or coerce another person to engage in any bullying, intimidation or misconduct for the benefit of the abuser, including sexual exploitation in person, online or a combination of both. All forms of sexual exploitation and the purchase of sexual services are prohibited.

### **Be alcohol- and drug-free at work**

You shall not be under the influence of drugs or alcohol or be affected by the consequences of the influence during the time intended for work. Drugs also refer to medicines for other than medical use and doping preparations.



The organisation does not pay for alcohol or tobacco.

The exceptions to the rule are:

**External representation:** The costs for one glass of wine or one beer are reimbursed. If you, in moderation and at your own expense or the expense of others, want to drink more alcohol in connection with a representation, you can do so. The person you represent should not get the impression that ChemSec is paying for the alcohol. A non-alcoholic alternative must always be offered when serving wine or beer.

**Internal events:** ChemSec can reimburse costs for one glass of wine or one beer. Alcohol-free options must always be offered.

### **Counteract all forms of corruption and abuse of a position of trust**

You shall not use your official position for a purpose that is, or would to a reasonable person appear to be, primarily for your private benefit rather than primarily for the benefit of ChemSec.

You shall not use or permit the use of any ChemSec funds or property under your professional control, direction or custody for a purpose which is, or to a reasonable person appears to be, illegal, unethical or improper.

You shall not solicit or accept any retainer, gift, loan, entertainment, favour or other items of monetary value from any person or entity if the item that is solicited or accepted was, or to a reasonable person appears to be, solicited or accepted with intent to confer or obtain special consideration or influence as to any action by such employee in his or her professional capacity.

You shall not endorse companies or organisations for matters beyond those ChemSec has explicit knowledge about. The Executive Director of ChemSec shall take any decision about such endorsements.

If you possess or have access to inside information as defined under Swedish law you are not allowed to execute private investment transactions in financial instruments of the relevant company. You must also consider the interests of ChemSec and ensure that the reputation of ChemSec is not put at risk due to the management of your private financial affairs.

### **Handle information with discretion, good judgment and digital security rules**

You shall not disclose or use any privileged or proprietary information gained through your professional position for the immediate or anticipated personal gain or benefit of yourself or any other person or entity. This does not prohibit the disclosure or use of information that is a matter of public knowledge or available to the public upon request.

Any personal data you handle in relation to ChemSec must be managed in accordance with Swedish legislation and the EU general data protection regulation (GDPR).

You must store our documents in your ChemSec Dropbox account, use two-step authentication to access your Outlook account and never use the same password for ChemSec accounts as your private accounts.

## **Breaches of this code**

Any situation where you identify a violation or suspected violation shall be reported to the Executive Director of ChemSec, who will take appropriate direct action, investigate the incident, evaluate the need for corrective and preventive action and ensure that any such



action is implemented. In addition, the Executive Director shall inform the Board of Directors and the Annual Assembly of any suspected corrupt activities or violations of the above-mentioned conduct. If you identify a violation or suspected violation by the Executive Director, it shall be reported to the Chairman, who shall take action as mentioned above.

If found to be severe abuse, the matter will be reported to the police or other statutory authorities for criminal investigation. Support will be offered to victims of abuse, such as offering help to seek psychological counselling or other appropriate support.

No adverse action is taken against you, acting in good faith, bringing forward such information. If you violate this code of conduct, it may result in disciplinary action.

If you are found to have made an allegation that you know to be false, you will be subject to disciplinary action, up to and including termination of employment.

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**This document was adopted on 7 September 2017 and revised on 21 June 2023.**