

Code of Conduct – The Norwegian Seamen`s Church

1 Introduction

The Norwegian Seamen`s church is a voluntary organization tasked by The Church of Norway and The Norwegian government to look after the ecclesiastical responsibility for Norwegian seamen and other Norwegians who are abroad, or on the Norwegian continental shelf.

The work of the Seamen's Church is based on the Bible and the Confessions of The Church of Norway.

The Seamen's Church's main goal is to promote The Kingdom of God by being a serving church in the everyday life of the world.

The ethical guidelines are built on three important pillars:

The purpose of the Seamen's Church: The purpose of the Seamen's Church is to promote God's kingdom by being a church in the everyday life of the world.

The Seamen's Church's vision: "Church in the everyday life of the world"

The Seamen's Church's values: Inclusive, Outreaching, Innovative

These are discussed in more detail in the Seamen's Church's strategy document, 2021-2026. Both paid and unpaid employees must be able to identify with the Seamen's Church's vision and values.

Reference is also made to The Seamen's Church's:

- Basic rules
- Contingency plan for sexual assault
- Routines for notification and conflict management
- Formal requirements for employment
- Staff handbook and management handbook
- HMS handbook
- Alcohol policy guidelines

2. General

The Seamen`s Church as well as its employees, unpaid staff, and all those who hold positions of trust must operate in accordance with the applicable laws and regulations in the countries in which it operates.

The ethical guidelines must contribute to responsible behavior by indicating what is desired behavior in relation to ethical issues. They must be easy to understand and execute, and must feel relevant in relation to the challenges and dilemmas that may arise.

The guidelines are not intended to be exhaustive and are mainly based on principles. They shall provide guidance that will make it easier to make correct assessments and make correct decisions in

the specific situations that may arise. When in doubt, advice should be sought from the immediate manager or other persons/bodies in the organization.

3. Relations between employees

Everyone is obliged to treat coworkers and unpaid employees with respect and tolerance, so that the individual has no reason to feel harassed or discriminated. This also applies locally. The individual shall therefore be careful with how he or she refers to other employees and avoid giving descriptions or other information that could create conflicts or damage others' reputations. If conflicts or disagreements arise, official channels must be used, and it must not involve other parties that are not involved in the conflict. Reference is also made to the Plan for conflict management.

All employees in The Norwegian seamen's church have a shared responsibility to contribute to a working community characterized by well-being, development, enthusiasm, and openness. Unpaid employees must be recognized and valued so that they are inspired and empowered to carry out the tasks they have been given in the best possible way.

4. Relationship with users of the Seamen's Church

The Norwegian Seamen's Church wants to facilitate good meetings with people both inside and outside of its own church buildings. People who encounter the Seamen's Church should experience that they are met with respect and care, and that employees and unpaid staff act in accordance with the Seamen's Church's vision and values. This should also affect the way we approach people, whether it is in an employment process, donor request to private individuals or companies, or in other matters.

5. Loyalty

All employees must look after the organization interests and contribute to the realization of agreed goals, strategies, and decisions. Loyalty is also assumed in the individual staffs and service areas, both in relation to the information that is shared, and in each other as employees.

6. Conflict of interest

Employees of The Seamen's Church shall not have other paid work or positions outside the Seamen's Church if these may come into conflict with the interests of The Seamen's Church or weaken trust in the organization or its employees. Any assignments/partial positions must be clarified with the head of department in advance.

7. Confidentiality

All employees, unpaid staff and those who hold positions of trust in The Norwegian Seamen's Church have a duty of confidentiality in accordance with information of confidential or sensitive nature that becomes known while working for the Norwegian Seamen's Church. They have a duty to secure and

store such information in accordance with internal guidelines and applicable laws. The duty of confidentiality also applies after the employment relationship or position of trust has ended or the assignment has been completed. All employees sign a non-disclosure agreement at the start of the employment relationship.

8. Intoxication

The seamen's church must be a drug- and alcohol-free workplace, and The Seamen's Church events must be drug-free meeting places. The main rule is that employees do not consume alcohol while on duty. If alcohol is served while on duty, the employee must exercise restraint. See also alcohol policy guidelines.

If an employee's use of drugs in their spare time or during service assignments affects the work they must perform for the Seamen's Church, or the relationship is detrimental to relationships with other staff or others with whom the church collaborates, the employee has a problem that also concerns the work situation and is a matter for the employer.

There is zero tolerance in relation to driving while under the influence of drugs, both when it comes to your own driving and being a passenger with a driver who the employee suspects is under the influence of drugs.

With reference to Norwegian law, it is specified that narcotic substances must not be used, not even during leisure time, even if the legislation of the country of residence allows for it.

9. Sexuality

None associated with The Seamen's Church shall exploit or sexually abuse others.

An employee or unpaid employee must not enter a sexual relationship with a person he/she is in a managerial position for, a supervisor for, confidant similar for. Consent from the other party will not exempt from liability. Employees of The Seamen's Church must not buy sexual services, even if it is not punishable under the legislation of the country of residence.

The Seamen's Church's plan against sexual abuse is the guide for how the individual case is handled. The Seamen's Church is connected to the vocational council in Bjørgvin diocese.

The Seamen's Church depends on trust in the communities we work towards. The Seamen's Church wants to promote marriage as the right and good form of cohabitation for its employees at home and abroad. In such a context, ethical issues related to cohabitation and employees can become a topic for the employer, especially in ordained positions. Such situations will be handled individually.

10. Economy

An employed or unpaid employee of the Seamen's church does not have the opportunity to receive personal gifts with a value more than the state's current rate for gifts received because of employment. There is never an opportunity to receive monetary gifts.

If an employee wrongfully appropriates money from users or The Norwegian Seamen's Church, it is grounds for dismissal.

11. Management of voluntary gifts and state grants

The Seamen's Church's finances depend on funds collected from private individuals, agreements with the business community and grants from the public sector. Everyone has a responsibility to manage these funds in the most economical and rational way possible. It is also expected that everyone acts with sobriety in relation to the financial framework within which the Seamen's church always operates and finds solutions that reflect this.

The organization receives cash in many ways such as gifts, collections etc. To ensure the donor's certainty that this is handled securely, there is a requirement that all receipts must be counted and acknowledged by two people (in the case of a collection or anonymous donor, for example), or by the donor and a recipient. Suitable receipt pads must be available.

12. Appearance on behalf of the Seamen's Church

When an employee, unpaid employee or someone who holds a position of trust in The Seamen's Church acts on behalf of The Seamen's Church, either on travels or in other contexts, this must be done in a way that reflects The Seamen's Church's values and which does not bring the organization in disrepute. The Seamen's Church as an organization depends on trust and credibility in the work we do, especially at the localization of the churches, and it is therefore expected that everyone who acts on behalf of the organization also follows these guidelines in their spare time.

13. Social media

Social media is increasingly used both at work and in private life. Reference is made to "guidelines for the use of social media for employees of the Norwegian Seamen's Church" where one can be associated as a representative of the Norwegian Seamen's Church. Such online use must take place in a way that reflects the values of The Seamen's Church and which does not bring the organization into disrepute.

14. Influence on external environment

The Seamen's Church aims to reduce our burden on the external environment to a minimum. The organization must be aware of the total business traveling and facilitate and encourage alternatives to travel. All employees also have a responsibility to limit unnecessary travel and make use of video or telephone conferencing where possible and appropriate.

If appropriate we should also inform external partners about our environmental profile and, if possible, try to influence them to act accordingly.

15. Notification

Whistleblowing is reporting blame worthy conditions in the workplace. Sections 2-4, 2-5 and 3-6 of the Working Environment Act regulate the employee's right to notify. The provisions shall help to strengthen the real freedom of expression in an employment relationship.

Reference is also made to our own Routines for notification and conflict management and My notification (channel for notification of blame worthy conditions).

16. Sanctions

In the event of a breach of the ethical guidelines, relevant legal provisions or other guidelines applicable sanctions may be a written warning, termination, dismissal, compensation lawsuit or notification to the relevant authority. Theft and embezzlement must be reported to the police, regardless of who commits the offence.

17. Concerning dissemination of the guidelines

The Norwegian Seamen's Church has a responsibility to create a good ethical attitude among all its employees, unpaid staff and those who hold positions of trust in the Norwegian Seamen's Church. These ethical guidelines must be made known and respected among all employees.

Decided by the board of The Norwegian Seamen`s Church 10th of March, 2011