

SIPRI Code of Conduct

Purpose

The following Code of Conduct outlines principles and standards of professional behavior to guide members of the SIPRI team in their work, with due respect for both people and the environment.

Scope

This Code of Conduct applies to all SIPRI staff¹ and non-staff members including associates, interns, and Governing Board members. It applies regardless of if we are working online or offline, in Sweden or abroad.

SIPRI staff are required to follow Swedish law and collective agreements while in the service of or contracted by SIPRI. When outside of Sweden, local laws and practices should always be respected.

General responsibilities

My obligations under this Code of Conduct include:

- Reading, understanding, and following the Code of Conduct and its principles, and seeking guidance when needed;
- Staying up to date with and complying with all applicable SIPRI policies, including the Work Environment Policy, Sexual Harassment Policy, Safeguarding Policy, and Social Media Policy.
- Promptly raising any compliance concerns with my line manager or HR;
- Avoiding any practices that may constitute or lead to unlawful conduct, impropriety, or harm to SIPRI's reputation;
- Cooperate to the best of my ability with any investigation that may result from a suspected breach of this Code of Conduct.

If I am a line manager, I will also meet the following additional expectations:

- Lead by example: Be a role model for ethical leadership and supportive of those who come to me with questions or raise ethical concerns;
- Make sure that no one who speaks up is unfairly sanctioned;
- Be consistent when enforcing standards and accountability.

¹ SIPRI staff is defined as including staff members on the SIPRI payroll as well as short and long-term consultants.

Discrimination

I will actively contribute to an inclusive and inspiring work environment. I will respect everyone and strive to see our differences as assets. I will live up to the spirit of the Universal Declaration of Human Rights when carrying out my work. I will not use derogatory expressions about any person or group of people.

Harassment and abuse

I will respect and follow SIPRI's zero-tolerance policy for all forms of harassment, including sexual harassment and victimization, in order to contribute to a safe working environment for all SIPRI staff and other stakeholders.

I respect that the person who is the recipient of conduct that could constitute such action decides if it is unwelcome.

Relationships and/or sexual relations

I am aware that my professional role may mean that I have a position of power in relation to my surroundings, and I shall not use that position in an inappropriate manner. If I use my professional, economic or social status to give someone opportunities that this person would not have had without my involvement, I will do so without expecting something in return

Sexual exploitation

I will not exchange money, goods or services for sexual favors. I will not engage in sexual relations or abuse or exploit a child in any way. I will not access pornography websites, or sites that host illegal, discriminatory or harassing material on SIPRI devices or networks. I will comply with the IT policy on Acceptable use.

Alcohol and drugs

I will not be under the influence of alcohol or drugs while on duty. I may drink alcohol in relation to official events in a responsible and restrictive manner. During off duty hours on business trips, I will also be restrictive with my alcohol consumption.

Environmental sustainability

I am aware of my responsibility for the environment. I will strive to minimise activities that may impact the environment negatively.

Anti-corruption

I understand that I have an obligation to make sound decisions in the best interests of the institute without the influence of personal interests or gain. It is my responsibility to not accept corruption², to be vigilant, and report cases of suspected corruption, according to the procedure set in the SIPRI Anti-Corruption policy.

² Corruption is the abuse of entrusted power for private gain, e.g., giving or receiving of bribes, blackmail, favouritism, nepotism, swindle, and embezzlement.

Conflict of interest

It is my responsibility as part of SIPRI staff to declare any potential conflict of interest³ in relation to my work to the HR Director.

Safeguarding

I understand that I have an obligation to avoid inflicting harm to people and/or the environment. I understand that harm can be both physical and psychological, and that related risks can be both material and non-material.

I understand that safeguarding is an integral part of any research process and that I, when involved in research processes, will follow the additional guidance and measures described in SIPRI's Safeguarding policy.

SIPRI is bound by the provisions of the EU's General Data Protection Regulation (GDPR) and I will apply them when carrying out my work.

Assurance

I have read and commit to follow the SIPRI Code of Conduct and related policies during my period of employment or other association with SIPRI. I also commit to supporting my colleagues in following them. I commit to act responsibly and respectfully in relation to my surroundings.

Place and date:

Signature:.....

Printed name:

³ A conflict of interest is when personal interests, relations, duties, obligations, or activities, or those of a family member are, or appear to be, incompatible with the interests of the institute. These can undermine the credibility of and trust in SIPRI.