

IVA's Way of Working

Code of Conduct



Royal Swedish Academy of
Engineering Sciences

Foreword

The Royal Swedish Academy of Engineering Sciences (IVA) is an academy that exists to promote the engineering and economic sciences and the advancement of business and industry for the benefit of society. IVA is an organisation made up of experts and decision-makers with a mission and an ambition to contribute to the development of society through knowledge and common sense, as well as fact-based and rational discussion.

IVA's long-term focus areas are competitiveness and sustainable development. The Academy is a platform for collaboration to drive positive change, give hope and create optimism in society. IVA inspires bold and forward-looking choices and highlights issues of long-term strategic importance to support society's and industry's capacity for change. In our work we take a fact-based approach guided by our values.

IVA's projects and programmes are run on a voluntary basis and through the commitment of IVA's elected members and members of the Academy's network, assisted by the staff members at the Office

of the Academy who are highly skilled in project management, communication and administration. Good collaboration, trust and mutual respect among the Academy's members and staff are crucial for IVA to reach its future visions and goals.

The purpose of IVA's Code of Conduct is to describe what we stand for and how we run our activities. It provides guidelines for the behaviour that we expect from each other when we represent IVA and act in IVA's name.

IVA's Code of Conduct summarises the principles of fair treatment and privacy that guide us in our work. This common Code of Conduct supports our brand and reinforces the image of IVA as a responsible and reliable actor.

I encourage all members of IVA and of our network, our partners and suppliers, as well as IVA's staff members to become familiar with and pledge to follow these common ground rules.

Stockholm
14 November 2019

A handwritten signature in black ink, appearing to read 'Tuula Teeri', with a long horizontal stroke extending to the left.

Professor Tuula Teeri, President of the Academy,
Royal Swedish Academy of Engineering Sciences, IVA



Our Values

IVA is an organisation that bases its activities on scientific facts and strong values. We expect IVA employees, members and partners to set a good example and act according to our values.

IVA's core values are: **Quality, Integrity** and **Courage**.

- **QUALITY:** IVA identifies and pursues important social issues in its focus areas. IVA's recommendations have a scientific basis and can stand up to scrutiny. Our high level of expertise and thoroughness ensures the quality of our work. IVA's positions can be relied upon.
- **INTEGRITY:** IVA is independent of special interests. IVA will not be influenced by pressure or lobbying, and IVA's voice cannot be bought. IVA acts responsibly, reflects on risks and ethical issues, avoids conflicts of interest and promotes the rights of individuals and the best interests of society in its activities.
- **COURAGE:** IVA is a critical and constructive visionary and is not afraid to question and problematise. IVA drives change and inspires brave choices for the future. IVA takes a stance, offers clear conclusions and urges decision-makers to turn recommendations into action.



How IVA acts

IVA's Code of Conduct helps all parties in IVA's network to make the right decisions and act in a proper manner in their day-do-day work and within the framework of their involvement in IVA's various activities. Academy members, employees, members of IVA's network (IVA's Business Executives Council, Student Council etc.) and IVA's partners are all to abide by the Code. IVA also expects its suppliers and other partners to have a similar code of conduct.

The Code of Conduct is supplemented and explained in more detailed guidelines and policies, as well as instructions in IVA's Employee Handbook and the Academy's work procedures. The Code will be updated regularly. Any questions should be sent to info@iva.se.

TENSKAPSAKADEMIEN



I. V. A.

General Information

We all bear responsibility for following the laws and rules that apply to IVA's activities. When you make a decision, consider the following:

- Is it legal?
- It is in compliance with the Code of Conduct?

- Is it consistent with our values?
- Does it take into consideration the rights of others?

If you are in doubt, contact your immediate superior or division secretary, the Secretary to the Academy or the President.

Work Climate and Culture

At IVA we want to create a work climate and a common culture that promote security, well-being and a positive atmosphere.

All of our members, IVA network members, employees at IVA's offices and participants in IVA's activities (projects, meetings, events, trips etc.) have the right to be treated with respect regard-

less of gender/gender identity, nationality/ethnic affiliation, religion/belief system, functional variation, sexual orientation, age or personal qualities.

Our commitment to equality and respect for others also means that we behave responsibly and respect the rights of others. IVA has zero tolerance for any form of harassment.

Work Environment

We also undertake to provide healthy and safe conditions for all of IVA's activities. IVA follows laws and regulations in effect

on health and safety at work, including rules on the social and organisational work environment.

Conflicts of Interest

With hundreds of members and a wide-spread network, IVA is an expert body independent of special interests, ideologies and party politics. Our good reputation and credibility are based on al-

ways preserving our independence. IVA's network and staff are therefore to resist any attempts to influence our message and conclusions based on anything other than facts. IVA's voice will not be bought.

Reporting

IVA prepares financial reports that are accurate, reliable and prepared in accordance with the relevant laws, rules and standards. External and internal auditors scrutinise our activities on a regular basis.

IVA's funds are managed according to principles of sustainable investment, adhering to the UN Principles for Responsible Investment, www.unpri.org.

IVA applies for project grants and seeks contributions to finance projects and activities. IVA accepts donations that help us to achieve the objectives we set for the Academy's activities.

Changes in grants, contributions and donations are reported openly and transparently.

Supplier services are procured in a competitive environment and our supplier relationships are always handled in a professional manner. Any entertainment is to be justified, moderate and consistent with its context. IVA bases its practices on the Business Code (*Näringslivet*), a code issued by the Swedish Anti-Corruption Institute to address gifts, rewards and other benefits. IVA's Employee Handbook contains additional instructions regarding entertainment and business trips.

Internal and External Communication

IVA's communication – both within and outside the organisation – is to be based on our values and our strategy, and on the messages we create within our organisation. The information IVA communicates is to be based on facts. We also evaluate the consequences of all public communication, including on social media. See IVA's Communication Policy as well as the Social Media Guidelines.

Members may of course express their views as private individuals in matters that fall within their areas of expertise. However, it must be made clear that these are their own opinions and not IVA's official positions. We acknowledge and understand that openness and

freedom go hand in hand with responsibility.

When you as an employee, IVA member or network member communicate externally on behalf of IVA, ask yourself questions such as:

- Do I have facts to back up the information I'm communicating?
- Is my communication consistent with the trust placed in IVA and IVA's brand?

To coordinate communication, contact IVA's Vice President Business and Communications.

Privacy Protection and Information Security

Personal information on individuals and members is confidential. We respect privacy protection and follow good practices for personal data and data protection as well as the laws in

effect. As users we maintain data protection in all activities when we process or handle confidential information and data. See *IVA's Privacy Policy* www.iva.se/en/privacy/

Use of IVA's Equipment and Offices

We take care of IVA's property, equipment and offices and use them for their stated purpose within the framework of IVA's ac-

tivities. IVA's IT tools are not to be used in a way that could damage the trust placed in IVA.

Sustainability

IVA's activities are not only aimed at improving competitiveness but also promoting sustainable development. These two goals are equally important and are to be common themes in all of our activities. IVA takes responsibility for its impact on the community – from a financial, en-

vironmental and social perspective. The UN's Sustainable Development Goals and the international climate agreement, the Paris Agreement, provide important objectives for IVA activities. To read about IVA's internal sustainability work, see *IVA's Environmental Policy*.

Compliance

IVA urges all parties in our network to take responsibility for adhering to our common Code of Conduct. IVA urges its members, network members and employees to ask questions and report any violation of the Code of Conduct or unethical behaviour – without fear of reprisals or negative consequences. We take all reports of violations of the Code ex-

tremely seriously and thoroughly investigate and follow up any instances reported. To report a violation or unethical behaviour:

- Contact your immediate superior or your division secretary
- Contact the President or Secretary to the Academy.



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WORLD
WIDE



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