Declaration of ethics and confidentiality for Queer World
Last updated 18.10.2020

The objective of the declaration of ethics and confidentiality
The declaration of confidentiality applies to all employees, volunteers, and representatives in Queer World. This declaration shall ensure that everyone is safe in relation to Queer World and to the people linked to Queer World.

The declaration of confidentiality applies in every situation where one represents Queer World, also if one meets people who participate in Queer World's activities in other contexts, for example in social settings or randomly on the street.

Integrity:
- I shall not act in such a way that opposes the purpose of the organization.
- I shall always act in such a way that takes care of Queer World's trust and reputation.
- I shall perform all work with personally integrity, and my connection to Queer World shall not be used to obtain personal benefits of economic, sexual, or any other matters.
- I shall actively work to counteract all forms of discrimination, harassment, and bullying in Queer World.

Professionality:
- I shall always act with the understanding that I am in a position of power and that, as a representative of Queer World, I am the one responsible for treating the relationships professionally.
- I shall not loan/demand money/goods from people who attend Queer World's activities.
- I shall not offer capital or goods, as loans or gifts, to anyone in Queer World without this being approved and documented by a superior.
- I shall not enter into a sexual relationship, give complements, or comments of a sexual nature, comment on anyone's looks, flirt, or give any other kind of sexual or romantic attention as long as the relationship with the person is linked to my work in Queer World.
- I shall receive critical remarks about Queer World, employees, or representatives humbly, and treat such information as according to Queer World's procedures of report.

Moderation:
- I shall not represent Queer World in meetings or in the media while under the influence of drugs.
- I shall demonstrate moderation in social events where it is served alcohol as a representative of Queer World.
- I shall not consume alcohol at work or as responsible for an event in Queer World.

- There is a zero tolerance for using illegal drugs in such contexts as described above.

Impartiality:
- I shall refrain from acts that sets my impartiality in doubt and avoid everything that could be viewed as favoritism or friend services.
- I am responsible for reporting to a superior if it exists conditions that raise doubts in my impartiality. This shall happen before the decision is made.

Confidentiality:
The following declaration of confidentiality implies a confidentiality that extends over the current affiliation with Queer World. The confidentiality does not apply in instances that is covered by rules of obligation to notify as according to the Norwegian law. The obligation to notify should only be used with the consent of the person that is suspected to be exposed to danger.

- I shall never share information that can be linked to individuals, for example name, address, phone number, e-mail addresses, and personal security number.
  Personal information could also be a picture where a person in recognizable, information about what a person is doing, religious position, membership of workers unions, and more.
- I shall never share information about Queer World that I receive through my work as an employee, volunteer, or representative in Queer World as an organization.

Breach of the declaration
Serious or repetitive breaches of the declaration of ethics and confidentiality can cause the removal of working position and/or exclusion from the organization. Employees will receive a written warning and risk resignation, as in accordance with current laws. Illegal conditions could result in a police report.

- If I see or experience a breach of the declaration of ethics and confidentiality, I shall report it to the nearest leader or chairman and be treated as in accordance with Queer World's procedures of report.

I _____ hereby confirm to have read and understood the content of the declaration of ethics and confidentiality.

_____   _____
Location and date   Signature