

Code of Conduct

The Governance Group

The Governance Group (TGG) is committed to upholding the highest standard of integrity and ethics in all our work. The Code of Conduct applies to all TGG staff, partners, sub-contractors and anyone acting on our behalf. It includes both mandatory legal requirements and voluntary standards, which we seek to uphold.

1. PROFESSIONAL INTEGRITY

We strive to be transparent and to uphold the highest standard of professional integrity and quality in all our work and delivery of services.

Bribery and Corruption

- Involvement in any form of corruption or bribery, whether directly or through intermediaries, is unacceptable and prohibited by law. This prohibition includes facilitation payments.
- Involvement in corruption or bribery will give cause to terminate the relationship with partners, sub-contractors and anyone acting on behalf of TGG.
- The receipt of gifts, hospitality or expenses that are intended to affect the outcome of specific business transactions are considered a violation of this Code. Gifts, hospitality and expenses shall be modest and in line with acceptable legal and cultural practices.

Conflict of Interest

- TGG prohibits financial or other involvement that directly or indirectly could give rise to questions of our integrity and impartiality.
- TGG proactively and fully discloses any actual or potential conflicts of interest to the concerned stakeholders, and, in cases where such conflicts of interests occur, will immediately take appropriate corrective action.

Transparency and Confidentiality

TGG demonstrates transparency in decision-making processes throughout the organisation and in our business relationships.

- TGG shall seek to provide equal access to information to all those who are authorized to have the said information.
- Without prejudice to the above, TGG shall, in accordance with Norwegian legal requirements for data protection, protect any proprietary or confidential information that has been entrusted to us.
- TGG will not disclose confidential client information without the specific consent of the client.

2. WORKPLACE AND ENVIRONMENT

We strive to create a safe, healthy and inclusive workplace. We seek to have a positive environmental footprint.

- TGG does not discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, ethnic origin or sexual orientation.
- TGG follows relevant national employment legislation and international labour standards expressed in the Core Conventions of the International Labour Organisation. Where these differ, the higher standard shall apply.

- Harassment, including any unwelcome verbal or physical behaviour that interferes with work or creates an intimidating, hostile, or offensive work environment, is considered unacceptable. This includes, but is not limited to, any form of sexual harassment, sexual exploitation, and sexual abuse.
- We uphold TGG’s Health, Safety and Environment policy in all our work and business relationships.
- We conduct our work in a safe and healthy manner, free of the influence of alcohol, illegal drugs or controlled substances.
- TGG seeks to establish environmental consciousness and to protect the environment in our internal business and in the delivery of our services.

3. RESPONSIBILITY AND RESPECT

We take responsibility for our work and actions and emphasise teamwork. We seek to create a respectful and dynamic culture.

- We accept only those assignments that are consistent with our background, experience, skills, and qualifications.
- We do not allow any kind of plagiarism and are committed to upholding the highest standard of academic integrity.
- In the event of errors or omissions, TGG shall take full responsibility for such mistakes and make corrections promptly.
- TGG shall be informed about other cultures and customs and avoid engaging in behaviours others might consider disrespectful.
- All TGG staff working on assignments are held to the highest standards of professional integrity. Bribery/corruption, discrimination in any form, and harassment of any form, including sexual harassment, is not tolerated and considered unacceptable.

4. COMPLAINTS

We seek to stimulate open discussions about responsible conduct and invite all stakeholders to express their views and concerns.

- TGG shall be open to other points of view and will approach directly those with whom we have a conflict or disagreement.
- TGG will report any unethical or illegal conduct to the appropriate management or employee representative, and, if necessary, to those affected by the conduct.
- We maintain a whistleblowing facility that is easily accessible to all stakeholders by [e-mail](#) and seek to respond immediately to any concerns. Please note that all complaints are received by an independent third party, Mr Jon Veia (retired Norwegian diplomat and board member at Transparency International Norway). The complaints facility reports to the Board of Directors of TGG, and suspicion of illegal actions will be reported to the relevant authorities.

Signature/date/place:	
Full name (capital letters):	