



Central Administration
Human Resources Office

CODE OF CONDUCT – FOR A GOOD WORKING ATMOSPHERE AT KI

A good working environment is an important condition for Karolinska Institutet (KI) to achieve the objective of being one of the top universities in the world. KI's workplace shall be characterised by professional leadership and teamwork, participation, transparency and permitting attitudes and approaches. The working environment shall promote a sense of security, well-being and health. All employees shall be treated with respect. KI does not tolerate discrimination, harassment, bullying or victimization.

The code of conduct is based on the fundamental core values of KI. The code clarifies the responsibilities of all co-workers at KI and what is expected of each individual, mainly from a psychosocial work environment perspective.

The term “co-worker” denotes all those active at KI, whether they be employees or non-employees, such as scholarship holders and other affiliates.

The code below is a clarification of employeeship and a complement to legislation, agreements as well as internal rules and guidelines. Further information and explanations will be found in the document “Instructions in respect of the code of conduct” and on www.ki.se under the tab “Working at KI”.

1. I will take responsibility for being aware of and complying with the legislation and internal rules and guidelines that apply to my specific work and position.
2. I shall set a good example. I will treat everybody with respect and consideration, and I have a professional approach when interacting with others.
3. I shall not cause or contribute in any way to discrimination, harassment or offensive treatment, whether it is based on a person's gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. The same applies to bullying or other victimization regardless of cause.
4. I will notify my immediate superior, other superior or the local or central HR office if I perceive that discrimination, harassment or offensive treatment has taken place amongst my colleagues. I can also contact a safety delegate and equal treatment representative in the same matter.
5. I will notify my immediate superior if I, due to a close relationship with a colleague/co-worker, am at risk of causing a conflict of interest or other situation that may affect the overall confidence in KI as an authority and employer.
6. I am aware that the ability and willingness to contribute to a good atmosphere in the workplace and to interact with colleagues and students in a positive and respectful manner are criteria that can affect individual salaries and/or career development.
7. I am aware of the fact that behaviour and actions which violate legislation and internal rules or guidelines may result in changed duties, disciplinary actions or in extreme cases, dismissal from employment or termination of affiliation to KI.

I have read the code of conduct and I am aware of my responsibility to contribute to a good working atmosphere at Karolinska Institutet.

Date

Signature co-worker

Printed name in block capitals