



EISCAT Scientific Association

Social Code



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1 Purpose

The EISCAT Scientific Association (EISCAT) Social Code is a defined set of rules, principles, values, employee expectations, behaviours, and relationships that EISCAT considers important and believes necessary for its success. The EISCAT Social Code is the compass that helps us translate our values into actions.

2 Scope

Carrying out scientific work of the highest standard requires a high level of professionalism and integrity in the performance of work from all participants. Research work also largely benefits from an environment of good working relations characterized by an atmosphere of tolerance and mutual respect.

Bearing in mind that achieving these qualities in a community is an ongoing process that needs a continuous effort of all and that these goals are not easily quantifiable and partly depend on subjective sensation and specific situations, the Social Code shall serve as a guide for behaviour for individuals working at or for EISCAT.

The Social Code contains examples of how we should act to comply with our principles. However, it does not cover all situations that may arise, or all the laws, regulations and internal rules that may apply. Therefore, please remember to always exercise good judgement in every situation you face so that you can be sure that you are acting responsibly and with integrity in everything you do for the organisation.

3 Compliance of the Social Code

All employees of EISCAT have an important role in helping to protect our organisation and its reputation. As an employee, you are therefore personally responsible for familiarising yourself with the content of the Social Code and acting accordingly. The Social Code serves as a benchmark for how individuals and working groups should act, make decisions or if faced with ethical dilemmas.

4 EISCAT Values

EISCAT shall be a reliable, scientific and responsible organisation in all our actions. Efforts to promote good working conditions and well-being all originate from the Social Code.

Respect

Respect for our colleagues and partners is given. Treating people as equals and showing mutual respect fosters cooperation and allows us to develop – as people and as an organisation.

Responsibility

We have a responsibility to science, each other, and future generations. We are also responsible for ensuring that we all feel safe and secure at work and that we are given opportunities to develop. When we assume responsibility, learn more, and have fun, we do a better job.



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Scientifically

We always strive to exceed expectations, by improving ourselves, our services. We have a responsibility to always strive for the highest scientificity in all that we do. Our product is scientific results and without the highest quality we risk our entire organisational value.

5 The EISCAT Social Code

5.1 Our workplace

5.1.1 A safe and healthy working environment

EISCAT puts health and safety first. Our most important goal is that all employees and others working at our sites return home healthy and unharmed after work. We have a zero vision for work-related accidents.

- ☐ It is the responsibility of every employee to know and comply with all applicable health and safety rules, policies, and procedures in their area of work.
- ☐ Each of us also has a responsibility to address or report hazardous working conditions and accidents, as well as work-related injuries and illnesses.

Health and safety are detailed further in the EISCAT Health and Safety guidelines available at <https://eiscat.se/about/organisation/governing-rules/health-and-safety/>

5.1.2 Respect and openness

We treat all employees fairly and with dignity and respect. We build trust through open, honest communication and dialogue.

- ☐ Always treat others with tact, courtesy, and respect, and act if you see someone else not doing so.
- ☐ Respect and value differences.

5.1.3 Diversity and non-discrimination

EISCAT safeguards the equal value of all people and mutual respect. We value diversity among our employees and to ensure that all employees reach their full potential in an environment based on respect and trust. We have zero tolerance for victimisation.

All employees must be recruited, selected, evaluated, and promoted on an objective basis regardless of gender; transgender identity or expression; marital status; parental status; ethnic, national or social origin; sexual orientation; religion; political affiliation; age; disability; or other status protected by law. Employment decisions must always be based on professional qualifications such as education, experience, and merit.

- ☐ Promote inclusiveness in the workplace in terms of both personal characteristics and professional abilities.
- ☐ Abstain from and actively discourage discrimination in all forms.



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- ☐ Avoid offending others by exercising restraint and be aware that statements or actions not intended to be offensive to another person may be perceived as such.
- ☐ Refrain from unpleasant or disparaging remarks or actions, in particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, professional status, disability, or family situation.

5.1.4 Zero tolerance for harassment

EISCAT does not tolerate sexual or other forms of harassment, threats, or other illegal or inappropriate behaviour.

- ☐ Contribute to a work environment that is free from violence, threats, or any form of bullying.
- ☐ Report all forms of harassment and inappropriate behaviour.
- ☐ Abstain from and actively discourage all forms of harassment as well as verbal, non-verbal, written, or physical abuse.

5.1.5 Working conditions and compensation

EISCAT provides fair wages and benefits and complies with the terms and conditions of employment, including wages and working hours, in accordance with applicable legislation at the different work places.

5.1.6 Protection of EISCAT property and assets

EISCAT's property and assets are to be used in its operations and in accordance with EISCAT's internal regulations. They must never be used for unauthorised use, illegal activities, or any other inappropriate purpose.

- ☐ Protect EISCAT property from loss, damage, theft, misuse, or other unauthorised use.
- ☐ Never use EISCAT computer and mobile phones for unauthorised or inappropriate purpose.

5.2 Communication

EISCAT applies open and transparent communication within the framework of organisational confidentiality and applicable legal requirements. We want to develop and maintain good relations and have a constructive and fruitful dialogues.

- ☐ Consult the EISCAT Director, or your immediate supervisor, before discussing EISCAT issues with external parties and/or media.
- ☐ Do not give the impression that you are speaking on behalf of EISCAT when speaking in private contexts, such as on social media, without first obtaining authorised approval.

5.2.1 Marketing

All EISCAT services must be presented in a correct and fair manner.

- ☐ Never make false claims or provide misleading information about the EISCAT services or their features.



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5.2.2 Political activities

EISCAT is politically neutral. Although EISCAT does not participate in party politics, we continuously engage in debates through activities on topics that affect our organisation, our employees, and the communities in which we operate.

5.3 Information security and privacy

We must always protect confidential information from unauthorised use and disclosure. Confidential information is information, such as EISCAT's software development information, inventions, employee and salary information, medical information, financial information or other, that is not publicly known.

We respect the individual's right to privacy and always process personal data responsibly, in accordance with applicable legislation and internal regulations.

- ☐ Be careful when discussing issues related to EISCAT or working from a laptop in a public place.
- ☐ Be wary of links and attachments in e-mails that look strange or come from senders you do not recognise.
- ☐ Do not share company information that is not publicly available externally, for example on social media, without first obtaining authorised approval.
- ☐ Process personal data in a secure and confidential manner and ensure that there is always a valid purpose and legal basis for processing personal data.

6 Violations of the Social Code

In the event of anyone having a concern about a violation of the EISCAT Social Code, they should first attempt to raise and resolve the concern with the people involved. They should also be able to raise the matter with their supervisor or the EISCAT Director and involved persons are expected to treat conflicts and complaints responsibly and considerately. If this is inappropriate or unsuccessful then they should, if possible, use existing mechanisms within relevant national organisations to resolve the concerns.

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