

# Code of conduct - Sykehusinnkjøp HF

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## Purpose and introduction

Sykehusinnkjøp HF is one of Norway's largest procurement organisations and must lead the way in ethics and corporate social responsibility. The company must manage the joint owners' funds efficiently and ensure predictability in the work of suppliers and health authorities. The purpose of this code of conduct is to provide clear ethical guidance for the staff of Sykehusinnkjøp in their daily work. The code of conduct is built on the values of the specialist health services – quality, safety and respect.

## Scope and responsibility

All employees at Sykehusinnkjøp, and everyone who acts on behalf of Sykehusinnkjøp, must act in accordance with general ethical norms and applicable legislation. Sykehusinnkjøp's code of conduct applies to all employees. The term "employees" will, in the code of conduct, include anyone acting on behalf of Sykehusinnkjøp. These are managers, staff, project participants, board members, temps, consultants etc.

Managers have a special responsibility for observing the code of conduct and must appear as good role models. Managers must make sure that their employees are familiar with and act in accordance with the code of conduct, and provide time and space for the regular discussion of large and small ethical dilemmas.

## 1. Employees

Sykehusinnkjøp is a working partnership where everyone must work towards common goals. All employees must act loyally, lawfully and in line with the values of the specialist health services. The individual employees must do their utmost to protect the interests and reputations of Sykehusinnkjøp and Sykehusinnkjøp's clients. The concept of loyalty also means that the individual employee has a responsibility to report unacceptable circumstances.

Sykehusinnkjøp is a professional services company and employees must actively maintain and develop high professional quality in their work. Where there are established governing documents - procedures, templates, checklists, policies and the like - these must be followed. Suggestions for improvements must be taken into account and be a part of active improvement work.

Sykehusinnkjøp has zero tolerance for bribery and corruption and all employees must be well acquainted with the company's anti-corruption programme. This includes, among other things, that all travel and accommodation expenses must be met by their own employer and that gifts must not be accepted unless they are of negligible value. If you are uncertain, contact your immediate manager for clarification.

## **2. In meetings between managers and employees**

All employees at Sykehusinnkjøp must treat each other with respect, and the relationship between manager and employee must ensure a mutual trust where the dialogue is characterised by the possibility of involvement in decision making.

Sykehusinnkjøp employees must experience a safe, open and involving work environment where it is made possible for each individual employee to be able to do their best and where there is a flow of knowledge between the employees. Active efforts must be made to counteract discrimination, bullying and harassment.

Managers have a responsibility to safeguard the individual employee and ensure that adequate guidance and training is provided so that each employee can carry out their work tasks in the best possible way. Adequate frameworks must be given to be able to do this by the stipulated deadlines. Sykehusinnkjøp must be a learning organisation and emphasise learning where deviations have occurred.

Managers have a special responsibility to ensure that the company's established governing documents are followed and that suggestions for improvements are followed up.

## **3. In meetings with the health authorities**

Sykehusinnkjøp's clients must be confident that Sykehusinnkjøp involves the users in its processes and puts users of Sykehusinnkjøp's services at the centre. In their work, all employees must work to create trust in and secure the reputation of Sykehusinnkjøp and their clients.

All project participants from the health authorities who participate in work under the direction of Sykehusinnkjøp, are obliged to conform with Sykehusinnkjøp's code of conduct.

## **4. In meetings with suppliers**

Suppliers must be confident that Sykehusinnkjøp is acting in accordance with good business practice, with confidentiality and professional secrecy where this should be exercised, and with transparency and openness where the rules require it.

Employees at Sykehusinnkjøp must ensure that decisions and actions made on behalf of the company or the company's clients have been given an objective and fair assessment. It is natural that in a procurement company, relationships with suppliers are established in order to safeguard collaboration and development. It is important that collaboration between the company and external actors takes place in such a way that neither the client nor any other person can doubt the judgment and integrity of Sykehusinnkjøp or the employee. If there is any doubt about the impartiality of an employee, contact your immediate manager for clarification.

All employees at Sykehusinnkjøp must familiarise themselves with the collaborative agreements the health regions have signed with the two largest supplier organisations; Medtek Norge and Legemiddelindustrien. These must also be complied with for suppliers who are not members of one of these organisations.

## **5. In meetings with the media**

Everyone has a fundamental right to partake in public debate. Employees at Sykehusinnkjøp are welcome to contribute to the public debate with their professional knowledge and involvement. Statements on behalf of Sykehusinnkjøp must be agreed with management. If personal views are being presented, this must be made clear. Caution must be exercised in connection with impartiality challenges and remarks on social media.

## **6. Corporate social responsibility and innovation**

Sykehusinnkjøp HF is a major player in Norwegian public procurement and through making requirements for innovation, ethics and the environment in its procurement, the company can contribute to product development and sustainable production.

### *Human rights*

Sykehusinnkjøp must be a driving force for ethical trade and as a member of the organisation "Ethical Trading Initiative Norway", all employees at Sykehusinnkjøp are obliged to work towards improving labour and human rights as well as environmental standards in the production of goods and services. This is done by setting ethical requirements when a risk assessment of the product and supplier chain calls for it. In the case of a particular risk of human rights violations, this must always be followed up during the agreement period.

### *Environment*

Every staff at Sykehusinnkjøp must follow the company's environmental policy. This reflects the regulatory requirements imposed on the company, while at the same time providing guidance for further efforts to reduce the direct and indirect environmental impacts of the company. When making procurements, environmental requirements must be set in accordance with the company's current environmental policy. This will reduce the environmental impact of the health authorities and provide predictability for the suppliers.

### *Innovation*

Sykehusinnkjøp must encourage the coordination of procurement and facilitate the use of innovative solutions in the specialist health services.

## **7. Economic frameworks**

Sykehusinnkjøp's resources must be managed in the best possible way. All employees must do their best to ensure this by thinking about their own consumption, taking good care of equipment and adhering to the company's travel policy.

## **8. Additional posts/employment**

Employees must notify their immediate manager of any additional posts and employment, and this must be recorded in the HR portal. Management must approve any additional employment in accordance with the company's additional employment regulations. Additional posts or employment must not raise doubts about impartiality or integrity. Additional employment must not be a strain on

the employer's resources or have a scope that impacts on the individual employee's ordinary working hours unless this has been agreed in advance.

## **9. Whistle blowing**

When a breach of good ethical practice is discovered, the person who detects this should immediately report the situation so that it can be improved. This should be done without fear of any negative consequences. Employees are obliged to familiarise themselves with internal whistle blowing procedures. Sykehusinnkjøp's whistle blowing procedures should be followed for both external and internal reports.

## **10. Consequences of a breach**

Breaches of the code of conduct must be handled in accordance with the Working Environment Act and the Personnel Regulations.