

Ethical guidelines for DNO&B

The Norwegian National Opera & Ballet (DNO&B) shall be an attractive workplace characterised by a high ethical standard. Our art forms are collective, but involve both ambitions of significant individual efforts and strong collaborative experiences. Respect and tolerance for each other, our audience and our contributors shall help to ensure that we achieve our goals.

DNO&B's reputation and trust depend upon our employees' professionalism, competence and ethical standard. This applies to both the running of our organisation and the way in which we treat one another individually. It is therefore expected that everyone shall act with diligence and care, and refrain from actions that may weaken trust in DNO&B.

1. Scope and responsibility

- 1.1 The guidelines apply to all employees, temporary employees, contractors and consultants who represent DNO&B (in the guidelines these are all referred to as employees).
- 1.2 Managers have a particular responsibility to ensure that DNO&B's ethical regulations are followed and to follow up any breaches of the regulations.
- 1.3 Where appropriate, the guidelines also apply to members of the board in connection with the performance of their duties for DNO&B.

2. Human dignity, equality and integration

- 2.1 DNO&B employees shall treat one another and their collaborative partners with courtesy and respect.
- 2.2 Employees must refrain from conduct that may have a negative impact on colleagues, the working environment or DNO&B. This includes all forms of harassment, discrimination or other conduct that colleagues or business connections may perceive as threatening or degrading.
- 2.3 DNO&B shall ensure the equal treatment of all individuals in connection with recruitment, promotion and competence-increasing further and continuing education. DNO&B shall also emphasise maintaining a diverse workforce that reflects a cross section of society. The recruitment work shall ensure that all applicants feel that they have equal opportunities for appointment regardless of age, gender, physical ability, sexual orientation or religious, ethnic and cultural background.
- 2.4 Any employee who travels in the organisation's service, on assignment or otherwise, shall refrain from purchasing sexual services. This also applies during the employee's free time while on such assignments.

3. Relationship to other regulations

- 3.1 All employees must ensure that they understand and carry out their duties in accordance with the requirements of DNO&B's ethical guidelines.
- 3.2 In addition, all employees must follow current legislation, regulations and other rules/guidelines that apply to DNO&B. See the Employee Handbook for more detailed information.

4. Competence and authority

- 4.1 All decisions shall be made at the correct level by the correct person within the organisation.
- 4.2 Employees may only enter into binding agreements on behalf of DNO&B if they have been allocated the necessary authorisation, and the decision is within the limits of the individual's allocated authority.

5. Duty of confidentiality / freedom of speech

- 5.1 Employees have a duty of confidentiality regarding DNO&B's trade secrets and sensitive information both during and after their employment with the organisation. Further details

regarding the duty of confidentiality can be found in the organisation's regulations and contracts of employment.

5.2 The duty of confidentiality applies both internally within DNO&B and externally.

5.3 Beyond such matters, DNO&B practices an open policy, through which all employees are free to express themselves to the media and all other external parties regarding all aspects of the organisation, including the working environment and repertoire policy.

6. Social media

6.1 Employees must act responsibly when using social media. Negatively commenting on other employees or collaborative partners, or publishing images of others without their prior consent, is unacceptable. This applies both during and outside of working hours. The same applies to images protected by copyright.

6.2 Employees must ensure that what they write on social media is correct, use their common sense, and be aware that social media are by definition public arenas, with the usual associated consequences.

7. Loyalty, impartiality and conflicts of interest

7.1 All employees have a general obligation of loyalty, and shall safeguard the employer's interests.

7.2 In a work context, all employees shall avoid situations in which their impartiality, integrity or loyalty may be called into question, and shall not participate in matters where the outcome may have significant personal gains or benefits for other private interests.

7.3 Out of consideration for impartiality and confidentiality, no closely related employees shall report directly to one another. Any work-related relationships of this kind shall always be clarified with the relevant manager.

7.4 In the event of any conflict of interest, the employee shall take the initiative to assess the situation and notify the relevant manager of the impartiality or conflict of interest.

8. Relationships with business connections, collaborative partners, competitors and public authorities

8.1 DNO&B works actively to prevent and combat all forms of corruption.

8.2 DNO&B employees shall not participate in actions that may bring them into a dependent relationship with customers, suppliers, collaborative partners or any of the organisation's other connections, which may prevent objective conduct.

8.3 Employees shall distance themselves from all unethical business practices.

8.4 Suppliers shall be treated impartially and fairly, and DNO&B's established guidelines and procedures shall always be followed.

8.5 DNO&B employees shall not abuse their position to achieve special benefits for themselves or others to whom they are closely related in their contact with DNO&B's suppliers.

8.6 DNO&B expects the organisation's suppliers and partners to uphold ethical standards in line with DNO&B's ethical regulations.

8.7 Interactions with public authorities shall be undertaken in a correct and open manner.

9. Gifts and other benefits

9.1 Through their position in DNO&B, employees are not permitted to accept gifts or benefits that may influence how they make decisions with regard to suppliers or other parties.

9.2 The receipt of gifts with a value of over NOK 500 is not permitted (anyone in a tender or negotiation situation shall refrain from accepting such gifts).

9.3 Nor shall employees give or offer gifts or benefits that may put external parties in the same situation.

9.4 More detailed provisions regarding acquisitions can be found in the Procurement Handbook.

9.5 Benefits acquired by DNO&B for all employees are exempt from these provisions.

10. Information and reporting

10.1 Public information from the organisation shall only be issued by the head of the organisation unless otherwise has been expressly agreed.

10.2 All information given by DNO&B shall be compliant and correct.

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11. Securing and use of DNO&B's property

- 11.1 Employees shall protect DNO&B's property against loss, damage and misuse.
- 11.2 Employees shall not use the organisation's IT equipment, materials or other property for private purposes or activities that are irrelevant to the work to an unreasonable extent.

12. Private matters

- 12.1 Sideline work and external posts and positions must not be of such a scope or nature that they affect the employee's position with DNO&B or come into conflict with DNO&B's interests.

13. Reporting of censurable conditions

- 13.1 DNO&B has prepared a procedure regarding the reporting of censurable conditions within the organisation in accordance with the provisions of the Working Environment Act. See the routine for the reporting of censurable conditions.

14. Follow-up and sanctions

- 14.1 Employees must continuously assess their actions against the relevant rules. In the event of doubt regarding whether an action is ethically justifiable, the individual must refrain from the action or take the matter up with the relevant manager within the organisation.
- 14.2 Breaches of DNO&B's ethical guidelines shall be handled in accordance with the Working Environment Act and DNO&B's staff regulations.

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