

IKEA Foundation



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Overview

Our values

- 🕒 Togetherness and enthusiasm
- 🕒 Cost-consciousness
- 🕒 Leadership by example
- 🕒 Simplicity
- 🕒 Willingness to accept and delegate responsibility
- 🕒 Humbleness and willpower
- 🕒 Striving to meet reality
- 🕒 Daring to be different
- 🕒 Constant desire for renewal
- 🕒 Constantly being “on the way”

Introduction

We at the IKEA Foundation have a clear mission to help children and youth living in extreme poverty to create a better life for themselves and their families. It is a big and demanding task requiring both humility and willpower. We want to achieve this by funding long-term projects and programmes that create the necessary conditions for lasting change. Providing help to self-help is an important cornerstone of our philosophy.

Why an ethical framework

We have always had a long-term perspective on our activities and programmes. We recognise a responsibility not only towards our co-workers—our most valuable resource—but also towards grantees and partners, the communities we work in, and the children and families we are trying to help.

For us, it is all about working tirelessly towards our long-term goals with a down-to-earth approach, focusing on simplicity and daring to be different. Our work is always based on honesty, respect, fairness and integrity.

To ensure we all live up to these standards and expectations, we have supplemented our values with an ethical framework that states the behaviour we all need to mirror.

The IKEA Foundation Ethical Framework

This Ethical Framework applies to all co-workers of the IKEA Foundation. The use of the term “Ethical Framework” refers solely to the Ethical Framework for the IKEA Foundation that you are now reading.

This Ethical Framework was adopted by the IKEA Foundation’s board of directors on 28 October 2014 and may only be amended by the board.



Acting with integrity

Fair and honest relations with grantees and partners

The way we deal with our grantees and partners shall be characterised by honesty, respect, fairness and integrity.

The IKEA Foundation shall comply with the laws and regulations in all jurisdictions where we conduct our activities.

We shall not offer or accept from existing and potential grantees and partners any rewards or benefits that violate any applicable laws or this Ethical Framework.

We will make our grantees and partners, as well as those we do business with, aware of our Ethical Framework and our values.

Zero tolerance towards corruption

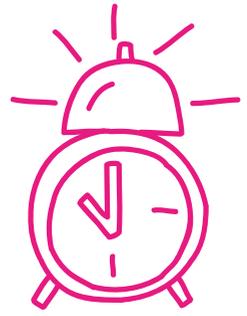
Trust, respect, integrity and honesty are essential to the IKEA Foundation. Any type of corruption is contradictory to the objective of our work and our activities. We have zero tolerance towards corruption in any form.

Avoiding conflicts of interest

Within the IKEA Foundation, we shall always make decisions based on what is in the best interest of the Foundation, the children and families we are trying to help. Decisions shall never be based on personal considerations or relationships.

A conflict of interest arises when anything interferes with or influences a co-worker's independent judgement about what is in the best interest of the IKEA Foundation. We must avoid situations in which our personal interests may conflict with, or even appear to conflict with, the interests of the Foundation.





Situations we must be aware of:

Assessing whether there is a conflict of interest is sometimes difficult. If in doubt, always be transparent and ask your manager. Any clear conflicts of interest must be reported immediately to your manager.

The following are some types of situations that we have to be particularly aware of:

Business opportunities

None of us may take business opportunities for ourselves, which may arise during the course of our duties for the IKEA Foundation, if this could be contrary to the interests of the Foundation.

Nor may any of us use Foundation property or information for any type of personal gain. If in doubt, always ask your manager.

Funding opportunities

None of us may arrange or promote funding opportunities that benefit ourselves and members of the immediate family.

Other employment

Any employment outside of the IKEA Foundation, with or without compensation, must not influence

a co-worker's job performance. We may not engage in outside activities that divert time and attention away from our personal work responsibilities or require work during company time.

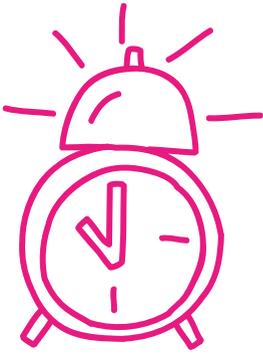
Board memberships and other outside affiliations

Any service on a board of directors or similar body of any enterprise or institution is not permitted if it creates a conflict of interest. All outside professional service must be approved by your immediate manager and the manager's manager.

Gifts, benefits, reimbursements and entertainment

No co-worker may offer or accept gifts, benefits, reimbursements or entertainment to or from a third party that would constitute a violation of this Ethical Framework or relevant laws. This also applies to any situation that could affect, or appear to affect, a co-worker's professional judgment.

For performance of the respective work or duties for the Foundation or a third party.



Political neutrality

The IKEA Foundation observes neutrality with regard to political parties and candidates. Neither the name nor the assets of the IKEA Foundation shall be used to promote or discredit the interests of political parties or candidates.

Religious neutrality

The IKEA Foundation observes neutrality with regards to religious opinions. Neither the name nor the assets of the IKEA Foundation shall be used to promote or advance a religious standpoint.

However, we recognise that the acceptance of modest gifts, as well as hospitality and events, may be a legitimate contribution to building good relationships. In such instances, these gifts should be limited to items of little commercial value. All gifts and hospitality of higher commercial value shall be reported to your manager. If you are in doubt, always ask your manager.

Bribes, kickbacks and similar

We may not, directly or indirectly, demand or accept, offer or give any kind of bribe, kickback, unauthorised loan or any other unlawful or unethical benefit when performing our duties for the IKEA Foundation.

Personal relationships

All of us working at the IKEA Foundation must be observant to any conflict of interest if there is a family member, relative or close friend involved. This is applicable within the Foundation as well as all other relations.

Human rights and the working environment

Equal opportunities

The IKEA Foundation respects and promotes fundamental human rights. We recognise our responsibility to observe those rights that apply to the activities involving our co-workers and the communities in which we work and live.

We hire and treat our co-workers in a manner that does not discriminate on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, union affiliation, or social or ethnic origin.

Good working environment

We make an effort to create the best possible work environment for our co-workers. This includes providing the conditions for a safe and healthy working environment. We must all be proactive when it comes to protecting health and the working environment.

Harassment is not tolerated

No form of harassment is tolerated within the IKEA Foundation. This includes, but is not limited to, intimidation, any form of discrimination, sexual harassment, racism and other forms of bullying, as well as acts or threats of violence.



Right of association

We at the IKEA Foundation respect every co-worker's right to freedom of association and preference within the institutional and recognised co-worker associations. We respect co-workers' right to join, form, or not to join a co-worker association of her or his choice without fear of reprisal, interference, intimidation or harassment.

No forced labour or child labour

No form of forced, compulsory or child labour is tolerated.

Alcohol and drug abuse is never acceptable

We do not tolerate alcohol abuse or the use or distribution of illegal drugs on any IKEA Foundation premises.

No one may work under the influence of alcohol or any substance that prevents him or her from performing work duties safely and effectively.

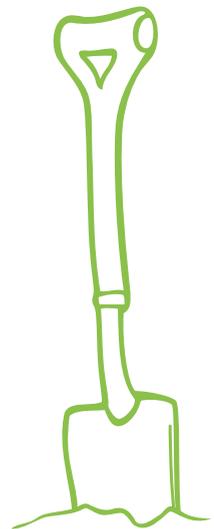


Resources and sustainable development

Our approach

For us, sustainability is all about making a difference. By using our resources in the best way, we can make a big difference. This means that the resources made available to us are used in the best possible way.

We actively work towards sustainability and making the best possible use of resources. Every co-worker has a role to play in living up to this commitment in our daily work. Managers and leaders have a special responsibility to ensure this commitment is actively adhered to and clearly communicated.



Protection of assets and confidential information

Protect assets

The IKEA Foundation has significant assets, and the most valuable one is our co-workers. The Foundation also has a wide variety of other assets, such as funds, confidential information, copyrights and intellectual property. We are all responsible for protecting the Foundation's assets and must report any loss to our nearest manager.

Proper use of assets

Our tools—such as office equipment, IT systems, software and other assets—shall only be used for conducting IKEA Foundation activities. Other uses or other related purposes can be authorised by the relevant manager, or by directives or local rules.

Proper use of funds

All of us at the IKEA Foundation and those acting on the Foundation's behalf shall strive to perform our activities in such a way that funds are not exposed to misuse but are instead used efficiently, effectively, responsibly and prudently.



Protect intellectual property

IKEA Foundation has been granted by Inter IKEA Systems B.V. the license to use the IKEA logo. This is an asset of utmost value and must be treated, as well as all other intellectual property, with appropriate care. Co-workers must follow and, in cases of doubt, always seek instructions on how to use and protect this intellectual property.

As a consequence of using the IKEA logo and of our IKEA affiliation, any potential reputation risk on the IKEA brand must be considered in all our activities and actions. Intellectual property created by co-workers is transferred and assigned to the IKEA Foundation by law and/or her or his employment agreement.

Protect confidential information

Any IKEA Foundation co-worker who has access to confidential information owned by the IKEA Foundation, as well as information owned by third parties, shall safeguard this information at all times.

Any unauthorised disclosure may harm the Foundation or third parties. Such information may be financial information, business plans, technical information, information about co-workers and/or grantees and partners, grants or programmes as well as other types of sensitive knowledge.

Everyone working at the IKEA Foundation who has access to such assets or confidential information must act in accordance with the employment agreement, relevant laws, and the Foundation's policies and rules.

We comply with the Ethical Framework and the law

All of us working for the IKEA Foundation are subject to laws and regulations in the countries and jurisdictions around the world where we conduct our programmes. We refer to this set of relevant requirements as “the law” in our Ethical Framework.

We are expected to comply with the law and the Framework. In the unlikely event that the Ethical Framework is in conflict with the law, the law always prevails over the Ethical Framework. If the Ethical Framework stipulates higher demands than the law, the Framework prevails. Each of us must understand the Ethical Framework and take responsibility for complying with the Ethical Framework and the law.



Use common sense

We must always use our sound judgement and our common sense. In the course of your daily work, you may face difficult situations.

- 🕒 *If you are in doubt about any of your actions, simply ask yourself the following questions:*
- 🕒 *Is it consistent with our Ethical Framework?*
- 🕒 *Is it ethical?*
- 🕒 *Is it legal?*
- 🕒 *Is it consistent with our culture?*
- 🕒 *Will it reflect well on the IKEA Foundation, its activities or the IKEA brand?*
- 🕒 *Am I willing to stand up for my behaviour publicly?*

If the answer to any of these questions is no, do not do it. Whenever you are uncertain, always be transparent and ask your manager for guidance.

The IKEA Foundation strives to have an open culture of inclusiveness. All of us are encouraged and should

feel empowered to come forward to discuss ideas, improvements, different views and, in good faith, any concerns we might have.

To sustain an open culture of inclusiveness and honesty, our way is to be transparent and discuss with or report to one of our nearest managers—or a higher level manager, if necessary—so matters can be dealt with in a straightforward way.

We lead by example

It is the responsibility of all managers at the IKEA Foundation to communicate and demonstrate the content and the spirit of this document in their daily work and to bring it into the projects the IKEA Foundation is funding.

All managers must ensure that the co-workers they lead understand their responsibilities under the Ethical Framework. All co-workers have an active duty to ensure their behaviour complies with, and is in the spirit of, the Ethical Framework.

