



TRAFIKVERKET

# Trafikverket's Code of Conduct



**TRAFIKVERKET** (Swedish Transport Administration) is responsible for building, operating and maintaining Sweden's publicly owned roads and railways. We are also responsible for the long-term planning of road, rail, maritime and air traffic. As a societal developer, our day-to-day work includes the development and administration of smart infrastructure, something we do in collaboration with other stakeholders in order to make life easier for everyone throughout Sweden.

All of us who work at Trafikverket have a responsibility to preserve confidence in public institutions. Public confidence is easily damaged and, once lost, difficult and time-consuming to regain. At Trafikverket, we do not just build infrastructure. We also build relationships – based on respect and responsibility. That is why we need a Code of Conduct. It highlights the conduct expected within Trafikverket and in our dealings with contractual partners and society at large. We therefore require our suppliers and other contractual partners to comply with the principles set out in this Code of Conduct.

Trafikverket's management bears a specific responsibility for ensuring compliance with the code in day-to-day operations. They must also ensure that employees, consultants and other concerned parties are informed about the Code of Conduct when they are hired, during performance reviews, in procurement processes and through operational monitoring.



**Roberto Maiorana**  
*Director-General*

## **CORRUPTION, BRIBERY AND CONFLICTS OF INTEREST**

Corruption, bribery and conflicts of interest distort market competition and prevent both the economic and social development of our communities. It is therefore incumbent on Trafikverket to counter and combat such behaviour.

Neither Trafikverket nor any of our employees shall accept any form of improper payment, gift or other consideration that may influence, or be perceived to influence, Trafikverket's objectivity and impartiality.

It also goes without saying that we may not offer such inducements to others either. Our employees must avoid any situation in which their personal interests may conflict with those of Trafikverket, nor shall they mix private interests with the activities of Trafikverket.

## **HEALTHY COMPETITION**

Competition law aims to promote fair and healthy competition for the benefit of customers and clients. It therefore prohibits activities that hinder free trade or restrict competition. For suppliers to compete on equal terms, it is necessary to comply with laws and regulations throughout the supply chain, both in Sweden and abroad.

Trafikverket aims to counter illegal behaviour such as cartelisation, market and customer sharing and abuse of a dominant position. Unhealthy

competition also arises from breaches of health and safety rules and tax regulations and misuse of social security funds, for example. Money laundering, fraud, working without a work permit and exploitation of workers also impact on the conditions for healthy competition.

Trafikverket will report any suspicion of such occurrences to the competent authorities.





## **ENTERTAINMENT**

Trafikverket's activities are primarily financed through taxes. This implies a special responsibility to ensure that the money is used for its intended purpose and that all costs that arise benefit the activities.

Trafikverket's internal and external entertainment shall be characterised by moderation and restraint. External entertainment shall be an expression of customary hospitality, and shall be a natural element of establishing and developing relationships of importance to the organisation.

Trafikverket takes a restrictive approach to the use of alcohol in connection with internal and external entertainment.

Our internal guidelines set out rules for when and in what forms entertainment is permitted.

In the case of study visits, seminars, conferences and the like, when an external company offers to cover the costs, Trafikverket shall always pay for travel and accommodation for its employees. We only participate in such events when the content is work-related and deemed to be beneficial to carrying out Trafikverket's mission.



## **ALCOHOL AND DRUGS**

Anyone at Trafikverket's workplaces must be able to trust that everyone working at or on behalf of Trafikverket is reliable and acts with good judgement.

All of Trafikverket's workplaces must therefore be free of alcohol and drugs. This means that no one may drink or be under the influence of alcohol or drugs during working hours. Thus, alcohol consumption during leisure time must not affect the ability to work, safety or the working environment on the job.

Trafikverket works actively in various ways to prevent ill health caused by harmful use and abuse. Trafikverket's contractors and other contractual partners are expected to have their own alcohol and drug policy, as well as procedures for taking action when necessary.

## ANTI-DISCRIMINATION AND DIVERSITY

Trafikverket supports and respects basic human rights in its operations. Each individual is unique and should be treated with respect. The attitude of all of our employees shall be to look beyond group affiliation and categorisation and instead see the individual based on their circumstances, abilities and needs – and to treat everyone as being of equal value.

We strive to ensure diversity at all levels of the organisation and have zero tolerance for discrimination, harassment or abusive behaviour. Trafikverket shall be a heterogeneous workplace made up of employees from different gender, ethnic and cultural backgrounds, ages, disabilities and sexual orientations in a composition that reflects society at large.

We work to prevent and put a stop to any discriminatory treatment through systematic work environment management. If we become aware that any employee has been subjected to abusive treatment, we investigate the matter immediately.

In our collaborations and procurement, we work to ensure that suppliers and other participating actors also respect human rights and combat discrimination.





## **THE ENVIRONMENT**

Trafikverket shall lead the way in ensuring that the negative impact of the transport system on the environment and health is reduced, while the conditions for travel and transportation are improved.

In cooperation with our partners and customers, we shall lead the development of an environmentally sustainable transport system.

Environmental consideration shall be a natural element of our day-to-day activities, and all planning, construction and management of the transport system shall be carried out in an environmentally sound manner. Our activities shall aim to create an energy-efficient transport system that causes less air and noise pollution and uses less hazardous substances.

## **SAFETY, SAFETY CULTURE AND WORKING ENVIRONMENT**

Trafikverket always puts safety first. We consider safety a prerequisite for the effective functioning of our transport system and our workplaces. The system shall be characterised by good accessibility and reliability, and those who use it should perceive it as safe and secure.

Trafikverket's safety work is based on Vision Zero, which is an expression of an ethical approach, where the long-term goal is that no one is killed or seriously injured in the transport system or on our construction sites.

Everyone has a responsibility to ensure that work is carried out in accordance with current regulations, and together we create a good safety culture. By safety culture, we mean a shared understanding of what is right and wrong, and how we should act in relation to risk and safety.

We support correct behaviour and have zero tolerance for the deliberate disregard of established procedures or the committing of criminal acts. Criminal acts are reported to law enforcement authorities.







## **TRAVEL**

Through their actions, each employee shall contribute to the achievement of society's traffic safety and environmental goals. Our activities are mainly financed by taxes, which implies a special responsibility to ensure that the money is used for its intended purpose and that all costs that arise benefit the activities.

Therefore, before taking a business trip, Trafikverket's employees must always first consider whether the trip is necessary based on needs, purpose and the information to be conveyed.

Business trips should be carried out in the most cost-effective way possible, taking environmental, safety, economic and working environment conditions into account. Each employee shall comply with the relevant laws, rules and internal guidelines.

## REPORTING MISCONDUCT

As a public authority, Trafikverket carries out its activities in the service of Swedish citizens. It is of the utmost importance that the public has fullest confidence in how we carry out our mission.

We have zero tolerance for corruption, bribery or other behaviour that could undermine public confidence in Trafikverket's activities.

The employees of Trafikverket, and anyone else who comes into contact with the organisation in some way, have the opportunity to report misconduct and failure to comply with this Code of Conduct. Such circumstances can be reported either to the immediate manager, if appropriate, or to a dedicated whistleblower function.

It is important that misconduct is investigated, and that the necessary action is taken. Anyone reporting suspected misconduct should never be subjected to reprisals, and should have the option of remaining anonymous.

### **Trafikverket's whistleblower system**

Trafikverket has an agreement with an external party for receiving tip-offs about bribery, corruption or other misconduct. Whistleblowers can choose to remain anonymous. Information on how to contact the whistleblower system is available on Trafikverket's website [www.trafikverket.se](http://www.trafikverket.se)



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