



CODE OF CONDUCT

Our code of conduct describes how we at NAA want to bring our values into action. We want our values to guide us in our everyday work together.

MARCH 2022

WHY A CODE OF CONDUCT?

All of us who work for NÅA - both Community Managers, students, mentors and other personnel- is driven by NÅA's vision, mission and culture. Our culture at NÅA is built from our values. This is the base of how we want to work together. Therefore it is good to define our culture and values and put them into words, since this sets a base for how we work together and how we behave - it defines who we are as NÅA personnel.

This Code of Conduct is a small guide for our most important values and culture. Many things tend to change when people change in an organisation. Our culture and values are however something that we strive to keep throughout these changes in our organisation. They guide us through these changes and our everyday work together.

With all this in mind, we hope that this little guide will inspire you to work according to our values - in every situation!



OVERVIEW

Our Code of Conduct is based on our five values: Together, Learning by doing, Sustainability, Equality and Curiosity. The Code of Conduct is helping with translating these values into actual ways of working together. In our Code of Conduct we take a closer look at how we strive to behave according to our values. We are all ambassadors for the NÅA brand, and therefore it is important that we all strive to act according to these values - both internally and externally.

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Our Values

*Together
Learning by doing
Sustainability
Equality
Curiosity*



How we work
together.

OUR VALUES

Together

Learning
by doing

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Together

NÅA is a contact point for students and companies. Our aim is to exchange ideas and experiences with each other. In NÅA we emphasize collaboration on all levels. Together we are stronger.

Learning by doing

NÅA is a place where students can learn and develop new skills. Therefore we must remember that it is ok to make mistakes. We learn by doing things together and by doing things in practice. The NÅA culture inspires us to dare to try new things and learn from them.

Sustainability

In NÅA we value sustainability and we are working on integrating sustainability into our operations. We want to broaden our knowledge regarding the subject, so that we can in the future can inspire others - both individuals and companies, to act sustainably.

Equality

In NÅA we treat each other with respect, and we act in a way that promotes equality. We at NÅA favour a culture without hierarchies. We all should have the same opportunities to develop both ourselves and NÅA operations. We take all opinions into consideration.

Curiosity

At NÅA we want to develop both our business and ourselves as individuals. Our eagerness to develop things is something that takes our business forwards. We are curious and open for new things, and we always try to think creatively and innovatively.



HOW WE WORK TOGETHER



HOW WE DEVELOP NÅA TOGETHER

Especially two of our values: Learning by doing and Curiosity inspires us when developing our business together. We aim to always develop things for the better, and in these situations the values learning by doing and curiosity are extra important.

In NÅA we also want everyone to feel free to try new things, and to learn from our mistakes. Learning by doing is something that sets a base for learning in our culture, When we all dare to take initiatives we move forward, and at the same time develop NÅA Business Center.

Curiosity is the second value that takes us further. When we are eager to try new things- we develop both ourselves and our Business Center.

*"Dare to try something new!
That is where the learning
happens!"*





TOGETHERNESS AND EQUALITY

We want to have a culture where everybody feels welcome, accepted and where we all can be ourselves. Everyone in our community should have the same opportunities to grow and learn. We support each other and can in that way also learn from each other. Our values Together and Equality put a base for this.

PART 2: HOW WE WORK TOGETHER

"Collaboration is important on every level at NÅA. Our business is developed from a collaboration point of view. "

WE VALUE SUSTAINABILITY

To take sustainability into consideration is one of our new values. This is a new area for us, but we want to include sustainable thinking into our actions even more in the future. By first learning from each other about this subject, we can in the future offer knowledge and inspiration also to other external parties about the subject. We still have a long way to go but by being curious, searching for information and inspiring others we can make a difference in the long run.

Our goal is to understand both the economic, social and environmental aspects of sustainability and in the future define what it means to our organisation.



How can I contribute?

- **You can contribute by questioning our traditional ways of working, and be curious of new more sustainable ways of working!**
- **Improve your knowledge regarding the subject, both on your own and with the support of others**
- **Try to make small changes into your own everyday life as well**
- **When choosing business partners and customers, keep this value of ours in mind**
- **Inspire others to do these same things!**