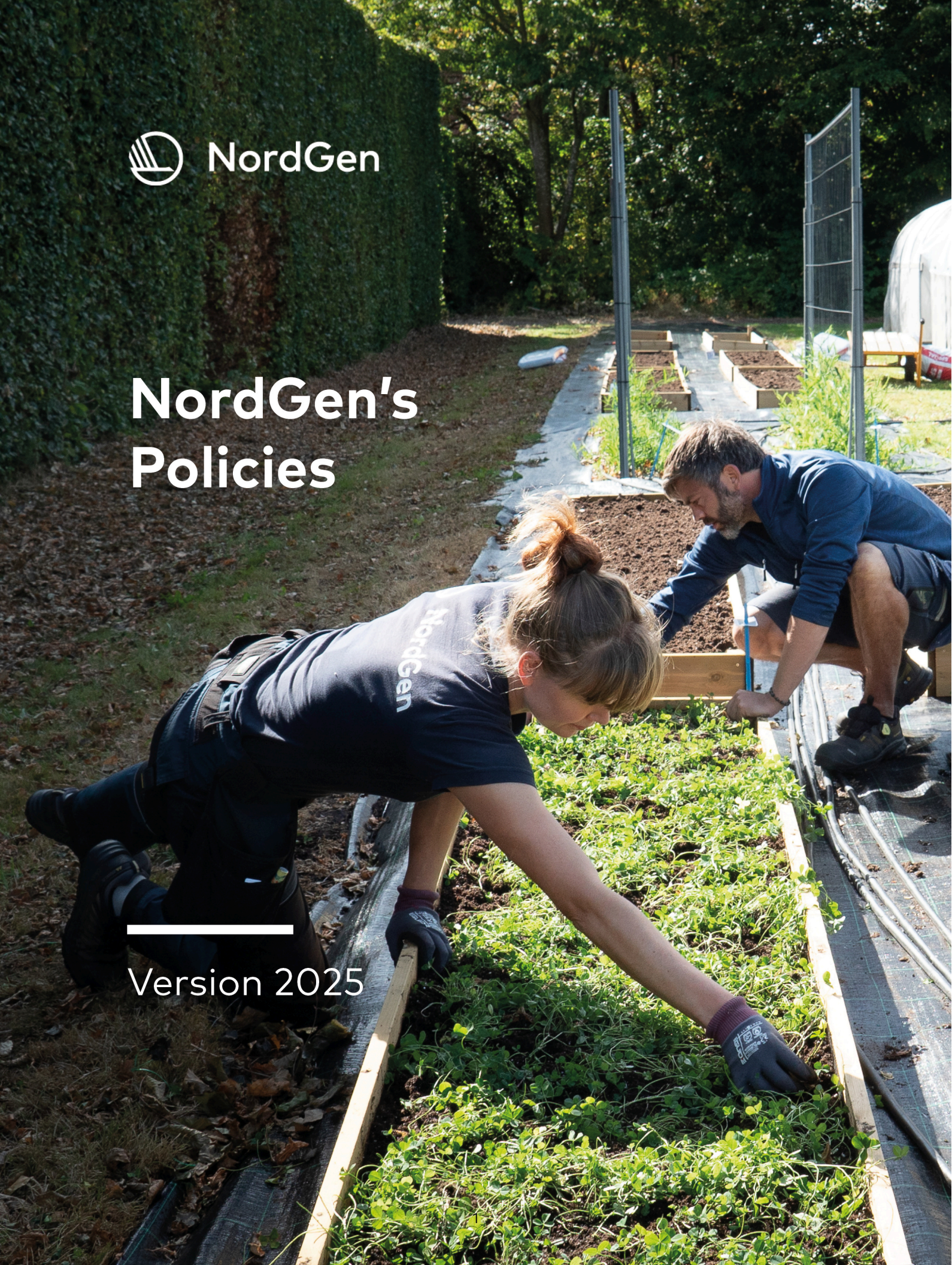




# NordGen's Policies

---

Version 2025



## Table of content

INTRODUCTION	3
PRIVACY POLICY	4
ENVIRONMENTAL POLICY	5
GENDER EQUALITY POLICY	6

# INTRODUCTION

For NordGen, equal treatment and gender equality are important principles. We work under academic freedom and to counter corruption. We also take privacy protection seriously and strive to be as environmentally sustainable as possible.

In this publication, you can read more about how we work with these issues.



*Parts of NordGen's staff outside the headquarters in Alnarp, 2024.*

# PRIVACY POLICY

In this chapter, you can read more about how NordGen deals with personal data collected in connection with, seed orders, newsletters, employment and our conferences and other events. Our goal is that you should always feel safe in our handling of your personal data and know how to contact us with questions about this. NordGen's processing of personal data takes place in accordance with Swedish law and the EU's data protection directive.

NordGen never collects personal data without your expressed permission. We also never collect sensitive personal data. By contacting us at [gdpr@nordgen.org](mailto:gdpr@nordgen.org) you can:

- ask questions about our personal data handling
- find out what information we have stored about you
- update your personal data
- request that we delete the personal data we have stored about you. If you request this, we will delete all personal data apart from those that we have to keep by law
- withdraw your consent for us to store your personal data

At NordGen, Kjell-Åke Lundblad has been appointed Data Protection Officer. He can be reached via [gdpr@nordgen.org](mailto:gdpr@nordgen.org). If you have a complaint about how we handle personal data, you can contact the Swedish Authority for Privacy Protection's, which has supervisory responsibility.

## In the following situations, NordGen stores personal data:

**Events such as seminars and conferences.** NordGen uses the Swedish, web-based service Confetti to manage registrations for events. We process information about name, e-mail, title, workplace and specific information for the event such as food preferences. The information is saved for 90 days after the event has ended. [Read more about Confetti's GDPR work here.](#)

**Newsletters and contact forms.** NordGen uses the web-based service MailChimp to manage subscriptions to our newsletters. When you agree to receive newsletters or fill in a contact form via our website, we save your name, your e-mail and, if you chose it yourself, the organization you work for. At the bottom of each newsletter is the option to unsubscribe from mailings and view and change your contact information. [Read more about how Mailchimp handles data here.](#)

**Employment applications.** NordGen uses the web-based services to handle job applications that are used by the [Nordic Council of Ministers](#). Applications are treated confidentially and comply with the Personal Data Protection Act. If you apply for a job with us, we will not share any information about you with anyone else.

**Personal information about customers and partners.** NordGen saves general contact information about customers and partners in order to be able to share information and deliver services as promised. The data is handled confidentially and is not shared with others.

# ENVIRONMENTAL POLICY

This Environmental Policy shows how issues concerning the environment should be handled. The policy constitutes an overall document relating to governance, management and handling of environmental issues and aims to clarify goals and responsibilities within environmental work.

## Goals

NordGen shall:

- We will purchase services and products with good environmental performance for our business
- We will travel in the least environmentally damaging way among reasonable alternatives
- We will work actively with technical solutions and with behavioral changes with the aim of reducing our energy use
- We will recycle and sort waste as much as possible
- We will work with continuous improvement and self-monitoring
- We will comply with applicable laws and other requirements
- Our ambition is to be environmentally certified by 2026 at the latest
- We will follow recommendations according to the Nordic Council of Ministers Vision 2030 and the UN Agenda 2030 with the following goals:
  - Goal 2** – End hunger, achieve food security and improved nutrition and promote sustainable agriculture (paragraph on food waste).
  - Goal 12** – To ensure sustainable consumption and production patterns (paragraph on food waste reduction).
  - Goal 13** – Take urgent action to combat climate change and its impacts (paragraph on limit of climate impact).
  - Goal 15** – Terrestrial ecosystems, halt biodiversity loss (paragraph on biodiversity)

## Associated documents

How and in what way the goals in this policy are to be achieved is shown in NordGen's Action Plan.

## Timeframe and reporting

The Environmental Policy with associated Action Plan shall apply from 22 November 2021 and until further notice. An annual report on goal fulfillment must be submitted to the management team no later than March 1 each year.

## Responsibility

NordGen's Executive Director has the overall responsibility for the fulfillment of the Environmental Policy. It is the responsibility of all employees at NordGen that the Environmental Policy is followed and it is the respective head of department/Team Leader who must follow up the Environmental Policy so that it is complied with. NordGen's Environmental Group revises the Environmental Policy if necessary. The Environmental Group consists of representatives from the departments Administration, Working Environment, Seed lab respectively Field and Greenhouse. This Environmental Policy with associated Action Plan is developed by the Environmental Group. The Environmental Policy was approved by NordGen's Director Lise Lykke Steffensen on 14 December 2021.

# GENDER EQUALITY POLICY

NordGen must strive to be perceived as an attractive and enriching workplace for both women and men.

A workplace where there is an even distribution of employed women and men leads to a more creative and stimulating work climate. Within NordGen, we are therefore keen that both female and male perspectives and values should characterize the way we work. Therefore, we must strive for all work teams to consist of both women and men.

## **NordGen shall be characterized by:**

- employers and employees work together to achieve equality in working life.
- each Team Leader takes responsibility for the equality work's intentions being carried out within their own function.

## **The goal of the gender equality work within NordGen is to:**

- workplaces, work methods, work organization and working conditions must be arranged so that they are suitable for both women and men.
- both women and men can combine work with parenthood.
- no employee is exposed to sexual harassment or harassment due to a notification of gender discrimination, sexual harassment means any unwelcome sexual advances or statements.
- women and men must have the same opportunities for employment, training, promotion and development at work.
- women and men have equal pay for equal work.
- work to ensure that no one is devalued for: transgender identity or expression, ethnic affiliation, disability, sexual orientation, religion or other beliefs and age.

## **A follow-up must be carried out annually according to the points below**

- Investigate the risks of discrimination
- Analyze identified risks
- Take action
- Follow up and evaluate the work

This is done in connection with other follow-up within the work environment in the month of March.

The notification from the employee is made to NordGen's safety representative or to the HR manager.

## About the publication

NordGen Publication Series: 2025:03

© NordGen 2025

The publication is available at NordGen's website or at [www.norden.org/nordpub](http://www.norden.org/nordpub).

Cover photo: Clover plants planted in NordGen's garden, photo by Jonatan Jacobson/NordGen.

Layout: Jonatan Jacobson/NordGen.

Other photos: NordGen if not otherwise stated.

### NordGen

The Nordic Genetic Resource Centre (NordGen) is the Nordic countries' gene bank and knowledge center for genetic resources. NordGen is an organisation under the Nordic Council of Minister and works with the mission of conserving and facilitating the sustainable use of genetic resources linked to food, agriculture and forestry.

Address: Växthusvägen 12, 234 23 Alnarp, Sverige

Website: [www.nordgen.org](http://www.nordgen.org)

E-mail: [info@nordgen.org](mailto:info@nordgen.org)

Phone number: +46 40 53 66 40