
PASS IT ON

- By-Laws, 2020 -

Purpose

1. The company's ultimate aim is to counter the reduction of human beings to become means for each other's greed or power. The whole human being must always be the company's goal.
 2. The company's purpose is to comply with the United Nations Human Rights Declaration:
"Article 23
 1. *Everyone has the right to work, to free choice of employment, to just and favorable conditions of work and to protection against unemployment.*
 2. *Everyone, without any discrimination, has the right to equal pay for equal work.*
 3. *Everyone who works has the right to just and favorable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.*
 4. *Everyone has the right to form and to join trade unions for the protection of his interests."*
 3. The PIO company's purpose is to ensure that all people have access to meaningful work.
 4. The company's purpose is to serve life, happiness and caring development: security, peace, democracy, gender balance, development, the specific UN SDG goals, and the UN sustainability concepts - economical development, climate responsibility, social justice, which all together create the following: a world in which it is possible to live, a fair world and a world worth living in. This means that if it is discovered that a product or the production is in any way harmful to nature, human beings, cultures or societies, it must be changed or stopped. As part of this 'diversity' thinking, Pass It On can not support neither natural or cultural mono productions.
 5. Leadership, management, organisation, processes, procedures and products must never stand in the way of life 'being lived.' See the UN's document: Guiding Principles on Business and Human Rights.
 6. The general principles of sections § 1 & 2 apply where a more specific paragraph may be missing
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The Pass It On Principles

7. The production has been developed in common, produced in common and is thus common property of the company.
8. Each company is required to establish a minimum of three new Pass It On companies (PIO). If the company continues to have economic profits then the company is encouraged to establish more companies at an appropriate pace.
9. The aim is economic democratisation, organisational learning and development for all employees of all Pass It On companies, which are therefore encouraged to participate actively in the business process.
10. The aim of the close control of the Pass It On Concept is the desire to distribute a just economy. A balance between control and freedom is necessary and sought for.
11. Work, identity and consumption are largely about social learning and maturity, and the technologies available to people. All of these affect the balance between control and freedom. Because both maturity and technology are evolving, the Pass It On Concept must also adapt and change its ideas, laws and practices regarding ownership, governance and organisation in time and space. Such a change in the statutes can be made after 10 years only, or when basic social developments or technological developments have taken place.
12. To establish a sustainable production the goal should be to reduce as much as possible the negative impacts on nature and culture. Thus, both production and consumption should have a 'diversity' and 'locality' dimension. Consequently, it should be a goal that products should be made of resources that come from a distance not further away than 200 km. The concept 'local' is clearly a historical, mental and technological one - and thus it is a concept to be addressed with some 'flexibility' taking into account new technologies and new mindsets: sustainability needs 'local' and peace needs 'global'.
13. In 2020, a vetting process will be established to prevent corruption and nepotism in connection with the establishment of the first generation of PIO companies. This negative function should cease when it is possible.
14. The vetting panel includes members from the company's board and representatives from TurningPoints (TP)

Networks and business partners

15. It is intended that business cooperation takes place with companies that comply with the same principles and standards as the PIO companies. As far as possible, corporate governance is required to demand these principles from its partners.

Internal Education and external development conferences

16. The prerequisite for a Pass It On Certification is an education course series aimed at knowledge and skills in ethics, sociology, creativity, organisation, leadership and conflict resolution.
17. This 'school course' will take place in the company's first year of life, and form the basis for the creation of a new Pass It On Certified Company.
18. New employees in the company's later life must also be trained so that they can participate in the leadership of the company on an equal footing with the other employees.

Ownership, leadership and organisation*Ownership*

19. The company is a self-owning and democratically led by the employees.
20. The legally responsible persons are the employees; but only as long as they are employees.
21. The employees automatically get a seat in leadership.
22. The company can never be sold by the employees. The accumulated values of the company can be transferred to another Pass It On Fund, or to another Pass It On company.
23. A business year's profit belongs to the employees.

Board and leadership group

24. Board and leadership groups are necessary functions only, and no unequal status is attached to these functions. Both the work of the board and the leadership group are facilitating functions only. The individual members of the board and leadership groups have no extraordinary status when the board or the leadership group are not assembled.
25. The board and leadership group only has decision-making authority when they are assembled with 4/5 of the full board or leadership group.
26. The employees are automatically included in the board, leadership group and other deciding functions in companies with less than 50 employed persons.
27. The practical leadership group is an elected smaller group. Elected from the group of employees.
28. In companies with less than 50 employees, leaders are elected once a year to their leadership posts.

29. When a company consists of more than 50 people, the direct form of leadership changes to representative management.
30. Each year, the company chooses a board, a leadership group and a collaborative committee based on the group of employees.
31. In addition to the elected employees, the board consists of a member of the co-operation committee and a member of the founding company, TurningPoints. The purpose of the board is to be in continuous dialogue with the leadership group regarding strategy of the company, the products' sustainability, general ethics and the well-being of the employees, the establishment of new PIO companies, and finally the aim is mutual support in leadership and learning.
32. Elections to the board and leadership group takes place once a year at the general assembly meeting following general democratic electoral principles. In the election, the leadership group is elected in its entirety. The leadership group constitutes itself according to its own agreements. If agreement cannot be reached, the leadership group is constituted after the election's distribution of votes.
33. Members of the co-operation committee are elected at the general meeting for 2 years at a time with staggered election periods.

Economy

34. The company can not be owned or sold by any single person.
 35. The company can not be sold to, owned or entered into another and larger company that is not a Pass It On Certified company.
 36. The company can not borrow and take loans - in exception from other Pass It On certified companies.
 37. The company can not sell shares.
 38. The company must build and maintain a financial profit.
 39. Economy:
 - 39.1. The first loan source is TurningPoints in case of lack of funding
 - 39.2. Other loan sources are other PIO companies
 40. The company must pay tax.
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41. The company's financial profits must be shared according to the following principles:
 - 41.1. The company has its own consolidation and continued development
 - 41.2. A new Pass It On company is established, which is based on the same statutory basis as this company.
 - 41.3. The new business is supported for an agreed period of time or until it is clear that there is no longer any need for support of the new Pass It On business - but that it can manage itself financially.
 - 41.4. Remaining profits accrue to each employee according to company internal agreement (the needs of the employees, distribution numbers on working hours, etc.)
42. The company bases its salary primarily on equal pay for work. However, the company must transparent and negotiate compensate for education, illness, maternity leave based on life-income calculations, or acute needs. This is agreed in the joint management forum.

Organisational ethics and organisation practise

43. Pass It On must be organized according to the following ethical principles:
 - 43.1. Leadership and expertise have equal status.
 - 43.2. The leadership group is a necessary function just like the expertise group.
 - 43.3. All employees have access to and a right to speak at the leadership meetings.
 - 43.4. With more employees than 50, leadership transforms from direct leadership to elected representative management.
 - 43.5. A mediation/ombudsman function must be established.
 - 43.6. A development department must be established for the Pass It On concept.
 - 43.7. A funding department must be established that is responsible for the establishing of new PIO companies.
 - 43.8. The development department works closely with the fund department on ideas and establishment of PIO companies.

Annual Ethical Report and Ethical Budget

44. The company's footprint on environment, products, impact on nature, people, society and culture must be reported 2 months before the annual meeting and a report must be prepared for use at the annual meeting at the latest 1 month before the meeting is held.
45. The annual report must be submitted for external evaluation and to TurningPoints.

The Annual Assembly Meeting (Production and Products, Utopias, Visions, Missions, Tasks and Plans, and Election of Board and Leaders)

46. The company's highest authority is the annual meeting, vision and planning conference.

47. At least 1 time per year the company arranges a vision and planning conference where all employees are on election for the various governing posts. All employees are up for election and no election campaign must be held.
48. The conference takes place according to transparent and clear procedures and processes that suit the size and organisational culture of the company.

Planning

49. The leadership group must arrange at least six general leadership meetings per year, to which all employees have the right and duty to participate
50. The company is a democratically driven company, see § 5

Preparation

51. The temporarily appointed executives carry out individual interviews with the employees regarding the employee's well-being, production, professional development, terms and conditions, and wishes for professional development.
52. The leadership group carries out development dialogues with each employee.
53. The appointed executives carry out team dialogues with all the employees together in which they all produce a clear social work structure that is aligned with product and production: professionalism, production volume and production quality.

Steering

54. The appointed leaders establish transparent management - possibly through delegated leadership to an expert.
55. The main focus of the control phase is visibility, presence and inclusion of relevant expertise in case of any deviations in operations.
56. TurningPoints must be part of the process of the establishing of a new Pass It On Company
57. Mediation in the production is used when needed.

Development

58. Continuous production and a range of products are monitored in terms of: ethics, sustainability, work environment, quality, etc.
59. The completed monitoring together with the annual ethical conference forms the basis for the company's development of production and product.

Conflict mediation and ombudsmand's functions

60. Continuous production, everyday living and the various skills are as necessary as the subsequent conflicts are predictable. These conflicts must be solved through conflict resolution. There is no other way.
61. The conflicts must be seen and used as basis of development of board, leadership, expertise, organisation, friendships, networks and products

Hiring and dismissal

62. The elected leader has responsibility for the implementation of his decisions. However, recruitment must be based on the approval and support of the general leadership group/the other employees.
63. New employees must receive a suitable reception and introduction package.
64. Dismissal is a destructive social action, and thus it can only take place in extreme emergency situations and as an absolute last option. The reasons for dismissal can be such as the act of violence, substance abuse, financial deception, or similar severe criminal behaviour. Conflicts caused by different ideas of leadership or expertise must not be used as a reason for dismissal.
65. All other options should be tried first, such as re-positioning, treatment, conflict resolution, organisational redeployment, posting or the like. The families must be involved in the solution attempt, and if possible, they must be compensated as far as possible.
66. All employed must have an insurance that covers:
 - 66.1. Dismissal
 - 66.2. Illness
 - 66.3. Family 'situations'.
67. The company develops a 'dismissal package', especially in states that has no social insurance to cover and help their population

Cases of inactivity

68. In case the company has to close, the entire company and the profits must go to a common fund for democratic companies. From here, salary compensation is paid to the employees, corresponding to the time they have worked in the company. A remaining surplus goes to the joint establishment fund of new Pass It On companies, or UNDP.