



## IDA Code of Conduct

Version	Prepared by (name, title)	Validated by (name, title, date)	Signed by
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## I. IDA's guiding principles

- i. To respect the sovereignty of all member organizations and recognize their expertise on issues affecting their own constituency;
- ii. To promote the capacity of its member organizations in the interest of their disability constituencies;
- iii. To follow democratic governance ensuring transparency, accountability and full consultation with its member organizations;
- iv. To promote solidarity among and equal treatment of all disability constituencies in all regions of the world;
- v. To fully respect in all of its work non-discrimination on any grounds including disability, race, gender, religion, age, language, ethnic origin, and sexual orientation; and,
- vi. To ensure the leadership of persons with disabilities through their representative organizations in all decisions affecting their lives;

## II. Purpose

All employees are representatives of IDA and should recognise that their behaviour can bring the organisation into disrepute and damage the reputation and standing of IDA amongst members, partners, funders, authorities and suppliers.

The Code of Conduct sets out for members, partners, funders, authorities and suppliers, the expectations that IDA has of all employees and representatives and provides examples of behaviours and misconduct that are unacceptable. The basis of this Policy is to enable best quality of work, a positive working environment and ensure that misconduct does not bring the organisation into disrepute.

## III. Scope

The Code of Conduct applies to all those that represent IDA (during their professional or personal life) and this includes employees, interns, fellows, volunteers, consultants, contractors, Board members representatives when working on behalf of IDA. Where employees or staff are referred to in this document, these groups of people are included. IDA's partners and suppliers will also be asked to sign a copy of the Code of Conduct when they enter into a contractual relationship with IDA or be asked to provide their own Code of Conduct that meets our required minimum standard.

## IV. Application

- The Code of Conduct forms part of the terms and conditions of employment of all employees. The standards set out in this Code are mandatory and full compliance is expected under all circumstances.
- By signing the employment (consultancy) agreement, employees and representatives confirm their understanding and acceptance of the Code of Conduct. All staff are required to familiarise themselves with it by reading and by raising any issues they have with their manager or the Human Resources Manager.
- Any breaches of the standards of the Code of Conduct will be subject to investigation and possible disciplinary action in line with IDA's Disciplinary Policy and Procedure.

- Managers have a particular responsibility to uphold the standards of the Code and to set a positive example through appropriate behaviour. In addition, they must ensure that staff in all locations, including newly recruited staff, are provided with a copy of the Code of Conduct, understand its provisions clearly, and sign their agreement to its terms. Alongside this, managers must ensure that an open environment exists where issues can be easily identified, raised and discussed within and across teams.
- Any employee who has concerns of their own or concerns on behalf of someone else about the behaviour of another staff member should raise these with an appropriate manager or the Human Resources Manager. Any concerns will be treated with urgency, consideration and discretion.

## V. Standards

### **1. IDA PERSONAL CONDUCT: I will ensure that my personal and professional conduct is in keeping with IDA's standards, ethics and beliefs**

- I will treat all people inside and outside of IDA fairly, with respect and dignity.
- I will seek to ensure that my conduct does not bring IDA into any disrepute and does not impact on or undermine my ability to undertake the role for which I am employed/contracted.
- I will inform my line manager (or in the case of a consultant, my key contact) of any intimate relationship that develops with an IDA employee, or an employee of a partner organisation. I understand that intimate relationships formed with staff in the line management chain, or persons directly contracted, will entail alternative line or project management arrangements to be made.
- I will avoid intimate or personal relationships developed through my work with IDA that may create a real or perceived conflict of interest or abuse of power.
- When working in an international context or travelling internationally on behalf of IDA, I will observe all local laws and be sensitive to local customs. If they differ from the Code of Conduct, I will seek support and advice from IDA.
- I will not allow my use of alcohol or drugs to impact negatively on my job performance, conduct and professional relationships with others, or the reputation of IDA.

### **2. CONFLICTS OF INTEREST: I will uphold IDA's integrity and reputation by performing my duties and ensuring my professional and personal conduct avoids possible conflicts of interest.**

- I will declare any financial, personal, family (or close intimate relationships) interest in matters of official business that may affect the work of IDA e.g. contracts for goods/services, employment or promotion within IDA, partner organisations, civil authorities, beneficiary groups.
- I will not accept any additional employment or consultancy work outside of IDA without prior approval from my line manager (applies to employees only, unless there is a conflict of interest).
- I will not request or accept bribes and significant personal gifts (value over \$20) or any remuneration from governments, communities, donors, suppliers and other persons, which have been offered to me because of my employment with IDA, even when the giving of gifts is normal cultural practice.
- I will not abuse my position as an IDA employee or consultant by requesting any service or favour from others in return for assistance by IDA.

### **3. CRIMINAL ACTIVITY: I will avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of IDA.**

- I will ensure my conduct is consistent with the human rights framework, in particular the UNCRPD, to which IDA subscribes.
- I will not knowingly participate in any illegal or unethical activities.
- I will notify IDA of any relevant criminal convictions or charges I face during my employment.

**4. DIGNITY AND RESPECT: I will refrain from any form of harassment, discrimination, abuse, intimidation or exploitation.**

- I will fully abide with the requirements of the policies and procedures outlined in the Safeguarding Policy (copy available on request) and ensure that I do not abuse my own position of power to direct or influence the behaviour of others, or the course of events, in any way.
- I will not engage in any forms of harm, abuse or exploitative behaviours or relationships during my employment with IDA. This includes engaging in a sexual relationship with a member of the community (unless they are part of the same community and the relationship has not arisen as part of my role with IDA); engaging the services of sex workers, irrespective of cultural or national law, or request sexual favours from members of the communities in which we work, in return for anything.
- I will not engage in any form of abuse or sexual exploitation of children (under 18 years), vulnerable adults or of any persons of any age (mistaken belief in the age of a child is not a defence).

**5. RESPONSIBILITY: I will be responsible in the use of information, equipment, money and resources to which I have access by reason of my employment (or contract) with IDA.**

- I will be careful when handling sensitive or confidential information.
- I will account for all IDA money and property in accordance with IDA Standard Operating Procedures.
- I will not disclose or transfer commercially sensitive information relating to IDA business, including, but not limited to, operational workings, performance, bids, and contracts or funding issues of IDA, unless authorised to do so, or unless the information is in the public domain.
- I will seek authorisation before communicating externally in IDA's name (unless part of my role and even then, only with the express agreement of IDA Senior Management or Board) and reflecting IDA positions.
- I will not use the organisation's computer or other equipment to view, download, create or distribute inappropriate material that is contrary to IDA beliefs and values.

**6. HEALTH, SAFETY AND SECURITY: I will protect the health, safety, security and welfare of all IDA's employees, interns, fellows, volunteers, trustees, consultants and participants in IDA activities or people and organisations involved in IDA's work.**

- I will adhere to all legal and organisational health, safety and security requirements.
- I will comply with IDA travel, safety and security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in such a way as to avoid any unnecessary risk to the security, safety, health and welfare of others, and myself, including member, partner organisations or participants.

**7. CONFIDENTIALITY: Due to my position within IDA, I will have access to confidential and proprietary information relating to the business and operations of IDA (i.e., business secrets, as well as other sensitive information).**

- Such business secrets and other sensitive information including technical, organizational and financial information and all other information directly or indirectly related to IDA's business which is disclosed to me by IDA or any of its employees or which I get acquainted with in any other way during the Employment with the Company, shall be treated as confidential information.

- Such Confidential Information constitutes a unique and valuable asset of IDA and their acquisition required great time and expense. The disclosure or any other use of the Confidential Information, other than for the sole benefit of IDA, would be wrongful and would cause irreparable harm to IDA.
- Both during the Employment and after the termination thereof, I shall keep such Confidential Information strictly and permanently confidential and refrain from disclosing it to any third party or using it in any way for my own benefit or for the benefit of any person other than IDA.

#### **MY RESPONSIBILITY UNDER THE CODE**

**I have read carefully and understand this Code of Conduct, and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support the vision, values and purpose of IDA. I will review the Code on a regular basis and incorporate its standards into my daily work. I will participate in mandatory safeguarding training (employees only).**

**I will remain alert to conduct that may conflict with the Code. I understand that I have a responsibility to report any incidents or concerns relating to the Code of Conduct that I am witness to or made aware of. See 'Reporting Malpractice and Misconduct' below. I understand that making intentionally false or misleading allegations is a serious matter.**

#### **Managers**

**I understand that I have additional responsibilities for ensuring ethical conduct. I will lead by example, using my own behaviour as a model for other individuals. I will foster a culture of compliance and be alert to actual or potential incidents or concerns relating to the Code.**

**I will encourage open and honest communication, take action when issues are brought to my attention, and support any individual who raises concerns in good faith. In carrying out these responsibilities, I understand that I can seek advice from the Safeguarding Focal Points, or HR teams.**

#### **Board Members**

**I understand that when acting on behalf of IDA as a Board Member, I am bound by the internal rules and guidelines pertaining to these roles. I will encourage open and honest communication, take action when issues are brought to my attention and support any individual who raises concerns in good faith. I understand that any breaches of the code may be brought to the attention with my member organisation and that decisions may be made to by the Member of IDA or the Board in relation to my role within IDA Board.**

## VI. Reporting Malpractice and Misconduct

IDA has a zero-tolerance approach to malpractice and misconduct, and we take all reports seriously. We are committed to providing a clear and straightforward reporting system and we handle all information relating to malpractice and misconduct appropriately and responsibly. Malpractice and misconduct could be criminal, financial, sexual or HR-related and it can be brought to our attention by anybody.

All IDA representatives have a specific responsibility to raise any concerns they have, or those that are reported to them, in a confidential and timely manner. It is not the responsibility of individuals to decide whether or not malpractice or misconduct has occurred.

IDA has a defined reporting journey, which reflects our accountability to the people we work with and to donors and legal bodies. We prioritise the safety of the complainant, the integrity and confidentiality of the investigation, and compliance with relevant legislation and donor contractual requirements.

You can report concerns regarding malpractice or misconduct to either:

- Your line manager, or Human Resources Manager
- Your key contact (the contract or commissioning manager)
- A safeguarding focal point
- Executive Director
- The confidential reporting line:  
*If you wish, you can use the reporting form in the Safeguarding Policy.*

If a Board member is found to be in breach of this Code, in accordance with IDA statutes, a formal letter may be sent to the relevant Board member and his/her organisation. If the situation continues, the Board may decide to request of the person's organisation that a new representative be named to the Board.

In the case of a violation of the Code, the Chair will discuss the concern with the Member; in the case of the Chair, the Executive Officers will discuss the matter with the Chair.

## VII. Appendix

### Definitions

'Conflict of interest' is defined as applying

- where an employee / Board member stands to gain financially from any business dealings, programs or services of the organisation, other than where
  - the employee / Board member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
  - the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
- and
  - where the immediate family or business connections of a employee/Board member stands to gain financially from any business dealings, programs or services of the organisation,
  - where the person is an employee of the organisation,
  - where a employee/Board member or the ex-officio member of the employee / Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of IDA
- Employees will not attempt to exercise individual authority over IDA. Employees will inform the Board of any conflict of interest and will abstain from any participation in a matter in which they have a conflict of interest. Employees will declare any conflict of interest that arises between their role/s and outside activities or between elements of their role/s within IDA.