

## **Policy 1.16**

### **CODE OF CONDUCT**

#### **Introduction**

1. IPPF is committed to a human rights framework which prohibits any discrimination, exclusion or restriction on the basis of age, sex, sexual orientation, gender, gender identity or expression, race, ethnic or national origin, religion or belief, partnership status, pregnancy or parental status, disability health or any other analogous personal status.<sup>1</sup>
2. IPPF recognizes that the right to be free from abuse, exploitation and harassment is enshrined in international human rights law namely ICERD, ICCPR, ICESCR, CEDAW, CAT, CRC, CRPD.<sup>2</sup> IPPF additionally acknowledges that sexual harassment and abuse is a form of gender based violence.
3. In keeping with its vision and values, IPPF is committed to maintaining the highest degree of ethical conduct amongst all its volunteers, trustees and staff.<sup>3</sup> To help increase understanding, this Code of Conduct details IPPF's expectations of all involved in IPPF's work.
4. This Code of Conduct is intended to set out the guiding principles and values applicable to all elements of IPPF (its Secretariat, Member Associations, members of the Governing Council, Audit Committee, and Regional Executive Committees, and governing bodies of Member Associations). These guiding principles and values need to be implemented through the relevant regional and local policies and procedures.

#### **Purpose and Scope**

5. IPPF adopts this Code of Conduct as part of its commitment to providing the best possible environment for those providing IPPF services and those engaging with IPPF services and activities.
6. IPPF recognizes the need to provide an environment able to address inherent

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<sup>1</sup> Equality, Diversity and Inclusion Policy

<sup>2</sup> International Convention on the Elimination of All Forms of Racial Discrimination, International Covenant on Civil and Political Rights, International Covenant on Economic, Social and Cultural Rights, Convention on the Elimination of All Forms of Discrimination against Women, Convention against Torture and Other Cruel, inhuman or Degrading treatment or Punishment, Convention on the Rights of the Child, Convention on the Rights of Persons with Disabilities.

<sup>3</sup> Staff refers to all paid staff: permanent, fixed term and temporary staff; it includes employees, agency workers, consultants, interns and contractors.

unequal power dynamics.

7. The purpose of this Code of Conduct is to enable greater individual accountability by providing clear guidance on what is expected of IPPF volunteers, trustees and staff, while on organizational premises, attending organizational functions or otherwise performing IPPF related activities.
8. Whilst recognizing that local laws and cultures may differ from one country to another, IPPF is an international non-governmental organization, and therefore the Code of Conduct is based on international human rights standards. IPPF volunteers, trustees and staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.
9. The policy lays out the commitments made by IPPF, and applies to all volunteers, trustees and staff of IPPF Secretariat, its Member Associations and collaborative partners including members of the Governing Council, Audit Committee, and Regional Executive Committees, and governing bodies of Member Associations as well as to collaborative and other partners, contractors and suppliers.

## **Mission and values**

10. IPPF works to ensure people are free to make choices about their sexuality and well-being, in a world without discrimination. IPPF leads a locally owned, globally connected civil society movement that provides and enables services and champions sexual and reproductive health and rights for all, especially the under-served. IPPF does this based on its core values of social inclusion, diversity, passion, volunteerism and accountability. IPPF's Code of Conduct is framed to take account of our vision, mission and values.

## **Code of Conduct Standards**

IPPF volunteers, trustees and staff as defined in paragraph 9 above, are required to:

### **11. Uphold the integrity and reputation of IPPF by ensuring that professional and personal conduct is consistent with IPPF's values and standards**

- i. treat all people fairly with respect and dignity;
- ii. when working in an international context or travelling internationally on behalf of IPPF, be observant of all local laws and be sensitive to local customs;

- iii. ensure that individual conduct does not bring IPPF into disrepute and does not impact on or undermine the ability to undertake the role for which engaged;
- iv. not work when incapacitated by alcohol or other intoxicating substances or use, or be in possession of, illegal substances on IPPF premises or accommodation.

## **11. Not engage in abusive or exploitative conduct**

- v. not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence;<sup>4</sup>
- vi. not engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics;
- vii. not engage in any exploitative activities with children or vulnerable adults including those that are commercial such as child labour or trafficking;
- viii. not physically assault a child or vulnerable adult;
- ix. not emotionally or psychologically abuse a child or vulnerable adult.

## **12. Ensure the safety, health and welfare of all IPPF volunteers, trustees, staff and communities**

- x. adhere to all legal and organizational health and safety requirements in force at the location of their work;
- xi. comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines;
- xii. behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of themselves and others, including partner organizations and communities with whom IPPF works;
- xiii. be responsible with social media accounts and, when using photos obtained during IPPF work, always gain informed consent and preserve the privacy and dignity of all individuals, ensuring that they are not exposed to risk from the use of their image.<sup>5</sup>

## **13. Not behave in any way which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive working environment for that individual**

- xiv. be respectful and considerate in behaviour to all, particularly in the working environment;
- xv. not engage in sexual relationships with volunteers, trustees and staff,

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<sup>4</sup> This prohibition does not apply to IPPF youth volunteers who are in a consensual relationship, with each other and are under the age of 18 but over the applicable age of majority or consent

<sup>5</sup> For which there must be an IPPF signed consent form. See the Media Policy and guidance for further details.

- who are in direct line of supervision;
- xvi. declare as soon as potential conflict of interest may arise to supervisor or Human Resources, if in a relationship with a volunteer, trustee, staff member (where there is no direct line of supervision). As long as relationships are conducted appropriately, such disclosures will be treated confidentially;<sup>6</sup>
  - xvii. not behave in such a way as to indicate that sexual favours may provide a basis for work-related advancement, or a way in which to avoid work-related detriment;
  - xviii. not to be inappropriately tactile or flirtatious or sexually explicit in the workplace;
  - xix. not use offensive language or belittle or humiliate volunteers, trustees, staff or beneficiaries;
  - xx. not victimize volunteers, trustees, staff or beneficiaries for speaking up or raising complaints;
  - xxi. not abuse any position of power;
  - xxii. adhere to workplace behaviour expectations as set out in Respect at Work policy.

**14. Be responsible for the use of information, assets and resources to which they have access by reason of working with IPPF in any capacity**

- xxiii. be accountable for all IPPF money and property given to them and ensure that IPPF assets and resources are used in a responsible manner;
- xxiv. not use IPPF IT equipment, software, e-mail or social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group defined by reference to the characteristics set out in paragraph 1 of this Code of Conduct;
- xxv. not use IPPF IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

**15. Perform their duties and conduct their private life in a manner that avoids conflicts of interest**

- xxvi. declare any financial or personal interest in matters of official business which may impact on the work of IPPF. For the avoidance of doubt, a “personal interest” is any sort of interest which might cause a reasonable person to be concerned that in individual’s decision-

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<sup>6</sup> Work decisions must not be made based on that relationship. This may include staff who share responsibility for sign-off on the same budget lines; or are involved in carrying out joint decision-making relating to resourcing or programme issues; or are carrying out or acting as decision makers for internal investigative processes

- making might be influenced by that interest. Such an interest might include the financial or other interests of an individual's spouse, partner or co-habitee, parent, grandparent, sibling, child, grandchild, in-law or close intimate of which the individual is aware;
- xxvii. not be involved in awarding benefits, contracts for goods or services, employment or promotion within IPPF, to any person with whom they have a financial, personal, family or close intimate relationship, or in any other circumstances which might cause a reasonable person to be concerned that the individual's decision-making might be influenced by any financial or personal interest;
  - xxviii. make a declaration and follow the Conflict of Interest Policy with regards to being nominated as a prospective candidate or another official role for any political party;
  - xxix. not accept significant gifts or any remuneration from governments, communities, individuals with whom IPPF work, donors, suppliers and other persons which have been offered as a result of working with IPPF in any capacity.

## **16. Uphold confidentiality**

Exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so. Adhere to the principles set out in the Confidentiality and Information Sharing Policy.

## **Complaints and reports**

- 17. IPPF volunteers, trustees and staff as defined in paragraph 9 above are obligated to bring to the attention of the supervisor any potential incident, abuse or concern that they witness, are made aware of, or suspect, which appears to breach the standards contained in this Code unless they are the recipient of behaviour such as that outlined in paragraph 14 above, or have been informed in confidence of such behaviour by one or more recipients thereof.
- 18. IPPF staff who report concerns will be protected as whistle-blowers in line with the Raising a Concern Policy.
- 19. If the volunteer, trustee or staff member does not feel comfortable reporting to their supervisor they can use IPPF SafeReport, IPPF's external incident reporting service.
- 20. Supervisors receiving reports or concerns, other than reports made in confidence by a recipient of behaviour such as that outlined in paragraph 14

above, are obliged to refer the report immediately to the relevant incident reporting mechanism. Supervisors who are informed in confidence by a recipient of behaviour such as that outlined in paragraph 14 above of that behaviour should seek where appropriate to persuade the recipient of that behaviour to report it to IPPF.

## **Enforcement**

21. The respective management of IPPF Secretariat and Member Associations have a responsibility to ensure that all staff understand and adhere to this Code of Conduct.
22. The Code of Conduct forms part of all contracts of employment. Breaches of the Code of Conduct by staff are grounds for disciplinary action, up to and including dismissal.
23. This Code of Conduct is also applicable to trustees, volunteers, partners, contractors and suppliers as set out at paragraph 9 above. Breaches of the Code of Conduct may result in the termination of contracts or trustee and volunteer roles.
24. Failure of a Membership Association to implement and monitor the implementation of this Code of Conduct shall engage section 7 of IPPF Act and Regulations on Suspension and Expulsion of Member Associations and Members of the Governing Council.
25. Failure of a partner organization to implement and monitor the implementation of this Code of Conduct may result in the termination of contract.

## **Related policies**

- Confidentiality and Information Sharing
- Fraud Policy
- Safeguarding Policy (Children and Vulnerable Adults)
- Respect at Work Policy
- Gender Equality Policy
- Equality, Diversity and Inclusion

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In accepting my position at IPPF, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code.

Name:

Role:

Signature:

Date:

*As adopted by Governing Council, November 2018*

*Last amended by Governing Council, May 2019*