

IWDA CODE OF CONDUCT

At IWDA we work together to achieve gender equality for all. We exist to advance and protect the rights of diverse women and girls. Our Code of Conduct helps us to live our values, it states how we conduct ourselves in our work, provides a shared understanding of behaviour and the organisation culture we are committed to.

OUR VALUES

- **FEMINIST**
We respect women's diverse experiences, identities, knowledge and strengths and strive to empower women to realise their full and equal rights.
- **ACCOUNTABLE**
We are honest and transparent and are committed to evaluating and communicating the outcomes of our work with integrity.
- **COLLABORATIVE**
We build trusting relationships and strong partnerships as we believe that advancing together is crucial for achieving progressive change.
- **TRANSFORMATIVE**
We are determined to make real, lasting improvements in women's lives by transforming the root causes of gender inequality.

This Code is binding for all IWDA staff and volunteers, consultants, Board Members, family members accompanying staff on travel and assignment, and people acting on behalf of IWDA.

As an IWDA representative, I will at all times:

- Act with integrity and professionalism and be scrupulous in upholding IWDA's reputation and in the proper use of IWDA's information, funds, equipment and facilities;
- Ensure that my professional and personal conduct is consistent with IWDA's values
- Value diversity and work respectfully with people of different cultures, ages, ethnicities, religions, abilities and sexual orientations and identities
- Report any form of harassment, bullying, discrimination, intimidation, exploitation or abuse
- Protect the health, safety, security and welfare of all IWDA people

- Avoid real or apparent conflict of interest/s
- Act at all times in accordance with the law and adhering to moral, ethical and professional standards, regulations, IWDA policies and this Code.

INTEGRITY

In demonstrating integrity I will:

- Respect and protect the physical and intellectual property of IWDA
- Contribute to preventing all forms of criminal or unethical activity
- Notify IWDA of any relevant criminal charges or convictions I have prior to or during my employment in which IWDA may have a legitimate interest or that may compromise my ability to do my job
- Protect the privacy and confidentiality of IWDA as an organisation, our staff and volunteers, clients, donors, partners and supporters
- Act against any form of corruption and not offer, promise or accept any bribes
- Not accept monetary gifts or inappropriate gifts from governments or partners, donors, suppliers of other people and declare high value gifts
- Accurately record and report IWDA information
- Appropriately account for all IWDA money and property (including use of email and internet)

PROMOTING GENDER EQUALITY: Safeguarding and prevention of sexual exploitation, abuse and harassment

**As part of a feminist organisation with a deep
commitment to gender equality I will:**

- Treat people with dignity, respect and fairness
- Understand and accept women's diversity recognising and acknowledging power differences
- Take actions that show consideration for cultural concerns and expectations
- Report any concerns or suspicions that arise regarding sexual abuse or exploitation
- Not engage in any form of sexual abuse or exploitation of any persons of any age
- Not engage in sexual activity with a child (person under the age of 18) regardless of the age of majority or age of consent locally
- Not exchange money, employment, goods or services for sex while on work related travel or representing IWDA (including sexual favours or other forms of humiliating, degrading, or exploitative behaviour)
- Not engage in sexual relationships with those who benefit from IWDA funding or support or beneficiaries or any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position.

BREACH OF THE CODE

IWDA treats breaches of this Code seriously. We have a responsibility to act consistently with the behaviours of this code. Failure to comply with this Code may lead to disciplinary action or termination of employment as a staff member or volunteer.

Reporting a Breach of the Code

If you believe someone may have breached the Code of Conduct, you have an obligation to report or discuss your concerns. You can discuss the issue with the person involved, seek advice from your Manager, have a confidential discussion with People and Culture or seek support from IWDA's Discrimination Harassment and Bullying (DHB) Contact Officer. The IWDA Grievance and Conflict Resolution Policy provides guidance for managing reports.

A breach of law will be referred to the police or relevant legal authority.

IWDA will report serious breaches of this Code to the IWDA Board, Department of Foreign Affairs and Trade and other relevant bodies as required.

In accepting my appointment to IWDA, I undertake to discharge my duties and regulate my conduct in accordance with the requirements of this Code and IWDA policies.

Name _____

Signature _____

Position _____

Date ____/____/____