



PURPOSE

The purpose of the Code of Conduct Policy is to state the position of the International Society for the Prevention of Child Abuse and Neglect (ISPCAN) regarding the behavior of all individuals working for or with ISPCAN at all times. ISPCAN, board members, committees, chairs, members, and employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

For the purpose of this document, the term members includes ISPCAN members, and anyone conducting business with ISPCAN, attending ISPCAN events or interacting online or in person with any staff or members, who are expected to act in accordance with the principles outlined in this document. The code is based on key principles outlined below. It applies to all members, partners, and business associates, irrespective of their membership type, the role they fulfill, or the jurisdiction in which they live or work.

RESPONSIBILITY & ACCOUNTABILITY

All members should be aware of their ethical, legal and professional responsibilities incumbent to the specific community in which they work, to the nonprofit sector, to the fenestration community and to this organization.

- Members will not make any statement on behalf of ISPCAN or purport to represent ISPCAN through any public medium, including digital social media, unless authorized to do so by ISPCAN; and
- Members will not commit ISPCAN in any way unless authorized to do so; and
- Members will comply with all applicable statutes and regulations applying to non-profit organization and the terms of the Articles of Incorporation, the bylaws, and the policies adopted by the Board; and
- Members will protect the interests of the association as determined by its Board, its mission and prudent business practice.

INTEGRITY & HONESTY

All members should be:

- Honest and accurate in representing their professional affiliations and qualifications, including such matters as knowledge, skill, training, education and experience.
- Take reasonable steps to ensure that their qualifications and competencies are not misrepresented by others and to correct any misrepresentation identified. Members must recognize and clarify the limits of their knowledge, skills, training, qualifications, education and experience.
- Be honest and accurate in conveying professional conclusions, opinions, and research findings, and in acknowledging the potential limitations.
- Not use their ISPCAN membership as a means of conveying a level of competency, asserting power over another individual, or to get special favoritism.

RESPECT AND FAIRNESS

ISPCAN is committed to maintaining and promoting a professional environment within which its members treat each other with dignity and respect. All members will not discriminate against, bully or harass others on the basis of: cultural and role difference, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, political beliefs, race, religion, sexual orientation, marital or family status and socio-economic status. Respect the knowledge, insight, experience and expertise of fellow members, (regardless of career stage and length of ISPCAN membership) relevant third parties, and members of the general public.

ISPCAN recognizes *bullying*, as any behavior that may be characterized as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not need to be deliberate; someone may demonstrate bullying behavior, which falls within the above definition, without intending to. Whichever form it takes, it is unwarranted and unwelcome to the individual and will often cause embarrassment, fear, humiliation or distress to an individual or group of individuals.

Bullying often results from a misuse of individual power derived from status/position, physical strength or force of personality. It can also arise from collective power arising out of strength of numbers.

ISPCAN recognizes *harassment as* any unwelcome verbal or physical behavior, including sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment does not need to be deliberate; someone may harass another person without intending to. In some situations, where the unwanted conduct is serious, a single incident may constitute harassment. In other situations, conduct may become harassment if it is repeated or sustained.

The following list provides examples of the types of behavior which can amount to harassment, although the list is, by no means, exhaustive:

- *Unwelcome physical contact or physical interaction:* This may range from unnecessary touching or brushing against another's body, physical assault, coercing sexual intercourse, physical threats, insulting or abusive behaviors or gestures. This may also encompass invading someone's "personal space" by standing very close to him/her where this is unnecessary.
- *Unwelcome verbal conduct:* This may include the making of remarks and comments about appearance, lewd comments, sexual advances, innuendo and banter, the making or repetition of offensive or stereotyped comments, jokes or songs, the making of threats or the making of patronizing comments.
- *Unwelcome written or visual interaction:* This may include sending unwelcome emails, notes or pictures, displaying or sending offensive material on any ISPCAN social media/websites/blogs etc.

Harassment, bullying and victimization of members, or by members by electronic methods

Given the degree of current reliance upon electronic means of communication it should be specifically noted that harassment, bullying and victimization by members by electronic means is also unacceptable. For example, this might involve:

- Sending e-mails (with or without attachments) which breach the terms of this code
- Inappropriate copying of e-mails to parties not seen as relevant to the discussion, as a way of intimidating or inappropriately gaining leverage over other members, guests, volunteers or staff
- Posting or using social media to bully another person online or insult, make damaging or demean another person or post unprofessional pictures or comments

PRIVACY AND CONFIDENTIALITY

- All members respect the individual and collective rights to privacy and maintain confidentiality in compliance with UK and International law and regulations.

AVOIDANCE OF PERSONAL GAIN

- Members should neither offer nor accept bribes or inducements either on a personal basis or on behalf of ISPCAN
- Members should refrain from using their membership for the advantage of any special interests inside or outside of the association, or their positions of authority to make unfair demands or mistreat others

CONFLICT OF INTEREST

All members should declare to the ISPCAN Board any competing professional or personal interests that may be pertinent to their activities within ISPCAN and ISPCAN supported events and research groups. This includes any professional /academic disputes, whistle blowing activity within their academic work and issues/disputes over the member's research integrity. Any activities undertaken in the ISPCAN name must be consistent with ISPCAN's vision, strategic objectives and the principles outlined in this guide.

If a conflict of interest does arise, the individual must inform the ISPCAN CEO and ISPCAN Board Chair immediately the matter becomes apparent and must take the following actions:

- Abstain from the activity in question
- Declare the conflict of interest and pass the role to a colleague or
- Stand down/withdraw from the activity; make a public statement to apologize
- Tender resignation from membership

Failure to do so, may lead to the imposition of actions, including a ban on attendance/participation at specific ISPCAN events or activities and ultimately termination of their ISPCAN membership.

COLLEGIALITY

Collaboration with external learned societies and organizations is encouraged in order to develop the transfer and sharing of knowledge and to help disseminate learning and good practice. If members put in place barriers or are obstructive to such collaboration or acts in a way that brings ISPCAN into disrepute through these collaborations, they may be in breach of this code and may face sanctions or termination of their membership.

ISPCAN PLEDGE

As an organization, ISPCAN pledges that it will act with honesty and integrity and commit to preserve and protect children's safety at all times. Any activity or program we engage in will use language and activities that respect and do not inflict harm of any kind.

ISPCAN staff, board, partner organizations, and members will be respectful towards each other at all times and adhere to all the ISPCAN Policies at all times. Furthermore, we acknowledge that children who have been victimized must be respected and protected as adults who often work with us.

Violence in any form towards anyone, direct or indirect, will not be tolerated in ISPCAN business or working relationships or events. This includes verbal and written communication, cyber-space postings, physical actions or other abusive actions, including the disparaging treatment of children, adults, their culture, or family relationships.

GUIDELINES FOR ALL ISPCAN BUSINESS PRACTICES

ISPCAN staff, officers, partners and members are expected to conduct themselves with utmost care and respect towards each other in accordance with this ISPCAN Code of conduct Policy and to ensure peace and safety at the highest level by:

- Taking actions to immediately report any suspicions, incidents of concern, or potential crime or maltreatment to local laws and to also report the incident to the Executive Director or a Board member.



- Local organizing partners or members of ISPCAN in the region will be consulted if country level processes are unclear in order to ensure proper reporting or if the issues have arisen at a co-hosted event
- All staff, volunteers, members, and board members must adhere to ISPCAN standards of conduct in all interactions
- Ensuring that interaction occurring under ISPCAN auspices are safe and sensitive to not causing secondary trauma and especially when vulnerable children or adults are known to be present;
- Safeguarding information about children or adults who report alleged abuse that exposes them, their family or their community to risks of harm;
- Ensuring that all ISPCAN contracts and memorandums of understanding must include compliance with this ISPCAN child safeguarding policy, ISPCAN Code of Conduct and ISPCAN Diversity and Inclusion policies.

NON-COMPLIANCE WITH ISPCAN CODE OF CONDUCT POLICY

Failure to comply with ISPCAN's Code of Conduct Policy at all times will result in the severing of the relationship with ISPCAN. Although ISPCAN is not responsible for the actions of others, but we seek to educate and ensure the rights of children and adults everywhere. There is a mandatory obligation for all ISPCAN associates to report any concern or suspicious behavior and we have a zero tolerance policy.

Actions taken for non-compliance with ISPCAN Code of Conduct Policy:

1. A verbal or written report of the allegation reported to ISPCAN's Executive Director (excdirector@ispcan.org). A committee of 3 will be convened by the Chairperson of the Personnel Committee and a meeting held within 7 days or as soon as possible of the report being filed, to determine if any other disciplinary action is needed. A confidential record will be kept of the report, the committee process, any referrals and feedback from the referral and outcomes of the process for which only the Executive Director of ISPCAN and the Chairperson of the Personnel Committee has access.
2. The local and/or country level authorities will be contacted by ISPCAN to comply with local laws if a crime has occurred.
3. ISPCAN recommends to the appropriate authorities that the child and adult (and/or child's family) should be referred for appropriate support and treatment if necessary.
4. During the period of investigation, the ISPCAN Executive Director and assigned committee will determine if the individual involved will be suspended from all ISPCAN activities pending the outcomes of the investigation.
5. Findings of the investigation must be relayed back to all individuals involved with appropriate final outcomes stated

By electronically agreeing to abide by this policy or by signing this agreement, you consent that you have read, understood, and agree to abide by ISPCAN's code of conduct Policy at all times. Being a member or ISPCAN, participating in any event online or in person requires all parties, doing business with ISPCAN to comply with this code of conduct at all times.