



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 are expected to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

This policy applies to ISPCAN members, and anyone conducting business with ISPCAN, attending ISPCAN events or interacting online or in person with any staff or members. The code is based on key principles outlined below.

RESPONSIBILITY & ACCOUNTABILITY

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
- will not commit ISPCAN in any way unless authorized to do so; and
- will comply with all applicable statutes and regulations applying to non-profit organizations and the terms of the Articles of Incorporation, the bylaws, and the policies adopted by the Board; and
- will protect the interests of the Society 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. 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 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 US 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 Society, 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 policy.

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

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 act in a way that brings ISPCAN into disrepute through these collaborations, they may be in breach of this code.

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.

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
- 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 the ISPCAN child safeguarding policy, ISPCAN Code of Conduct policy and ISPCAN Diversity and Inclusion policies.

NON-COMPLIANCE WITH ISPCAN CODE OF CONDUCT POLICY

When a verbal or written report of an allegation is reported to ISPCAN's Executive Director (execdirector@ispcan.org) or a Board member:

- A committee of at least three members of the Board and the CEO will be convened by the Chairperson of the Board and a meeting held within seven days or as soon as possible of the report being filed, to determine if any 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.
- The local and/or country level authorities will be contacted by ISPCAN to comply with local laws if a crime has occurred.
- 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.
- Having met with the member to discuss the allegations, the investigating committee will decide which sanctions, if any, are appropriate. These might include suspension, termination of membership, exclusion from future events or any other sanction deemed proportionate.
- 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.