

# ISCA Code of Conduct

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## **INTRODUCTION**

Welcome to the ISCA Code of Conduct! This Code sets out the basic principles we must all follow in ISCA and explains how our values should guide all of our decisions.

This ISCA Code of Conduct is valid for and signed by all ISCA employees and ISCA Executive Committee members. Other persons acting on behalf of ISCA should adhere to the Code as well.

The ISCA Code of Conduct is only a starting point. It cannot address every situation and is no substitute for using good judgement and doing the right thing. Our Code does not alter the terms and conditions of our employment and volunteering work. It details what is expected of everyone at ISCA and supports everyone in being responsible and respectful.

This Code of Conduct is based on ISCA's Mission, Vision, Values, and our statutes and align with the ISCA Code of Ethics.

## **ACCOUNTABILITY POLICY**

Knowing our respective roles and responsibilities within ISCA will assist us in working effectively together internally, and holding the right persons accountable externally. This section builds on the ISCA Statutes.

The role of the Executive Committee and the President

The Executive Committee is the democratic base elected among and by the members. The Executive

Committee is, through the General Assembly, given the day-to-day political leadership of ISCA. The Executive Committee appoints the Secretary General to run the daily operations of ISCA.

The main tasks of the Executive Committee are described in the document "Executive Committee main tasks". The headlines are:

- 1) *Strategic organisational decisions*
- 2) *Advocacy*

## *3) Guidelines for and collaboration with the secretariat*

The President has the overall responsibility for the general running of the Association between Executive Committee meetings, and determines the agenda for Executive Committee meetings and for the General Assembly.

## **The role of the Secretary General and the secretariat**

The Secretary General is responsible for the running of the administration and secretariat of ISCA, with reference to the President and Executive Committee.

The secretariat staff are recruited by and are the responsibility of the Secretary General. The secretariat implements work plans according to the overall direction set by the Executive Committee.

## **TRANSPARENCY POLICY**

We will be as open as possible about all decisions and actions we take, taking into account the need for confidentiality in some situations.

From the ISCA Code of Ethics:

All decision making processes and the relevant underlying facts will be treated transparently by ISCA. ISCA shares key organisational decisions proactively and provides access to further facts upon request, with due respect for confidentiality requirements in particular for business reasons, Human Resources and applicable data protection laws.

In accordance with this commitment to transparency, ISCA will share publicly on its website:

- ISCA Code of Ethics
- ISCA Code of Conduct (this document)
- Names and short Bios of ISCA Executive Committee members
- Names and short Bios of ISCA staff members
- ISCA audited accounts, at least three years back
- Agenda and supporting documents for the ISCA General Assembly, including minutes
- List of decisions from recent Executive Committee meetings

### **CONFLICT OF INTEREST POLICY**

We respect the privacy of ISCA representatives and do not interfere in what people do outside of work. But conflicts of interest can happen if an ISCA representative's personal, social, financial or political activities interfere, or potentially interfere, with their loyalty to ISCA.

A conflict of interest arises when such personal activities interfere, or appear to interfere, with the ability to act in the best interest of ISCA. Any such conflicts of interest should be declared and acted upon, for instance by abstaining from making decisions on behalf of ISCA in the given matter.

Even the appearance of a conflict of interest can be harmful and needs to be addressed.

The following is a non-exhaustive list of examples of conflict of interest:

- a. Where an ISCA representative puts his/her personal interests or the interests of family members or friends ahead of the best interests of ISCA
- b. Where an ISCA representative also represents other organisations with a direct interest in the matter at hand.
- c. When an ISCA representative takes personal advantage of an opportunity available to ISCA (unless ISCA has clearly decided not to pursue the opportunity, and the opportunity is also available to the public)
- d. Where ISCA representatives step out of their official roles for ISCA to assist entities or persons in their dealings with ISCA, resulting in preferential treatment to any entity or person

Generally, it is advised to seek guidance from an ISCA manager, ISCA Secretary General or ISCA President when there is a real or potential/perceived conflict of interest. It is also in the best interest of ISCA representatives to declare ongoing external relationships or responsibilities that could lead to a conflict of interest. It is important to underline, however, that this should in no way be taken as a discouragement for ISCA representatives to engage in non-ISCA commitments, including civic or political ones, on their own time.

When an ISCA representative speaks on ISCA's behalf or as a representative of ISCA, any financial compensation should as a general rule be paid to ISCA's account. If an ISCA representative represents or works for other organisations with an interest or expertise in the matter, this should be declared clearly and publicly.

In addition, personal relationships at work must not influence ISCA representatives' abilities to act objectively and in the best interest of ISCA.

Substantial use of ISCA resources for private purposes should be avoided. The occasional use of ISCA email, ISCA telephone or ISCA equipment for legitimate private purposes is, however, acceptable.

Apply common sense and seek advice if in doubt.

### **GIFT POLICY**

It is important to underline that when it comes to gifts, conflict of interest and other related Good Governance issues, it is not only your own assessment of the situation but also the potential externally perceived understanding of the situation that matters.

A key recommendation of the ISCA Gift Policy is: Seek advice when in doubt. Any ISCA staff member may ask their manager or the Secretary General if they are in doubt. Any Executive Committee member may ask the President. Rather ask too often than too seldom. And remember that communicating and complying with the Gift Policy is one among several ways for ISCA representatives to convey and promote high ethical standards, which will reflect positively on ISCA in the long run.

#### **Receiving gifts**

ISCA representatives may not accept special gifts or entertainment, or any other favour, from stakeholders, ISCA members or suppliers if doing so might compromise, or appear to compromise, your ability to make objective decisions in the best interest of ISCA.

Generally, it is ok to accept dinner invitations as part of a professional relationship, and likewise to accept invitations for cultural or sporting events when they are related to the stakeholder's activities or when such gifts are nominal in value and not given with the intent of influencing the recipient's decision-making. It is equally ok to accept customary cultural artefacts, foodstuffs or beverages of nominal value.

No cash gifts or cash equivalents (gift certificates) for ISCA representatives can be accepted. Donations to the organisation or its activities are possible, pending approval of the Secretary General.

ISCA representatives should never ask for any gifts, meals or entertainment for themselves as individuals. As part of ISCA activities, agreements on cost sharing for meals, etc., are acceptable.

#### **Refusing gifts**

If you are offered a gift that violates the above rules, you can either a) politely decline and explain the ISCA Gift Policy. If returning a gift would offend the giver, or it is not possible or reasonable to return it, you may b) accept the gift, but should inform the ISCA Secretary General or ISCA President to decide the next steps, including distributing the gift among a wider group of ISCA colleagues if possible. It is recommended to politely inform stakeholders of the ISCA Gift Policy when appropriate to prevent future dilemmas.

**Giving gifts**

ISCA representatives should observe the same principles as above when offering gifts, meals or entertainment. Generally, it is recommended to offer more creative and culturally relevant than costly gifts, etc. Also be aware that some stakeholders, in particular from the public sector, may have more restrictive policies that should be respected.

ISCA representatives may offer gifts, meals and entertainment to stakeholders, event hosts and ISCA members in relevant circumstances, and of course in connection to ISCA-led activities. However, no cash gifts may be given.

**COMPLIANCE**

All ISCA representatives should act according to given national or public governmental laws and regulations. If they conflict with this code, public laws and regulations take precedence.

Executive Committee members refer to the President or the whole committee in case of potential or real conflicts of interest, and ultimately to the General Assembly.

In case of breach of the Code of Conduct by Executive Committee members (including Presidents) as well as by Secretary General, the Executive Committee decides on the consequences.

In case of breach of the Code of Conduct by ISCA staff members, the Secretary General decides on the consequences.

Interpretation of the Code of Conduct and decisions on any consequences should be equitable and proportionate.

Any person may raise concerns about breaches of the Code of Conduct to ISCA Secretary General or ISCA President without retaliation. ISCA representatives are required to raise any such concerns to protect ISCA and the wellbeing of its representatives.