



IDA Code of Conduct

October 2024

A. Purpose

This Code of Conduct sets forth the expectations for employees, partners, and affiliates, and is aimed at ensuring that misconduct is avoided, fostering a positive work environment, and preserving IDA's reputation.

B. Scope

The Code applies to all IDA employees, interns, volunteers, consultants, contractors, General Assembly and Board Members, and fellows—both in professional and personal settings. IDA's partners and suppliers are also expected to adhere to this Code or similar standards that they may have in their own organization.

C. Application

This Code is an integral part of employment terms. By signing their employment or consultancy agreement, all individuals confirm their acceptance of and adherence to the Code. Managers bear the responsibility for ensuring that employees understand and comply with the Code and are empowered to raise concerns.

D. Standards of Conduct

1. Personal conduct:

- Treat all individuals with fairness, respect, and dignity.
- Avoid any behavior that may harm IDA's reputation or compromise your professional duties.
- Report any intimate relationships that may create conflicts of interest.
- Avoid relationships developed through IDA work that might create conflicts of interest or abuse of power.
- Comply with local laws and customs while working internationally.
- Avoid misuse of alcohol or drugs that might negatively impact work performance or relationships.

2. Conflicts of interest:

- Disclose any personal or financial interest that may affect IDA's work.
- Refrain from using your position for personal gain or to request favors.
- Do not accept bribes, or gifts exceeding a value of \$20.

3. Criminal activity:

- Notify IDA of any criminal convictions prior to and during your employment.

- Do not engage in illegal activities
- Respect local laws and customs when travelling for IDA business

4. Harassment and abuse

- Avoid harassment, discrimination, abuse, intimidation, or exploitation.
- Adhere to IDA's Safeguarding Policy, avoiding any abuse of power.
- Do not engage in exploitative or inappropriate relationships with staff/participants/service providers in IDA events etc.
- Protect children and vulnerable adults from abuse or exploitation.

5. Commitment to the rights of persons with disabilities

- Commit to reflecting the general principles (Article 3) of the Convention of the Rights of Persons with Disabilities in your interactions with staff, partners and beneficiaries of IDA programmes.

6. Responsibility:

- Handle confidential and sensitive information responsibly.
- Protect IDA's assets and resources in line with its Standard Operating Procedures.
- Avoid the misuse of IDA's technology or equipment for inappropriate activities

7. Social Media and Communications

Ensure that conduct on social media platforms does not harm the reputation of the organization. When posting or engaging online, you should:

- Clearly distinguish personal opinions from professional affiliations.
- Avoid presenting yourself as official representatives of the organization unless authorized.

8. Health & safety

- Ensure compliance with health, safety, and security requirements.
- Follow IDA's travel and security guidelines and report any issues.
- Avoid putting yourself or others at unnecessary risk.

9. Confidentiality:

- Treat confidential business information as an asset of IDA.
- Protect confidential information during and after your employment.

E. Reporting misconduct

IDA maintains a zero-tolerance approach to misconduct. All representatives must report concerns about malpractice confidentially and promptly. It is not up to individuals to determine whether misconduct has occurred. IDA prioritizes the safety of those raising concerns, the integrity of the investigation, and compliance with laws and donor requirements.

Reports can be made to:

- Line managers or the Human Resources Manager
- Key contract contacts
- A safeguarding focal point
- The Executive Director
- A confidential reporting line

Misconduct may include criminal, financial, sexual, or HR-related offenses. Investigations will be handled responsibly, with priority given to confidentiality and safeguarding those involved.

F. Conflict of interest

A conflict of interest arises when an employee or board member:

- May benefit financially from IDA's business dealings or services.
- Has close family or business connections that may benefit from IDA's work.
- Holds a role in a competing organization.

Potential conflicts of interest must be disclosed, and affected individuals must refrain from participating in related decisions.

G. Additional responsibilities:

- Managers and Board Members must model ethical behavior, support open communication, and promptly address concerns about misconduct.
- Any breach of this Code by a Board Member may lead to formal actions, including action by the Board to seek replacement of the individual.

H. Individual responsibility under the Code of Conduct

- I have read carefully and understand this Code of Conduct, and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support the vision, values and purpose of IDA.
- I will read the Code on a regular basis and incorporate its standards into my daily work. I will participate in mandatory safeguarding training (employees, grantees, fellows only).
- I understand that I have a responsibility to report any incidents or concerns relating to the Code of Conduct that I am witness to or made aware of.

Signed by

Date: