

CODE OF CONDUCT POLICY

1.0 Introduction

The IEFTA upholds a steadfast Principles Based Governance Code which is underpinned by five core principles:

1. Leading our organisation
2. Exercising control over our organisation
3. Being transparent & accountable
4. Working effectively
5. Behaving with integrity

The IEFTA subscribes to the UN Global Compact and pledges an ongoing and committed allegiance to transparency in all of its professional dealings.

1.1 Scope

In accordance with the mission and practice of the IEFTA and principles of international law and codes of conduct, all the IEFTA team members, including international and national, regular full- and part-time interns, consultants/freelancers, and volunteers, as well as its partnering companies or organisations, are responsible for promoting respect for fundamental human rights, social justice, human dignity, and respect for the equal rights of men, women and children. While respecting the dignity and worth of every individual, the IEFTA team member(s) and partners will treat all persons equally without distinction whatsoever of race, gender, religion, colour, national or ethnic origin, language, marital status, sexual orientation, age, socio- economic status, disability, political conviction, or any other distinguishing feature.

The IEFTA team member(s) and partners recognise that certain international standards of behaviour must be upheld and that they take precedence over local and national cultural practices while respecting and adhering to those broader frameworks of behaviour, the IEFTA specifically requires that its workers and partners adhere to the Code of Conduct Policy as outlined below:



1.2 THE IEFTA Code of Conduct

An IEFTA team member and partner will always treat all persons with respect and courtesy in accordance with applicable international and national conventions and standards of behaviour.

An IEFTA team member and partner will never commit any act that could result in physical, sexual or psychological harm to the people we film or with whom we work.

They will show compassion for those who may be affected by news coverage, use heightened sensitivity when dealing with juveniles, victims of sex crimes, asylum seekers and refugees, and sources or subjects who are inexperienced or unable to give consent. They will consider cultural differences in approach and treatment.

An IEFTA team member(s) and partner will not condone or participate in corrupt activities or illegal activities. The IEFTA and the IEFTA team member(s) and partners recognise the inherent unequal power dynamics and the resulting potential for exploitation inherent in humanitarian work and filming, and that such exploitation undermines the credibility of humanitarian work and media and severely damages victims of these exploitative acts and their families and communities. For this reason, the IEFTA workers are prohibited from engaging in sexual relationships with beneficiaries and people providing testimonials. Sexual activity with children (persons under the age of 18) is strictly prohibited. Mistaken belief in the age of a child is not a defence.

It is expected of all the IEFTA team member(s) and partners to uphold the highest ethical standard of integrity, accountability and transparency while executing the responsibilities of their work.

The IEFTA team member(s) will strive to ensure that the businesses of the Organisation, such as procurement of materials, hiring of team member(s) and services for activities, are dealt with in an open, fair and impartial manner.

The IEFTA team member(s) and partners will avoid situations that may give rise to actual, potential, or perceived conflicts of interest, and take appropriate steps to mitigate potential conflicts of interest where such conflicts are unavoidable.

The IEFTA team member(s) and partners will safeguard, at all times, the confidentiality of documents and information obtained during the course of their engagement with the IEFTA and even after they leave the IEFTA. All media working for the IEFTA will take responsibility for the accuracy of their work, and take special care not to misrepresent or oversimplify in promoting, previewing or summarising a story.



Be accountable and transparent and abide by the same high standards you expect from others and always remember that the IEFTA is accountable to all its stakeholders in the conduct of its activities.

1.3 ACKNOWLEDGEMENT OF CODE OF CONDUCT

I hereby acknowledge that I have received and read the IEFTA's Code of Conduct and that I am fully aware of its terms. I also agree to read and comply with all policies adopted by the IEFTA. I understand that compliance with this Code is a condition of entering into any kind of formal contract with the IEFTA.

I understand that if I fail to comply with this Code or other published policies of the IEFTA or applicable laws, it will be addressed and I may be subject to disciplinary action including; revision of responsibilities, suspension of duties, or termination of contract.

I confirm that I will comply with all provisions of the Code of Conduct.

Name: _____

Signature: _____

Date: _____

Annex 1. Glossary of Terms and Definitions

| Term | Definition |
|-------------|---|
| Team member | Refers to the core group of consultants who are engaged on an ongoing basis to carry out the work of the IEFTA as defined by its mission; as opposed to consultants who are engaged for a designated time period to work on discrete projects with a clear start and end period |
| Partner | Refers to anyone (interns, consultants/ freelancers, volunteers, companies and organisations) with whom the IEFTA engages for any reason on a professional basis |

| | |
|---------------|--|
| Approved By |  |
| Date Approved | 4 February 2019 |