

**IDS Code of Conduct for those in paid or voluntary engagements or associations including contractors, volunteers, associates and trustees.**

At IDS we have the highest expectations of professionalism from all of those who undertake work with, on behalf of IDS or in our name, whether that is in our own, another workplace or in the settings we work in around the world, including with vulnerable people and groups. We must behave always in a way that is in keeping with IDS' values – of respectfulness and inclusivity, as well as excellence and resourcefulness. These are values and modes of behaviour that are an embedded, implicit part of the culture, ethics and professionalism of IDS and which enable us together to achieve our vision of equal and sustainable societies, locally and globally, where everyone can live secure, fulfilling lives free from poverty and injustice.

To deliver IDS' mission effectively, to produce cutting-edge research, knowledge and evidence in order to shape the changes needed for our broader vision to be realised, and to support people, societies and institutions to navigate the challenges ahead, requires all of us to commit to this shared vision and to our values.

This code of conduct will help you live by these values and navigate any ethical or professional dilemmas you may face in the course of your work/activity/association with IDS, whether that is on a paid or voluntary basis. It shows you the standards and behaviours expected of anyone working with or on behalf of IDS and how these protect you, IDS and the wellbeing of vulnerable people and groups that we work with.

The rules, guidelines and expectations set out here, together with the terms and conditions of your engagement (as outlined in any agreements or associated policies and procedures) provides a framework within which all those operating with or for IDS undertake to discharge their duties and to regulate their conduct in their work for IDS and when undertaking anything in our name or which could appear to be in our name. These also support IDS in implementing, monitoring and enforcing these high standards.

Any breach of this code or the associated terms of engagement, policies or procedures may result in the review and possible termination of any working or voluntary relationship or other association and in some cases could lead to criminal prosecution, referral to the police or other external body such as the charity commission.

In engaging with IDS you undertake to discharge your role and to regulate your conduct in accordance with the requirement of this code, and so contribute to IDS' quality of performance and reputation.

## Standards and Values

As a member of the IDS community in a paid or voluntary capacity or any other association I will:

- 1. Uphold the integrity and reputation of IDS by ensuring that my professional conduct is demonstrably consistent with IDS' standards and values - to treat people with respect and dignity, promote inclusivity and value diversity.**

I will seek to maintain and enhance public confidence in IDS by being accountable for the professional actions I take and ensuring that I manage the power that comes with my role with IDS with appropriate restraint.

I will work in accordance with IDS' values and with the following principles: integrity; objectivity; accountability; openness; honesty and leadership.

I will not use or be in possession of illegal substances on IDS premises or while carrying out my role for IDS.

I will not carry out my role when under the undue influence of alcohol or when intoxicated.

I will promote and uphold the highest ethical standards in research and associated work, and seek funding from ethical sources.

I will ensure that new appointments, promotions and other employment decisions, including for employees, casual workers, subcontractors and those undertaking premises related contracts, that I make or contribute to in my role with IDS are made on the basis of merit, in accordance with relevant policy or process and comply with immigration legislation, HM government's business appointment rules, and any other relevant requirement.

I will undertake any training I need to enable me to fulfil the expectations of this code of conduct.

- 2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation, exploitation or abuse.**

I will respect all people's rights, including children's rights, and I will contribute to a working environment characterised by mutual respect, integrity, dignity and non-discrimination.

When carrying out IDS' mission I understand that it is important not to abuse my own position of power/unequal power relationships in any way, including with students.

I will have zero tolerance for harassment, bullying and intimidation, and I will ensure my own behaviour and actions do not constitute such behaviours, or could be interpreted as such. I will report any concerns about the behaviour of others to my main IDS contact or another suitable person. I will promote and prioritise the safety and wellbeing of

children and vulnerable adults in my role with IDS, in whatever setting it may take place.

I will ensure that my relationships and behaviour are not exploitative, humiliating, degrading, abusive or corrupt in any way and I will not engage in any form of sexual abuse or exploitation of any persons of any age.

In line with international standards I will not have sexual relations with children (defined as under 18 years old) recognising the inherent unequal power dynamics involved, and that such behaviours can undermine the integrity and credibility of IDS' work.

**3. Perform my role in a manner that avoids possible actual or perceived conflicts of interest with the work of IDS.**

I will declare any financial, personal, family (or close intimate relationship) interest which may impact on the work of IDS or that might give rise to a conflict with the interests of IDS, or which threaten/appears to threaten my objectivity in my role with IDS. This may include personal and professional relationships, relationships with students or colleagues, or taking on other paid or unpaid responsibilities that might conflict with IDS' interests.

I will reject monetary gifts or inappropriate gifts from donors, partners, funders, suppliers and other persons which have been offered to me as a result of my engagement with IDS. Where the giving and acceptance of gifts is normal cultural practice I will ensure that such gifts are within limits of reasonable judgements and in accordance with IDS' financial policy.

I will act against any form of corruption and not offer, promise, give or accept any bribes.

**4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my engagement with IDS.**

I will use IDS property, money, facilities and equipment only for legitimate IDS purposes and will appropriately account for them. This includes appropriate use of IT and communication equipment and methods, including social media.

I will treat any data I collect, hold or which is shared with me in accordance with the law and IDS' policy on data protection and records management. I will take particular care of sensitive personal data or other confidential information.

I will seek to represent the Institute to the best of my abilities in a way that does not damage IDS' reputation, and will only act as a spokesperson for the Institute in the media or at events in coordination and agreement with the Communications and Engagement team and/or the Senior Leadership Group.

**5. Protect the health, safety, security and wellbeing of all IDS employees, volunteers, contractors and others in the wider IDS community.**

I will undertake and act on risk assessments.

I will undertake travel on behalf of IDS with a view to my own health and safety and will comply with the travel and security policy and associated processes.

I will behave in a way that does not prejudice my own or another's health and safety and that avoids unnecessary risk.

**6. Promote human rights, protect the environment and oppose criminal or unethical activities.**

I will ensure that my conduct is consistent with the Institute's commitment to the Ten Principles of the UN Global Compact, including the avoidance of practices or partnerships which are complicit with modern slavery, unethical labour or human rights abuses.

I will report any attempted, alleged, suspected or actual fraud or other malpractice that I become aware of immediately to the IDS Company Secretary or another senior member of staff.

I will support all aspects of this code and bring any suspected breaches to the relevant person.

**The following policies and procedures support the above standards and clarify IDS expectations. Organisations or individuals without suitable policies will be expected to operate in line with these.**

Data Protection Policy  
Equal opportunities/diversity Policy  
Financial Policies and Procedures Manual  
Funding Ethics Policy  
Health and Safety Policy  
Policy to prevent harassment and bullying at work  
Policy on the secure and effective use of electronic communications  
Records Management Policy  
Recruitment Policy  
Relationships Policy (in development)  
Research Ethics Policy  
Safeguarding Policy  
Social media policy  
Travel and Security Policy  
UN Global Compact Principles  
(<https://www.unglobalcompact.org/what-is-gc/mission/principles>)  
Whistleblowing Policy

In accepting an engagement with IDS, either voluntary or paid, I undertake to discharge my role and to regulate my conduct in accordance with the requirements of this code thereby contributing to IDS' quality of performance and reputation.