	TITLE: Code of Conduct and Agreement to Abide by said Code	CATEGORY:
	APPROVED BY:	Date Created: 2019/04/15
		Revised Date: 2019/05/27
	Approval Date:	

### 1. Guiding Principles

The goal of the International Indigenous Working Group on HIV & AIDS (IIWGHA) is to conduct its activities in accordance with moral, ethical and legal standards. The reputation of IIWGHA, however, is based not on what is written in our policies, but on the actions and behaviours of our employees, volunteers and Leaders. In particular, Leadership and employment carries with it a responsibility for professional, ethical and competent performance. All Leaders and employees should be aware of the importance of ethical conduct and perform in accordance with the broad principles outlined in the Code of Conduct.

The Code of Conduct applies to all IIWGHA employees, students, volunteers and Leaders.

### 2. Purpose

To establish the performance and behavior expectations for all employees, volunteers and Leaders when representing IIWGHA.

### 3. Policy

IIWGHA does not condone inappropriate or unacceptable workplace or Leader behavior. Respectful behavior and communication are essential to our work and to our reputation as a working group. Employees, volunteers and Leaders are required to behave in a safe, professional, respectful and appropriate manner.

1. Conduct in the workplace or on IIWGHA business should reflect integrity, honesty, professionalism, commitment, courtesy and respect towards others and the aims of IIWGHA. All Leaders and employees are required to comply with this policy as part of ongoing performance expectations and as an ongoing condition of employment and Leadership.
2. All Employees, volunteers and Leaders are required to act in a safe, healthy, respectful and professional manner with all persons in the spirit of cooperation and, must ensure that their public presentation will reflect positively on the working group. For employees, an individual's period of employment is seen as an opportunity for each person hired to learn more skills, work creatively and, therefore, have a significant impact of the lives of Indigenous Peoples being supported.
3. It is not the intention of IIWGHA to restrict the rights of anyone. IIWGHA promotes respect and coexistence through a human rights framework, collective rights and advancing interculturality, to protect the rights of all and to guarantee a good healthy working relationship. It shall be the working group's policy to be as fair and equitable as possible, however, clear violations of the Code of Conduct will be subject to disciplinary action.


4. All employees, volunteers and Leaders of IIWGHA must be directly responsible for their own behaviour and how it impacts others. IIWGHA recognizes that personalities, characters, and leadership styles may vary however, the expectation is that the way that we behave at work, or on IIWGHA business, must always be acceptable to others through applying principles such as:
  - a) Working co-operatively and respectfully with others to achieve objectives
  - b) Managing performance in an appropriate and fair manner
  - c) Giving and receiving constructive feedback as part of normal day-to-day work activity, that is evidence-based and that is delivered in an appropriate and professional manner
  - d) Using understanding of other people's perspectives to help reach agreement
  - e) Establishing professional, healthy and respectful working relationships

#### **4. Unacceptable Behavior**

Unacceptable behaviour at all levels may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Unacceptable behaviour does not necessarily have to be face-to-face, and may take many forms such as written, telephone or e-mail communications or social media. Unacceptable behavior can be intentional or unintentional. Such behaviours may also contravene Human Rights, Health and Safety, Accessibility or other Employment legislation. Some examples of unacceptable behaviour include but are not limited to the following:

1. Rude, offensive, harassing, bullying or obscene comments, language, body language and behavior
2. Disruptive behavior
3. Lateral violence. For Indigenous peoples, lateral violence is a kind of a learned behaviour that is a result of colonialism, and homophobic and patriarchal methods of governing and developing a society.
4. Unnecessary and non-work-related references to parts of the body, sexual innuendos or sexual humour
5. Comments or suggestions about sexual activity that are non-work related
6. Overbearing or intimidating physical or verbal behavior including unwanted physical contact, sexual harassments, assault or bullying
7. Use of derogatory or stereotypical terms or using comments that could or attempt to marginalize/stigmatize another person.
8. Use of language/terms that are inappropriate such as sexual comments or referring to someone in a derogatory or sexual manner.
9. Use of condescending or patronizing terms to address another person.
10. Spreading malicious or offensive rumours or gossip, or insulting others
11. Using sarcasm to offend, marginalize, ostracize, bully, harass or intimidate others
12. Aggressive, bullying, harassing or abusive language or behaviour, shouting or personal insults
13. Lack of awareness or lack of consideration of diversity, culture, race, ethnicity, sexual orientation, gender identification, age, disability, marital status, family status, etc.

14. Overbearing supervision or misuse of power or position
15. Overstepping of boundaries, not being aware of personal/professional boundaries
16. Misuse of work time or using an unreasonable amount of worktime to attend to personal activities
17. Using IIWGHA computers to share, discuss, post or view sexual or offensive images /content

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## Agreement to Abide by the Code of Conduct

### International Indigenous Working Group on HIV & AIDS IIWGHA

I certify with my signature below that, I agree to abide by the IIWGHA Code of Conduct

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature