



Code of Conduct

INTERNATIONAL POLLUTANTS ELIMINATION NETWORK (IPEN)

Approved by IPEN Executive Committee October 2020

GENERAL PRINCIPLES

The IPEN network is built on the principles of human rights, equality, solidarity and fellowship. As a global network, IPEN members unite under these core principles.

This Code of Conduct defines and clarifies the expectations of every IPEN member (the Participating Organizations and the individuals representing the organizations) and any non-IPEN members when participating in an IPEN activity, representing IPEN or working for IPEN. IPEN's work and activities should be based on mutual respect and compassion among people.

It is the responsibility of every IPEN Participating Organization (PO) and non-IPEN POs attending IPEN activities to ensure that its staff, interns and volunteers or other individuals representing the organization adhere to and respects this Code of Conduct.

ZERO TOLERANCE FOR DISCRIMINATION

Discrimination is an action or a decision that treats a person or a group in an unjust or prejudicial manner based on grounds such as their gender, ethnicity, sexual orientation, age, religion or personal disability. Examples can include but are not limited to:

- a person's input to a discussion is rejected with reference to any of the above-mentioned attributes
- a person is excluded from participating at a meeting because of any of the above-mentioned attributes

IPEN holds a zero tolerance for any form of intentional discrimination. All attempts should be made to accommodate and respect different needs and abilities in an equitable and consultative manner. Everyone in the IPEN network, and all non-IPEN participants in IPEN activities, shall be treated and treat others with dignity and respect.

ZERO TOLERANCE TO HARASSMENT

IPEN does not accept any type of harassment, i.e. verbal or physical treatment that is unwanted and violates someone's human rights and dignity. It is the person subjected to the harassment who decides what is unwanted and what is offensive, which means that the same behavior can be understood differently from person to person. Harassment includes:

Sexual harassment:

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that violates someone's dignity. Examples can include but are not limited to:

- Unwanted physical or sexual advances
- Unwanted sexual comments or suggestions
- Sexual jokes
- Sending or asking for pornographic images or texts



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Victimization:

Victimization can be described as ongoing or regular reprehensible or negative acts targeted at an individual in a way that demeans or frightens or leads him/her/them to being left outside of the community, such as:

- Slander or denigration of a person
- Systematically excluding an individual from IPEN activities
- Systematically using suppression techniques to silence or exclude persons

ANTI-CORRUPTION

IPEN explicitly prohibits any corrupt practices such as bribes, extortions, nepotism and other illegal payments in our operations, and we abide by and uphold anti-corruption laws in the countries in which we operate. IPEN responds promptly and professionally to suggestions of mismanagement and corruption at all levels of the organization. IPEN upholds high standards to prevent any form of corruption.

IPEN's Anti-Corruption Policy outlines IPEN's definitions and protocol for whistleblowing and addressing suspected corruption.

PREVENT AND ACT

Prevention:

- **Identifying activities of higher risk and take preventive measures:** IPEN actively works on identifying activities or actions where the risk is higher for harassment or discrimination and take preventive and protective measures.
Example: selection processes or those that establish specific criteria such as IPEN meetings and committee processes.
- **Support, intervene, and mitigate risks in an identified situation:** If a situation has been identified with extended risks for discrimination or harassment, IPEN members and staff should take preventive actions.
Example: remember to verify that each person is safe at all times at meeting venues, that no one is left alone at meeting venues (including contact groups) during late evenings, and that each person has someone to accompany them.
- **Establish meeting ombudsperson:** For larger meetings that IPEN arranges, or participates in, a meeting ombudsperson will be identified by the IPEN co-chairs. The meeting ombudsperson is responsible for informing about the IPEN Code of Conduct and bring misconduct to the attention of the IPEN secretariat. Any participant experiencing misconduct to this Code of Conduct can approach the ombudsperson for support and to address the situation.

Act:

- **If you see something, do something:** All persons who become aware of any discriminatory action or misconduct relating to this Code of Conduct should act, in the moment of occurrence or by reporting a suspicion.
- **No reporting requirement:** There is no requirement for a person who has been exposed for any type of discrimination or harassment to provide a report; however, they are encouraged to do so. The report can be given orally or in written to anyone in the IPEN secretariat, the IPEN co-chairs, the IPEN regional coordinators, or the IPEN meeting ombudsperson. Persons



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receiving an oral or written report are obliged to bring the report forward in line with the process described below.

- **Investigation obligation:** It is the responsibility of IPEN to act as soon as being aware of any abuse to this Code of Conduct, be it through observations or reports from the person exposed, or other persons noting a behavior that could be understood as harassment or discrimination. IPEN is obliged to investigate reports of discrimination, even if the notifier wishes to remain anonymous. Through the investigation, the circumstances of the discrimination should be clarified to the extent possible.

PROCESS AND CONSEQUENCES IN CASES OF MISCONDUCT

Investigation Process:

- **Report to the IPEN Operations & Finance Director (OFD):** In the IPEN secretariat, the OFD should lead the investigation and handle incoming reports. If the report would relate to the OFD, the investigation should be led by the General Manager (GM). Reports related to the General Manager are handled by the IPEN co-chairs. If the reported situation is a suspected crime, IPEN will support the police investigation instead of the investigation process outlined below.
- **Mapping of event:** The OFD should work on finding clarity of the event to the extent possible. This would include a timeline, identifying possible witnesses of the reported situation, and consultation with the suspected victim (if identity is known).
- **Consultation with the suspected harasser:** The OFD, or the person in the IPEN secretariat deemed most appropriate to do so, should reach out to the suspected harasser to inform him/her about the incoming report and receive his/her reaction and input.
- **Formulation of report:** Based on the investigation, a report will summarize the findings.
- **Decision committee:** The decision on consequences are taken by a decision committee, consisting of the IPEN co-chairs, the IPEN GM and the IPEN OFD. If any of these persons are involved in the reported misconduct, he/she will be replaced by a former IPEN co-chair. The remaining individuals in the decision committee will determine which former IPEN co-chair to engage.

Possible Consequences:

- **Formal warning to the harasser:** The harasser is given a formal warning that his/her behavior is not in line with this Code of Conduct.
- **Discharge of the harasser from an IPEN event/activity:** The first responsibility of IPEN is for the protection of the victim. If necessary, the harasser may be discharged from the IPEN event/activity.
- **Intervention and/or Formal warning to the IPEN PO/non-IPEN organization:** IPEN will intervene with the highest decision-making body of the organization that the harasser represented at the time of the misconduct.
- **No retribution allowed:** Any retribution from the suspected harasser to the suspected victim is not allowed.
- **Exclusion from IPEN activities for non-IPEN POs:** If the harasser represents a non-IPEN PO, the organization can be excluded from further IPEN activities.