

1. Purpose of this Code of Conduct

This Code is intended to ensure that all ISHR staff (including the Director), fellows, volunteers and interns respect human rights principles and uphold and conduct themselves in a way which reflects the organisational Values set out in ISHR's 2017-2020 Strategic Framework.

For this purpose the Code:

- Provides guidance to all staff, fellows, volunteers and interns on standards of conduct required by the organisation;
- Defines breaches of acceptable conduct;
- Describes the consequences of breaches of acceptable conduct;
- Explains the rights of staff, fellows, volunteers and interns under this Code; and
- Affirms that all staff and management, including the Board and Director, bear responsibility for ensuring a safe and respectful environment for all staff, fellows, volunteers and interns in their working relations.

The Code is to be read in conjunction with ISHR's Personnel Policy.

2. Standards of Conduct

The following principles and standards should guide the conduct of all ISHR staff, fellows, volunteers and interns in the workplace (including any external place of work) and in relation to any function, occasion or communication in which their conduct may be associated with ISHR.

- ISHR staff, fellows, volunteers and interns will respect, uphold and conduct themselves in accordance with human rights principles.
- ISHR staff, fellows, volunteers and interns will respect, uphold and conduct themselves in accordance with ISHR Values, including the values of being principled, professional, respectful, collegial and collaborative.
- ISHR staff, fellows, volunteers and interns will act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the organisation and the welfare of all colleagues.
- ISHR staff, fellows, volunteers and interns are expected to contribute to the maintenance of a safe, clean and conducive work environment.
- ISHR staff, fellows, volunteers and interns are expected to develop and maintain a spirit of teamwork and co-operation at all times.
- ISHR staff, fellows, volunteers and interns are expected to maintain good working relations at all times.

- ISHR staff, fellows, volunteers and interns will comply with the duties and responsibilities set out in their contract of employment or engagement.
- Care should be taken by all ISHR staff, fellows, volunteers and interns to ensure that no other colleague is harassed, bullied or intimidated by another colleague in their working relations.

3. Breaches of the Code of Conduct

Misconduct involves disrespect for the above obligations, the Personnel Policy or other relevant policies, or the duties and responsibilities set out in any relevant contract of employment or engagement.

Serious misconduct is conduct or behaviour that undermines the contractual relationship between employer and employee, and or threatens the wellbeing of the organisation, or its staff, volunteers, interns and fellows.

Serious misconduct includes, but is not limited to any of the following in the workplace (including any external place of work) or on any occasion or in any communication in which such misconduct may be associated with ISHR:

- refusing to perform duties specified in any relevant contract, job description or reasonably requested by the Board or Director;
- assaulting or threatening to assault any staff, fellows, volunteers, interns, trainees or visitors;
- intimidation, vilification or serious harassment of any staff, fellows, volunteers, interns, trainees or visitors;
- psychological, verbal or physical violence towards any staff, fellows, volunteers, interns, trainees or visitors;
- sexual harassment; and
- serious, willful or repeated failure to comply with the above obligations, the Personnel Policy or other relevant policies, or the duties and responsibilities set out in any relevant contract of employment or engagement.

4. Disciplinary procedures

4.1 Initiation of complaint

Management has the obligation to conduct an investigation when it becomes aware of any potential breach of the Code of Conduct.

If a person is subject to, witnesses or becomes aware of any alleged misconduct, that person has the right to, and should, contact the Director or his or her delegate (or the Board or Staff Representative in the event that the person against whom the allegation is made is the Director) as soon as possible to communicate the existence and nature of the problem, whether orally or in writing.

4.2 Consideration and determination of complaint

A staff member, fellow, volunteer or intern against whom a complaint has been made must receive notice from the Director or his or her delegate of the specific allegation(s) of misconduct and of the likely consequences should the allegation(s) be established.

There must be a real opportunity for the staff member, fellow, volunteer or intern to explain or refute the allegation(s) to the Director or his or her delegate.

There must be proper and unbiased consideration of the explanation by the Director or his or her delegate.

4.3 Consequence of breach of conduct and action or measures to be taken

Where the Director or his or her delegate has reasonable cause to believe that a staff member, fellow, volunteer or intern has breached the Code of Conduct, one or more of the following actions or measures can be taken against that person:

- Requirement to provide an oral and or written apology for the misconduct;
- Written reprimand or warning;
- Demotion or reduction in remuneration;
- Suspension or termination, with or without notice, in the case of serious misconduct;
- Referral to relevant authorities; and
- Any other reasonable measures initiated by the Board, the Director or his or her delegate.