

# IFES – Code of Conduct

## Preamble

The Association is a community built on trust, mutual respect, and professional integrity. This Code of Ethics sets forth the principles and rules that each member commits to follow.

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## 1. Core Principles

- **Integrity:** Act honestly, transparently, and in good faith in all professional dealings.
  - **Respect:** Respect each other's clients, employees, and reputations.
  - **Collaboration:** Seek cooperation over competition, fostering trust across our network.
  - **Professionalism:** Represent the Association with dignity and maintain a positive industry image.
  - **Fair Employment:** Comply with labour laws and ensure fair, lawful, and dignified working conditions.
  - **Inclusion & Safety:** Foster harassment-free environments at all events, physical and virtual.
  - **Sustainability:** Commit to continuous environmental improvement and responsible practices.
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## 2. Member Obligations

### 2.1 Business Conduct

- Pay annual membership fees on time.
- Respect confidential exchanges within the Association.
- Not bypass members to work directly with their clients or partners.
- Not recruit or "poach" employees or contractors from other members.
- Fulfil commitments made to other members in good faith.
- Limit quote requests to three per project.
- Avoid behaviour damaging the Association's reputation.

## 2.2 Labour Standards

- **Absolute prohibition on child labour and forced labour** under any circumstances.
- Comply with all applicable labour and employment laws in jurisdictions where operating.
- Ensure fair, non-exploitative compensation consistent with local legal requirements, collective agreements, and industry standards.
- Document the legal basis for wage and social security treatment when sending personnel across borders, and provide documentation if investigated.
- Treat employees with dignity and respect; ensure timely and lawful wage payment.

## 2.3 Safe & Inclusive Events

- Prohibit harassment (sexual, verbal, online), hate speech, unwanted attention, or targeted abuse at all IFES events.
- Enforce removal and sanctions where necessary.
- Ensure participants comply with event staff instructions.

## 2.4 Sustainability

- Measure and report event carbon footprint where feasible.
- Apply waste-minimisation best practices.
- Require major suppliers to meet sustainability standards or demonstrate improvement plans.

## 2.5 Data Protection & Technology

- Comply with data protection laws (GDPR, local regulations) when collecting, storing, or sharing personal data.
  - Obtain consent for recordings, profiling, and analytics.
  - Ensure AI use for profiling, selection, or evaluation is transparent, auditable, and subject to human oversight.
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### 3. Misconduct

Misconduct includes (but is not limited to): failure to pay fees; breach of confidentiality; client solicitation; staff poaching; reputation damage; failure to deliver; excessive quote requests; labour law violations; child or forced labour; harassment; data protection violations; unethical AI use; environmental negligence.

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## 4. Complaints & Enforcement

### 4.1 Reporting

- Report breaches confidentially via IFES Management Office.
- Reports logged and acknowledged within 5 business days.
- Retaliation against whistleblowers is strictly prohibited.

### 4.2 Past Presidents Council (PPC)

- The PPC conducts investigations and provides findings within 30 calendar days where practicable.
- Gathers evidence, assesses context, and recommends sanctions to the Board.

### 4.3 Board Authority

- The Board determines whether misconduct occurred and decides on sanctions based on PPC recommendations.
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## 5. Sanctions

Sanctions may include: formal warning; mandatory corrective action; suspension of privileges; expulsion. Child labour, forced labour, harassment, and serious data breaches are treated with maximum severity.

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## 6. Commitment

By signing this Code, each member confirms their commitment to these principles and acknowledges that breaches may result in disciplinary action, including removal from the Association.

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### Signed:

Member Name / Organization\*

Date: \_\_\_\_\_

\*By signing below, I certify that I am authorized to represent the applicant organization. On behalf of the organization, I hereby acknowledge, accept, and agree to comply with the Association's Articles of Association and Code of Conduct, including any future amendments thereto.