



CODE OF CONDUCT OF THE INTERNATIONAL DEVELOPMENT LAW ORGANIZATION

October 2022

I. INTRODUCTION

- (a) This Code of Conduct applies to all employees, consultants, interns, volunteers and any other person in a similar relationship with the International Development Law Organization (“IDLO” or the “Organization”) hereinafter referred to as “IDLO Personnel”.
- (b) IDLO Personnel are expected to adhere to this Code of Conduct as well as the Employee Regulations and Rules, the Human Resources Manual (“HR Manual”), and all other policies, administrative notices, and documents that may be relevant to the performance of their duties, as well as lawful and ethical work practices in any jurisdiction in which they perform their duties.
- (c) In addition, all IDLO Personnel shall be guided in all their actions by IDLO’s vision, mission, and values, as enshrined in the Establishment Agreement and the Organization’s Strategic Plan.

II. GENERAL PRINCIPLES

- (a) IDLO works to serve the public interest in the countries in which the Organization operates. IDLO Personnel shall conduct themselves at all times in a manner befitting their status as international civil servants and in accordance with the highest standards of integrity, accountability, competence, discretion, impartiality, independence, non-discrimination, transparency, efficiency, and professionalism.
- (b) Integrity is a guiding principle governing the behaviour of IDLO Personnel and includes qualities such as honesty, impartiality, and incorruptibility. IDLO Personnel shall respect the provisions set forth in relevant policies addressing corruption, fraud, and other conduct that is incompatible with the status as an international civil servant and may compromise the integrity and/or reputation of the Organization.
- (c) IDLO Personnel shall remain independent from any external authority and shall not seek or accept instructions from any government, person, or entity outside

the Organization. IDLO Personnel shall not act, in any way, as representatives of their respective governments or of other entities and shall carry out their duties in a politically neutral manner. Their personal views should be expressed with tact and discretion. IDLO Personnel should take special care when publicly expressing their views on controversial issues and, in instances where they express a personal position rather than an institutional position, they should make this clear.

- (d) IDLO Personnel shall not engage in conduct that may adversely reflect on the Organization or that is incompatible with the proper performance of their duties with IDLO. They shall avoid any public pronouncement that may adversely and/or unfavourably reflect on the status as international civil servants or on the integrity, independence, and impartiality required by such status.
- (e) In carrying out their duties, IDLO Personnel shall be respectful of others, including colleagues, partners, suppliers, contractors, participants in IDLO events, beneficiaries, visitors, and donors.
- (f) IDLO Personnel shall respect the rights of others to hold different opinions and cultural beliefs. A willingness to work without prejudice alongside persons of various backgrounds is essential. Sensitivity to the way in which actions and statements may affect others is required together with avoidance of expressions that could be interpreted as prejudiced or intolerant.
- (g) IDLO Personnel shall respect the dignity and equality of all individuals and shall not engage in any discriminatory conduct on the basis of personal characteristics such as: race; creed; colour; religion or belief; national, ethnic or social origin; age, gender; gender identity and expression; sexual orientation; marital status; family status; and disability. Assumptions and statements based on stereotypes shall be avoided.
- (h) IDLO Personnel are encouraged to convey any matter to management concerning adherence to these standards. The HR Manual contains details on the procedure for reporting suspected violations of this Code or other organizational rules and the protections afforded to IDLO Personnel who make such reports in good faith.

III. EMPLOYMENT AND WORKING RELATIONS

- (a) IDLO Personnel are the Organization's greatest resource. It is IDLO's policy that all employment practices, including appointments, assignments, and advancements, as well as those concerning the compensation, entitlements, and benefits of IDLO Personnel, be conducted in a transparent manner and without discrimination. As an international organization, IDLO's strategy of seeking to achieve gender and geographic balance within its workforce shall not be considered a discriminatory practice.
- (b) IDLO Personnel should work to enhance and uphold team spirit.
- (c) Relations between IDLO Personnel and supervisors should be based on mutual respect and courtesy.
- (d) IDLO Personnel should be supportive of colleagues, capitalizing on their strengths, taking into account their weaknesses, and adapting accordingly. IDLO Personnel should be willing to work together with colleagues and support each

other to find the best ways to address any challenges or shortfalls which may arise.

- (e) Interpersonal conflicts should be handled through respectful dialogue.
- (f) Supervisors are in positions of leadership and have a special responsibility to uphold the highest standards of conduct. It is their duty to ensure a harmonious and healthy workplace based on mutual respect.
- (g) Supervisors must supervise without intimidation or favouritism. They should be open to all views and opinions and ensure that the merits of IDLO Personnel are properly recognized. Supervisors should provide support, guidance, and encouragement in an effort to promote the professional development of the members of their teams.
- (h) It is incumbent on supervisors to communicate effectively with the members of their teams and to share information with them that is relevant to the Organization's mandate and the performance of their duties, team objectives, and goals. IDLO Personnel have a reciprocal responsibility to provide all pertinent facts and information to their supervisors.
- (i) IDLO Personnel shall comply with and implement in good faith all lawful instructions given by their supervisors and the management of the Organization. In the performance of their duties, Personnel shall show flexibility and implement the tasks assigned to them which are relevant to their official position and/or the Organization's overall mandate.

IV. CULTURAL SENSITIVITY AND RESPECT FOR DIFFERENT CUSTOMS

IDLO is home to a myriad of different peoples, languages, cultures, customs, and traditions. A genuine respect for the dignity, worth and equality of all persons without any distinction is fundamental for IDLO Personnel. Without hampering free discussion, any behaviour or statement that may be offensive to persons coming from a different background should be avoided. Special care should be taken to respect the cultural background and sensitivity of colleagues, partners, suppliers, contractors, participants in IDLO events, beneficiaries, visitors, and donors.

V. PERSONAL CONDUCT

- (a) The private lives of IDLO Personnel shall be respected by the Organization. Notwithstanding the foregoing, there may be situations in which the behaviour of an international civil servant may reflect on the Organization. Therefore, IDLO Personnel must take care to ensure that their conduct and activities outside the workplace do not compromise the image and interests of the Organization.
- (b) The privileges and immunities that international civil servants enjoy are conferred solely to enable them to carry out their work for the Organization. Privileges and immunities do not exempt international civil servants from observing the laws and regulations of the host country, nor do they provide an excuse for ignoring private legal or financial obligations.

VI. NON-HARASSMENT AND NON-ABUSE OF AUTHORITY

- (a) Harassment in any shape or form is an affront to human dignity, distinguished from other acceptable social behaviour and forms of mutual contact by its unwelcome, unreciprocated, or coercive nature. Harassment may occur regardless of whether the actor considers the behaviour to be offensive or not.
- (b) IDLO is committed to ensuring that all IDLO Personnel have the right to be treated fairly, free from discrimination, harassment, abuse, and arbitrary distinctions or assumptions based on stereotypes. Any such allegation will be fully, fairly, and promptly investigated in accordance with the procedures set forth in the Employee Regulations and Rules, the HR Manual, and/or other relevant policies.
- (c) IDLO Personnel must not abuse their authority or use their power or position in a manner that is offensive, humiliating, embarrassing, or intimidating to another person.

VII. CONFLICT OF INTEREST

- (a) A conflict of interest occurs when, by act or omission, the personal interests of a member of IDLO Personnel interfere with the performance of their official duties or with the standards of integrity, independence and impartiality required and expected by IDLO.
- (b) There shall be no conflict, or appearance of conflict, between the personal interest of any member of IDLO Personnel and the Organization.
- (c) IDLO Personnel who have a present or prospective, direct or indirect, personal interest in any matter in which IDLO has or may have an interest shall immediately declare this fact to their supervisor and seek advice as to whether a potential or actual conflict of interest exists. The relevant individuals may also be required to disclose relevant personal data and assets necessary to determine the existence of a relevant conflict of interest.
- (d) IDLO Personnel shall never use their positions with IDLO for improper personal gain, for themselves or for any other person.
- (e) IDLO Personnel shall promptly report if they become aware that a family member has assumed an executive office, directorship, or similar position, or taken an ownership stake with any vendor, supplier, donor, program/project beneficiary, implementing partner, sub-grantee, or competitor of IDLO. Any IDLO Personnel member who has an interest described above may not act on behalf of the Organization in connection with any business or potential business with the implicated entity.
- (f) IDLO Personnel may not engage in any outside activity that may conflict with the interests of the Organization. Participation in outside activities shall be consistent with rules and procedures set forth in the Employee Regulations and Rules, HR Manual, and the relevant policies.

VIII. PROTECTION OF CONFIDENTIAL INFORMATION AND PERSONAL DATA

- (a) The unauthorized disclosure of confidential information may seriously jeopardize the efficiency and credibility of the Organization. IDLO Personnel are responsible for exercising discretion involving all matters of official business. They shall not divulge confidential information without proper authorization. Nor shall IDLO Personnel use information, which has not been made public and is known to them by virtue of their official position, for private gain or advantage. These obligations do not cease upon separation from service.
- (b) IDLO is committed to applying appropriate safeguards for the handling and processing of personal data. IDLO Personnel are expected to implement such safeguards in their work and adhere to the principles set forth in relevant policies established to protect personal data.

IX. USE OF IDLO'S RESOURCES

- (a) IDLO Personnel are responsible for ensuring that the resources of IDLO are used for official business. The assets, property, information, and other resources of IDLO shall be used with care and for authorized purposes only.
- (b) Misappropriation of goods, merchandise, services (including but not limited to internet, telephone and other communication facilities), resources, money, paper, or property belonging to the Organization, or to other IDLO Personnel, is strictly forbidden.
- (c) Limited personal use of IDLO resources, such as internet and other communications resources, is permissible subject to all relevant IDLO policies and in adherence to the high standards of conduct applicable to IDLO Personnel as set forth in this Code.

X. WELL-BEING, SECURITY, AND SAFETY

The Organization is committed to ensuring that IDLO Personnel and their dependents will not be subject to undue risk. The Organization aims to take adequate measures to protect the safety and well-being of all IDLO Personnel and their dependents in connection with official duties. It is incumbent on IDLO Personnel to comply with all the necessary instructions of IDLO for that purpose.

XI. CONCLUSION

IDLO Personnel shall be presented with this Code upon their affiliation with the Organization. IDLO Personnel shall familiarize themselves with this Code and respect its provisions. They can seek further clarification from the Department of Human Resources and Office Services and the Office of the General Counsel as needed.