

International Code of Conduct Association (ICoCA)

Code of Conduct

Introduction

In keeping with its vision and values, the International Code of Conduct Association (ICoCA) is committed to maintaining the highest degree of ethical conduct amongst all its staff, associated personnel and Board Members. To help increase understanding, this Code of Conduct details ICoCA's expectations of employees and Board members in key areas. The ICoCA Code of Conduct enables us to operate in accordance with the Association's its Purpose and s Values.

Scope and purpose

This Code of Conduct applies to all Board Members and contracted staff, international and local, employed by ICoCA. Adapted Codes of Conduct are applicable to volunteers, partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of ICoCA staff and Board Members whilst under contract to the organisation, and forms part of all contracts of employment, or when serving on the Board of Directors. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, ICoCA brings together industry, civil societies and governments to promote responsible private security services and respect for human rights and humanitarian law, and therefore the Code of Conduct is developed from international and UN standards. ICoCA staff and Board Members are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Mission and values

ICoCA's Organisational Core Values are shared principles and beliefs underpinning our work and guiding actions and behaviours of our staff and Board Members. Our values define who we are, what we stand for and how we behave. While we come from different backgrounds and cultures, our values are what we have in common. They guide how we work with our Members, Affiliates, Observers and each other, inform how we work and hold us accountable to do our best. Our values underpin our Code of Conduct which is our frame of reference for the decisions we make every day.

Our organisational values are:

Act with Integrity: We uphold the highest professional standards, act with honesty and openness and ensure transparent and ethical behaviour.

Demonstrate Accountability: We take responsibility for actions and decisions, delivering on commitments and holding oneself and others accountable for maintaining trust and credibility.

Foster Cooperation: We promote teamwork, collaboration, trust and open communication to achieve shared goals and maximise collective impact.

Promote Inclusiveness: We value diversity, treat all individuals with dignity and respect, examine our biases and foster an inclusive environment that embraces diverse perspectives.

Drive Meaningful Change: We strive to create a positive impact, actively seeking improvement, learning from experiences, and promoting innovative thinking to explore new ways of addressing problems and driving respect for human rights in private security.

Code of Conduct Standards

As an ICoCA employee, and Board Member representing ICoCA, I will:

Uphold the integrity and reputation of ICoCA by ensuring that my professional and personal conduct is consistent with ICoCA's values and standards

- I will treat all people fairly with respect and dignity.
- When working in an international context or travelling internationally on behalf of ICoCA, I will be observant of all local laws and be sensitive to local customs.
- I will seek to ensure that my conduct does not bring ICoCA into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on ICoCA premises or during official ICoCA duties.
- I will declare any information that will prove to be a conflict of interest.

Not enable or engage in abusive or exploitative conduct

- I will not enable or engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- I will not enable or exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- I will not enable or engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics.
- I will not enable or engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking.
- I will not enable or physically assault a child or vulnerable adult.
- I will not enable or emotionally or psychologically abuse a child or adult.

Not enable or engage in harassment

- I will not enable or engage in any conduct that can be considered bullying, mobbing, harassing, abusive, or offensive.
- I will not enable or engage in any form of harassment, whether sexual or otherwise.
- I will not enable or engage in any conduct which undermines the integrity of the employment relationship.
- I will not engage in improper or unwelcome conduct that has or might reasonably be expected or perceived to cause direct or indirect offence or humiliation to another.
- I will not subject my colleagues to unwelcome conduct, either verbally or physically.
- I will report allegations of harassment to the appropriate channels set out by ICoCA.

Ensure the safety, health and welfare of all Board Members and ICoCA staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines.
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work.



Responsible use of information, assets and resources to which I have access by reason of my role, and employment with ICoCA

- I will ensure that I use ICoCA assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use ICoCA IT equipment, information, software or e-mail and social media platforms to engage in any manner that would prove consequential to ICoCA's reputation, to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism.
- I will not use ICoCA IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of ICoCA.

I, _____ (printed name), hereby affirm that I have received, reviewed, and agree to abide by the International Code of Conduct Association's Code of Conduct.

Signed this ___ day of _____, 202__

Note: ICoCA employees, and Board Members are required to sign:

- ICoCA – Code of Conduct (once during the onboarding process)
- ICoCA – Non-Disclosure Agreement (once during the onboarding process)
- ICoCA – Conflict of Interest Policy and annual statement (annually)