



1 Code of Conduct (CoC)

This Code of Conduct applies to all staff at all times whether in or outside normal working hours or locations. “Staff” in this code refers to all IRC staff members, members of the supervisory board, associates, consultants, interns, young professionals and volunteers.

Violations of this code can be subject to disciplinary measures

1.1 Implementing the CoC

Every staff member is responsible for reading and understanding the CoC. Staff members are responsible for reporting any breach of this code to the IRC.

1.2 Rules of conduct

All staff shall:

- Comply with the terms of their employment contract and all rules, policies and procedures of the IRC.
- Comply with the applicable laws of the country in which they are present.
- Take into account the sensitivities of people’s customs, habits and religious beliefs and avoid any behaviour that is not appropriate in a particular cultural context.
- Ensure that individuals and their circumstances are fairly represented in terms of their capacities and vulnerabilities. Every effort should be made to explain how data including photos and stories will be used and to obtain permission from the individuals for the use of the material.
- Conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, cronyism or bribery. This includes not accepting from any external source or without authorisation any decoration, gift, remuneration, favour or economic benefit which is more than a “token gift”. In case of doubt please consult your line manager.
- Not intentionally misrepresent their official functions or title to any entities or persons.
- Not act in any way likely to bring the IRC into disrepute.
- Adhere to the Protection against Sexual Exploitation and Abuse policy (PSEA)
- IRC staff will not engage in party related activities and political campaigning as part of their work activities. However, it is recognised that the positions taken by IRC in seeking sustainable water services for all will sometimes be political. Communications and advocacy statements should be line with established IRC positions and evidence, and where in doubt, should be discussed with the responsible line manager.
- Not produce, process, distribute or use illegal, discriminatory, pornographic or racist material in IRC offices, or on IRC equipment, including reading

surfing illegal, discriminatory pornographic or racist websites or message boards or sending illegal, discriminatory, pornographic or racist emails.

- Comply with any security procedure and / or instruction that may be issued
- Comply with all local traffic laws and regulations, including drinking and driving laws.
- Administer the funds and/or supplies entrusted to them with the utmost care and be accountable for their use.
- Not commit the IRC financially unless officially authorised to do so.
- Not unlawfully manufacture, distribute, possess or use a controlled substance (a drug or chemical whose manufacture, possession or use are regulated by a government) in the working place.
- Refrain from the possession or consumption of alcoholic beverages at the working place unless it is on a formal occasion initiated by the IRC.
- Where IRC determines that the infringement has brought IRC into disrepute or the code of conduct has been broken, IRC may not provide any legal assistance

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Signed in The Hague on 26th June 2020.

IRC CEO,
Patrick Moriarty

IRC Works Council Chair,
Stef Smits