

CODE OF CONDUCT

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INTRODUCTION

The purpose of this policy is to provide advice on the standards of behaviour that are required of IMPACT staff, volunteers, partners, and contractors. It provides guidance on IMPACT's values and code of conduct and promotes ethical behaviour and sets expectations of its staff members across all locations. Adherence to all other IMPACT policies is also a requirement.

A signed copy of this Code of Conduct will be kept in each staff member or contractor's file.

SCOPE AND PURPOSE OF THIS CODE

This Code of Conduct applies to all contracted staff, international and local, employed by IMPACT, as well as volunteers, partners, and contractors.

The purpose of this Code of Conduct is to set out the conduct expected of IMPACT staff while under contract to the organisation, and forms part of all contracts of employment. The Code of Conduct is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

While recognising that local laws and cultures differ considerably from one country to another, IMPACT is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international best practice. IMPACT staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

ABOUT IMPACT

IMPACT is recognized as a leading actor in global efforts to transform natural resource management systems in areas where security and human rights are at risk. We investigate how natural resources are managed and develop approaches for natural resources to improve security, development, and equality. We collaborate with local partners including governments, civil society, supply chain actors and resource-rich communities, for lasting change.

We do this by adopting a multifaceted approach that seeks to:

- Break the link between natural resources and conflicts;
- Generate more equitable benefits for local communities, including for women;
- Promote and support environmental stewardship;
- Contribute to and support responsible economic development at local, national and regional levels.

IMPACT was established in 1986 as Partnership Africa Canada, a Canadian civil society coalition, tasked with distributing funding from the Canadian International Development Agency to address the root causes of conflict and to promote development in Africa. Over the last two decades, IMPACT has built a strong international reputation based on its ground-breaking investigative research and effective policy advocacy related to good governance, natural resources management, and human security in Africa. In 2003,

IMPACT was co-nominated by U.S. House of Representatives and Senate members for the Nobel Peace Prize for its work exposing the links between conflict and diamonds in several African countries.

In 2017, after strategic reflection and consultations with staff, past and present Board Members, partners, and various stakeholders, we refined our identity—our mission, vision, and how our approach to natural resource management guides our work. We also launched a new name—IMPACT—reflecting the active change we’re making on the ground and the international scope we’ve undertaken over the years. Three decades of expertise, partnership, and research shaped PAC into IMPACT.

For more information: www.impacttransform.org

IMPACT STRATEGIC POSITION

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk.

Mission

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

Context

The mismanagement of natural resources fuels and sustains crisis around the world. Local populations are failing to benefit from resources in their communities, while climate change has heightened competition over minerals, oil, timber, wildlife and water—contributing to violence. Corruption and weak political systems increase the risk of human rights violations.

Vision

We envision a world where resources contribute to equitable peace and development, and where communities are empowered to decide how their natural resources are managed.

How We Drive Change

REVEAL: We investigate, monitor, and analyze how natural resources are managed and how these systems can be improved.

INNOVATE: We develop, test, and deliver improved systems for the management of natural resources through technical assistance, information sharing, and capacity building.

ENGAGE: We advance constructive dialogue with stakeholders including civil society, policymakers, industry, and communities to improve how natural resources are managed.

Approach

We are guided by the core belief and principle that lasting and transformative change in the natural resource sector will come by providing capacity, investment, and spotlight to local actors. Our work focuses on supporting those who suffer the effects and injustice of weak systems—to mobilize and challenge how their resources are being managed.

Pillars

- Holistic—integrating gender equality and environmental protection across our work.
- Multi-stakeholder—embracing dialogue while partnering with civil society.
- Innovative—pushing the boundaries by testing bold, new models.
- Factual—basing our work on evidence-based research and evaluation.
- Sustainability—providing capacity, investment, and spotlight to local actors.
- Peacebuilding—working in areas of insecurity, practicing and promoting non-violence.

Issues

- Regulatory and Legal Reform
- Supply Chain Transparency
- Illicit Trade and Financing
- Gender Equality
- Environmental Stewardship

CODE OF CONDUCT STANDARDS

As an IMPACT staff member, volunteer, partner, or contractor, I will:

Uphold the integrity and reputation of IMPACT by ensuring that my professional and personal conduct is consistent with IMPACT’s values and standards:

- I will treat all people fairly with respect and dignity.
- When working in an international context or travelling internationally on IMPACT’s behalf, 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 IMPACT into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed.
- I commit to being a good representative of IMPACT in all of my activities on personal social media networks. I will avoid making comments that could be interpreted as an official statement on behalf of IMPACT.
- If my role is that of a direct supervisor, I understand that I have additional responsibilities to model the good behaviour promoted through this Code in order to create an environment in which good conduct can flourish. I will ensure that co-workers and people associated with IMPACT are aware of the Code and are supported in putting it into practice, and I will manage misconduct appropriately and actively address breaches of the Code.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on IMPACT’s premises or accommodation.

Not engage in abusive or exploitative conduct:

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

Ensure the health, safety, and security of all IMPACT staff members and associated personnel (volunteers, partners, suppliers, and contractors):

- I will adhere to all legal and organisational health, safety, and security policies and procedures in force at my location of work.
- I will comply with all security guidelines and procedures and be pro-active in informing management and staff responsible for security of any necessary changes to such guidelines and procedures.
- I will behave in a manner such as to avoid any unnecessary risk to the health, safety, and security of myself and others, including partner organisations and communities with whom we work.
- I will not carry weapons or have weapons or ammunition while on assignment/posting with IMPACT. I understand that the possession of a weapon while on assignment/posting with IMPACT is grounds for immediate dismissal.

Be responsible for the use of information, assets, and resources to which I have access by reason of my employment with IMPACT:

- I will ensure that I use IMPACT assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use IMPACT IT equipment, software, e-mail, and/or social media platforms 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 IMPACT 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 affect the work of IMPACT.

- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within IMPACT, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before engaging in electoral politics or lobbying activities. I will not participate as a candidate in any electoral processes.
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers, and other persons which have been offered to me as a result of my employment with IMPACT.

Uphold confidentiality:

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters, or any sensitive information unless legally required to do so.

COMPLAINTS AND REPORTS

IMPACT staff are obligated to bring to the attention of the relevant direct supervisor any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the standards contained in this Code. IMPACT staff reporting concerns are protected by the Whistleblower Policy.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to their direct supervisor. If the staff member does not feel comfortable reporting to their direct supervisor (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to the Executive Director.

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the Whistleblower Policy, the Safeguarding Policy, or the Workplace Violence and Harassment Policy.

RELATED IMPACT POLICIES

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| • Protection Against Sexual Exploitation and Abuse Policy | • Whistleblower Policy |
| • Workplace Violence and Harassment Policy | • Health, Safety, and Security Policy |
| • Safeguarding Policy | • IT Acceptable Use Policy |
| • Conflict of Interest Policy | • Data Protection Policy |
| | • Photo and Video Policy |

In accepting employment with, or funds from IMPACT, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct.

Name:

Signature:

Date: