



Code of Conduct

Version 1.0 | 23 June 2022

A. Introduction and purpose

1. IAS – the International AIDS Society (the “IAS”) – is committed to the highest standards of ethical conduct and professionalism when working towards its vision and mission. The IAS Code of Conduct (the “Code”) provides guidance on appropriate conduct in order to foster an inclusive, safe, transparent and positive working environment based on mutual respect and accountability.
2. The Code applies to:
 - IAS Secretariat Geneva staff members (“IAS staff”) who have signed an open-ended, fixed term or maximal duration contract of employment. The Code also applies to interns who have signed an internship agreement within an academic education framework and to staff of local offices that the IAS may establish from time to time.
 - Members of the Governing Council (the “GC”), Executive Board (the “EB”), and their Committees and Thematic Working Groups when acting in those capacities on behalf of the IAS. Together, these groups are referred to as “IAS Leadership”.
3. The EB is responsible for approving the Code and any subsequent changes to it, as well as reviewing its implementation within the IAS.
4. The IAS expects the IAS Leadership and staff to comply with applicable laws, regulations and binding standards. The same applies to documentation and procedures set internally.

B. IAS values

5. The IAS is a multi-stakeholder, multi-disciplinary organization whose purpose is to galvanize the scientific response, build global solidarity and enhance human rights for all those living with and affected by HIV. At the heart of the IAS culture are three core values that guide decision-making, interactions with colleagues and relationships with external stakeholders and partners which support the organization's ability to maximize its impact and fulfil its purpose and mission. Each value is complemented by a set of principles which guide the way in which the work of the IAS brings its values to life.

Put people first



- We are independent and ultimately accountable to people living with and affected by HIV.
- We weigh and measure our actions against their impact on people's lives.
- We champion an environment that empowers all to be part of the conversation.
- We respect the lived experiences of all and foster a diversity of perspectives.

Build bridges & collaborate

- We unite disciplines, sectors and people at all levels to drive progress in the HIV response.
- We build trust by sharing knowledge and being transparent.
- We hold ourselves individually responsible for the collective excellence of our work.

Be evidence-based & open-minded

- We follow the science and promote evidence-based dialogue.
- We intentionally seek out data to inform our attitudes, decisions and actions.
- We evolve by challenging our biases and encouraging curiosity.

6. The Code connects the organization's values to the daily work of its leadership and staff. Through observance of the Code, each individual contributes to an organizational culture anchored in integrity, accountability, fairness and respect that engenders and upholds the stakeholder trust necessary for the IAS to carry out its mission and ultimately achieve its vision.
7. The IAS is committed to contributing to sustainable development through ethical governance and active management of its operations in a way that balances social and environmental sustainability and the vision and mission of the organization.

C. Demonstrate and ensure dignity, respect and fairness

8. Everyone who works at the IAS or engages in its activities is entitled to fair and respectful treatment. The IAS appreciates commitment and loyalty to the organization and aims to ensure that every IAS Leadership member, IAS staff, IAS Member and partner is treated fairly, respectfully and equally. When engaging with members, partners or any other third parties, the IAS expects the IAS Leadership and staff to ensure that such relationships are characterized by mutual respect, fairness, support and professionalism.
9. The IAS values and champions diversity as a critical means of fostering a dynamic and innovative organization capable of driving progress in the global HIV response. It is committed to creating a workplace that promotes inclusion, trust, mutual respect, dignity and equity in its employment and management practices, policies and regulations. Accordingly, the IAS strives to attract, build and advance a diverse workforce and to create a workplace that is



free from discrimination based on gender, race, nationality, ethnic origin, religion or beliefs, age, sexual orientation, gender reassignment, disability or health status.

10. The IAS has zero tolerance towards bullying, sexual harassment, exploitation and abuse, or offensive conduct of or by IAS Leadership or staff in any work-related context, including at the office, during conferences, during social events and during business trips and virtually.
11. IAS Leadership and staff are expected to play a key role in shaping a positive, equitable and inclusive environment. They commit to promoting a work environment that prevents discrimination, bullying and harassment, sexual harassment, exploitation and abuse, and offensive conduct, and enables the timely reporting of and response to any concerns or suspicions as detailed in the Upholding section that is part of this Code.

D. Safeguarding the IAS's reputation and assets

Representing the IAS

12. When representing the IAS's activities, IAS Leadership and staff shall abide by the following principles:
 - **Transparency:** Declare their full name, employer, position, funding sources and the interest represented.
 - **Integrity:** Act with honesty and integrity at all times and not disseminate false or misleading information.
 - **Confidentiality:** Honour and respect confidential information, as detailed below.
 - **Conflict of interest:** Avoid any professional conflicts of interest; where such conflicts occur, disclose such conflicts to affected parties and seek to resolve such conflicts in advance of any advocacy activity, as detailed in the Conflict of Interest Policy for IAS Leadership and staff.
 - **Inducement:** Not obtain or try to obtain information, or influence any decision, dishonestly or by use of undue pressure or financial, personal or other inappropriate inducement.
 - **Influence on elected or other public officials:** Not propose or undertake any action, which would constitute an improper influence on any members, officials or staff of government and supranational bodies.
 - **Competitors:** Not intentionally damage the professional reputation of other individuals or organizations.

Confidentiality

13. IAS staff members' obligations with regard to confidentiality are detailed in the IAS Staff Regulations that form part of each employment contract.



14. All IAS Leadership members are required to sign a non-disclosure agreement and may not disclose any information of a confidential nature relating to the IAS except in the normal course of their role. All media inquiries should be referred to the Director, Communications and Public Affairs or designate. IAS Leadership members may not use for their own purposes or profit any information acquired in relation to the IAS. These rules apply both during and after the term of office on the GC and/or EB.
15. If IAS Leadership members receive inquiries for information that is not publicly available, they should consult the Director, Communications and Public Affairs or designate at the IAS Secretariat. IAS Leadership should ensure that all IAS documents are stored or disposed of in a safe manner.

Intellectual property

16. The IAS name, branding and copyright registered by the IAS are the organization's intellectual property (IP). Use of the organization's IP by other organizations requires prior authorization by the IAS Secretariat.
17. IP rights include patents, copyright, database rights, registered and unregistered design rights, trademarks and other intellectual property rights, applications for registration of any of these, confidential information and know how, whether registered or unregistered.
18. The IP developed by the IAS belongs to the organization. IAS Leadership and staff members acting or speaking on behalf of the IAS must respect its IP rights, such as copyrights and trademarks when using the IAS's name, logo and other branding material. The IAS Leadership and staff must be alert in identifying relevant IP, taking appropriate steps to protect it and making sure it is used in accordance with the IAS's rules and for the benefit of the IAS.
19. IAS Leadership and staff must respect the interests, opinions and positions of the IAS. Whenever a member of the IAS Leadership or staff is speaking on the IAS's behalf but giving a personal opinion rather than representing the IAS's interests and opinions, they must be clear on the fact that they are sharing their personal view rather than IAS's. This applies also to the use of social media.

E. Behave with honesty and integrity

Financial procedures

20. All IAS Leadership and staff members must comply with IAS financial procedures and controls at all times.



Corruption

21. Corruption is an overarching term that encompasses bribery, fraud, abuse of power, extortion, deception, collusion, cartels, embezzlement and money laundering. It involves any unlawful or improper behaviour by an IAS Leadership or staff member who seeks to gain an advantage through illegitimate means. Any IAS Leadership or staff member who identifies any of these activities is to report these immediately (see Section F).

Bribery and gifts

22. Bribery relates to improper payments for illegal purposes. Giving or asking for money or favours in order to influence the judgment or conduct of a person is strictly prohibited. This applies not only to direct payments, but extends also to indirect payments made in any form through consultants or other third parties.
23. It is a serious offence for IAS Leadership or IAS staff to receive or give any gift, loan, fee, reward or advantage for doing or refraining from doing something, or showing favour or disfavour to any person in their official capacity. If an allegation of this nature is made, it is for the IAS Leadership or staff member to prove that any such rewards have not been inappropriately obtained.
24. If IAS Leadership members or IAS staff are offered hospitality, gifts or personal services free or at less than market price, they should ensure that this cannot compromise their integrity. The difference between corporate entertainment and "inducements" is often one of degree and, if in doubt, the IAS Leadership member should seek advice from the Director, Governance, Membership and Learning. IAS staff should seek advice from the department director, or Executive Director where applicable. Any individual who accepts a gift or hospitality valued at more than CHF 50 should inform the Director, Governance, Membership and Learning for IAS Leadership and their Director for IAS staff, who will complete the relevant information in the Gift Register.

Fraud and facilitation payments

25. Fraud includes deception, theft and dishonest conduct, such as lying or concealing information. Any IAS Leadership or IAS staff member who identifies fraud (actual or potential) should immediately report it. IAS Leadership shall report to the GMC who will ensure that the matter is handled in an appropriate manner. IAS staff shall report it to the Executive Director who will make sure the matter is handled in an appropriate manner.
26. A facilitation payment is a financial payment to a government employee or official that is made with the intention of expediting an administrative process. The IAS strictly prohibits any facilitation payment. The prohibition applies not only to direct payments, but extends also to



indirect payments made in any form through consultants or other third parties. Small payments to officials, for example, to facilitate movement through a border point or for the production of a visa, may on occasion be essential. Such payments should only be made when absolutely essential and should be for nominal amounts only.

- For IAS Leadership, the Director, Governance, Membership and Learning should be notified of these payments as soon as possible.
- For IAS staff, the Executive Director should be notified of these payments as soon as possible.

F. Upholding the Code

27. The IAS Leadership and staff receive a copy of the Code from the IAS Secretariat and sign a confirmation of receipt. Newly elected or appointed GC and EB members and new staff members shall be provided with a copy of the Code upon joining the IAS Secretariat or its governance bodies and sign a confirmation of receipt. Any training on the Code may take place as deemed appropriate.
28. If any significant wrongdoing, actual or suspected, comes to the attention of any IAS Leadership member, they should report it to (a) member(s) of the EB. Examples of wrongdoing include theft, fraud, other illegal activity, false accounting, endangering health and safety, or other serious ethical breaches. If such suspected breach concerns all members of the EB, the IAS Leadership member shall report it to the IAS Governance and Membership Committee.
29. If any significant wrongdoing, actual or suspected, comes to the attention of an IAS staff, they shall report it to the Director, Finance and Operations, or to the Executive Director in case such suspected breach concerns the Director, Finance and Operations.
30. If an IAS staff member has a grievance against another staff or IAS Leadership member for breach of the Code, they shall report such grievance and it will be investigated and handled as per the IAS Grievance Procedure.
31. All reports will be treated confidentially and will be further investigated if necessary. If violations of the Code are found to have taken place, this may result in disciplinary action, such as a reprimand, dismissal, or civil or criminal prosecution.
32. Reporting of suspicious activities must be done in good faith. The IAS guarantees that there will be no retaliation for reports made in good faith. This also applies if the investigation provides that no violation of the Code has been committed.
33. IAS Leadership and staff should not contact the press or media or any other external individuals or organizations as a way of drawing attention to any actual or suspected wrongdoing at the IAS.