



Ethics Policy

1. Introduction

International Peace Institute (IPI) maintains policies to guide its staff with respect to standards of conduct expected in areas where improper activities could damage IPI's reputation and otherwise result in serious adverse consequences for IPI and the staff involved.

A staff member's actions under this Policy are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the staff member for position assignments and promotion. Correspondingly, insensitivity to or disregard of the principles of this Policy will be grounds for appropriate management disciplinary action, including termination.

2. Statement of Policy

IPI will comply with all applicable laws and regulations and expects its staff (which includes directors, officers, full-time and part-time employees, consultants, interns, and volunteers) to conduct business in accordance with the spirit of relevant laws and refrain from dishonest or unethical conduct.

Staff shall, during both working and nonworking hours, act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of IPI, its collaborators and citizens.

Business Ethics

To ensure ethical and impartial business, it is prohibited for IPI staff to:

1. Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence or the recipient would be influenced by such conduct in the discharge of public duties.
2. Use their official position to secure special advantage in business, personal gain or other benefit derived from such relationship.

3. Use any IPI facilities, building, equipment, materials or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual. No staff members shall have unauthorized possession of company property.

4. Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the IPI staff member's duty to uphold the public trust and the individual's private interest.

Research Ethics

In the area of research, IPI takes into consideration ethical concerns particularly when research is done in conflict and post-conflict contexts, and within divided societies. All field research is conducted in a way that is respectful of the subjectivity and needs of those researched, in particular to women and children and those sectors of societies that have recently been subject to shocks such as violent conflict, genocide, displacement, ethnic cleansing, torture, and sexual violence. IPI staff members are responsible for managing the expectations of those researched as follows:

a) IPI staff will always identify themselves as IPI employees and never misrepresent the purpose and outcome of their research.

b) IPI staff must prioritize their own security over any other consideration, and interactions with combatants or perpetrators of violence are dealt with on a case-by-case basis.

c) IPI staff will treat all researched persons with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

d) IPI staff will not use language or behavior that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

e) IPI staff will not engage with any researched person in any form of sexual activity or acts, including paying for sexual services or acts.

f) IPI staff will not attribute quotations to the interviewees in the final reports or any other public outputs when interviews are conducted off-the-record. This is particularly important when the safety of those researched is at stake.

g) IPI staff and consultants will not engage in plagiarism, which is the use of words, phrases, or ideas belonging to another, without properly citing or acknowledging the source according to IPI citation standards. The submission of one's own piece of work previously used by the author (self-plagiarism) also requires proper citations.

In general, the use of good judgment, based on high ethical principles, will guide the staff with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter must be disclosed to the immediate supervisor and/or the Department Director. The Department Director shall immediately inform the Human Resource Director for the purpose of precluding any real or apparent conflict of interest.

3. Reports and Periodic Reviews

A. Any staff member who is requested to engage in any activity which is or may be contrary to this Policy, or which otherwise may pose a reputational risk to IPI, including by association, will promptly report such information to the manager whom the individual reports, or, if the staff member was so directed by the manager, then to IPI Management Team or Human Resources manager.

B. Any staff member who acquires information that gives him/her reason to believe that any other staff member is engaged in conduct forbidden by the Policy will promptly report such information to the manager to whom the staff member reports or, if the manager is engaged in such conduct, then to the IPI Management Team or Human Resources manager.

4. Dissemination

This policy will be circulated annually to All Staff and Management to ensure familiarity and commitment to compliance.

5. Policy Review

This policy will be reviewed at least annually to ensure effectiveness and its continued application and relevance to IPI.