

IISD-ELA Code of Conduct and Conflict of Interest

Purpose

As a registered charity dedicated to promoting human development and environmental sustainability, IISD Experimental Lakes Area (IISD-ELA) is entrusted with funds from federal and provincial governments, foundations, other non-profits, and the private sector for our work globally. IISD-ELA's success over the years is due in part to our reputation for honesty, integrity, respect, and excellence in the conduct of our activities.

In your capacity as a representative of IISD-ELA, it is important that you understand the standards that IISD-ELA upholds as we serve our stakeholders. Carrying out the functions of your position with the highest level of integrity and independence in accordance with this code contributes to and ensures IISD-ELA's quality of performance and reputation.

Scope

This Code of Conduct applies to all IISD-ELA board members, employees, volunteers, associates, and consultants ("Representatives").

Definitions

A **child/young person** is defined as a person under the age of 18.

Abuse includes physical or mental violence, neglect or negligent treatment, maltreatment, and sexual abuse.

Conflict of interest: IISD-ELA's Code of Conduct also includes guidance for how you can avoid any conflict of interest. A conflict of interest is a financial or other interest, whether direct or indirect, that may affect or might reasonably be thought of by others to affect an individual's judgment or conduct in matters involving IISD-ELA. This may include but is not limited to:

- Placing yourself in a situation where a private or personal interest prevents you from being objective in your actions or decisions.
- Undertaking outside employment, business transactions, or other private arrangements for personal profit that are in conflict with the performance of your duties.
- Seeking or receiving personal or private gain (financial or otherwise) by granting preferential treatment to any persons while performing your duties.
- Seeking or accepting personal or private gain (financial or otherwise) from the use of information acquired during the course of your duties that is based upon confidential or non-public information.

Policy

Representatives are required to uphold the reputation of IISD-ELA by ensuring their professional and personal conduct is demonstrably consistent with our values:

- We treat all people with respect and dignity and challenge any form of harassment, violence, disrespect, intimidation, exploitation, or abuse.
- We believe it is always unacceptable for a child or young person to experience abuse of any kind and recognize our responsibility to safeguard the welfare of all children and young people with whom we come into contact through the course of our work.
- We believe it is always unacceptable for a member from the equity-deserving groups to experience racism or any other form of disrespect or discrimination at the workplace and in social or virtual settings.
- We carry out our commitments to provide value to donors with transparency, honesty, and integrity in all business and professional relationships by
 - never offering or accepting bribes, favours, or kickbacks to secure a business or professional transaction;
 - not giving or accepting substantial gifts or gratuities, except where gifts are recognized as a custom of the trade, are of insignificant value, and could in no way cause IISD-ELA to be embarrassed, obligated, or incur liability;
 - protecting IISD-ELA's assets from fraud and theft and ensuring records are accurate, timely, and complete;
 - safeguarding IISD-ELA's proprietary and confidential information, as well as proprietary information entrusted to IISD-ELA by funders, suppliers, and collaborators; and
 - ensuring we avoid or remove and immediately disclose any conflict of interest or any situation that could reasonably be perceived as a conflict of interest.

Implementation and Monitoring

The executive director is responsible for the implementation and monitoring of this Code of Conduct.

All volunteers, associates, and consultants are required to sign an acknowledgement form to demonstrate that the Code of Conduct has been read and understood upon engagement.

All new employees are required to sign an acknowledgement form to demonstrate that the Code of Conduct has been read and understood and assert that they are unaware of any conflicts of interest upon engagement.

All existing employees are required to sign an acknowledgement form to demonstrate that the Code of Conduct has been read and understood and assert that they are unaware of any conflicts of interest every 2 years, starting in 2019.

In the case of uncertainty related to a conflict of interest, employees are responsible for raising the potential conflict with their supervisor or the Director, People and Culture, to agree upon a course of action.

In situations where persons affected prefer to place an anonymous report in confidence, they are encouraged to use the ethics hotline, EthicsPoint, hosted by a third-party hotline provider, NavEx Global.

The affected person may use any of the following methods to submit a report:

1. Select the “**Make a Report**” link on the [EthicsPoint web page](#). The web page is hosted on a third-party server and therefore is completely confidential.
2. Dial the toll-free hotline number within the United States, and Canada: 1-844-955-1643
3. Use the [NavEx mobile app](#).

All IISD-ELA board members will be required to sign an acknowledgement form to demonstrate that the Code of Conduct has been read and understood and that they are unaware of any conflict of interest at the start of each term of service.

If a board member flags a potential conflict, a committee of the board will review the possible conflict and recommend a course of action. The board committee will be comprised of the chair of the Nominating and Governance Committee, the executive director, and the chair of the board. If the possible conflict of interest involves one of these committee members, the Audit Committee chair will serve in their place.

Related Policies, Procedures, and Guidelines

- IISD-ELA Anti-Bribery and Corruption Policy
- IISD-ELA Safeguarding and Protection of Children Policy
- IISD-ELA Whistleblower Policy
- IISD-ELA Workplace Harassment Prevention and Violence Preventing Policy
- IISD-ELA Gender and Equality and Diversity Policy

Policy Review and Revision

Review cycle: This policy will be reviewed regularly, and at least every 5 years by the policy owner to ensure its relevance and accuracy.

Revision history:

Date	Version	Description of Changes	Approved By
June 16, 2026	1.0	Initial policy release, in the IISD-ELA template	IISD-ELA Board through a Board Resolution

