

Code of Conduct

1. Introduction

The purpose of the Code of Conduct of the International Science Council (ISC) is to foster a values-based culture characterized by thoughtful and ethical behaviour on the part of all who participate in the work of the ISC.

ISC core values

As a non-profit governmental international membership-based organization serving a wide-spread and diverse scientific community, the ISC is committed to the following core values:

- i. excellence;
- ii. inclusivity and diversity;
- iii. integrity, transparency and respect;
- iv. collaborativeness;
- v. sustainability.

The scope of application of the Code of Conduct

This Code of Conduct applies to:

- all members of the ISC Governing Board and its advisory bodies;
- employees;
- people who engage in the work of the ISC and other representatives of the ISC.

What the Code of Conduct does

This Code of Conduct sets out what the ISC values mean for the conduct of the people designated above.

2. The application of the ISC values to standards of conduct

I. Excellence

The ISC aims to deliver timely, relevant, robust, high-quality work. People who engage in the work of the ISC are expected to:

- a) be familiar with the ISC's vision, mission, and values, as well as its structure and main activities.
- b) be present and active in their roles, including by preparing for and attending meetings, listening actively, engaging in discussion, and being generous with their expertise and experience.
- c) be familiar with, and comply with, ISC internal policies as reasonable and appropriate.

- d) be diligent in fulfilling their responsibilities carefully and competently.
- e) be willing to submit their work to appropriate and rigorous review.

II. Inclusivity and diversity

The ISC promotes the equal advancement of scientific rigour, creativity and relevance in all parts of the world and affirms the responsibility to promote science in ways that are equitable and inclusive of human diversity (see ISC Statute 6 and Statute 8). People who engage in the work of the ISC are expected to:

- a) embrace diversity, respect difference and take measures to eliminate bias.
- b) recognize the value of diverse points of view and be willing to learn from others.
- c) promote inclusivity, fairness and equity, in the design of meetings, the composition of committees or groups of contributors, decision-making processes, the acknowledgement of contributions and the sharing of benefits.
- d) eschew, and take appropriate measures to prevent and respond to, harassment, abuse, exploitation or discrimination based on perceptions of ethnicity, racial identity, nationality, citizenship, sex, gender identity, sexual orientation, disability, age, religious beliefs, or social group memberships, especially at events organized by the ISC.

III. Integrity, transparency and respect

The ISC expects its representatives to act with integrity both within the ISC and in interaction with external parties. People who engage in the work of the ISC are expected to:

- a) act honestly and in good faith, in the best interests of the ISC and not for personal gain or benefit.
- b) use ISC resources prudently and avoid transactions that could have a corrupting influence, including the offer or acceptance of inappropriate gifts or arrangements.
- c) avoid actual, potential or perceived conflicts of interest.
- d) disclose competing interests when avoidance is not possible and, as appropriate, recuse themselves from the meeting, the activity or the ISC.
- e) acknowledge contributions to work, avoid plagiarism and misrepresentation.
- f) respect the confidentiality of sensitive or proprietary information and handle such information responsibly.

Trust in the governance and administration of the ISC will be gained and maintained by:

- g) communicating clearly and truthfully and making information accessible, in a timely manner.
- h) being transparent in the management and use of resources, including funds, assets and non-confidential information.
- i) taking responsibility for personal actions and decisions and being accountable for their outcomes.
- j) ensuring that opportunities to contribute to and benefit from the work of the ISC are widely shared.

Further, respect for people requires:

- k) treating all people with courtesy and fairness, and eschewing bullying or intimidating behaviour.
- l) communicating and listening respectfully to others.
- m) being mindful of the safety and wellbeing of people involved in ISC activities.

IV. Collaborativeness

The ISC exists to stimulate and support international, interdisciplinary scientific collaboration and the scientific community, particularly on behalf of and among its members, on issues of global concern. People who engage in the work of the ISC are expected to:

- a) promote collaborative and equitable partnerships and projects based on mutual respect, shared goals, inclusivity and transparency.
- b) design and implement inclusive and consultative strategy- and decision-making processes that engage with diverse perspectives and expertise, spanning geographical, disciplinary and other boundaries.
- c) invite and contribute opinions and ideas to productive debate in search of better options.

V. Sustainability

The ISC is committed to embedding the principle of sustainability in everything that it does. People who engage in the work of the ISC are expected to:

- a) adopt sustainable practices, including by reducing material consumption and carbon-intensive travel (cf. the ISC Sustainability Principles).
- b) promote and contribute to efforts to minimize the negative impact of ISC activities on resources, the environment and society.
- c) advocate publicly for sustainable practices.

3. Affirmation

All representatives and employees of the ISC are asked to affirm that they have read, understood and will respect the ISC Code of Conduct. In signing, they commit to uphold the Code of Conduct and to report any known or reasonably suspected violation of the Code of Conduct as per the reporting procedure.

The ISC will not allow retaliation against people acting in good faith in the reporting of a known or reasonably suspected violation.

Name:
Date:

Signature:

Appendix 1: Reporting and response process

Reportable violations of the Code of Conduct to which the processes set out in this Appendix may apply:

1. Dishonesty.
2. Acting for personal gain or benefit.
3. Engaging in transactions that may have a corrupting influence.
4. Failure to declare a conflict of interest.
5. Plagiarism.
6. Breach of confidentiality in relation to confidential information obtained as a result of participation in the work of the ISC.
7. Careless mismanagement of ISC resources.
8. Concealing or failing to disclose a reportable violation of this Code of Conduct.
9. Bullying, intimidating or harassing behaviour.
10. Failure, by a responsible person, to have regard to the safety of people involved in ISC activities.
11. A breach of the criminal law of any country.
12. A finding of professional misconduct by any professional body of any country.
13. A finding of a breach of a regulatory law of any country.

Possible responses where a reportable violation of the Code of Conduct is found to have occurred:

1. Counselling of the person violating the Code of Conduct.
2. A requirement that the person violating the Code of Conduct undertake training.
3. Direction of a conciliation process between the person found to have violated the Code of Conduct and any persons adversely affected by the violation.
4. A reprimand.
5. Suspension from ISC activities for a specified period.
6. Permanent exclusion from ISC activities.

Process for Governing Board and advisory body members:

- Known or reasonably suspected violations of the Code of Conduct among members of the Governing Board or advisory bodies should be reported to the Vice-President for Finance, Compliance and Risk, or another member of the Executive Committee, as appropriate.
- The Vice-President for Finance, Compliance and Risk (or other member of the Executive Committee) will raise all reports to the Executive Committee.
- Reports will be investigated promptly and confidentially by the Executive Committee or a specially appointed committee, excluding any person who may have a conflict of interest. Findings will be reported to the Governing Board along with a recommended response, proportionate to the seriousness of any substantiated violation and taking into account the intent behind it, prior history and the impact on the ISC. The goal of the response will be to safeguard the ISC's values, integrity, reputation and safety, and to encourage improvement of behaviour.

- If the finding is that the reported violation could not be substantiated, any subsequent report to the Governing Board will be anonymized. Otherwise, there will be full disclosure.

Process for ISC staff:

- ISC employees may report known or reasonably suspected violations of the Code of Conduct to the Senior Human Resources Officer who will raise the case with the Chief Executive Officer or another senior member of management, as appropriate. The process of investigation will be in line with French standards and practices and the response will be proportionate to the seriousness of any substantiated violation, taking into account the intent behind it, prior history and the impact on the ISC. The goal of the response will be to safeguard the ISC's values, integrity, reputation and safety, and to encourage improvement of behaviour.

For participants in ISC events:

- Major events organized or co-organized by the ISC will have a designated person to receive reports of perceived, suspected or actual violations of the ISC Code of Conduct. Such reports will be brought to the attention of the Vice-President for Finance, Compliance and Risk, or in their absence, to a designated officer of the Governing Board.