



## CODE OF CONDUCT, CONFLICT OF INTEREST, SOCIAL MEDIA AND HARASSMENT POLICIES

### A. Code of Conduct

#### 1. Purpose and Application

- a) The purpose of this Code of Conduct is to establish the standards of behaviour expected from all employees, board members, volunteers, third party service providers or all persons or organisations directly involved with the Eastern Caribbean Alliance for Diversity and Equality (hereinafter referred to as ECADE) in order to effectively contribute to ECADE's mission and objectives.

#### 2. Compliance with Saint Lucia Laws and Regulations

- a) All those directly involved with ECADE are required to comply with all applicable Saint Lucia laws and regulations, in particular the Companies Act Cap 13.01 of the Revised Laws of Saint Lucia, Labour Laws and financial regulations, among others, in force from time to time.

#### 3. Responsibility

- a) It is the responsibility of all those directly involved with ECADE to familiarise themselves with this Code of Conduct and other policies and the guidelines of the organization. Violation to this Code and/or any of ECADE's policies may lead to disciplinary action and/or dismissal / termination of contracts or employment and in the case of Board members, suspension in accordance with the ECADE Governance Manual.

#### 4. Standards of Conduct

- a) ECADE expects all those directly involved with ECADE to adhere to the following principles:

##### i. Respect

In any professional context concerning ECADE'S business, all employees, Board members, volunteers and members undertake to be respectful in behaviour and tone towards everyone.

##### ii. Non-discrimination

All employees, Board members, volunteers and members undertake to treat all persons fairly and without discrimination based on race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender, sexual orientation, gender identity, gender expression, bodily diversity, record of offences, marital status, family status, parental status, pregnancy, number of dependents, compro-

mised immune or HIV status or other health status, socio-economic class, non-visible or visible disability, political or religious affiliation, place of residence or age or other status.

### **iii.No Harassment and/or intimidation**

ECADE will not tolerate any acts committed by any employee, board member, volunteer, third party service provider or any person or organisation directly involved with ECADE that may be considered abusive or constitute harassment. Sexual harassment and intimidation are unlawful and may result in disciplinary action and/or dismissal.

### **vi.Integrity**

All those directly involved with ECADE are required to act with integrity and to respond appropriately to any conflict of interest.

#### **vii. Accountability**

Anyone directly involved with ECADE will act with honesty and integrity and in accordance with any professional standards and/or governing laws that apply to their ECADE responsibility.

#### **x. Confidentiality**

- a. All those directly involved with ECADE must respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, ECADE business documents and printouts, and all volunteer, employee membership, donor and supporter records.
- b. All members undertake to maintain the strictest confidentiality in respect of confidential information received in the course of one's mandate by ECADE.
- c. During the period of their mandate as well as after its termination, all members and staff of ECADE shall abstain from disclosing to anyone or to use for personal benefit, directly or indirectly, any personal or professional details of staff, partners, sponsors, etc including information related to health data as well as all financial information including the salary structure.

### **10. Conflict of Interest**

- b) Conflict of interest arises when a person participates in a decision about a matter which may benefit or be seen to benefit that person because of his/her direct or indirect financial or other interests in that matter. It is the duty of any person taking part in the operations of ECADE to adhere to the Conflict of Interest Policy at all times.
- c) In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision and shall not cast any vote on the matter.
- f) No one directly involved with ECADE shall ask for nor receive any gifts, honour or favour worth more than 100 XCD from an external party in connection with their employment or engagement with ECADE.

## 11. Intellectual Property

a) All writing that is done as part of a Board Member or employee's work remains the property of the ECADE.

c) When writing in one's personal capacity but utilizing one's ECADE identification, the following disclaimer should be utilized, "Organizational affiliation for identification only. The opinions expressed here do not necessarily reflect those of the organization." Employees should exercise particular discretion, whether in their formal ECADE role or in their private capacity, when engaging in communication on the Internet through social media and personal websites especially when utilizing ECADE's network or when the subject matter discussed is relevant to ECADE's work. All employees and Board Members shall comply with the Social Media Policy contained herein.

## 12. Representation in Public

a) All requests for endorsements or public identification on behalf of the organization should be directed to the Executive Director.

b) Staff members must obtain approval from the Executive Director before expressing any opinion or position that can reasonably be interpreted as representing the views of ECADE.

## 13. Implementation

a) Strict observance of the Code is fundamental to the activity and reputation of the ECADE. It is essential that all employees, board members, volunteers, third party service providers or all persons or organisations directly involved with ECADE adhere to this Code.

b) They will certify this by signing a Declaration prescribed below, that they have read and will abide by this Code.

c) The Governance Manual gives further details of this and other policies and procedures of ECADE.

d) Management has the responsibility of ensuring compliance with all Codes and Policies of ECADE.

### *Code of conduct and confidentiality declaration*

I, \_\_\_\_\_ **(please print)**, have read, understand and agree to abide by the Code of Conduct of ECADE and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Board/Volunteer/Employee - Signature)

## **B. Code of Conduct for Board Members**

### **12. Scope**

- a) Board members are committed to act in accordance with the core values and guiding principles of the Eastern Caribbean Alliance for Diversity and Equality (hereinafter referred to as ECADE) as detailed in the Companies Act Cap 13.01 of the Revised Laws of Saint Lucia and By-Laws as amended from time to time and to promote these standards and principles.

b)

### **13. Non-discrimination**

- a) To the best of their ability Board members will conduct all activities without discrimination. Every effort shall be made to ensure that there will be no interference, restriction, harassment or coercion exercised with respect to any person by reason of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender, sexual orientation, gender identity, gender expression, bodily diversity, record of offences, marital status, family status, parental status, pregnancy, number of dependents, compromised immune or HIV status, illness, socio-economic class, non-visible or visible disability, political or religious affiliation, place of residence or age or other status.

### **14. Standards of Behaviour**

a) The Board is expected to promote accessibility and respect in all its undertakings. The Board commits to encourage the free exchange of ideas and diverse opinions. However, speech, electronic messaging or conduct by a Board member who knows or ought reasonably to know that the communication or conduct may create an antagonistic environment and divert ECADE from achieving its goals, constitutes a breach of conduct. Board members therefore undertake to avoid such unwelcome communication or conduct.

b) Board members will make every attempt:

- iii. to eliminate any systemic barriers to full participation by all Board members so that the various activities and communications of the Board are fully accessible to all members;
- iv. to maintain an atmosphere of respect and courtesy.

c) Board members are encouraged to conduct themselves respectfully and to avoid using offensive, bullying or abusive behaviour or language while participating in the affairs of ECADE and when engaging with ECADE members, staff and partner organisations.

d) In performing their tasks Board members shall to their best understanding and capability remain objective, fair and act with integrity, as well as show good examples of leadership.

### **15. Board Representation**

- a) Board members are elected by ECADE membership, however, within their board functions, Board members do not represent any particular member organisation and have a general duty to act in the best interests of ECADE as a whole.

- b) In close coordination with Executive Director, Board members may, on certain occasions and at appropriate moments, represent the organisation externally.

#### **16. Complaints and grievances**

- a) Complaints and grievances between Board members or from members regarding Board members should be referred to the Chair and Vice Chair for resolution. The Board e-mail list should not be used for this purpose.
- b) Complaints and grievances between Board members and the Chair or Vice Chair may be assigned to a member of the Board or sub-committee of the Board mutually agreed upon by the parties involved in the complaint or grievance for resolution by way of mediation.

#### **17. Confidentiality**

- a) In general, Board members shall keep Board matters confidential, unless they are intended for members or publication.
- b) Board meetings are in principle open to all members, but issues concerning staff and financial details, or other sensitive information discussed at the board level are to be treated as confidential.
- c) Board members have a duty to abstain from disclosing to anyone sensitive issues discussed on the mailing list or in Board meetings including;
  - i. strategic information, applications for funding, applications for scholarships (conferences), discussion on policy issues, financial information, employment issues and conversations related to staff.
  - ii. personal information, including individual positions of Board members, within a discussion of the Board should remain undisclosed.

#### **18. Meetings in the Absence of the Executive Director**

- a) A Board Meeting may be convened excluding the participation of the Executive Director or a Board meeting may have an item where the Board can meet in private without the Executive Director and other staff members.

#### **19. Conflict of Interest**

- a) Board members shall not act in order to gain financial or other material benefits for themselves, their family, their friends or the member organization to which they belong. Board members shall avoid conflicts of interest as far as possible and must disclose any actual or potential conflict of interest at every Board meeting or where a decision on a matter giving rise to such conflict or potential conflict is to be taken.
- b) Any Board member, who has any form of interest, real or perceived, or who is affiliated with an organization that may have any interest in a matter under discussion, shall declare the nature of their interest and subject to the following sentence, withdraw from the room. Where the nature of the interest is non-financial, the Board shall, in the absence of the relevant member and on a vote comprising at least 2/3rd's of the entire meeting, de-

termine whether or not to include the relevant member in the decision-making process.

- c) Declarations shall be made to either the Chair or Vice Chair, and at least one other Board member.
- d) Where the real or perceived conflict involves either the Chair or the Vice Chair, then that person shall declare their interest to the other of them and at least one other Board member.
- e) Where the real or perceived conflict involves both of them, then they shall each declare their interest to the same two board members.
- f) In any instant of a declaration of a conflict of interest, the persons to whom the declaration have been made, shall bring the conflict of interest to the notice of the full Board at the earliest opportunity.
- g) If there is any doubt about the application of these rules, the Board member shall consult with the Chair or Vice Chair and before any discussion.
- h) Board members may raise concerns on a potential conflict of interest. Where there is a dispute about whether something constitutes a conflict of interest, then at least 2/3rd's of the entire Board shall vote in the absence of the relevant person.
- i) Each situation will be dealt with on a case-by-case basis, by assessing the potential impact on the decision-making processes. For the avoidance of doubt, given the importance of the reputation of an organization such as ECADE, any potential perception by relevant person(s) shall feature in the Board's determination. This applies irrespective of whether an actual conflict exists.

## **20. Executive Board members applying for jobs and positions with ECADE**

- a) A Board member applying for a position within ECADE will be suspended from their position on the Board pending the conclusion of the application/selection process.
- b) Board members who are interested in or who intend to apply for staff positions, shall not partake in the process of development of job descriptions, Board meetings or any communication concerning selection or other relevant matters.
- c) If a partner or family member of a Board member applies for a position, that Board member shall absent themselves from all other aspects of the selection process. That Board member shall also declare a conflict of interest.

## **21. Participation in Political Campaigns, Elections**

- a) If an Executive Board member runs for political office on a national or local level, they shall inform the Board. Subject to the following section, throughout the campaign period, their position on the Board will be suspended and consequently terminated, if elected.
- b) Running for office at the local government level is acceptable as long as it does not conflict with the strategic aims and values of ECADE.
- c) Should a Board member apply for a role within a political party the Board reserves the right to request that the Board member step down from their position on the Board.

- d) This will be decided on a case-by-case basis depending on the level of visibility of the elected position and potential impact.

## **22. Distribution of this Code of Conduct for Board Members**

- a) In order to promote a general understanding of and adherence to this Code of Conduct:
  - iv. it will be made available to all new members of the Board;
  - v. it will form part of the face-to-face induction or briefing of newly-elected Board members;
  - vi. it will be referenced as a standing item of each meeting convened by the Board.

## **D. SOCIAL MEDIA POLICY**

### **1. Introduction**

- a) At ECADE, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.
- b) In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with ECADE, as well as any other form of electronic communication.
- c) This policy applies to all employees, board members, volunteers and members.
- d) The same principles and guidelines found in ECADE policies and the three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of a fellow Board Member or employee, members, customers, suppliers, people who work on behalf of ECADE or ECADE's legitimate business interests may result in disciplinary action up to and including termination.

### **2. Know and Follow the Rules**

- a) Carefully read these guidelines, the ECADE Information Policy and the Discrimination and Harassment Prevention Policy, and ensure your postings are consistent with these policies.
- b) Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **3. Be Respectful**

- a) Always be fair and courteous to fellow a Board member or employees, customers, members, suppliers or people who work on behalf of ECADE. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, Board members or employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

### **4. Be Honest and Accurate**



- a) Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about ECADE, fellow Board Members or employees, members, customers, suppliers, people working on behalf of ECADE or competitors.

## **5. Post only Appropriate and Respectful Content**

- a) Maintain the confidentiality of ECADE trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- b) Do not create a link from your blog, website or other social networking site to an ECADE website without identifying yourself as an ECADE Board member or Employee.
- c) Express only your personal opinions. Never represent yourself as a spokesperson for ECADE. If ECADE is a subject of the content you are creating, be clear and open about the fact that you are a Board member or Employee and make it clear that your views do not represent those of ECADE, fellow Board Members or employees, members, customers, suppliers or people working on behalf of ECADE. If you do publish a blog or post online related to the work you do or subjects associated with ECADE, make it clear that you are not speaking on behalf of ECADE. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of ECADE.”

## **6. Using Social Media at Work**

- a) Refrain from using social media while on work time or on equipment we provide, unless it is work related as authorized by your manager or consistent with the ECADE Property Policy. Do not use ECADE email addresses to register on social networks, blogs or other online tools utilized for personal use.

## **7. Retaliation is Prohibited**

- a) ECADE prohibits taking negative action against any Board member or Employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any Board member or Employee who retaliates against another Board member or Employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## **8. Media Contacts**

- a) Board members or Employees should not speak to the media on ECADE’s behalf without contacting the Executive Director and/or Communications Officer. All media inquiries should be directed to the communications department. If you have any questions or concerns about this policy you should speak to your direct supervisor, the Operations Manager or the Executive Director. Board members or Employees who violate this policy will be subject to disciplinary action up to and including termination.

## **9. Use of the Internet and E-Mail**

- a) ECADE must be confident in the accuracy, authenticity, and timeliness of information obtained electronically, about its legal obligations, and about the need to monitor and

manage the use of the ECADE's resources. ECADE has established the following parameters to guide Board member or employee usage of ECADE's computer system to connect to the Internet.

- i. ECADE's computer system and any associated passwords are and remain the property of ECADE. Passwords for all equipment and e-mail accounts must be given to the Executive Director. Computer and e-mail passwords will be changed annually and/or upon any possible security breach and must be given to the Operations Manager. Computer and e-mail passwords of terminated Board members or employees will be canceled immediately.
- ii. Board members or Employees are given access to the Internet to facilitate their work. Board members or Employees abusing Internet access are subject to discipline. Examples of usages that are particularly egregious are listed below.
  - Use of the Internet for unlawful or malicious activities.
  - Use of abusive or objectionable language in either public or private messages.
  - Misrepresentation of oneself or inappropriate representation of ECADE.
  - Activities that cause congestion and disruption of networks and systems.
  - Activities that compromise ECADE's position, reputation, or objectivity.
  - Display or access of sexually explicit images, messages, or cartoons.
  - Accessing or displaying for improper purposes, Internet material that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their age, race, ethnicity, color, class, religion, national origin, marital status, sex, gender identity, gender expression, sexual identity, sexual orientation, HIV status, mental or physical handicap or disability, or status with regard to public assistance is prohibited. ECADE's nondiscrimination policy extends to Internet use.

#### **10. Excessive Personal Use of Internet**

- a) ECADE reserves the right to access, review, copy, delete, and disclose all activities of all users of ECADE's computers or ECADE's network, regardless of whether such users are authorized to use such systems or network for any purposes.
- b) Board members or Employees have a responsibility to use ECADE's Internet access in an informed and responsible way, conforming to network etiquette, customs, courtesies, and to policy. The same standards of care and professionalism used in any other business-related communications apply to use of ECADE's Internet and computers.
- c) Be aware that every outgoing communication contains an ECADE signature and can be read by millions of people, including news sources, our supporters, and our colleagues.
- d) Be aware of and respect all copyright and licensing agreements. Do not forward anyone's messages without permission.

- e) Be mindful of the economical and appropriate use of ECADE resources. Do not obtain any information or subscribe to any service that requires that a fee be paid without obtaining authorization from ECADE.
- f) Any Board member or Employee who violates this policy or uses the Internet for improper purposes will be subject to disciplinary action up to and including termination.

## **E. POLICY AGAINST DISCRIMINATION AND HARASSMENT**

### **1. Scope of Policy**

- a) ECADE supports the right of all persons to enjoy equal employment free from discrimination on the basis of age, race, ethnicity, color, class, creed, ancestry, religion, national origin, marital status, sex, gender identity, gender expression, sexual identity, sexual orientation, pregnancy, HIV status, mental or physical handicap or disability, relationship to public assistance, other status, or any other protected characteristic as established by national, state, or local law in any jurisdiction where ECADE operates.

### **2. Sexual Harassment**

- a) One form that discrimination takes is sexual harassment. Sexual harassment is a historical mode of discrimination against women, but its victims may be any sex, gender, sexual orientation, or gender identity, depending on the distribution of power in the workplace and the status of victims and perpetrators. Sexual harassment is often made possible by power imbalances; victims of harassment are generally in a minority in the workplace or in positions of relative powerlessness. Conduct or expression that might not be actionable outside the workplace may constitute harassment in the workplace precisely because of its hierarchical nature.
- b) For example, sexual harassment exists in any of the following situations:
  - i. Where any sexual advance or request for sexual favors, accompanied by an explicit or clearly implied threat of adverse job-related consequences should the advance be rebuffed, or the request denied; or an explicit or clearly implied promise of beneficial job consequences should the advance be encouraged, or request granted;
  - ii. Where any person is subjected to intentional unwanted physical contact, of a nature that can reasonably be regarded as sexual;
  - iii. Where any person is subjected to continued unwanted conversation of a sexual nature.

### **3. Other Forms of Harassment**

- a) In addition, harassment may not be sexual in nature, but rather, based on an individual's gender or membership in another protected class. For example, offensive remarks about an individual's sex, gender, age, race, or other protected status may constitute harassment.

### **4. Impact of Harassment**

- a) Harassment exists where conduct or expression is severe or pervasive enough to create unequal or uncomfortable working conditions based on sex, gender, sexual orientation, gender identity, or other protected class by, among other things, hindering a Board member or Employee's ability to perform their job, or significantly harming the Board member or Employee's physical, mental or emotional well-being because of the Board member or Employee's sex, gender, sexual orientation, or gender identity.

- b) Harassment may exist even if the activity was not directed at any particular Board member or Employee. For example, the viewing or presence of explicit literature, graphic displays, Internet browsing or speech may constitute harassment in certain contexts. Those creating the condition may be co-workers or superiors of the harassed worker, or partners, vendors or other people over whom ECADE may reasonably assert control.

## **5. Job-related consequences**

- a) Job-related consequences include but are not limited to dismissals, negative supervisory evaluations, denial of promotions, denial of increased compensation, decreased compensation, and altered work assignment.

## **6. Harassment Free Workplace**

- a) ECADE bears the responsibility for maintaining a working environment free of harassment. Any Board member or Employee, regardless of position or title, whom ECADE determines has subjected an individual to harassment, will be subject to discipline, up to and including termination of employment. Similarly, a superior that is aware of harassment occurring by others but nonetheless permits that harassment to continue, will also be held responsible.

## **7. Complaint Procedure**

- a) If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write or otherwise contact the Operations Manager, the Executive Director, or any other person in a position of management authority at ECADE to whom the Board member or Employee feels comfortable reporting the conduct.
- b) Additionally, any manager or supervisor who observes harassing conduct must report the conduct so that an investigation can be conducted and corrective action taken.
- c) In the case of an allegation against the Executive Director, the matter should be reported to the Chair and Vice Chair of the Board of Directors but may also be brought to the attention of any ECADE manager.
- d) All complaints of discrimination or harassment will be investigated promptly. Confidentiality will be maintained throughout the investigative process to the extent consistent with adequate investigation and appropriate corrective action and to the extent required by any applicable law. If it is determined that discrimination or harassment has occurred, prompt remedial action will be taken consistent with the circumstances involved. A Board member or Employee determined by ECADE to have engaged in discrimination or harassment will be subject to disciplinary action up to and including termination.

## **8. Retaliation Prohibited**

- a) ECADE strictly prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such a report. Retaliation against an individual for reporting discrimination or harassment or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action up to and including termination.