

# Code of Conduct

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The Irene M. Staehelin (IMS) Foundation, established in 2020, aims to fulfil the vision of its benefactor, Irène M. Staehelin, to work on the challenges of our times and seek to improve the lives of those most in need. Based in Zurich, The IMS Foundation will focus its efforts across humanitarian aid, human and women's rights, development, and nature and species protection. With a substantial endowment to be spent over 25 years, the IMS Foundation aims to become a significant force for good at a time of enormous challenges, change and opportunity. The IMS Foundation has chosen to work through a small team and to support a targeted number of partner organisations. The success of the IMS Foundation in achieving these objectives depends on its staff, representatives, and partners.

The IMS Foundation Code of Conduct is anchored in our values and beliefs. It provides a set of guiding principles designed to assure ethical conduct. It is not intended to be exhaustive but rather serves as a reminder of ethical behaviour and conduct that is expected of everyone working for and in the name of the IMS Foundation.

The IMS Foundation respects and supports the United Nations Guiding Principles on Business and Human Rights. Furthermore, across all our activities we undertake to observe the Universal Declaration of Human Rights, the Principles of the United Nations Global Compact, and the International Labour Organization Declaration on Fundamental Principles and Rights at Work.

This Code of Conduct is binding for everyone governing or working for the IMS Foundation, such as but not limited to the IMS Foundation Board, employees, and consultants. For partner organisations, peer foundations, subcontractors, etc., regardless of the contractual relationship, this Code of Conduct will act as reference to assess their respective Code of Conduct. The IMS Foundation wants to partner only with organisations that strive for an impeccable ethical conduct. We expect our partners to respect the key principles of this Code of Conduct and moreover encourage them to develop their own binding Code of Conduct that at least meets the IMS Foundation's principles.

This Code of Conduct has been adopted by the Foundation Board of the Irene M. Staehelin Foundation on 12 March 2024.

- 1. Act in the interests of the vision, strategy, and objectives of the IMS Foundation:** Manage the resources entrusted to you effectively and efficiently for the good of those most in need. Perform all tasks assigned to the best of your abilities and in a cost-efficient and conscientious manner. Take well-founded decisions and risks to foster innovation and find new ways to address challenges.
- 2. Observe and respect local laws and customs: Treating others with respect** and dignity includes adapting one's behaviour, adapt dress and language to the culture and customs of the country in which we work. Observe local laws and advice of local partners. Use good judgement and common sense. In situations where the requirements of the law or good business practices appear unclear or contradictory to this Code of Conduct, consult with the CEO when possible.

- 3. Respect and value diversity:** The IMS Foundation values diversity, and the creative potential of individuals. We are committed to a diverse, inclusive, and harassment-free workplace, which extends to all interactions with our partners and third parties. Abstain from and actively discourage all forms of harassment, including any action with a sexual reference undesired by one party. Any discrimination, including but not limited to appearance, nationality, race, ethnic origin, gender, sexual orientation, age, disability, religion or belief, culture, social status, etc. will not be tolerated.
- 4. Act with integrity:** Conduct all duties free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, nepotism, asset misappropriation, or bribery. All decisions must be based on transparent, unbiased, and documented mechanisms.
- Avoid any action that could be perceived as an abuse of privilege, particularly towards local organizations and partners the IMS Foundation is linked to. As the representative of a donor be aware of the power position you have and act with modesty;
  - disclose any potential conflict of interest as soon as one becomes aware of such situation. Any potential business involvement of family members or any other person closely connected or related must be disclosed and approved before engaging; and
  - limit the acceptance and providing of gifts and other advantages to the exchange of symbolic presents of low value in accordance with local customs of courtesy. Anything beyond this must be transparently communicated to the respective supervisor and requires prior approval if time permits. Gifts beyond low value shall be disclosed and registered in a list of gifts.
- 5. Confidentiality and mutual learning:** As member of a learning organisation, be transparent about successes, challenges, and failures with concerned colleagues and partner organisations. This includes providing constructive criticism in an appropriate and culturally sensitive manner. At the same time, keep institutional and personal information confidential and internal unless approved for disclosure by the CEO of the IMS Foundation and the concerned stakeholders.
- 6. Implementation of the Code of Conduct:**

The IMS Foundation considers reporting potential breaches of Code of Conduct crucial to fight misconduct, corruption, and fraud. It is a duty of all to ensure that the Code of Conduct is lived and respected. We encourage victims to speak up and expect from witnesses and partner organisations to report any potential breach immediately to the CEO of the IMS Foundation or a member of the IMS Foundation Board.