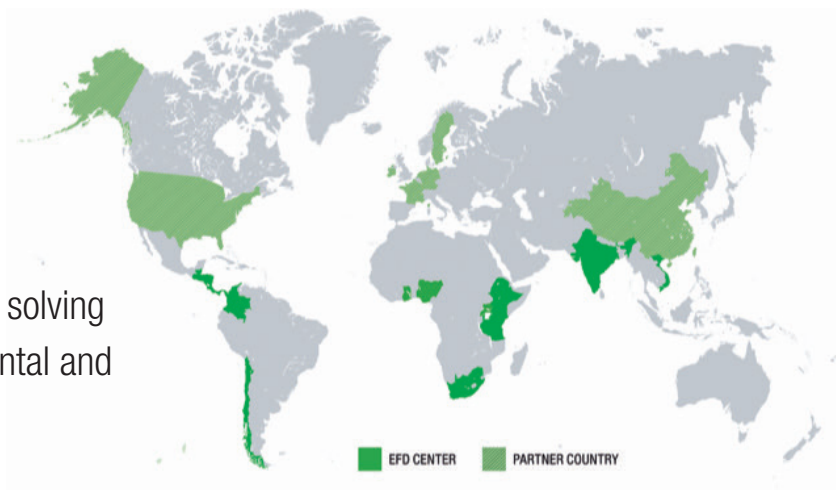


Environment for Development

A global network of research centers solving the world's most pressing environmental and development challenges.



Code of Conduct policy

Version 1, valid from July 2024 - July 2026

EfD is dedicated to ensuring fair and ethical treatment of all its members and participants in all EfD activities (i.e. where the EfD brand or EfD funding is used). We maintain a strict zero-tolerance policy against any form of discrimination or harassment, including sexual harassment. This applies within the organization, during meetings, in the field, and in all professional or social activities conducted under the aegis of the EfD.

EfD receives support from various donors, including bilateral donors such as Sida. EfD's values and aims align with donor priorities and regulations.

As an EfD member or a registered meeting attendee, you are expected to read and adhere to this policy. Your cooperation contributes to a respectful and inclusive EfD community.

Conduct

We expect everyone to behave and conduct themselves professionally in all EfD-related and sponsored events, projects, meetings and other interactions. Harassment and sexist, racist, or exclusionary comments or jokes are not appropriate and will not be tolerated. All communication, including online, social media etc., should be appropriate for a professional audience including people of many different backgrounds. Sexual language and imagery is not permitted.

Treat others with respect. Do not insult or put down others. Be aware of jargon, which can exclude others from engaging in discussion.

Participants at EfD events may have access to both alcoholic and non-alcoholic drinks (but alcoholic drinks are served at self-cost). We ask participants to drink sensibly at EfD events. EfD Global Hub and event organizers can refuse to serve anyone for any reason and can ask a participant to leave the event.

Reporting

If you observe someone making you or anyone else feel unsafe or unwelcome, please tell them so and remind them of the EfD Code of Conduct, alternatively inform a third person (such as someone from the Global Hub) or use one of our anonymous reporting channels.

If you are hesitant about addressing the person yourself, report it as soon as possible to the EfD Executive Director, any EfD Global Hub staff member, the Equal Treatment Ombudsman, or someone whom you trust and can take the case further for appropriate action. Complaints can be made verbally, in writing, or anonymously via our whistleblowing systems. For reporting channels and contact details, please visit the EfD website: www.efdinitiative.org

No EfD member or non-member will be retaliated against for reporting harassment or misconduct. The no-retaliation policy holds true even when the complaint is determined to be baseless after investigation.

Investigation procedure

Every report of harassment will be investigated promptly and impartially, with every effort to protect confidentiality. If a complaint is submitted to the Global Hub, the EfD Executive Director will form an ad-hoc harassment investigation committee (the "Investigation Committee"). The committee member composition will be diverse in terms of gender, race and level of seniority in the profession. This committee will be formed within a week of the complaint being brought to the attention of the EfD Executive Director. If the issue is urgent, for instance an incident that takes place at the Annual Meeting, the complaint will be acted on immediately. The Investigation Committee (or a representative) will interview the complainant and

will, in agreement with the EfD Executive Director, establish a procedure for investigating and determining any action to be taken with respect to the complaint. In case the complaint involves a possible criminal act, such as an assault, local law enforcement will be immediately informed. If the misconduct or harassment happened in an EfD-funded project or meeting run at a local EfD center, the host institution has the responsibility to investigate and take actions according to its regulations, but the EfD Global Hub must be informed immediately when the complaint is raised, and may also investigate and take action.

Once the investigation is complete, the Investigation Committee will prepare a report of its findings and a recommendation for further action, if any, to be taken regarding the complaint. The report should be released within one week of the completion of the investigation. The Investigation Committee will send its report and recommendation to the EfD Advisory Board Chair and the EfD Executive Director for further action if necessary. This may include sharing any findings with the local center, employers, donors or other relevant parties. Parties involved in the complaint should be informed of the outcome and potential consequences as soon as possible after the completion of the report.

If a complaint is filed which involves the EfD Executive Director, it will be submitted to the Chair of the EfD Advisory Board. The Chair assumes full responsibility for the subsequent process, which includes establishing an Investigation Committee and conducting further inquiries. Additionally, any relevant policies and procedures at the University of Gothenburg may also apply, and the Chair of the Advisory Board will notify the relevant parties at the University of Gothenburg as needed.

The EfD Advisory Board will be informed once a year about any complaints made (with names and identifying details retracted to ensure anonymity for all involved parties). The aim is for the Advisory Board to give advice to the Executive Director on ethical perspectives and in addressing any potential systemic issues within the network.

If a complaint or concern is reported via the Sida or University of Gothenburg whistleblower functions, the investigation procedure will follow their routines.

Consequences of misconduct

The EfD Executive Director, in consultation with the EfD Advisory Board Chair, and the Center Director or host institution representative where appropriate, may take any disciplinary or other action they deem appropriate. Any action taken will be well motivated, in accordance with EfD's policies, and explained to all

involved. Specific actions may include but are not limited to:

- » asking the person to cease the inappropriate behavior, and warning them that any further reports will result in other sanctions;
- » requiring that the person avoid any interaction with, and physical proximity to, another person for the remainder of the event;
- » not allowing a speaker who violated the policy to give talks at the event;
- » immediately ending any event responsibilities or privileges held;
- » requiring that the person immediately leave the event and not return (without refund);
- » banning the person from future events (for a defined time period);
- » publishing an anonymous account of the harassment;
- » reporting the incident to the person's employer;
- » expulsion from EfD;
- » prohibition from participation in future EfD activities (even as a self-funded guest);
- » exclusion from any funding opportunities via EfD.

Note that the employer of a person accused of serious misconduct may be informed. Any action taken by them would follow their own policies and procedures (these are beyond the control of the Global Hub or EfD as a network).

Candidates for leadership positions and appointees for committee assignments who are found to be in violation of this policy will be barred from holding any such appointments within EfD. If under investigation, any promotions or acknowledgements, prizes etc. will be paused until the investigation has been finalized.

Definitions

Harassment

Harassment is a harmful behavior that causes distress, feelings of insecurity, or physical harm to another person. It includes offensive or belittling comments based on the actual or perceived characteristics including race/ethnicity, religion, age, gender expression or identity, physical appearance, body size, socioeconomic status, disability, sexual orientation, citizenship status, geography, place of origin, marital status, or familial status. Harassment also includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. Criticism meant to intimidate, humiliate, or single someone out without reason would be considered bullying.

It is important to note that harassment does not always require malicious intent; the impact on the person reporting the harassment must be addressed, regardless of the intent. Examples of harassment include insults, insinuations, negative stereotyping, diminishing or marginalizing others, threatening or intimidating acts, and the display or circulation of written or graphic material that denigrates or shows hostility towards any member of EfD or any non-member participating in any activity under the aegis of EfD.

Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or any other behavior of a sexual nature within a professional context. This definition is not intended to include occasional consensual banter or socially acceptable compliments.

Members of EfD, as well as non-members attending EfD-sponsored activities, meetings and project gatherings, should exercise discretion to ensure that their words and actions are consistently respectful toward others.

Discrimination

Discrimination is prejudice against someone which causes them to miss out on professional opportunities or be treated unfairly in their work, because of demographic characteristics that are irrelevant to a person's competence.

If there are any suspicions of irregularities within EfD, please notify the Global Hub, alternatively you can report anonymously via one of the following whistleblowing functions:

1. University of Gothenburg: <https://gunet.sharepoint.com/sites/mp-organisation-och-styrning/SitePages/en/Whistleblowing-function.aspx>

2. Sida: <https://www.sida.se/en/about-sida/contact-us/report-suspicious-on-corruption-irregularities-and-misconduct#block-5>

EfD Executive Director organizes a review of the policy every two years for consideration of the Coordination Committee and Advisory Board. The EfD Executive Director is ultimately responsible for the policy and any investigations conducted. The next review is scheduled to take place by July 2026.

If you have any suggestions for improvements or comments on this policy, we'd love to hear them. If so, please contact: Susanna.Olai@efd.gu.se