

# IARIW Code of Conduct

13 June 2022

This Code of Conduct sets out the Association's expectations and requirements regarding behaviour and conduct, along with guidelines and processes for handling actual or possible breaches of the Code. It covers both:

- Conduct directly associated with the Association (for example, during events, meetings, and Association employment).
- Conduct external to the Association (in other employment and personal contexts), to the extent such conduct has a potential impact on the standing and reputation of the Association, or on the Association's duty of care to prevent bullying, harassment and discrimination associated with its own activities.

This code sets out the ways in which the Association upholds its moral and legal responsibility to ensure as far as possible that those it employs or otherwise engages with are provided with a physically and psychologically safe environment, and that they are not exposed to discrimination, bullying and harassment.

This Code and the related procedures apply to:

- Association Members
- Employees, contractors, interns and volunteers (Employees)
- Others participating in Association events or other activities (Participants).

## 1. Association Principles

The Association strives to provide an environment for events and other activities that are safe, free from discrimination and harassment, and that encourage and promote intellectual freedom as well as freedom of expression and exchange of ideas.

The Association does not tolerate bullying, sexual or non-sexual harassment or abuse, or any form of discrimination on grounds of age, race, nationality, gender, sexuality, religion, disability, ethnicity, marital status, political affiliation or culture.

## 2. Conduct directly associated with the Association

Association Members, Employees and Participants participating in Association activities or representing the Association in any official capacity are expected to maintain a standard of conduct in their dealings with and on behalf of the Association that is:

- Consistent with the Association's Principles
- Supports and promotes diversity, participation, inclusivity, intellectual freedom and freedom of expression
- Courteous and respectful of others
- Upholds the high-standing and reputation of the Association in the community.

Actual or possible breaches of this Code in the context of Association activities will be subject to investigatory and resolution processes and if warranted, disciplinary action as set out in the Appendix.

### 3. Conduct external to the Association

Association Members, Employees and Participants are expected to maintain a standard of conduct in their professional and private lives that:

- does not undermine the Association's standing and reputation, or bring the Association into disrepute
- accords with applicable legislation and Association policies regarding bullying, harassment and discrimination.

In general, the Association will not investigate allegations of misconduct outside of its own activities or workplace context. However, if it becomes aware of actual or possible behaviours that either undermine or damage its standing and reputation, or present an actual or potential risk of harm – currently or in future – to those under its duty of care, the Association will exercise its right to do any or all of the following:

- Employees: investigation and potential disciplinary action (warning, counselling, performance management, probation, suspension or termination)
- Members: warning, request for resignation, exclusion from future activities, or suspension or expulsion of membership.
- Participants: exclusion from future Association activities.

Instances that may trigger such actions include:

- Public comments (lectures, articles, social media posts etc.) beyond the accepted bounds of academic freedom that directly undermine the Association, its Principles, or any of its Employees or Members.
- Civil or criminal legal proceedings relating to alleged conduct that, if occurring in an Association context, could present a risk of physical or psychological harm to others.
- Other organisations' investigations or disciplinary procedures relating to alleged conduct that, if occurring in an Association context, could present a risk of physical or psychological harm to others.

### 4. Investigation and findings

In cases of reported or alleged bullying, harassment or discrimination in the context of Association activities, the Association will investigate and where warranted, act on its findings in a prompt and decisive manner, including the possibility of reporting the incident to local authorities.

In cases of reported alleged bullying, harassment or discrimination external to the Association, the Association will rely, where possible, on legal proceedings or on investigations and disciplinary processes of other organisations.

## 5. Communication and privacy

The Association will only communicate the details of investigations or the outcomes of its decisions and actions with respect to this Code of Conduct as required by law. The Council may also choose to disclose outcomes of its investigation where it has an interest or duty to provide information on the subject to a person or organisation with a legitimate interest in knowing the information.

## 6. Review and authorisation

The Code of Conduct and associated procedures have been approved by the Association's Council on 13 June 2022 and will be reviewed biennially, or more often as required.

Signed



Kevin J. Fox  
President



Andrew Sharpe  
Executive Director

## Appendix

### Guidelines for misconduct associated with Association activities.

Because guidelines cannot cover every circumstance or eventuality and are unlikely to be on hand when urgently needed, the Association's policy with respect to handling breaches of this Code is that those experiencing or observing such a breach should apply their own judgement in responding. Individuals who respond to such situations in good-faith and using their best judgement will not be penalised or in any way disadvantaged for doing so.

However, guiding principles upon which such judgements might be based include:

1. Ensuring own and others' physical and psychological safety and wellbeing. This may include leaving or removing an individual from a situation, seeking assistance from colleagues, officials or supervisors, taking appropriate action to diffuse conflict or tension, or in some cases escalating a situation to relevant authorities.
2. Intervening within the bounds of one's confidence and authority to prevent or de-escalate inappropriate behaviour. For example, politely challenging inappropriate behaviour or language, calling a break in proceedings, changing a topic of conversation or discussion, or intervening to divert one or more individuals away from a situation.
3. Documenting observed or experienced breaches to the extent possible, and reporting through the Association's formal mechanisms.

### 1. Reporting

Breaches of the Code should be reported to the Executive Director or and/or President, even if the individual making the report has requested that no action be taken.

If neither the Executive Director nor the President are present, breaches of the Code of Conduct should be reported to the Association employee, committee chair or other relevant Association official who is present and/or responsible for the activity. They should then report to the Executive Director and/or President. (Where possible the individual making a report should be informed of the Academy representative's requirement to notify others.)

### 2. Resolution procedures

The President or the Executive Director will determine the appropriate steps for resolution of reported misconduct. In general, the subject of the report should be notified that a report has been made (with the identity of the reporter kept confidential if possible) and should be given the opportunity to respond to the report and to participate in a transparent resolution process.

Options for resolution are as follows:

#### 2.1. Informal resolution

Where possible, reports of allegations of misconduct should be resolved informally and confidentially through any or all of the following:

- Discussion between a relevant Association official (whether Employee or office holder) and individual(s) concerned.
- Facilitated conciliation and mediation by an un-involved Association official.
- Agreed resolution such as formal apology, commitment to change behaviour or withdrawal from an activity, as appropriate.
- Provision of support, such as pairing with a mentor.

## 2.2. Formal investigation

Where informal resolution is insufficient to resolve a matter, where allegations are disputed, or where the observed or alleged misconduct is deemed by Association officials to be sufficiently serious, formal investigation procedures may be instigated.

Such investigations may be conducted in different ways depending on the circumstances and nature of the alleged breach, as follows:

- Alleged misconduct by Association Members will generally be investigated by the Association, unless local authorities need to be informed by law. The investigation will be conducted by the President and two members of the Council, or by an independent investigator, as determined by the President in consultation with the Council and Executive Director.
- Alleged misconduct by Association Employees will generally be investigated by the President.
- Alleged misconduct by Participants in Association activities will generally be investigated either by the Executive Director, by the President, by an investigation committee established for that purpose, or by an independent investigator, as determined by the Executive Director and the President.

When formal investigations are deemed necessary, the Association will aim to commence the investigation as soon as possible after the incident has occurred. The Association also aims to conduct investigations in a fair and transparent manner that protects the identities and reputations of those involved as much as possible while the investigation is taking place.

Those responsible for conducting investigations will provide a written report with recommendations for action to the Association decision-maker. In general, the subject(s) of the investigation and in some cases the instigator of a report or allegation will be given an opportunity to review the report and to provide a response that will be considered alongside the report by Association officials.

### 3. Disciplinary action

If a finding is made that the Code of Conduct has been breached, disciplinary action may be taken. The appropriate disciplinary action will be determined by the relevant Association official (either the President in consultation with the Council or by the Executive Director) on the basis of the outcomes of an informal resolution or the recommendations of a formal investigation.

Disciplinary action could include but is not limited to:

Members	Employees	Participants
Warning	Warning or reprimand	Warning
Invitation to resign	Counselling	Suspension or exclusion from a particular event or activity
Suspension or exclusion from future activities	Performance management	Exclusion from future events and activities
Suspension of Association Membership	Mentoring or supervision to monitor or assist in addressing behaviour	
Expulsion from the Association	Termination of employment	

### 4. Appeals procedure

Both the instigators and the subjects of formal misconduct allegations may appeal the outcome of an investigation, informal resolution and any disciplinary action. Appeals will be considered by either the Immediate Past-President or the President-Elect who will have absented themselves from the prior investigation, consideration, and determination by the Council and who may involve in the consideration of the appeal up to two other Members who have no prior knowledge of or involvement in the matter.

Action may include:

- declining the appeal;
- reviewing all or part of a decision;
- re-opening an investigation with the same or a different investigator;
- presenting the information and decision-making process for review to the Council or independent reviewer;
- ceasing further investigation or action.

No part of this Code of Conduct prevents or limits the legal right of any individual to take any action through legal means.

*Acknowledgements:* This Code of Conduct was developed after reviewing several similar codes, including those of the American Economic Association, the Royal Economic Society and the Academy of the Social Sciences in Australia. The latter, in particular, has served as a model for this Code, with the permission of the Academy.