IRF | INTERNATIONAL ROAD FEDERATION

IRF Code of Conduct

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IRF Code of Conduct

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Purpose

The IRF Code of Conduct sets the values, rules and principles that govern the conduct of every IRF employee, staff member (consultants, interns, volunteers, advisors, etc.), Member, Member Associate or Member of the organs of the IRF or to the partners IRF engages with outside the organisation. The purpose of this Code is to support a working environment of trust, transparency, and ethical behaviour.

Guiding our work, the Code of Conduct is reflected – to the extent possible – in every contract, agreement, MoU and any other relevant document – as appropriate – that the IRF engages in.

Human Rights

Article 1. Freedom of Expression

1.1. Everyone at the IRF may express himself/herself freely, so long as it does not affect the dignity of someone else, it does not tarnish or hurt the reputation or image of the IRF, or it does not affect the IRF's activities. Cautions must be taken when posting to social media.

Article 2. Freedom of Conscience and Belief

2.1. Everyone at the IRF has a right to express and share his/her religious or philosophical beliefs so long as it does not hurt the IRF's impartiality and neutrality.

2.2. Everyone at the IRF has a right to wear religious symbols provided they are not obviously shocking or provoking.

Article 3. Political Activities

3.1. Everyone has the right to engage himself/herself in political activities provided they do not create a situation of conflict of interest, affect the reputation or image of the IRF in any way or do not comply with the principles (as defined in this code of conduct), goals and purposes or the IRF.

Article 4. Human Rights

4.1. Everyone working with or for the IRF has the full enjoyment of all human rights guaranteed by local and international law. The IRF and all involved must operate to ensure proper conditions for the full enjoyment of fundamental human rights to all is possible and to act when adversity is present.

Article 5. Right to a Private Life

5.1. Everyone at IRF has a right to a private and family life.

5.2. Everyone at IRF has a right to preserve his/her honour and reputation.

Diversity, Inclusion and Non-Discrimination

Article 6. Harassment

6.1. Any form of physical, mental, psychological or sexual harassment, and all conduct related to it, is strictly forbidden.

6.2. If there is a suspicion or any type of harassment, has or is about to happen by anyone at any time, there is a duty to speak up and report it to the IRF Commission on Ethics, Harassment and Non-discrimination.

6.3. The Independent Commission on Harassment, set up by the Board of Directors, must ensure its integrity and independence, in order to examine the reports about harassment and take sanctions against it.

Article 7. Non-discrimination

7.1. Any form of discrimination based on any given characteristic is strictly forbidden. Characteristics include and are not limited to, race, religion, age, disability, gender, marital status, sexual orientation, union membership, or political affiliation.

7.2. Discrimination means different treatment based on a characteristic of an individual, which is unjustified by any objective reason.

7.3. Any form of discrimination or suspicion of it should be reported to the to the Commission on Ethics, Harassment and Non-discrimination.

Article 8. Inclusion and Diversity

8.1. The IRF is committed to an equitable, inclusive and diverse environment that promotes respect, dignity, humanity and belonging. We aim to create a space that addresses and removes physical, social or environmental barriers.

8.2. Inclusion means giving opportunities and chances to anyone regardless of any given characteristic. Diversity means hiring, talking or working with people from varied backgrounds.

8.3. All opinions are to be respected. The IRF is a collaboration-based organisation, welcoming a diversity of ideas, perspectives, opinions and experiences.

8.4. We share accountability and responsibility to ensure the highest level of diversity and inclusion in the workplace.

Article 9. Safe workplace

9.1. A safe and healthy workplace is guaranteed.

Article 10. Commission of ethics, Non-discrimination and Harassment

10.1. A Commission of Ethics must be established. It is composed of 3 elected and independent members. The Commission is appointed by the Board of Directors with the simple majority and following a recommendation of the Executive Committee.

10.2. The Commission receives any reports and complaints about harassment or discriminatory practices and resolves conflicts of interest.

10.3. The Commission has the power to render decisions that are binding and has the power to inflict sanctions.

Individual Responsibility

Article 11. Confidentiality

11.1. Everyone at the IRF must refrain from using any confidential information for any purpose other than to perform its duties and obligations as per what is defined in the IRF statutes, or contracts and other agreements concluded with the IRF.

Article 12. Responsibility

12.1. Everyone at the IRF has a general duty of responsibility in decision-making.

12.2. Everyone at the IRF has a duty of protecting the reputation and image of the IRF as an independent and impartial non-for-profit organisation.

Article 13. Respecting local uses and customs

13.1. Everyone has a duty to respect local uses and customs in the countries they are operating, provided that these customs and uses do not conflict with the respect of fundamental human rights.

Fair Labour and Employment Practices

Article 14. Trafficking and Human Trafficking

14.1. Promoting, helping, taking part in or dealing with partners or organisations being part of, promoting or helping human trafficking is strictly forbidden.

14.2. Using the IRF to make drugs or other illegal substances' trafficking is strictly forbidden.

14.3. Any type of trafficking such as drug trafficking and smuggling is strictly condemned and forbidden.

Article 15. Compliance with the Law

15.1 Everyone has to comply with and respect national and international laws, regulations, statutes and ordinances.

Article 16. Forced and Child Labour

16.1. All Child or Forced Labour is strictly forbidden. Employment is freely chosen and no one under the age of 18 is to be employed.

16.2. Promoting, helping, taking part, or dealing with partners who promote, help or take part in Forced Labour or Child Labour is strictly forbidden.

Fair and Responsible Business Conduct

Article 17. Corruption and Bribery

17.1. The IRF takes a zero-tolerance approach to corruption and bribery, as it is strictly forbidden, and will uphold all the laws relating to bribery and corruption in every jurisdiction/country where it operates.

17.2. Corruption means giving financial or material advantage to anyone in exchange for performing or not performing an act falling within his or her duties. This act may benefit the corruptor or a third party, and it gives them a concrete financial or material advantage.

17.3. No one working for or with the IRF may accept direct financial or material advantage from a public or private agent in exchange for conducting themselves in a way that is contrary to the statutes or goals of the IRF.

Article 18. Terrorism and International Crime

18.1. Supporting, financing, helping or promoting terrorism or international crime or organisations that engage in criminal activities such as, but not limited to, drug dealing, money laundering, or any kind of trafficking or smuggling is strictly forbidden.

Article 19. Money Laundering

19.1. Money laundering activities are strictly forbidden. Money laundering is the dissimulation of assets obtained unlawfully and being put back into the system via legal activities.

19.2. Donations which come from a doubtful, unknown or unverifiable source must be refused.

Article 20. Gifts, Honours, or Hospitalities

20.1. Any gift, honour or hospitality must be refused if its value exceeds 1’000 CHF (one thousand Swiss francs). Particular cautions must be taken if it is proven that

behind the gift there is or could be an intention to influence a party to obtain or retain business, a business advantage or an explicit exchange of favours and benefits.

Article 21. Conflicts of Interest

21.1. All conflicts of interest must be dealt with in a proactive, neutral and productive manner. If the conflict cannot be resolved the person has to stop the activity which causes it.

21.2. Everyone at the IRF must not engage himself/herself in any act, assignment or other which may create an actual, apparent or potential conflict of interest.

Article 22. Anti-trust and competition

22.1. The IRF complies with all antitrust and competition laws. Its members must comply with its policies and procedures and agree to conduct all IRF activities in compliance with them. Specifically, members of the IRF shall make no agreements concerning competitively sensitive topics and must avoid discussion of competitively sensitive topics. Competitively sensitive topics include pricing, discounts, costs, etc.

21.2. IRF members who participate in conduct that is contrary to IRF policies and procedures shall be subject to disciplinary measures up to and including termination of their membership and affiliation with the IRF.

Property and Security of Intellectual Assets

Article 23. IRF Assets, Property and Intellectual Property

23.1. IRF data and assets must be protected against any type of misuse or use contrary to the goals and purposes of the IRF.

23.2. IRF property must be respected and used only for the achievement of the IRF's goals and purposes.

23.3. Everyone who works for or with the IRF must recognise that, as applicable, the IRF retains ownership of all data of any type including but not limited to raw data, graphics, text, reports, and computerized media.

Article 24. IRF IT

24.1. IRF IT such as computers or tablets or other electronic devices must be used wisely.

24.2. Private use of IT is permitted; however, it must be reasonable and not lead to a violation of the IRF rules as defined in the IRF Statutes' and the Code of conduct.

Article 25. Cybersecurity and data protection

25.1. Cybersecurity is key to protect assets and data owned and handled by the IRF.

25.2. To prevent unauthorized access or disclosure, to maintain data accuracy, and to ensure the appropriate use of information, the IRF puts in place reasonable physical, electronic, and managerial procedures to safeguard and secure the information it collects.

25.3. The IRF publishes and updates the data and privacy policy regularly and as needed.

25.4. Personal information that is collected by the IRF must be used only for business purposes.

Article 26. Adoption of the Code

26.1. The Code must be adopted by a resolution of the General Assembly, following recommendation by the Board of Directors.

Approved by the IRF General Assembly on 28 June 2023.

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