EAIE Code of conduct

Definitions

*Behaviour: Any action, communications or conduct in, and in response to, the EAIE environment

**Person: an individual, group or legal entity- either affiliated with the Association directly as a member, volunteer, or member of staff, or as a stakeholder/customer/supplier of the EAIE and its activities.

***Deceit: dishonest behaviour, concealing or misrepresenting the truth

****Conflict of Interest: Conflict of interest is any situation in which an individual, who is in a position of trust within the Association, has a competing professional or personal interest.

Preamble

The EAIE Code of Conduct articulates the general values and principles guiding the accepted behaviours* of all EAIE stakeholders. It has as its primary goal to ensure a respectful and inclusive environment for staff, members and non-members alike. The Code outlines the expected professional behaviour and the avoidance of conflict of interest as well as commitment to the principles of diversity and transparency. It is the individual responsibility of all persons** to aspire to the highest possible standards of conduct, respecting the principles and adhering to the behaviour as outlined in the EAIE Code of Conduct.

By engaging with the EAIE, persons agree to abide by the Articles of Association, the Bylaws including the Code of Conduct, any terms and conditions that apply to EAIE services, in support of the EAIE's vision, mission and values. The EAIE reserves the right to discontinue cooperation with any person acting in breach of the Articles of Association, Bylaws, Code of Conduct or decisions of the Association, or causing unreasonable damage to the Association.

The Board periodically reviews this Code and monitors its implementation. The General Council adopts the Code of Conduct. The procedures regulating the adoption and implementation of the Code of Conduct are outlined in the EAIE Statutes and Bylaws.

Professional behaviour

Within the EAIE community, persons exemplify the highest ideals of professional conduct by striving for excellence in everything they do. Such behaviour is characterised by respect for staff, fellow members and non-members with whom the Association cooperates, as well as respect for their contributions and opinions.

Persons are open-minded and understand that they contribute to a collaborative global community. Through the sharing of ideas, opinions and knowledge, the Association and persons aim to be inspiring, enthusiastic and open to new opportunities that advance the field of international education.

The Association aspires to create an inclusive environment in which everyone feels welcome and able to contribute. Persons act in the spirit of diversity, upholding a culture where the multiple dimensions of identity and expression are valued and respected. This includes ethnicity, racial,

national, tribal, religious, linguistic, or cultural origin or background, gender, sexual orientation, age, disability, opinion and expression.

Integrity and transparency

As a democratically governed organisation, the EAIE is committed to promoting a culture of transparency and openness. At all times, EAIE persons cooperate with good intentions and in a manner that is free from pretence or deceit***.

Persons strive to foster an environment of integrity. This includes refraining from fraudulent and unethical practices. The Association, affiliated persons and persons with whom it cooperates agree to respect the confidentiality of data and refrain from unauthorised use of materials.

Conflict of interest****

Persons having a position within or undertaking activities on behalf of the EAIE act in the best interest of the Association and do not engage in any action that could be considered a conflict between their personal, professional or business interests and the interests of the Association.

Implementation

Persons may report any issues involving a potential violation of the Code directly, and confidentially to the EAIE Human Resources Officer, in writing to conduct[at]eaie.org. All complaints of potential violations of the Code will be acknowledged and receive a prompt, fair and comprehensive investigation. This will be conducted impartially with the relevant internal and/or external assistance. The person involved will be informed of the outcome in writing. The Board may take action should a person be deemed to have violated the Code.

The EAIE Office will keep a record of all cases reported to the Human Resources Officer, including a summary of actions taken, date of receipt, a timeline of the enquiry as well as outcomes. These records will be shared with the Presidency at a regular interval of 12 to 15 weeks.