



## Code of Conduct & Ethics

*1st edition*

Approved by HumanImpact5 – HI5 Association Board

V1 May 2022

## Introduction

HumanImpact5 – Hi5 Association is a Swiss-based registered non profit. The Hi5 Association is distinct from HumanImpact5-Hi5 LLC. In our both our LLC and the Association, HI5 commits to ensuring that the highest standards of behaviour by our staff, associate consultants, and service providers.

This Code of Conduct and Ethics is the backbone of how the Hi5 People – our most valuable resource – interact with one another, and with all of our stakeholders. It also lays out the expected ethical behaviours from those with whom we work. At Hi5, we are adamant about ‘walking our talk’, and embodying the our values of trust, open-mindedness, and rigour.

This Code of Conduct and Ethics may evolve over time, and learnings from our own experience, and that of others, will continuously feed into our ethics framework (including our Diversity, Equity & Inclusion, Fraud and Corruption, and Safeguarding policies).

This Code of Conduct and Ethics aims to build ethical reflexes rather than prescribe or proscribe an exhaustive list of specific behaviours. We believe this is part of building the trust and accountability that we stand for. It shows, however, what we expect and offers a channel for reporting misconduct and for whistleblowing, free from retaliation. It is in our best interest to ensure a psychologically safe environment in which to work and thrive.

## We act and interact with integrity

- Hi5 takes on and proposes projects that align with our causes
- Hi5 people deliver quality – in process, form, and content
- Hi5 people are responsible bystanders – speaking up when we witness unethical behaviours
- Hi5 people are not afraid to turn down projects if we deem them to be misaligned with our values
- Hi5 people cultivate trust by protecting information and data entrusted to us
- Hi5 people have the courage to propose solutions to human interaction problems that we witness, even if a project does not require it

We expect our staff and consultants, partners, and service providers to adhere to the following integrity principles and behaviours:

- Safeguarding measures are respected: moral and sexual harassment, sexual exploitation and abuse, and discrimination are not tolerated (for definitions, examples, and repercussions, see our Safeguarding Policy)
- Legal compliance to all national laws (including labour laws, criminal laws such as bribery and corruption, child protection laws) in countries where we work is required – including the effort to become informed of these
- When working in scientific endeavours, the highest international standards for data collection and research, equitable authorship, and open-source publications are upheld
- Conflicts of interest are declared and processed.

## We practise respect, every day

As much of our work will depend on fruitful interactions, whether bilateral or in groups, we practise active listening, thoughtful questioning, and challenging of perspectives.

Hi5 People avoid unnecessary interruptions when others speak.

Hi5 People give and take constructive feedback – even difficult feedback.

Hi5 People use our minds and hearts when dealing with others, knowing that sometimes we don't know everything about a person or their circumstances. We look at facts and undertones alike.

Hi5 applies best practices in the conduct of inclusive meetings and interactions.

At times, in our work, we have to address and facilitate tough decisions – we do not shy away from these situations as they help us and our partners to grow.

## **We encourage prevention and reporting**

At Hi5 – we highly encourage issues and concerns to be raised in good faith. We believe, also based on research, that in general people do not speak up or report enough, often suffering personal consequences for fear of professional consequences. Hi5 wants to break that norm.

HumanImpact5 – Hi5 offers annual ethics framework training sessions to staff and associate consultants, including for this Code of Conduct. Our service providers are invited to participate if there is no such offer within their own respective organization.

HumanImpact5 – Hi5 conducts reference checks on its staff and associate consultants with targeted questions related to any misconduct.

Any misconduct by HumanImpact5 – Hi5 staff or collaborators can and should be reported safely to:

**ethics(at)humanimpact5.ch**

At the time of this policy writing, the above email is solely managed by the HumanImpact5-Hi5 administrator, Gabrielle Landry Chappuis, who is trained in safeguarding, person of trust, and safeguarding investigations. Should reporting to the company administrator not be possible for any reason, Michaela Told, Co-Founder and Co-Director of Hi5 can be contacted.