

Interim Amnesty International USA

Code of Conduct

(12/12/19 – ISL)

Introduction

Amnesty International USA (“AIUSA”) is the United States section of the Amnesty International movement, the largest human rights organization in the world. The AIUSA Board of Directors has adopted this Code of Conduct (the “Code”) for the purpose of protecting the integrity and reputation of AIUSA and its officers, directors, employees, interns, volunteers and volunteer leaders, members and all other participants in the human rights efforts undertaken by or in the name of AIUSA.

The Code applies to, and is to be agreed to in writing by, AIUSA’s officers, directors employees, interns, volunteer leaders, members and any participants in or attendees of any national, regional or other in person meetings involving AIUSA activities or any related social gathering outside any such meeting or activity (all such individuals are hereinafter referred to as a “Party” or “Parties”).

Statement of Values

All Parties are expected to conduct themselves in a manner that embodies integrity and respect at all times. The personal conduct of all Parties shall be above reproach in regard to any activity that may reflect upon AIUSA. All Parties are, in particular, required at all times to conduct themselves consistent with core human rights principles including non-discrimination, accessibility, participation and inclusion, respect for diversity and equity between and among all individuals. Any Party whose personal conduct directly reflects discredit upon AIUSA or is inconsistent with the foregoing principles shall be subject to such action as deemed appropriate by the AIUSA Board of Directors or appropriately empowered senior staff of AIUSA.

Code of Conduct and Ethical Standards

General Overview

The following list sets out expected standards of conduct for all Parties. Thus, all Parties shall:

1. Hold paramount the safety, health, integrity and welfare of all persons involved in AIUSA activities.
2. Act in such a manner as to uphold and enhance personal and professional respect, integrity and the dignity of AIUSA consistent with its mission in advancing and protecting all human rights.
3. Treat all persons fairly and with dignity and respect.
4. Treat with respect and consideration all persons, without regard to characteristics such as race, ethnicity, color, national origin, religion, gender, age, marital status, wealth, income, class,

disability, veteran status, citizenship status, education, political viewpoints, genetic information, sexual orientation, or gender identity or expression.

5. Accept as a personal duty the effort to keep up to date on the emerging issues involving human rights to which any Parties may be devoting their work or efforts and to conduct themselves with competence, fairness, impartiality, efficiency, effectiveness, respect and kindness.
6. Respect the structure and responsibilities of AIUSA and of the AIUSA Board of Directors; as applicable provide the Board, senior staff of AIUSA and other members of management with facts and advice as a basis for their making policy decisions; and uphold and implement policies adopted by the Board and by Amnesty International through the Global Assembly or the International Secretariat.
7. Conduct their actions with positive shared leadership exemplified by open and civil communication, creativity, dedication, and compassion and respect for others, based on a presumption that others participating in AIUSA efforts do so in good faith.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, collaboration, inclusion and fortitude in all activities and efforts related to the mission of AIUSA in order to inspire confidence and trust in such activities and efforts.
9. Respect and protect privileged and/or confidential information to which they have access in the course of their duties.

Harassment and Discrimination

AIUSA strictly prohibits and will not tolerate harassment or discrimination against any Party on the basis of race, ethnicity, color, religion, creed, national origin, ancestry, sex, gender, wealth, income, class, gender identity or expression, sexual orientation, age, disability, education, political viewpoints, genetic information or citizenship status or any other characteristic protected by law. Harassment and other forms of discrimination are prohibited at all AIUSA-related events, including but not limited to meetings, assemblies, civil actions in public or private, convocations or any other gathering, regardless of whether such conduct is illegal under local law in the jurisdiction in which the conduct occurs. Any Party who is subject to harassment or discrimination, or witnesses such behavior, should report it using the AIUSA Ethics Complaint Form which is part of this Code of Conduct.

“Harassment” for purposes of the Code of Conduct includes any physical, verbal or non-verbal conduct toward another person that creates an intimidating, hostile, humiliating or offensive environment, as viewed from the perspective of a reasonable person with the same characteristics as that other person or otherwise. An aggregation of less serious incidents can constitute harassment, even if one of the incidents considered on its own might not be harassment. Harassment can be physical, spoken or written, and in-person or through other means, such as email or social media. Prohibited conduct includes harassment that is: verbal (for example, epithets, derogatory statements, slurs, derogatory comments, or jokes); physical (for example, assault or inappropriate physical contact); visual (for example, displaying derogatory posters, cartoons, drawings, or making derogatory gestures); or online or by email (for example, derogatory statements or sexually suggestive postings).

All Parties are prohibited from engaging in sexual harassment. Sexual harassment for purposes of the Code of Conduct means any harassment based on a person's sex, sexual orientation, gender or gender identity or expression. Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual and/or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, abusive or offensive environment.

It may include a range of subtle or not so subtle behaviors and may involve individuals of the same or different gender, gender identity or orientation. While incidents of sexual harassment may involve a person in a position of authority above the person being harassed, individuals at any level can be found responsible for engaging in sexual harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of less serious incidents can constitute sexual harassment, even if one of the incidents considered on its own might not be harassing. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex, sexual orientation, gender or gender identity) as well as sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature.

AIUSA specifically prohibits all Parties from engaging in any of the following in connection with AIUSA-related events:

1. Engaging in unwelcome sexually suggestive physical contact or touching;
2. Physical assault of a sexual nature or indecent exposure;
3. Making unwelcome sexual or romantic advances toward any person, including but not limited to propositions, sexual flirtations, subtle pressure or requests for sexual activities;
4. Sexually explicit or offensive epithets or jokes, whether written or oral;
5. Verbal abuse of a sexual nature, including, but not limited to, inappropriate comments about a Party's physical appearance of a sexually-oriented nature, or inappropriate use of sexually explicit language in discussions or other forms of communication, including email, social media or other online forums;
6. Displaying, storing, recording, reproducing, forwarding, transmitting or arranging to receive pornographic, sexually oriented or sexually suggestive images, objects, sound recordings, text, publications or materials at AIUSA-related events, or using AIUSA equipment, facilities or services, including but not limited to AIUSA's various internet and social media platforms, such as its website, Facebook page, and twitter account, for such purposes.

Retaliation

No Party shall engage in acts of retaliation, or threats of retaliation, against any individual who, in good faith, reports any suspected discrimination, harassment, or any other violation of this Code. AIUSA strictly prohibits any kind of reprisal, intimidation or retaliation for good faith reporting of suspected violations of this Code, pursuing any claim, cooperating in related investigations, or otherwise opposing conduct in violation of this Code. Any Party who becomes aware of any instance or threat of retaliation in violation of this Code should report the incident using the AIUSA Ethics Complaint Form.

Discipline

Any Party who is found, as a result of an investigation, to have engaged in discrimination, harassment or retaliation in violation of this Code will be subject to disciplinary action, up to and including removal from AIUSA positions, suspension or cancellation of membership and disqualification from participation in AIUSA-related activities. In addition, where there is a good faith basis for believing that the action under investigation violates any applicable federal, state or local law or statute, the matter at issue will be promptly referred to the appropriate law enforcement agency for it to address.

Filing a Complaint

The procedure for filing a complaint to address a violation of this Code of Conduct applies to all Parties except: (a) if a Complaint involves Parties to any collective bargaining agreement between AIUSA and any employees, any applicable provision of that agreement which provides for addressing any particular complaint involving such employee will control over any conflicting provision of the AIUSA Complaint Procedure; and/or (b) if any federal, state or local statute applies to disposition of any particular complaint, it will control over any conflicting provision of the AIUSA Complaint Procedure.

Any person who is subject to behavior they believe violates this Code, has witnessed such behavior or otherwise has reason to believe that an individual has violated this Code should:

Promptly complete the AIUSA Ethics Complaint Form (Appendix A) in as much detail as possible; and

Either email the completed form to the Chair of the AIUSA Ethics Committee at ethics@aiusa.org or, if preserving anonymity is a concern, mail the completed form to the Chair of the Ethics Committee addressed to the principal office of AIUSA; and

Reference any supporting documentation in your complaint and include it as an attachment when you submit your complaint.

Signature page

By my signature below I certify that I have read and understand the contents of the document entitled AIUSA Code of Conduct and agree to conform to its tenets at all times when representing or acting on behalf of AIUSA or participating in any AIUSA meeting or other in person activity or event.

Name _____

(Please sign and print name)

Email _____

Date _____

APPENDIX A - Ethics Complaint Form

Required Contact Information				
Name (First/Last)		Phone/Cell #		
Amnesty role or affiliation (e.g., local group, country specialist etc.)				
Email Address				
Mailing Address				
City		State	Zip Code	

Complaint Information	
Date(s) of Incident	
Relevant provision in AIUSA Code of Conduct (if known)	
Subject(s) of Complaint	
Witness(es), if any	
Co-Complainant(s), if any	
Place(s) incident occurred	
Please describe in detail the nature of your complaint (attach additional sheets if necessary)	
Actions, if any, previously taken to address the complaint, including any concerns regarding retaliation relating to the underlying complaint	
Desired outcome of this complaint process.	

Are you aware of any previous/similar incidents concerning the subject of this complaint?	
Supporting documentation (please list here and attach to this form).	
Signature	
Date	

When you have completed this form, please submit it along with any relevant supporting documentation to the AIUSA Ethics Committee Chair via email at ethics@amnestyusa.org or, if preserving anonymity is a concern, mail the completed form to the Chair of the Ethics Committee addressed to the principal office of AIUSA. However, in those instances where the Ethics Committee Chair is the subject of the complaint, the submission should be directed to the Vice Chair of the Ethics Committee or any other member of the Ethics Committee not identified as a subject of the complaint.

FOR AIUSA USE ONLY	
Date received:	Initial review by:
Date	Action