

## IIA Code of Conduct for Activities

The Institute of Internal Auditors is dedicated to providing a harassment-free experience for everyone. The IIA's policy is to provide an environment that is free from sexual and other types of discriminatory harassment. We do not tolerate harassment in any form.

This Code of Conduct (Code) applies to all individuals at an activity or related social event. Anybody violating this Code may be sanctioned or expelled from the activity at the discretion of The IIA. This Code does not replace The IIA's Code of Ethics, which applies to every member.

Any group of people working together must abide by certain rules of conduct based on honesty, good taste, fair play, and safety. This is essential if everyone is to work together efficiently. The following are examples of some, but not necessarily all, types of misconduct.

- Harassing, discriminating, or retaliating against anyone including:
  - Verbal comments
  - Sexual images in public spaces
  - Deliberate intimidation, stalking, or following
  - Harassing photography or recording
  - Sustained disruption of talks or other activities
  - Inappropriate physical contact
  - Unwelcome sexual attention
- Acts of dishonesty
- Engaging in any act of violence or damaging IIA property or the property of others
- Possession of weapons of any kind while participating in IIA activities
- Advocating for, or encouraging, any of the above behavior

### PROHIBITION OF SEXUAL HARASSMENT

The IIA prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when (1) submission to such conduct is made as an implicit condition of contractual engagement; (2) it is used as a basis for decisions affecting the individual who submits or rejects to such conduct; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance; or (4) such conduct creates an intimidating, hostile, humiliating, or offensive work environment.

Although it is not possible to list all of the circumstances that would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances, whether or not they involve physical touching; (2) requests for sexual favors in exchange for actual or promised contracts, gifts or other benefits; (3) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (4) sexually oriented comments on an individual's body or comments about an individual's sexual activity, deficiencies, or prowess; (5) displaying sexually suggestive objects, pictures, cartoons; (6) unwelcome leering, whistling, deliberate

brushing against the body in a suggestive manner, sexual gestures, suggestive or insulting comments; (7) inquiries into one's sexual experiences; or (8) discussion of one's sexual activities.

### **PROHIBITION OF OTHER TYPES OF DISCRIMINATORY HARASSMENT**

It is against IIA policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, religion, national origin, ethnicity, disability, age, sexual orientation, gender identity, marital status, socioeconomic status, or other protected category (or that of the individual's relatives, friends or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunities for conducting business with The IIA.

The following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated anywhere during an IIA activity whether on location or electronically, including but not limited to social media sites. Other conduct may constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

### **REPORTING OF HARASSMENT**

**If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible!** Individuals who observe, learn of, or are subjected to harassment should report the incident immediately.

You can make a report either personally or anonymously. We will fully investigate all reports and take whatever action is necessary to prevent a recurrence.

#### **Personal Report**

You can make a personal report online at [www.clearviewconnects.com](http://www.clearviewconnects.com), by calling 1-844-718-3909, or by contacting a staff member.

#### **Anonymous Report**

You can make an anonymous report online at [www.clearviewconnects.com](http://www.clearviewconnects.com) or by calling 1-844-718-3909. The IIA partners with ClearView Strategic Partners who is specializing in ethics reporting/'whistleblowing' solutions for organizations of all sizes to provide anonymity.

### **ENFORCEMENT**

Participants asked to stop any harassing behavior are expected to comply immediately. The IIA retains the right to take any actions to keep any event a welcoming environment for all. This includes warning the offender, expulsion from the activity with no refund, or expulsion from future activities.

This Code applies to all activities and related social events.