



Member Code of Conduct

Policy and Scope

1. This code sets out the standards of behaviour and professionalism required by IESE as a condition of membership and applies to all members, irrespective of their role within IESE while engaging in IESE activities. Through joining IESE, members automatically agree to adhere to the Member Code of Conduct.
2. If a member of IESE should know of, or become aware of, any breach of this Code of Conduct by another member they are under an obligation to notify IESE.
3. IESE members must agree to adhere to this code for the duration of an individual's membership. A member who is found to be in breach of this code of conduct may have their membership revoked by IESE Council.
4. Any breaches of this code that are relevant to an individual's professional behaviour may be referred to their host institution.
5. IESE as an organisation may be judged by the conduct of individual members, Fellows, staff and Directors. All members should conduct themselves in such a way that reflects the vision, aims and values of the IESE. All members are expected to uphold the good name and reputation of IESE.
6. IESE members shall adhere to all aspects of applicable equality laws and regulations and shall not improperly discriminate against any person, IESE member or otherwise.
7. Any academic work including articles submitted to IESE Journals, papers for conferences or other events and other material should follow the SAGE Ethical Guidelines for Educational Research or their equivalent.
8. Our journal, Equity in Education & Society (EES), follows the COPE Code of Conduct for Journal Editors.
9. Members should not undertake any work under the IESE name without prior written confirmation/ permission from the Institute.
10. The IESE name logo belongs to the Institute and should not be used by individual members unless the member has received written permission from the Institute.
11. IESE members should use their membership benefits appropriately and should safeguard the benefits of their membership, and not seek to share or transfer these benefits, such as their website password, to others.
12. IESE members must treat others with respect. Members must not encourage or participate in discrimination, bullying and/or intimidation towards other members, or the Institute's staff.
13. IESE members will act honestly in all dealings with other members and with the Institute. Members must not misrepresent or withhold information from the Institute's office related to IESE services, events, projects and initiatives.
14. Any complaint that a member has breached the standards contained within this Code of Conduct shall be dealt with in accordance with the IESE complaints policy and procedure.

IESE Fellows and Directors Code of Conduct

15. In addition, the following code applies to Fellows and Directors. This aims to ensure that all Fellows and Directors conduct themselves in an open, transparent, objective accountable manner, acting with integrity at all times and adhere to the seven Nolan Principals: [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
16. Fellows and Directors have a general duty to act with probity and prudence in the best interest of IESE as a whole. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from. As well as avoiding actual impropriety, they should also avoid any appearance of improper behaviour such as accepting gifts and hospitality that might reasonably be thought to influence their judgement in respect of their position within IESE.
17. Trustees should make every effort to attend all meetings regularly, ensuring they prepare for and contribute appropriately and follow through on any agreed actions.
18. Fellows and Directors should ensure that confidential information and material, including material about individuals, is handled appropriately. In addition, they should be as open as possible about their decisions and the actions that they take.
19. Fellows and Directors, or other volunteers, must also adhere to any additional terms of reference provided. Any serious breach of the Code of Conduct may result of termination of relationship.

IESE Complaints Policy and Procedure

20. An IESE member may file a complaint if dissatisfied with any aspect of behaviour or service rendered by another IESE member on IESE business or at an IESE event, or the IESE's office.
21. In the first instance, informal means should be used to resolve any dispute. If, however, this is not possible the procedure set out below should be followed.
22. Complaints should be sent in writing via email to the Institute's Office at: membership@instituteofequity.ac.uk regardless of whether the complaint is about a fellow member, or staff, or Fellows or Directors.
23. Comments provided verbally will not be considered a formal complaint unless also delivered in writing.
24. Complaints should include a detailed description of the circumstances surrounding the complaint, along with any relevant documentation.
25. IESE will acknowledge receipt of the complaint and request any necessary information in writing. Complaints will be reviewed in the first instance by the Institute's office and a response will be issued in writing within one calendar month. Those involved in any complaint investigation will declare any conflict of interest.
26. A complaint may be escalated to the IESE Director or Board, and the Board's decision is final. There are no further internal appeals. It may be necessary to suspend the membership of the person who the complaint is regarding during the course of the investigation.
27. If the complaint is about the Institute's Director, it will be considered by the Board.
28. If a complaint is made against a member, that member must co-operate fully with any investigation of that complaint.
29. Should a complaint be upheld against a member, the Institute reserves the right to suspend or terminate their membership.
30. Complaints against IESE staff will be dealt with under the terms and conditions of employment.