Globethics

Globethics
Code of Conduct

for

- Our inclusive and safe environment
- Our integrity
- Our responsibility

Approved by the Board of Foundation on 23 October 2026

Globethics

1. Purpose and Scope

1.1. Introduction

The Code of Conduct reflects Globethics' commitment to ethical leadership, internally in the way the organisation conducts itself, and externally through the standards it promotes and models in all its activities and relations.

Globethics' vision of ethical leadership for a just, inclusive, and sustainable world is not merely an aspiration for the organisations and individuals it serves; it is an obligation it holds itself to in every aspect of its operations. This vision is anchored in the organisation's three core values: Responsibility, Inclusion, Integrity.

1.2. Purpose

The Code aims to ensure a conducive environment for international encounter, exchange, and engagement, and to set behavioural standards to be respected by all actors involved in activities related to Globethics.

The Code provides a comprehensive framework for a space of institutional and environmental wellbeing, flourishing, and safety and ensures conditions that guarantee the respect of people's dignity and integrity.

With the organisation's Charter of Ethics and Policies, it provides a comprehensive organisational culture of responsibility, integrity, inclusion, transparency, and accountability, with clear behavioural expectations, preventive measures, and complaint mechanisms.

1.3. Ethical, legal, and standards frameworks

The Code of Conduct is part of the organisational policies and instruments that define Globethics' standards and the practical application of its vision, mission, and values. This currently includes:

- Statutes and Bylaws
- Charter of Ethics
- Conflict of Interest Policy
- Staff Regulations
- Data Protection Policy
- Privacy Policy
- Responsible AI Use Policy

- Procurement Policy
- Policy on the Prevention of Radicalisation and Extremism
- Policy on Harassment and/or Discrimination
- Disability, Accessibility and Inclusion Policy
- Policy on Plagiarism and Research Integrity

The provisions of this Code are derived from and respect internationally recognised standards, including:

- UN Universal Declaration of Human Rights
- ILO Declaration on Fundamental Principles and Rights at Work
- United Nations Convention against Corruption
- United Nations Global Compact

Swiss law provides the legal framework for this Code, while Globethics also complies with the laws in force wherever it operates.

1.4. Scope

Globethics' Code of Conduct is applicable to all people affiliated with the organisation, such as board members, staff, advisors, mandate holders, consultants, members of networks, and fellows. It also applies to members of partner organisations and beneficiaries and other third parties in the context of collaboration with Globethics.

Hence, the Code is a binding annex to any contract or agreement initiated by Globethics.

Globethics operates in an international and intercultural environment, which requires awareness of and attention to local and cultural sensitives. However, the due respect of contextual realities and related social norms cannot be in contradiction with the ethical principles and articles of this Code. It also cannot justify any attitudes and practices that violate individuals' personal dignity and integrity, for example through misuse of power, harassment, or exploitation.

1.5. The courage and safety to speak up

Ensuring and maintaining a safe space for wellbeing, flourishing, professional performance, and a positively impactful mission is the individual and collective responsibility of all.

Therefore, Globethics adopts an open-door culture where everyone feels comfortable asking for clarifications and reporting concerns. It is the role of all to be alert to possible

misconduct in the workplace or during activities and events. The organisation ensures proper reporting and complaint mechanisms (see below section 6).

Globethics encourages whistleblowing and does not tolerate retaliation against anyone who raises concerns in good faith, and it promotes ethics and compliance through continued learning opportunities.

1.6. Monitoring and Review

The Human Resources department and the Ethics and Compliance Board Committee monitor the implementation of the Code. They maintain a separate case log where all incidents and complaints are documented.

The Human Resources manager presents, by the end of January, a yearly report to the Executive Director with lessons learned and suggestions to improve the Code and the related organisational policies, procedures, and culture. The Executive Director includes in their executive yearly report to the Board the conclusions and eventually proposed amendments, after their review by the Ethics and Compliance Board Committee.

The Ethics and Compliance Board Committee also presents to the Board, during its Spring session, its yearly report and recommendations.

2. Our inclusive and safe environment

2.1. Respect of dignity and personal integrity

Globethics is committed to an environment in which every person is treated with dignity, courtesy, and respect. All persons covered by this Code are expected to contribute to a culture of inclusion, mutual care, and professional conduct, recognising the equal worth and personal integrity of colleagues, partners, participants, beneficiaries, and other stakeholders.

Respect for dignity requires particular attention to power dynamics, cultural differences, and the potential impact of words, decisions, and behaviours. No person may misuse their position, authority, influence, or access to Globethics spaces, resources, or networks in a way that undermines another person's wellbeing, autonomy, or safety.

2.2. Nurturing wellbeing

Globethics promotes a working and learning environment that supports wellbeing, psychological safety, and constructive collaboration. Everyone is encouraged to act with care, listen actively, raise concerns early, and contribute to conditions in which people can flourish and perform their responsibilities with confidence.

Managers, supervisors, and persons in positions of responsibility have a particular duty to model respectful behaviour, define expectations clearly, respond promptly to concerns, and ensure that individuals know where to seek support. Wellbeing is a shared responsibility and includes preventing unsafe, hostile, or intimidating situations before they escalate.

2.3. Non-discrimination and respect of diversity

Globethics prohibits discrimination in any form. Decisions and interactions must be based on fairness, merit, role requirements, and respect for human dignity, and must never be influenced by characteristics such as origin, nationality, language, skin colour, sex, gender identity or expression, sexual orientation, age, disability, health condition, religion or belief, marital or family status, political opinion, social or economic status, or any other status protected by law.

Diversity is understood as a strength of Globethics' international and intercultural mission. All persons are expected to recognise and value different experiences, perspectives, and identities, and to avoid stereotyping, exclusionary behaviour, or bias in recruitment, collaboration, programme delivery, participation, and decision-making.

2.4. Anti-harassment

Harassment and bullying are prohibited. This includes unwanted conduct, whether verbal, non-verbal, physical, written, or digital, that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. It also includes misuse of power, repeated undermining behaviour, threats, humiliation, isolation, offensive jokes or remarks, abusive messages, intimidation, and conduct that obstructs a person's ability to participate or work safely.

Harassment does not need to be physical to be harmful. Each person has a responsibility to consider the impact of their conduct, including in informal settings, events, online communication, and intercultural exchanges. Concerns about harassment or bullying should be reported through the mechanisms described in this Code.

2.5. Anti sexual harassment

Globethics has zero tolerance for sexual harassment. Sexual harassment includes any unwelcome conduct of a sexual nature, requests for sexual favours, sexually motivated comments or contact, or sex- or gender-related conduct that affects a person's dignity, employment, participation, or working environment. It may occur once or repeatedly, in person or online, and may be directed at an individual or a group.

Examples include unwelcome comments about appearance or personal life, sexual jokes or messages, sharing explicit images, unwanted touching, gestures, leering, pressure for intimacy, threats or reprisals following rejection of advances, and any conduct that creates a humiliating, hostile or offensive environment. Consent cannot be assumed from silence or lack of immediate objection, and the impact on the person affected must be taken seriously.

2.6. Prohibition of substance abuse of drugs and alcohol

Globethics expects all persons covered by this Code to perform their duties and participate in activities free from the influence of illegal drugs or inappropriate use of alcohol. Substance use must never endanger safety, impair judgement, undermine professional conduct, or affect the dignity and wellbeing of others.

Where alcohol is served at Globethics-related events, all participants are expected to act responsibly and respect professional boundaries. The organisation may take appropriate measures where substance use creates risk, misconduct, or reputational harm.

Globethics is a smoke-free space.

2.7. Workplace safety and prohibition of violence

Globethics is committed to maintaining safe, healthy, and secure workplaces, events, and programme environments. Everyone has a responsibility to look after their own safety and the safety of others, to follow applicable procedures, to report accidents, near misses, threats, or unsafe conditions, and to refrain from activities that create avoidable risk.

Acts or threats of violence, aggression, intimidation, or harm are prohibited. Any immediate risk to personal safety, physical security, or public order must be reported without delay to the appropriate manager, event responsible person, security contact, or competent authority, as the circumstances require.

2.8. Freedom of thought and expression and academic freedom

Globethics values freedom of thought and expression as essential to ethical reflection, academic inquiry, and constructive dialogue. Debate, critique, and disagreement are encouraged when expressed respectfully, truthfully, and in ways that do not infringe the dignity, safety, or rights of others.

Academic freedom includes the responsible pursuit, teaching, publication, and exchange of knowledge. It must be exercised with integrity, transparency, respect for evidence, respect for intellectual property, and awareness of the responsibilities attached to speaking in one's own name or on behalf of Globethics.

Public statements, publications, or communications that could reasonably be understood as representing Globethics must follow the organisation's approval procedures and must be consistent with its mission, values, and policies.

2.9. Freedom of conscience, belief, and religion

Globethics respects freedom of conscience, belief, and religion, including the right to hold, change, express, or not express personal convictions. No person should be pressured, excluded, or disadvantaged because of their beliefs, non-belief, or religious identity.

The exercise of this freedom must be compatible with the dignity, rights, and safety of others and with Globethics' commitment to inclusion, equal treatment, and respectful dialogue. Proselytism, coercion, discriminatory speech or conduct, or the misuse of belief-based authority is not acceptable in Globethics spaces or activities.

3. Our integrity

3.1. Conflicts of interest

All persons covered by this Code must avoid situations in which personal, financial, family, institutional, political, or other interests could conflict, or appear to conflict, with Globethics' interests, mission, or impartial decision-making. Even the perception of a conflict can undermine trust and damage the organisation's reputation.

Potential conflicts must be disclosed promptly to the relevant manager, Human Resources, the Executive Director or the competent governance body. A person with a conflict or potential conflict must not participate in the related decision-making process unless an authorised arrangement has been agreed. This includes recruitment, procurement, partnerships, grants, contracts, consultancies, supervision, evaluation, and any decision involving close personal or professional relationships.

3.2. Interaction with stakeholders

Globethics' relationships with staff, board members, partners, participants, beneficiaries, donors, suppliers, consultants, public authorities, and other stakeholders must be grounded in integrity, transparency, impartiality, and respect. All interactions should support the organisation's mission and avoid conduct that could create undue influence, dependency, favouritism, or reputational risk.

Persons acting on behalf of Globethics must communicate honestly, keep commitments within their authority, respect professional boundaries, and ensure that collaborations are entered into with appropriate due diligence. Stakeholder engagement must never be used for personal advantage or to bypass procurement, recruitment, partnership, or governance procedures.

3.3. Gifts and entertainment

Gifts, hospitality, and entertainment must never influence, or appear to influence, professional judgement, procurement, recruitment, partnership decisions or the allocation of opportunities. Modest and appropriate courtesies may be acceptable where they are lawful, transparent, occasional, proportionate, and consistent with Globethics policies.

No person may solicit gifts or favours, accept cash or cash equivalents, or offer or receive hospitality that could reasonably be seen as a reward, inducement, or attempt to obtain preferential treatment. Where there is doubt, the matter must be disclosed and guidance sought before accepting or offering the gift or hospitality.

3.4. Bribery and corruption

Globethics prohibits bribery and corruption in all forms. No person acting for or with Globethics may offer, promise, give, request, accept, or receive anything of value, directly or indirectly, to obtain an improper advantage, influence a decision, secure business, affect programme access, or receive favourable treatment.

This prohibition applies to dealings with public officials, donors, suppliers, partners, consultants, participants, beneficiaries, and all other stakeholders. Facilitation payments, kickbacks, improper commissions, secret benefits, and transactions designed to conceal the true nature of payments are not permitted. Any concern or suspected breach must be reported promptly.

3.5. Fraudulent activity

Fraudulent activity is prohibited. Fraud includes deception, misrepresentation, concealment, or misuse of position, resources, or information to obtain a benefit or cause loss or risk to Globethics, its partners, donors, beneficiaries, or other persons. Examples include theft, falsified expenses or timesheets, forged documents, false reporting, misuse of funds or assets, inflated charges, unauthorised commitments, nepotism, cronyism, and dishonest procurement or accounting practices.

All financial and non-financial records, reports, budgets, invoices, reimbursements, donor statements, and performance information must be accurate, complete, clear, and supported by appropriate documentation. Any suspected fraud, attempted fraud, or pressure to act dishonestly must be reported immediately through the mechanisms described in this Code.

4. Our responsibility

4.1. Sustainability

Globethics recognises sustainability as an ethical responsibility and as part of its mission for a just, inclusive, and sustainable world. All persons covered by this Code are expected to use resources responsibly, reduce avoidable waste, consider environmental impact in travel, events, procurement, and daily work, and support practices that contribute to social, institutional, and environmental wellbeing.

Sustainability also includes responsible partnerships. Globethics seeks to work with partners, suppliers, and service providers whose conduct is compatible with its values and ethical standards, and expects transparent, fair, and accountable use of funds, materials, and organisational resources.

4.2. Confidentiality

Confidential information obtained through Globethics' work, governance, partnerships, programmes, employment, or participation must be protected and used only for legitimate organisational purposes. This includes personal, financial, strategic, contractual, academic, donor, partner, participant, beneficiary, and personnel-related information.

Confidentiality obligations continue after the end of a person's engagement with Globethics. Information must not be disclosed internally or externally unless authorised, required by law, or necessary for the proper performance of duties. Particular care must be taken when using email, digital platforms, shared drives, artificial intelligence tools, and public or informal settings (e.g., public WiFi).

4.3. Data privacy

Globethics respects privacy and complies with applicable data protection laws and its own Data Protection and Privacy Policies. Personal data must be collected, used, stored, shared, and deleted lawfully, fairly, transparently, and only for specified and legitimate purposes.

Persons handling personal data must ensure that data is relevant, accurate, kept up to date, secured against unauthorised access, and retained only as long as necessary. Any suspected data breach, loss, misuse, or unauthorised disclosure must be reported immediately in accordance with Globethics procedures.

Globethics complies with the European Union General Data Protection Regulation (GDPR), the Swiss Federal Act on Data Protection (FADP), and any other applicable national, regional, or local data protection and privacy laws in the countries where it operates or processes personal data. Where different legal requirements apply, Globethics follows the requirement that provides the appropriate level of protection and ensures that personal data is handled with due care, accountability, and respect for the rights of the individuals concerned.

4.4. Respect of copyrights and intellectual property

Globethics respects copyrights, moral rights, licences, and intellectual property. All persons covered by this Code must use texts, images, data, teaching materials, research outputs, software, digital tools, and other protected content lawfully, with proper permission, acknowledgement and attribution.

Plagiarism, unauthorised copying, misuse of licensed materials, improper use of the Globethics name or logo, and representing another person's work as one's own are prohibited. Intellectual contributions created within Globethics' activities must be handled transparently and in accordance with applicable agreements, policies, and academic integrity standards.

4.5. Use and retention of Globethics' records

Globethics' records must be created, maintained, stored, and disposed of accurately and responsibly. Records include contracts, minutes, financial documents, HR files, programme documentation, donor reports, correspondence, research materials, digital files, and any other information evidencing organisational decisions, activities, or obligations.

Records must not be falsified, concealed, destroyed, altered or retained contrary to applicable legal, donor, contractual, or organisational requirements. Access to records should be limited to those who need it for their responsibilities, and all records must be handled with due regard to confidentiality, data protection, transparency, and accountability.

4.6. Freedom of expression and public or media militancy

Globethics supports responsible freedom of expression and constructive public engagement. Persons covered by this Code may express personal views in their own capacity but must not imply that they speak for Globethics unless authorised to do so. Public statements, media engagement, publications, and online communication made on behalf of Globethics must be truthful, respectful, consistent with its values, and approved through the appropriate channels.

Political, ideological, or public advocacy activity must not compromise Globethics' independence, impartiality, charitable, or educational purpose, partnerships, funding obligations, or reputation. Organisational resources, platforms, facilities, or working time must not be used for unauthorised political campaigning, lobbying or public militancy.

When there is uncertainty about whether a communication could be interpreted as representing Globethics, the person concerned must seek guidance before publishing, speaking to the media, using organisational branding, or engaging publicly on sensitive matters.

5. Preventive culture

5.1. CALM framework

Globethics' prevention measures are built on the CALM framework, which reposes on four strategic axes: Caring, Awareness-Raising, Listening, and Monitoring.

- Caring: Demonstrating vigilant considerateness towards others, and an attitude that contributes to identifying concerns and encouraging values-based behaviours.
- Awareness-Raising: Knowing and understanding risks through analysis, learning from experience across the Globethics constituency, and modelling best practices.
- Listening: Grounding prevention in actively and critically listening to expressed opinions to identify concerns appropriately.
- Monitoring: Instituting internal mechanisms of regular review to ensure that the environment remains a safe space for all.

5.2. Good practice guidelines

What to do

- Treat all persons with respect, courtesy, fairness, and in respect of their dignity.
- Be sensitive to and respectful of cultural and social differences and related practices.
- Behave respectfully toward others and avoid misusing private, professional, or any other relationships.
- Be ready to listen and learn about culturally appropriate behaviour, particularly while engaging with people from different cultural, religious, and ethnic backgrounds.
- Self-assess your behaviour, language, and relationships regularly.
- Participate in community townhalls and community-building sessions offered to address concerns and create a respectful climate.
- Communicate openly, respectfully, and constructively about concerns and questions arising from personal interactions.
- Use the opportunity to approach the manager or relevant colleague to share concerns and seek assistance.
- Report any concerns by following the reporting guidelines outlined below.

What not to do

- Do not cross boundaries set by others; if someone indicates 'no', even without expressing it verbally, accept and respect it.
- Do not make inappropriate gestures or contact, and do not use inappropriate, offensive, harassing, discriminatory, abusive, culturally disrespectful, demeaning, or sexually provocative language.
- Do not engage in behaviour intended to shame, humiliate, belittle or degrade peers, staff members, or partners.
- Do not exchange money, goods, or services for any kind of sexual or undue favours.
- Do not produce, share, or disseminate inappropriate, violence-inciting, or discriminatory statements on Globethics platforms.
- Do not commit any act of fraud, corruption, misuse of resources, or unethical business practice.
- Do not falsely accuse persons of harassment, abuse, violence, or other grave misconduct for personal advantages.

What to consider

- Consider that this Code is valid during the entire period of engagement with Globethics.
- Consider power asymmetries and their consequences on relationships, and the particular responsibility for exemplary conduct borne by persons with authority.
- Consider that reporting concerns with good faith will never lead to any form of retaliation.
- Consider the individual and collective responsibility for a positive, open, constructive, and respectful atmosphere.

6. Reporting and complaint mechanisms

6.1. Availability of contacts and information

The Code of Conduct is made available to all board members, staff, mandate holders, consultants, partners and any person engaged with Globethics. In addition, the Code is made public on Globethics' website, and a link to it is shared through application or registration forms to the organisation's activities and events.

The Code, its reporting and complaint mechanisms, the recipient of complaints, and the Ethics and Compliance Board Committee, are introduced to all parties at the beginning of any engagement, with contact details provided.

6.2. Reporting and complaint procedures

- A person experiencing a behavioural concern is, in the first instance, invited to approach their manager or a trusted team member for an initial conversation.
- The manager or trusted person listens to the complainant and help them to report the case, as appropriate, to the Human Resources manager, the Executive Director, or the President, or to file a direct complaint to the Ethics and Compliance Board Committee.
- Management, once informed, endeavours to identify appropriate measures of assistance and conflict resolution, in consultation with the Executive Director.
- In case the complaint is reported to the Ethics and Compliance Board Committee, the Chair of the Committee will immediately take the appropriate measures to treat the case.

6.3. Responsible, fast, and fair response

- The recipient of the complaint informs Globethics Management (the HR Manager or the Executive Director) who convenes, as soon as possible, a meeting with the complainant, other parties involved, and persons able to offer appropriate counsel, depending on the case and seriousness of the complaint.
- The grievances presented are carefully investigated, documented, and appropriate mitigation and accompanying measures suggested.
- If the complaint recipient or management, together with the complainant, consider that the case needs to be escalated to the Ethics and Compliance Board Committee, the complainant should be encouraged to fill the Complaint form.
- The Committee studies the case and advises on decisions to be taken, carefully balancing implications on the basis of this Code.
- The persons subject to complaint are considered innocent until the accusation is substantiated, and are treated in all cases with fairness, justice, and discretion.
- Depending on the nature and seriousness of the case, the Management or the Ethics and Compliance Board Committee may decide – with the Board of Foundation where needed - on measures that could include disciplinary proceedings, dismissal, and/or reporting the behaviour to the relevant authorities.
- Whistleblowers, acting in good faith, reporting on violations related to the Code are protected and no adverse action shall be taken against any person who brings forward such information.

6.4. Complaint mechanisms

In case of any complaint regarding breaches of this Code, people are encouraged to follow one of the below procedures, depending on the circumstances and the person(s) concerned by their complaint:

1. Speak to their manager or a trusted person from the organisation who will help them to reach out to the right person;
2. Speak to the Human Resources Manager or the Executive Director;
3. Send the complaint by email to complaint@globethics.net, that will be read by the Human Resources Manager and the Executive Director;
4. Send the complaint by email to the President at president@globethics.net;
5. Send the complaint to the Ethics and Compliance Board Committee by email to ethics@globethics.net;
6. Send the complaint to the Ethics and Compliance Board Committee by letter sent by post in an envelope marked confidential for the attention of the Ethics and Compliance Board Committee, at Globethics - Head Office, Chemin du Pavillon 2, CH-1218 Le Grand-Saconnex, Geneva, Switzerland.