
IEA Code of Conduct

The Code of Conduct outlines the behavior and/or proper practices expected of all IEA representatives in their dealings with IEA and provides a framework within which Personnel/Committees can address ethical issues that may arise through IEA's daily business. Other policies, such as IEA Fraud and Corruption Prevention Policy should be read in conjunction with this code.

1. Scope of Application

- 1.1. The International Association for the Evaluation of Educational Achievement and Stichting I.E.A. Secretariaat Nederland (collectively "IEA");
- 1.2. IEA employees (including Members of IEA's Board of Directors), and interns (collectively "Personnel");
- 1.3. Members of the Standing Committee of the Association, Members of the Supervisory Board of the Foundation, Members of the Technical Executive Group, and Members of the Publications and Editorial Committee (collectively "Committees");

2. Ethical standards

- 2.1. All Personnel/Committees are expected to adhere to the highest ethical standards in their work in the field of empirical educational research and to perform their duties with integrity. The management reserves the right to and intends to take appropriate measures to implement this policy.
- 2.2. IEA has an open collaborative culture and, as such, all Personnel/Committees shall act with courtesy, fairness, honesty, integrity, openness, and respect. All Personnel/Committees will behave respectfully and treat each other, partners and business relations with equality and dignity. IEA expects its Personnel/Committees to conduct themselves in a professional manner. All Personnel/Committees should perform the duties associated with their position to the best of their ability in a diligent, impartial, and conscientious manner.
- 2.3. Correct ethical behavior in this context means to respect and protect the personal rights as well as the physical and intellectual property of every individual and every organization, not to partake in illegal or fraudulent acts, not to use confidential information for personal benefit or the benefit of third parties, and not to enrich themselves financially to the detriment of IEA or their contractors.

- 2.4. IEA Personnel/Committees should not use their position or the knowledge gained as a result of their positions for personal gain or to their own advantage. Any conflict of interest should be immediately communicated to management.
- 2.5. Interpersonal disagreements should be solved through direct personal discussions. In case of fundamental disagreements which are directly or indirectly linked to IEA, the Personnel/Committees are asked to contact the Unit Head, Human Resources, the Works Council and/or Hamburg and Amsterdam Directors, as appropriate and applicable.

3. Legal standards

- 3.1. IEA and its Personnel/Committees must, at all times, comply with all applicable work-related laws and regulations. IEA will not condone the activities of Personnel/Committees who achieve results through violation of the law or unethical business dealings, of which consequences may lead to termination of the employment with cause. This includes among other things, any payments for illegal acts, indirect contributions, rebates ("kickbacks"), and bribery. IEA does not permit any activity that fails to stand the closest possible public ethical scrutiny.
- 3.2. All business conduct should be as required by local law. Accordingly, Personnel/Committees must ensure that their actions cannot be interpreted as being, in any way, in contravention of IEA policies and regulations as well as of IEA's operational procedures.
- 3.3. IEA Personnel/Committees are not allowed to violate human rights or, in the frame of their work for IEA, national laws, where applicable, and the laws of the European Union. Nobody at IEA shall be discriminated against because of their ethnic, national or social origin, sex, gender, age, religion or faith, mother tongue, on the grounds of disability, sexual orientation, political orientation or social or economic living conditions.
- 3.4. IEA Personnel/Committees are strictly forbidden to engage in sexual harassment or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or by accessing and storing inappropriate materials on their computers.

4. Reporting procedure

- 4.1. Personnel and Members of Committees are encouraged to report any practices/instances that breach the ethical and/or the legal standards introduced by this Code.
- 4.2. IEA's Whistleblower Protection Policy contains a procedure for reporting wrongdoings, including practices/instances that breach the ethical and/or the legal standards, as described within this document. The internal reporting of wrongdoing is seen as a contribution to improving the functioning of IEA and the desired transparency.
- 4.3. Any report made, including a report that results in an investigation, will be treated with full confidentiality.
- 4.4. No individual who in good faith makes a report shall suffer harassment, retaliation, or adverse employment consequences. IEA does not tolerate any form of retaliation against a person who reports in good faith.

5. Approved policy

- 5.1. This policy was developed by the IEA Board of Directors and approved by the IEA Executive Director on 05 March 2024. This policy may only be amended or changed with the approval of the IEA Executive Director.