



**ORGANIZATIONS
IN SOLIDARITY**

ORGANIZATIONS IN SOLIDARITY STANDARDS OF CONDUCT

January 26, 2021

I. SCOPE

The Organizations in Solidarity (OiS) Standards of Conduct apply to all OiS partners, including organizational signatories, organizational representatives, and individual partners as well as all members of OiS working groups.

II. DEFINITIONS

- A. "OiS Partners":** OiS Partners means those organizations, their staff, and independent individuals who have filled out the OiS partnership form, and/or signed on to the original Standing Together Against Racism and Discrimination statements.
- B. "OiS Leadership":** OiS Leadership includes the Chairs and Co-Chairs of the OiS Working Groups, the OiS steering committee, and select Women of Color Advancing Peace, Security, and Conflict Transformation (WCAPS) HQ staff.
- C. "WCAPS HQ":** WCAPS HQ means the WCAPS Headquarter office in Washington, D.C. and consists of the Executive Director and staff.
- D. "WCAPS Staff":** WCAPS staff means the staff of WCAPS Headquarter office in Washington, D.C. and consists of the Executive Director, project manager, WCAPS Consultants, and other contributing staff members.
- E. "Private Information"** means all OiS information belonging to or for the use of OiS and OiS Partners.

III. STANDARDS OF CONDUCT

OiS Partners generously contribute time and expertise to furthering the vision and mission of the partnership, to combat racism and discrimination in all of its manifestations as individuals and in our organizations and in so doing, diversify the

fields of peace and security, foreign policy, and national security, thereby making our work more inclusive and equitable.

OiS Partners will act in the best interest of advancing the vision and mission of OiS. The OiS Leadership is representative of OiS Partners as a whole.

OiS Leadership should reflect the diversity of OiS. OiS Partners shall at all times abide by and conform to the following Standards of Conduct in their capacity as OiS Partners:

A. General Expectations

1. OiS Partners shall contribute to a collegial, inclusive, professional, positive, and respectful environment for all other OiS Partners, OiS Leadership, WCAPS staff, volunteers, stakeholders, and shall model best behavior;
2. OiS Partners shall not discriminate and shall be respectful of ethnic, national, and cultural differences;
3. OiS and OiS Partners shall assume good intent on the part of other OiS Partners and shall understand that mistakes will be made as we move forward together;
4. OiS Partners shall know, understand and support the OiS vision, mission and goals, and become familiar with and follow OiS internal policies, procedures, and guidelines; and
5. OiS Partners shall not use OiS marks, insignia, or logos without explicit consent of the WCAPS HQ.

B. Meetings and Communication

1. OiS Partners will respect and uphold [Chatham House Rules](#) regarding any information discussed at private meetings or any other deliberations and communications. Specifically, OiS partners will refrain from direct attribution when referring to information disclosed in meetings, or other OiS functions, by other OiS Partners or WCAPS Staff except when explicitly permitted. Questions regarding the private nature of OiS information or documents shall be directed to the OiS Program Manager;
2. OiS Partners are not permitted to speak on behalf of OiS or its Leadership to the media without written confirmation from the WCAPS Executive Director;

3. All contractual agreements are the responsibility of the WCAPS HQ office. OiS Partners and OiS Leadership will contact WCAPS HQ to engage in contractual agreements, and will not make individual commitments on behalf of OiS or WCAPS;
4. The OiS Partners must encourage and support one another. OiS partners shall not request special or personal favors or extensive information (e.g. monetary favors, or organizational proprietary information) from other OiS Partners, OiS Leadership, WCAPS staff, volunteers, or stakeholders without the explicit informed consent of all involved parties and OiS Leadership;
5. All OiS correspondence, regardless of the medium, is a reflection of OiS. Email communications, verbal communications and other communications made on behalf of OiS should meet the highest professional standards; and
6. Participation in OiS meetings, including working group meetings, (in-person, virtual, and teleconferences) is required to fulfill [OiS Partner duties](#).

C. Avoiding Conflict of Interest

1. No OiS Partner will use any private information provided by OiS, WCAPS, or acquired as a result of the OiS Partner's service to OiS in any manner other than in furtherance of volunteer duties and relevant internal work within the OiS Partner organization;
2. All projects developed within OiS or any OiS Working Group must be carried forward in partnership with OiS and the OiS Partners, collectively, unless allowed with the explicit written consent of the WCAPS Executive Director;
3. When acting within or on behalf of OiS, OiS Partners are expected to act in the best interest of OiS, its vision and mission, and not for personal or third-party gain or financial enrichment. When encountering potential conflict of interest, OiS Partners will identify the conflict and report it to WCAPS Staff; and
4. If an OiS Partner finds they cannot avoid a conflict of interest they will take steps to deconflict by either resigning the conflicting position or stepping away from participation with the OiS partnership.

D. Information and Privacy

1. For the duration of their service, OiS Leadership will maintain the privacy and security of any and all OiS Partners data they are given access to in the course of their work with OiS;
2. Upon termination of service, OiS Partners and OiS Leadership members will promptly return to WCAPS HQ all documents, electronic and hard files, reference materials, and other property belonging to OiS or WCAPS. Such return will not abrogate the individual from continuing obligations of confidentiality with respect to the information acquired during their volunteer duties;
3. Upon termination of service, OiS Leadership must provide WCAPS HQ with all data, including electronic data, they were granted in the course of their service and ensure new or incoming OiS Leadership is kept abreast of this activity; and
4. OiS Partners may request use of materials they play a part in developing in the course of their service with OiS, excluding private information of other OiS Partners, for individual private use (e.g. as a writing sample or proof of prior experience.)
 - a) Such requests should be made to the OiS Program Manager at OrgsinSolidarty@wcaps.org.

E. Violations of the Code of Conduct

1. WCAPS HQ shall resolve any issues with OiS Partners in a professional manner;
2. Any issues that arise between OiS or WCAPS and any OiS Partner will be approached with the presumption of good intent and dialogue will be the first step taken;
3. If relevant issues arise between OiS Partners, the OiS Program Manager and WCAPS Staff will act as mediators between OiS partners when necessary;
 - a) If such an issue arises OiS Partners shall immediately contact the OiS Program Manager at OrgsinSolidarity@wcaps.org.
4. OiS Partners and OiS Leadership members may be asked to resign their volunteer position and may be requested to discontinue future volunteer roles. WCAPS Executive Director will notify the OiS Partner or OiS Leadership member of concerns prior to any any action is taken.