

Code of Conduct



Statement of Beliefs

All children, young people and adults have the right to learn together, so that they can develop relationships, skills and knowledge for everyday life.

No person, including those with a disability, should be denied the right to participate fully in education alongside others of their age.

The role of education is to support people to be and become participating citizens in the society they live in.

To achieve inclusive education the education system must change so that it has the values, understandings, commitment and resources to teach all learners well in non-discriminatory settings.

Inclusive Education is a process of removing barriers to participation and learning for all children, young people and adults in education settings.

Code of Conduct

1. Personal and Professional Integrity

All staff, committee members and volunteers of the Inclusive Education Action Group (IEAG) act with honesty, integrity and openness in all their dealings as representatives of IEAG. IEAG promotes a working environment that values respect, fairness and integrity.

2. Mission

IEAG has a clearly stated mission and purpose, approved by the governing committee, in line with our constitution. All of its programmes support that mission and all who work for or on behalf of IEAG understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by IEAG and of value to the society at large.

3. Governance

IEAG has an active governing committee that is responsible for setting the mission and strategic direction of IEAG, the oversight of its finances, operations, and the policies of IEAG.

The governing committee:

- Ensures that its members or governors have the skillset and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of IEAG and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through the procedures outlined in the Conflict of Interest policy – especially when members of the committee are being paid by IEAG to carry out work for the organisation; and
- Is responsible for the recruitment and performance management of any staff or contractors, and ensures that compensation of staff or contractors is reasonable and appropriate;
- Ensures that the appropriate staff provide the governing committee with timely and comprehensive information so that the governing committee can effectively carry out its duties;
- Ensures that IEAG conducts all transactions and dealings with integrity and honesty;
- Ensures that IEAG promotes working relationships that are based on mutual respect, fairness and openness;
- Ensures that IEAG is fair and inclusive in its hiring and promotion policies and practices for all board, staff and contractor positions;
- Ensures that policies of IEAG are in writing, clearly articulated and officially adopted;
- Ensures that the resources of IEAG are responsibly and prudently managed; and,
- Ensures that IEAG has the capacity to carry out its work effectively.

Each member of the governing committee will abide by this Code of Conduct and:

- Conduct the business affairs of IEAG in good faith and with honesty, integrity, due diligence, and reasonable competence
- Uphold the confidentiality of all meetings and other deliberations and communications of the committee.
- Upon termination of service, a retiring committee member will promptly return to IEAG any documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities.
- Committee members must act at all times in the best interests of IEAG and not for personal or third-party gain. Committee members may only provide

goods or services to the association as a paid vendor to IEAG only after full disclosure to, and advance approval by, the committee.

4. Legal Compliance

IEAG is knowledgeable of and complies with all laws, regulations and applicable international conventions.

5. Responsible Stewardship

IEAG manage its funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programmes in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Incurs reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of IEAG; and,
- All financial reports are factually accurate and complete in all material respects.

6. Openness and Disclosure

- IEAG provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information.
- All information about IEAG will fully and honestly reflect the policies and practices of the organisation.
- Basic informational data about IEAG and audited financial statements will be posted on IEAG's website or otherwise available to the public.
- All solicitation materials accurately represent the organisation's policies and practices and will reflect the dignity of the organisation's beneficiaries.
- All financial, organisational, and programme reports will be complete and accurate in all material respects.

7. Service Evaluation

- IEAG regularly reviews effectiveness and makes changes as necessary.

- IEAG is committed to improving programme and organisational effectiveness and develops strategies to promote learning from its activities and the field.
- IEAG is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

8. Inclusiveness and Diversity

IEAG has a policy of promoting inclusiveness and its staff, committee and contractors reflect diversity in order to enrich and enhance this belief. IEAG takes meaningful steps to promote inclusiveness in its recruitment, retention, promotion, committee recruitment and constituencies served.

9. Fundraising

In raising funds, IEAG will respect the rights of donors, as follows:

- To be informed of the mission of IEAG, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on IEAG's governing committee;
- To have access to IEAG's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organisations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the organisations or hired solicitors; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.