

## **CODE OF CONDUCT OF THE GRADUATE INSTITUTE OF INTERNATIONAL AND DEVELOPMENT STUDIES**

This Code of Conduct outlines the Geneva Graduate Institute's vision of creating and maintaining an inspiring working and learning environment fostering (as outlined in its [Charter](#)) academic freedom and excellence, equity, diversity, fairness and mutual respect.

### **CHAPTER 1 GENERAL PRINCIPLES**

#### **Article 1 Objectives**

1. This Code of Conduct lays out the main rules and standards of behaviour that the Geneva Graduate Institute's community members are expected to follow as they interact with each other.
2. The Institute does not tolerate discrimination, nor any form of psychological or sexual harassment.

#### **Article 2 Personal Scope**

1. This Code of Conduct applies to **all members of the Geneva Graduate Institute community**.
2. For the purposes of the Code of Conduct, references to a "member of the Geneva Graduate Institute community", the "community" or a "member" include, but are not limited to:
  - a. **Geneva Graduate Institute current students and auditors**, including external students, exchange students and all other students who attend classes at the Geneva Graduate Institute (master, PhD, Executive Education programmes and other study programmes, including the joint centres' programmes);
  - b. **Geneva Graduate Institute's staff** (*i.e.*, teaching and research staff; management, administrative and technical staff, including interns and apprentices; and all other employees of the Geneva Graduate Institute), as well as Visiting Fellows and externally funded students and professors;
  - c. **Geneva Graduate Institute's Foundation Board members**,
  - d. **Geneva Graduate Institute's student housing residents**;
  - e. **Geneva Graduate Institute's business partners and contractors** working on Geneva Graduate Institute's premises; and

- f. **all other individuals authorised to be on the Geneva Graduate Institute's premises for the purpose of studying** (including accessing the Library) **and/or working**.

The above list is not exhaustive. The Geneva Graduate Institute may require other persons to comply with this Code of Conduct if they have been notified in writing.

### **Article 3 Material Scope**

1. This Code of Conduct applies to **any behaviour (including online) by a member of the Geneva Graduate Institute community** towards/against:
  - a. any other member of the Geneva Graduate Institute community or
  - b. a third party (*i.e.* alumni, prospective students, job applicants, visitors, etc.), if the behaviour occurs within the framework of a Geneva Graduate Institute activity;  
and which takes place:
    - c. inside the Geneva Graduate Institute's premises (Maison de la paix, Rothschild, Villa Barton, Villa Moynier and student residences) at any time, or
    - d. outside the Geneva Graduate Institute's premises, if the behaviour occurs within the framework of a Geneva Graduate Institute activity (including social events, field trips, etc.) or if it has a substantial impact on the working/studying environment.

### **Article 4 Compliance with the Law and Other Policies and Directives of the Geneva Graduate Institute**

1. All members of the Geneva Graduate Institute community are expected to follow and comply, to the best of their knowledge and ability, with the applicable federal laws of Switzerland and the cantonal and local laws of Geneva. For more information on the fundamental provisions of Swiss law, especially those related to the matters covered by the Code of Conduct, please check the "Legislation" section at the end of this document.
2. In addition, all members are expected to be familiar with those Geneva Graduate Institute internal policies and directives that are applicable to their position and duties, and to comply with them.
3. In the case of conflicts between the Code of Conduct and another Geneva Graduate Institute internal policy or directive, the Code of Conduct will prevail.

## **CHAPTER 2 RESPONSIBILITY OF THE MEMBERS OF THE GENEVA GRADUATE INSTITUTE COMMUNITY**

### **Article 5 Individual Responsibility of All Members**

1. Each member of the Institute community must contribute to the creation of a safe and healthy learning and working environment that fosters academic freedom, fairness, diversity and mutual respect.
2. In particular, each member of the Institute's community shall behave in a respectful and considerate manner. Communication between the Institute's members should be open and well-meaning. Community members should be sensitive to the diversity of each person's

background and identity, and avoid causing an offence. They shall participate in training sessions, as it may be requested by the Institute.

#### **Article 6 Members with Positions of Authority**

1. Members of the Geneva Graduate Institute community in positions of authority (i.e. subordinate/superior, supervisee/supervisor, student/instructor, junior professor/senior professor, etc.) shall act in accordance with their assigned responsibilities, maintain a professional attitude and clear boundaries in their dealings with others.

#### **Article 7 Geneva Graduate Institute Management**

1. The "Management" of the Institute includes the Director of the Geneva Graduate Institute, the Deputy Director, the Academic Management and the Executive Management.
2. The Management will take appropriate actions to implement and promote an internal and external system for the specific handling/treatment of problematic situations under the Code of Conduct.
3. The Management is committed to ensuring that allegations of breaches of the Code of Conduct are dealt with fairly, promptly, and impartially.
4. The Management will make sure that adequate training, support measures and awareness campaigns are being developed and implemented.

### **CHAPTER 3 RULES OF CONDUCT**

#### **Article 8 No Infringement of the Personality Rights of Others**

1. All members of the Geneva Graduate Institute community are entitled to the respect of their personality rights (as per article 28 of the Swiss Civil Code). The Geneva Graduate Institute will not tolerate any behaviour constituting an infringement of the personality rights of an individual or a group of individuals, notably as listed under article 9 to 13.
2. All such behaviours constitute a violation of this Code of Conduct.

#### **Article 9 No Racism, No Discrimination**

1. All members of the Geneva Graduate Institute community have the right to be treated fairly and equally, irrespective of their individual characteristics or those attributed to the group to which they belong. The Geneva Graduate Institute will not tolerate any discrimination or racism towards a member of its Community.
2. "Discrimination" is defined as the practice of treating a person or a group differently, especially in a worse way in which you treat other people, because of certain characteristics related to their identity, such as race, national or ethnic origin, sex, gender identity, sexual orientation, socio-economic status, physical appearance, age, language, religious, ideological or political convictions, physical, mental or psychological disability, pregnancy, or parenthood.
3. "Racism or Racial discrimination" shall mean any distinction, exclusion, restriction or preference based on race, colour, descent, or national or ethnic origin, which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise, on an

equal footing, of human rights and fundamental freedoms in the political, economic, social, cultural or any other field of public life (as defined in article 1.1 of the International Convention on the Elimination of All Forms of Racial Discrimination).

4. Discrimination can occur intentionally or unintentionally and can take different forms, including verbal or written statements or actions of disadvantaging or treating unequally and unfairly a person or a group.
5. Further, discrimination can be direct or indirect. "Direct discrimination" may occur when an individual or group of individuals is/are disadvantaged because they share any of the abovementioned characteristics. "Indirect discrimination" may occur when there is a policy (including a selection rule or criterion) that applies equally to everyone but which disadvantages, without an objective justification, an individual or group of individuals who share any of the abovementioned characteristics.

### **Article 10 No Bullying**

1. "Bullying" is a distinctive pattern of repeatedly and deliberately harming and humiliating others. Bullying can involve making threats, spreading rumours, intimidation, attacking someone physically or verbally, demeaning someone, and excluding them from a group on purpose. It can take place face-to-face, online or offline.
2. "Cyberbullying" is bullying with the use of technology. It can take place on social media, messaging platforms, gaming platforms and mobile phones. It is repeated behaviour, aimed at scaring, angering, demeaning or shaming those who are targeted (UNICEF definition).

### **Article 11 No Psychological Harassment**

1. "Psychological harassment" or "mobbing" is defined as a series of negative or hostile behaviours, repeated frequently and systematically over an extended period of time, by which one or more individuals seek to isolate, marginalise or exclude another individual and gradually force them out of their workplace or educational programme.
2. Psychological harassment refers to a combination of acts that may appear harmless when considered individually but that have a harmful effect on the targeted person due to their repetitive nature over an extended period of time.
3. All unpleasant situations in the workplace or while attending an educational programme do not constitute acts of psychological harassment. In particular, the following, among others, are not considered acts of psychological harassment:
  - a. expressing criticism;
  - b. having a disagreement or a verbal argument;
  - c. discussing underperformance;
  - d. giving instructions in an unclear manner.

### **Article 12 No Sexual Harassment or Sexual Assaults**

1. "Sexual harassment" is defined as any behaviour of a sexual nature, or targeting a person's sexual orientation or gender identity, which is unwanted by such person and which violates their dignity.

2. Sexual harassment can take different forms, including verbal, non-verbal or physical acts. It may consist of a single act. Examples of the different levels of gravity of sexual harassment may include:
  - a. sexist jokes, remarks or comments about the sexual characteristics of a person;
  - b. displaying or disseminating pornographic material;
  - c. undesired physical contact;
  - d. sexual advances accompanied by promises of advantages or threats of retaliation;
  - e. stalking a person inside or outside the Geneva Graduate Institute's premises; and/or
  - f. sexual assault (see definition below), rape and attempted rape.
3. "Sexual assault" is a severe form of sexual harassment and is defined as any type of unwanted sexual act done by an individual to another violating their sexual integrity. Sexual assault encompasses a wide range of behaviours from unwanted kisses or touches to penetration and may be carried out using violence, threats or other types of physical or psychological control mechanisms towards a person that makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to.

#### **Article 13 No Threatening or Violent Behaviour**

1. "Threats" and "violence" are behaviours that generate a fear of being physically or psychologically assaulted or harmed.
2. Threats and violence can take different forms, including verbal and non-verbal insults, attacks, coercion and abuse.

#### **Article 14 No Retaliation**

1. The Geneva Graduate Institute may put in place appropriate measures of protection to all persons having reported, in good faith, acts perceived as problematic according to this Code of Conduct. No forms of retaliation against them will be tolerated.
2. "Retaliation" is a negative action taken against a person that can be shown to have been motivated by such person's reporting, in good faith, of conduct that may constitute a violation of this Code of Conduct or another internal policy or directive.

### **CHAPTER 4 ACTIONS AGAINST BREACHES OF THE CODE OF CONDUCT**

#### **Article 15 General principles**

1. Members of the Geneva Graduate Institute community are expected to adhere to these principles and to familiarise themselves with the internal regulations.
2. Concerned persons are encouraged to react in a timely manner in accordance with the modalities defined in the application guidelines.
3. If a complaint is filed according to the modalities described in the Implementation Guidelines of the Code of Conduct, the Geneva Graduate Institute is committed to conducting, through its internal or external bodies, a rapid, diligent, fair and impartial investigation into the allegations made.

4. Parties involved in an investigation shall cooperate fully, including by participating in interviews and producing any documents requested or otherwise relevant to the investigation.

## CHAPTER 5 SANCTIONS

### Article 16 General principles

1. If an allegation is upheld, the Institute has the authority to take sanctions against the perpetrator.
2. Sanctions under article 17 also apply to anyone who intentionally makes false accusations with the intention of harming and damaging others.

### Article 17 Catalogue of Sanctions

1. The sanctions, depending on the severity of the violation concerned, may consist of, without limitation of:
  - a. **For a student or a student auditor:**
    - Warning;
    - Suspension for one semester;
    - Exclusion.
  - b. **For a member of the teaching and research staff:**
    - Warning;
    - Formal reprimand, which will appear in the personal file and will be disclosed to the competent internal committee at the time of contract renewal or promotion procedure;
    - Dismissal with or without immediate effect.
  - c. **For a member of the administrative and technical staff:**
    - Warning;
    - Formal reprimand, which will appear in the personal file;
    - Dismissal with or without immediate effect.
  - d. **For a Foundation Board member**, sanctions are defined in the Foundation Board's regulations.
  - e. **For external contractors and all other individuals authorised to be on the Geneva Graduate Institute's premises for the purpose of studying and/or working**, sanctions are decided by the Director.
2. The civil and criminal law rights of the victim of a violation of the Code of Conduct remain unaffected by these sanctions.

## **CHAPTER 6 ENTRY INTO FORCE**

### **Article 18 Entry into force**

1. This Code of Conduct was adopted by the Foundation Board on 8 September 2022, after a positive préavis by the *Collège des enseignant·e·s*, and shall enter into force on 12 September 2022.
2. Any modification of this Code of Conduct must be approved by the Foundation Board, after a positive vote by the *Collège des enseignant·e·s*.

## **ANNEX 1 – USEFUL CONTACTS**

All Geneva Graduate Institute members are encouraged to approach one of the following internal or external bodies whenever they have a question, need assistance and/or wish to file a claim in relation to an alleged breach of this Code of Conduct:

### **Internal contact**

- *Seeking advice*  
**Advice & Support Team**  
**Email:** [conduct@graduateinstitute.ch](mailto:conduct@graduateinstitute.ch)

### **External contact**

- *Seeking advice*  
**Person of Trust**  
**Email:** [aurelie.defrancesco@personne-de-confiance.com](mailto:aurelie.defrancesco@personne-de-confiance.com)

## ANNEX 2 – LEGISLATION

**Important Notice:** The links provided below are for the official French versions as published by the Swiss federal government or the Geneva government. Unofficial English translations can be found online, including on the website of the Swiss federal government. However, unofficial translations are for guidance only and have no legal effect. The links provided are for guidance purposes only and the Geneva Graduate Institute undertakes no liability should the links fail to work or fail to access the correct and up-to-date version of the selected texts. Please make sure you are viewing the correct and up-to-date version. The references and links below are only a selection of legal sources. You are required to abide to all applicable laws and regulation regardless whether they are in the selection below.

### A) Swiss Federal Law

- 1) Federal Constitution of the Swiss Confederation, of 18 April 1999 ([www.fedlex.admin.ch/eli/cc/1999/404/fr](http://www.fedlex.admin.ch/eli/cc/1999/404/fr))
- 2) Swiss Civil Code, of 10 December 1907 ([www.fedlex.admin.ch/eli/cc/24/233\\_245\\_233/fr](http://www.fedlex.admin.ch/eli/cc/24/233_245_233/fr))
- 3) Swiss Code of Obligations, of 30 March 1911 ([www.fedlex.admin.ch/eli/cc/27/317\\_321\\_377/fr](http://www.fedlex.admin.ch/eli/cc/27/317_321_377/fr))
- 4) Swiss Penal Code, of 21 December 1937 ([www.fedlex.admin.ch/eli/cc/54/757\\_781\\_799/fr](http://www.fedlex.admin.ch/eli/cc/54/757_781_799/fr))
- 5) Criminal Procedure Code, of 5 October 2007 ([www.fedlex.admin.ch/eli/cc/2010/267/fr](http://www.fedlex.admin.ch/eli/cc/2010/267/fr))
- 6) Federal Act on Help for Crime Victims, of 23 March 2007 ([www.fedlex.admin.ch/eli/cc/2008/232/fr](http://www.fedlex.admin.ch/eli/cc/2008/232/fr))
- 7) Ordinance on Measures to Prevent and Combat Violence against Women and Domestic Violence, of 13 November 2019 ([www.fedlex.admin.ch/eli/cc/2019/672/fr](http://www.fedlex.admin.ch/eli/cc/2019/672/fr))

### B) Geneva Cantonal Law

- 1) Constitution of the Republic and Canton of Geneva, of 14 October 2012 ([silgeneve.ch/legis/data/rsg/rsg\\_a2\\_00.htm](http://silgeneve.ch/legis/data/rsg/rsg_a2_00.htm))
- 2) Geneva Penal Act, of 17 November 2006 ([silgeneve.ch/legis/data/rsg/rsg\\_e4\\_05.htm](http://silgeneve.ch/legis/data/rsg/rsg_e4_05.htm))