



CODE OF CONDUCT

ABOUT

The Pan Africa Conference on Illicit Financial Flows and Taxation (PAC) and the Africa Parliamentary Network on Illicit Financial Flows and Tax (APNIFFT) are annual convenings that bring together key stakeholders involved in efforts to curb illicit financial flows (IFFs) and enhance domestic resource mobilisation in Africa.

The platforms draw together actors from governments, civil society, international organisations, legislators, media, academia and national campaigners to take stock of the current state of play on the IFF agenda in Africa and progress made through global, regional and country-level initiatives. The conferences seek to act as platforms to articulate problems, propose solutions and explore opportunities for collaboration and common action.

PURPOSE¹

TJNA dedicates itself to providing safety, respect, and inclusion as a set standard for participants of their events.

TJNA events are governed by distinguished professionalism and ethical standards. All participants are expected to be guided by these qualities. Participants must respect and treat every contributing participant with integrity, whether that contribution is through attendance or involvement.

Collaborations at these events will be that of various experiences and opinions. Thus, comfortable participation must be observed for all participants, staff, and support staff.

Therefore, any interference, provocation, or harassment will not be accepted. TJNA addresses harassment related to, but not limited to, nationality, race, ethnicity, gender, gender identity and expression, sexual orientation, disability, physical characteristics, age, and religion.

APPLICABILITY²

The Code of Conduct is customary to all TJNA events, including conferences and symposia, meetings, assemblies, expert meetings, receptions and technical events, exhibits, workshops, side events and any other forum prearranged, presented, or supported wholly or partially by TJNA regardless of location as well as any event that takes place on TJNA grounds regardless of whether TJNA is arranging, presenting or supporting.

The Code of Conduct is relevant to every TJNA event participant. This includes individuals in attendance of or involvement in any TJNA event. Any other organizational body that is accountable for a TJNA event must agree to keep the Code of Conduct rules.

¹ Adapted from *UN Code of Conduct, To Prevent Harassment, Including Sexual Harassment at UN System Events (2019)*

² *ibid*



The Code of Conduct is not legally binding. It is merely complimentary to the upholding of related rules and laws, policies, and principles. This includes laws that standardize the grounds in which the TJNA event occurs and any other related host country agreements.

PROHIBITED CONDUCT³

Harassment is all inappropriate and unsolicited conduct that may be known to lead to the humiliation, discomfort, or offence of another person. Any other form of harassment, such as gender, gender identity and expression, sexual orientation, physical appearance, physical ability, nationality, ethnicity, race, age, political affiliation, religion, or any other reason is not tolerated at TJNA events.

Sexual harassment is a unique type of prohibited conduct. Sexual harassment is any unsolicited conduct of a sexual character that may be predicted to cause degradation or offense. Sexual harassment can be nonverbal, verbal, or physical. This includes written and electronic communication and can take place between different genders or between the same gender.

Harassment and sexual harassment are especially pressing, when committed against children (persons under the age of 18) or other individuals in a position of vulnerability.

Examples of sexual harassment include, but are not limited to:

- Making offensive or belittling remarks about someone's gender identity or sexual orientation.
- Name calling or foul language with a sexual/gender association.
- Making sexual remarks about clothing, physique, and appearance.
- Rating another individual's sexuality.
- Asking a person for sex or asking for dates incessantly.
- Staring in a sexually perverted approach.
- Unsolicited touching, together with patting, poking, or pinching.
- Intentionally brushing up against a person or rubbing a person.
- Making sexually suggestive indications or signals, such as pelvic thrusts.
- Sharing sexual or lustful jokes or narrations.
- Sending sexually driven communications in any presentation.
- Distributing sexually inappropriate videos or images in any presentation.
- Attempted or successful sexual assault, such as rape.

³ *ibid*



COMPLAINT PROCESS⁴

An attendee who feels that they have been harassed at a TJNA event can report the matter, using the "Guide to Communications" below. Similarly, a participant who witnesses such harassment is advised to make a report.

Examples of appropriate action may include, but are not limited to:

- Requesting the perpetrator to stop his/her insulting behavior with immediate effect.
- Suspending or dismissing the perpetrators access to the TJNA event and/or barring the perpetrator from registering at future TJNA event.
- Assigning the grievance over the accused harasser to an investigative authority or jurisdictional disciplinary body.
- Handing over a report to the employer or jurisdictional body over the accused harasser for correct proceeding action.
- The alleged victim of harassment may seek assistance from other legally authoritative agencies, such as the police.
- A participant should not intentionally make a misleading claim or false dispute about prohibited conduct.

PROHIBITION OF RETALIATION⁵

Threats, intimidation, or any related manners of revengeful retribution against a participant who opened a dispute or provided evidence supporting a complaint are banned. TJNA or any other agency accountable for a TJNA event will take the reasonable steps required towards preventing and responding to retaliation in alignment with the relevant rules, regulations, and guidelines.

This Code of Conduct pertains to events, side events, and forum-related social gatherings like parties, meet-ups at bars or restaurants, and hotel visits. It also includes conduct during the forum on online platforms. The Code of Conduct strives to establish a community unburdened from discrimination, intimidation, or hostility by endorsing decent behaviour, dignity, and respect among participants and attendees.

1. Guide to Communication

TJNA in collaboration with other partners, will be hosting PAC and APNIFFT from 27 – 30 Sept 2022 in Lusaka, Zambia. The conferences seek to provide a forum for policy actors to discuss issues and challenges regarding the preparedness of African countries to cope with the taxation of new business models and evolving technological changes in the financial sector and to develop the policy options for Africa in the ongoing international negotiations to reform the outdated international tax system.

⁴ *ibid*

⁵ *ibid*



We encourage all participants to approach the conference with open and positive attitudes and to engage constructively, and exercise empathy at all times. The following are the proposed communication guidelines:

- Be an active listener and be patient with participants who may be speaking in their second language.
- Speak clearly and at a moderate pace.
- Avoid jargon and recognise that participants will not use the same terms and may not be familiar with some acronyms.
- Address ideas. Do not attack the contributor's person.
- Disagreements will occur, and it is okay to walk away from a conversation that isn't fruitful or is becoming tense.
- If you are not convinced by or hold a strong position against a solution and/or intervention by someone else, explain why, and propose an alternative.
- Remember that any group identity is complex, and members are not homogenous.

2. Unacceptable Behavior

Words and actions that constitute unacceptable behaviour may occur online or in person. Examples of unacceptable behaviours include but are not limited to:

- Verbal comments that reinforce oppression and stereotypes related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, ethnicity, age or religion (or lack thereof)
- Imitating or mocking accents or giving unsolicited corrections to grammatical errors
- Verbal threats or demands
- Sexualised images
- Intimidation and victimisation
- Stalking
- Disruption of sessions or events
- Unwelcome physical contact or sexual attention and any action perceived as 'unwelcome' will be considered harassment without taking into account the expressed 'intention' of the perpetrator
- Drugging food or drink
- Violating the Forum privacy policy in order to attract negative attention to a participant
- Enlisting the help of others, whether in person or online, in order to target a participant
- Threats of violence or incitement of violence
- Advocating for or encouraging any of the above behavior.



3. Reporting Violations

Should a participant feel harassed, notice the harassment of another participant or have suspicions or concerns around the same, they can reach out to organisers in confidence through the following means:

a) Locate a member of the PAC organising team on-site. The PAC organising team can be identified by (red) lanyards and tags that they will wear throughout the Conference. There will be at least one member of the team at the information desk by the front entrance throughout the Conference.

- By sending an email directly to pac.coordinator@taxjusticeafrica.net
- By calling or texting any member of the incident response team below.
- All reports will be treated with utmost confidentiality.
- Participants will not be requested to take action that may compromise their safety. Where necessary, the event organizing team will swiftly engage venue security or local law enforcement, or otherwise assist in maintaining order and guarantee safety of the participants for the duration of the Conference.

4. Incident Response Team

The following individuals form TJNA Secretariat team will act as the Code of Conduct Incident Response Team.

- Mercy Karimi - +254 724 887639
- Xavier Ndalila - +254 715 332255
- Natalie Kaunda - +260 97 7557121

5. Privacy Policy

In recognizing the need for the promotion and protection of rights to privacy and freedom of expression of participants, the following rules must be adhered to:

- Participants must wear their name tags at all times inside the Conference venue.
- Do not tweet, post, or publish information about participants in a way that suggests stalking, offensive communication or bullying.
- Pictures, audio and/or video recordings of the Forum cannot be used for commercial purposes.

Signature of Participant

Date: