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## CODE OF CONDUCT

*This also applies to WFSA (UK), Registered Charity Number 1166545*

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### 1. Introduction

Our employees and volunteers play an integral role in ensuring that the World Federation of Societies of Anaesthesiologists (WFSA) remains true to its values and remains a respected and credible organisation. This Code sets out the standards and expectations for professional ethics and integrity when acting as a representative of the WFSA. These in turn, support our vision, mission, and values. This Code of Conduct provides an overarching framework for all of our policies and procedures that guide conduct and behaviour.

### 2. Scope

This Code of Conduct must be agreed to and signed by all employees, volunteers (including Board, Council and Committee members along with others who give their time freely to

advance the mission and vision of the WFSA) and other associated personnel and consultants, including interns, scholars and fellows, agency staff, and anyone from a Member Society, partner organisation or institution who is involved in the WFSA's work or working on behalf of the WFSA.

Failure to comply with this Code of Conduct, or with any WFSA policies or employment / placement terms and conditions may result in disciplinary action being taken.

### **3. Vision, Mission and Values of the WFSA**

**Vision:** Universal access to safe anaesthesia.

**Mission:** To unite and empower anaesthesiologists around the world to improve patient care.

**Shared Values:** The Shared Values bond our Member Societies as the World Federation of Societies of Anaesthesiologists. They guarantee the continuity of the Federation and its work.

- **Respect**
- **Unity**
- **Universality**
- **Safety**
- **Collaboration**
- **Equity**
- **Diversity & inclusion**

***Please consult our [website \(www.wfsahq.org\)](http://www.wfsahq.org) to view our constitutional documents and for further information on our organisational structure, our work and our approach.***

### **4. Professional Ethics and Integrity**

It is expected that all employees, volunteers, and associated personnel outlined in Section 1 will:

- Establish, maintain, and develop relationships based on trust and respect;
- Exhibit and display professional and personal integrity and honesty at all times;
- Demonstrate respect for the customs, practices, culture, and personal beliefs of others;
- Promote and adhere to our policies and practices that promote equality of opportunity, diversity and social inclusion and support human rights. Any breach is considered a disciplinary offence and appropriate action will be taken;
- Comply with our data protection and confidentiality requirements. Any breach is considered a disciplinary offence and appropriate action will be taken;
- Support others who suspect unlawful or unethical conduct or behaviour;
- Promptly report any concerns about bribery, corruption, or any other unethical behaviour;
- Promptly report security or safety concerns, including concerns pertaining to safeguarding.

### **5. Acting as a Representative of the WFSA**

It is expected that all employees, volunteers and associated personnel outlined in Section 1 will:

- Always act in a way that supports and upholds the reputation of the WFSA and behave as role models to others;
- Be mindful of their responsibilities as professional people towards the wider community;
- Comply with prevailing laws of the country they are in and not encourage, assist, or collude with others who may be engaged in unlawful conduct;
- Display a neutral, non-partisan attitude and approach towards political matters during their work for the WFSA;
- Ensure they hold the correct visa and right to work in the country in compliance with national laws;
- Honour the laws of the country or countries in which they work and behave in a culturally appropriate manner as outlined in this Code of Conduct.

## **6. Safeguarding**

It is expected that all employees, volunteers and associated personnel outlined in Section 1 will abide by the WFSA's Safeguarding Policy. This includes:

- Not to harm children, young people, vulnerable adults, or anyone they come into contact with during the course of their engagement with the WFSA, through action or omission;
- Not to expose others either directly or indirectly to the risks of stigma, discrimination, marginalisation, neglect, harm, or abuse;
- Not purchase or coerce sex acts;
- Not engage in sexual relationships with beneficiaries of assistance since they are often based on inherently unequal power dynamics;
- Work in accordance with health, safety and security guidelines and avoid behaviour that creates unnecessary risk to themselves or others.

It is expected that all employees, volunteers and associated personnel outlined in Section 1, will:

- Read, understand, and adhere to the WFSA's Safeguarding Policy, Code of Conduct, Data Protection Policy, Diversity, Equity and Inclusion Policy and Conflict of Interests Policy;
- Strive to promote a zero-tolerance approach to discrimination, sexual harassment, and abuse in all forms and in all working environments;
- Strive to develop relationships with all stakeholders that are based on equality, trust, respect, and honesty;
- Place the health, safety, wellbeing and welfare of children and vulnerable people above all other considerations;
- Report to WFSA's designated Safeguarding Officer any concerns they may have about the welfare of a child or vulnerable person;
- Report to WFSA's designated Safeguarding Officer any concerns they may have about the behaviour of a WFSA representative or a member of a WFSA Partner in relation to safeguarding.

It is expected that all employees, volunteers and associated personnel outlined in Section 1, will not:

- Sexually harass, assault, or abuse another person;
- Physically harass, assault, or abuse another person;
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, stigmatise, belittle, or degrade;

- Condone, or participate in behaviour, which is abusive, discriminatory, illegal, or unsafe;
- Develop, encourage, or fail to take action of relationships with children or other vulnerable people that could in any way be deemed sexual, exploitative, or abusive;
- Act in ways that may be violent, inappropriate, or sexually provocative.

## **7. Conflict of Interest**

In the course of their work, it is essential that our employees, volunteers, and associated personnel as outlined in section 1, avoid any suggestion of bias or favouritism in any of their dealings with partners, primary actors, service providers, suppliers, or other employees, volunteers, and stakeholders. Conflicts could include, but are not limited to:

- Interests of immediate relatives and extended relatives, friends, acquaintances, and business associates;
- Any work paid or unpaid, outside the WFSA;
- Relationships with service providers and suppliers, other employees, or candidates for employment with the WFSA.

Please seek the guidance of the WFSA CEO or Board if you have any doubts or concerns about a possible conflict of interest.

## **8. Offers of Gifts and Inducements**

Any money, gift or favour received by employees, volunteers or associated personnel as outlined in Section 1, from a person or organisation holding or seeking to obtain a contract from the WFSA will be assessed carefully. While a common-sense approach will be adopted in relation to meals, conference registrations etc, offers of money, gifts or favours may be deemed by the WFSA to have been received corruptly unless the employee or volunteer can prove the contrary. The WFSA expects all staff and volunteers where necessary to abide by local legislation to ensure transparency and ethical practice. Any breach of this policy will be treated as a serious disciplinary matter and/or a criminal offence.

## **9. Relationship Conflicts**

Where a personal relationship exists, has existed or develops between employees or volunteers where one party has a management or supervisory responsibility over the other, the existence or former existence of the relationship should be disclosed to the relevant senior manager.

Managers who have, or have had, a personal relationship with an employee or volunteer should not be involved in any recruitment, selection, performance review, promotion or other processes which could be perceived to give unfair advantage or disadvantage to the other person with whom they have or have had such a relationship. It is the responsibility of employees and volunteers involved in recruitment and selection to declare any relationship.

## **10. Duty to Report**

- Report immediately any breaches of this Code to a line manager, either through the established reporting mechanisms or, if not appropriate, to another senior member of staff. With regard to safeguarding, incidents should be reported to the Safeguarding Officer

(currently Amelia Crowther) and/or the Senior Safeguarding Officer (currently Professor Daniela Filipescu) via the channels outlined in the WFSA's Safeguarding Policy;

- All suspected breaches of the Code will be investigated in line with the appropriate policy. Where it is found that there has been a breach of the Code of Conduct there will be a disciplinary or status review process.

## 11. AGREEMENT

**I have read and understood the WFSA's Code of Conduct**

**I am aware of the WFSA's values and its zero-tolerance towards all forms of abuse and discrimination.**

**My signature below indicates that I will abide by this code of conduct and agree to conduct myself appropriately as a representative of the WFSA.**

**My signature below also indicates that I will abide by and comply with the content of the following WFSA policies and recognise that these may be updated or amended at any time by WFSA.**

Health and Safety, Safeguarding, Data Protection, Diversity, equity and inclusion, Conflict of Interests, GDPR, Website Privacy, Risk Management, Volunteering, Finance Policy and Procedures, Contract signing, Ethical fundraising, New supplier and procurement, Recruitment and selection, Representation, Travel and Expenses, Anti-bribery and Reserves.

Name:	Signature:
Role:	
Date:	