



**CODE OF CONDUCT**

International Women's Federation of Commerce and Industry  
(IWFCI) - Mongolia Chapter

[DATE OF APPROVAL: 09/05/2024]

## CODE OF CONDUCT

All IWFCI Mongolia's personnel must uphold the highest standards of professional and personal conduct. At all times, all personnel must treat the local population with respect and dignity.

**Introduction:** The International Women's Federation of Commerce and Industry (IWFCI) - Mongolia Chapter is committed to promoting gender equality, women's empowerment, and ethical business practices in the Mongolian business community. This Code of Conduct describes, in very practical and clear terms, the minimum standards of our guiding principles and expectations for all members, personnels, partners, stakeholders and third parties as a guide when making decisions and taking actions. At all times, all personnel must treat the local population with respect and dignity.

While all forms of violence are forbidden, this code of conduct is particularly concerned with the prevention and reporting of sexual harassment, child labor, forced and trafficked labor, which constitutes gross misconduct, are grounds for termination or other consequences related to employment and partnership status.

### **Definitions:**

*Human trafficking* as an illegal act of recruitment, transportation, concealment, harboring and receipt of a person, by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, the abuse of power or a position of vulnerability or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation through forced prostitution, other forms of sexual exploitation and violence, slavery or practices similar to slavery, illegally forced labor or the removal of human organs (Article 3.1.1 of the Mongolian Law on Combating Human Trafficking, 2012).

*Forced labor* means knowingly providing or obtaining the labor or services of a person:

1. By threats of serious harm to, or physical restraint against, that person or another person;
2. By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
3. By means of the abuse or threatened abuse of law or the legal process.

*Sexual exploitation* is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

*Sexual abuse* means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

### **Prohibited Conduct:**

- Any act of SEA, or other form of sexually humiliating, degrading or exploitative behavior;

- Sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally or in my home country. Mistaken belief as to the age of the child is no excuse;
- Sexual activity with anyone including sexual favors or other forms of humiliating, degrading or exploitative behavior, in exchange for money, food, employment, goods (including programme supplies) or services. This includes any exchange of assistance that is due to beneficiaries of assistance. Additionally, this also applies to any sexual activity with prostitutes, whether or not prostitution is legal in my country or the host country;
- Sexual activity that is forced upon another individual;
- Use of a child or adult to procure sexual activities for others;
- Engaging in any act of recruitment, transportation, concealment, harboring and receipt of a trafficked person;
- Engaging in any act of the use of forced labor and child labor;
- Sexual abuse and assault, or any sexual act committed using coercion or without consent are criminal offences and should be dealt in accordance with relevant laws of Mongolia.

**1. Respect and Inclusivity:** We value diversity and inclusivity. All members, partners, stakeholders and third parties are expected to treat each other with respect, regardless of gender, race, ethnicity, religion, age, disability, or other characteristics.

I will strictly comply with all of the provisions of the ST/SGB/2003/13.

**2. Gender Equality:** We are dedicated to advancing gender equality in the workplace and society. We support and promote women's leadership and economic empowerment.

**3. Ethical Business Practices:** All members are expected to adhere to high ethical standards in their business dealings, including honesty, transparency, and fair competition.

**4. Conflicts of Interest:** The way we conduct ourselves in our business dealings impacts the trust we maintain with stakeholders. All members are expected to make business decisions based on the best interests of (IWFCI) - Mongolia Chapter and not for personal gain or benefit.

**5. Non-Discrimination:** Discrimination, harassment, and any form of unfair treatment based on gender or any other characteristic will not be tolerated within our organization.

**6. Environmental responsibility:** We committed to demonstrating that it is an environmentally responsible Organization by actively considering the consequences of decisions, policies, and actions on ecosystems and the people who depend on them and striving where possible to enhance the wellbeing of people and ecosystems and to minimize negative consequences.

**7. Confidentiality:** Members must respect and protect confidential data and sensitive information obtained from, or relating to clients or third parties, as well as personal data and information shared within the organization and refrain from disclosing it without applicable laws and proper authorization.

**8. Compliance with Laws and Regulations:** We expect all members to comply with the local laws, regulations and rules in each of the countries where we operate and uphold the highest legal and ethical standards.

**9. Collaboration and Support:** We encourage collaboration and support among our members to foster a strong network and promote the professional development of women in business.

**10. Accountability:** Members are accountable for their actions and should take responsibility for their contributions to the organization's purposes.

**11. Reporting Violations:** If any member becomes aware of a violation of this Code of Conduct, they should report it promptly to the designated authority within IWFCI Mongolia Chapter. Any SEA will be considered as serious misconduct. Allegations of SEA will be investigated and may lead to disciplinary measures, including termination, and referral for prosecution.

**12. Continuous Improvement:** We are committed to continuously improving our organization and its impact on gender equality and women's empowerment.

**13. Sexual exploitation and abuse:** SEA are acts of unacceptable behavior and prohibited conduct for all IWFCI Mongolia's personnel. SEA damages the integrity and image of IWFCI Mongolia and erodes confidence and trust in the organization.

I acknowledge that it is strictly prohibited for all IWFCI Mongolia's personnel to engage in:

- Any act of SEA, or other form of sexually humiliating, degrading or exploitative behavior;
- Sexual activity with children (persons under the age of 18) regardless of the age of majority or age of consent locally or in my home country. Mistaken belief as to the age of the child is no excuse;
- Sexual activity with anyone including sexual favors or other forms of humiliating, degrading or exploitative behavior, in exchange for money, food, employment, goods (including programme supplies) or services. This includes any exchange of assistance that is due to beneficiaries of assistance. Additionally, this also applies to any sexual activity with prostitutes, whether or not prostitution is legal in my country or the host country;
- Sexual activity that is forced upon another individual; and
- Use of a child or adult to procure sexual activities for others.

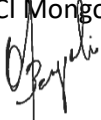
All IWFCI Mongolia's personnel must contribute to an environment that prevents SEA. IWFCI Mongolia's personnel are obligated to report allegations of SEA through the established reporting mechanisms.

Any SEA will be considered as serious misconduct. Allegations of SEA will be investigated and may lead to disciplinary measures, including termination, and referral for prosecution.

**Conclusion:** By adhering to this Code of Conduct, members, partners, stakeholders and third parties of IWFCI - Mongolia Chapter contribute to the growth and success of our organization and further the cause of gender equality and women's empowerment in Mongolia.

Date of Adoption: May 9, 2024

IWFCI Mongolia Chapter President



**O.BAIGALI**