

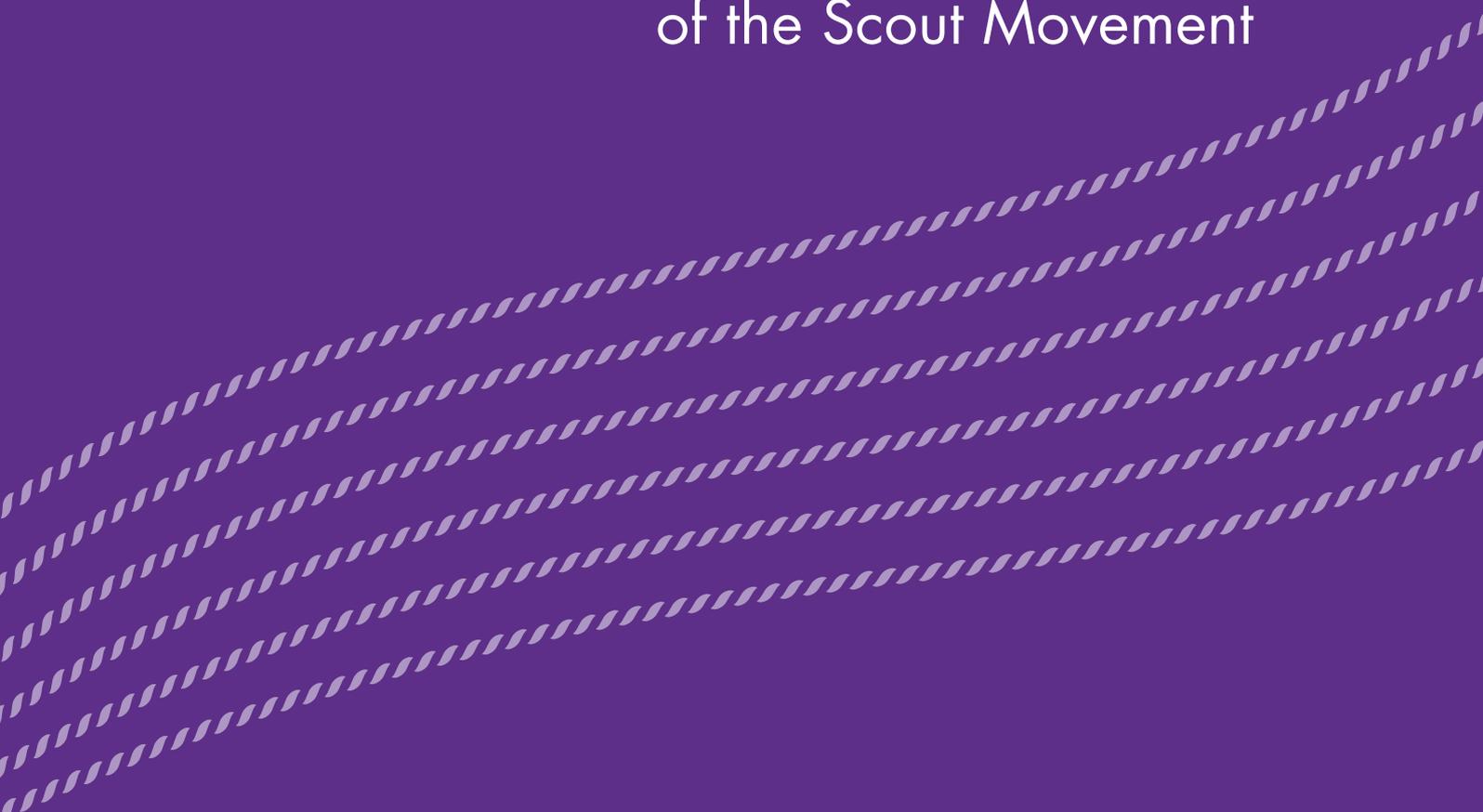


SCOUTS[®]
Creating a Better World



Code of Conduct

World Organization of the Scout Movement





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Management
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Version: 27 February 2019

PREAMBLE

Scope

The Code of Conduct of the World Organization of the Scout Movement (Code) applies to all individuals appointed or elected on the World, Regional, or Zonal level of the World Organization of the Scout Movement (WOSM), as well as World Scout Bureau (WSB) employees. We refer to members of each of these groups collectively as the "WOSM Team."

Description

The Code is based on the Scout values contained in the Scout Promise and Law. As such, the Code acts as guidelines on how members of the WOSM Team are expected to behave with other Scouts, and also when attending non-Scouting events and representing WOSM. We want to promote an environment where our behaviour is guided by Scouting values and everyone feels safe and respected. This Code will help us prevent unwanted behaviours and also allow us to take action if they occur. As Scouts, we want to build a better world where people are self-fulfilled and play a constructive role in society. Our actions as volunteers and employees in our everyday life should promote our Scouting values and our mission. This document is to help clarify, in concrete terms, what is expected of each member of the WOSM Team.

Summary

All WOSM Team members should consider their actions and ask for guidance when in doubt about certain conduct or situation.

If there is doubt, then the member should not do it. Considering these questions may assist:

- Is it in line with the Code?
- Is it legal and ethical?
- Does it reflect well on me and on WOSM?
- Would I be happy if it appeared as a headline on social media or news media outlets?

All WOSM Team members are responsible for upholding the Code as well as Scouting values, and creating a safe environment for Scouting.

Key Documents

- Terms of Reference of the Ethics Committee
- World Safe from Harm Policy
- Diversity and Inclusion in Scouting
- WOSM Complaints Policy
- Code of Conduct for Bidders for World Scout Events
- Peace and Human Rights Education in Scouting
- World Scout Bureau Employee Handbook
- World Adults in Scouting Policy
- The Essential Characteristics of Scouting
- SCOUTS Brand Manual

Date of Effectiveness

The Code becomes effective from 27 February 2019 onwards, following the issuance of the ScoutPak containing the latest version of this Code.

Applicability

This Code shall apply to any conduct in relation to any work or any events in Scouting at the World, Regional or Zonal levels.

No individual shall be sanctioned for breaching this Code on account of an act or omission which would not have contravened the Code applicable at the time it was committed. No individual may be subjected to a sanction greater than the maximum sanction applicable at the time the conduct occurred.

Non-exhaustiveness

In the event that any breach not stated or provided for in the Code materialises, disciplinary action may be taken against any action that is contrary to the Code, the Scout Law, or the Scout Promise as laid down in Article II.2 of the WOSM Constitution.

Limitation Period

WOSM reserves the right to follow up on any breach to the Code at any time, and the decision will be the responsibility of the Ethics Committee.

Making a Complaint

Complaints should be addressed to the World Scout Bureau at complaints@scout.org or by post or by hand to the World Scout Bureau at Rue Henri-Christiné 5, P.O. Box 91, 1205 Genève, Switzerland. The designated WSB employees receiving complaints will respond to the complainant within three business days, acknowledging receipt of the complaint and will thereafter provide administrative support for the investigation process, keeping the complainant updated at regular intervals. Kindly refer to the WOSM Complaints Policy for details.

Severability

Regardless of any of the elements described in this Code, WOSM shall adhere to and abide by the law of the land in which the breach occurred. The law of the land shall prevail in a situation involving a conflict between a provision of the Code and the relevant law.

Amendment

The Ethics Committee may propose amendments to this Code to the World Scout Committee (WSC) for approval.

GENERAL PROVISIONS

1. Individual Member's Actions in Relation to Others

- 1.1. The Scout Movement depends upon the participation of all its members. As Scouts, we should take all steps to make the Scout Movement open and accessible to all by encouraging the active involvement of all members at all levels. In particular, as members of the movement, we must take steps to **promote and respect diversity and inclusion** in the movement, especially with members who are part of groups normally excluded or marginalised from decision-making. Adults and young people in Scouting should experience Scouting events as a safe space, where they can trust that they and their ideas are respected, and that our Scouting values are promoted.
- 1.2. A Scout is a friend to all. As Scouts, we celebrate diversity and honour our differences. Discrimination is against what Scouting stands for, recognising that every individual has the right to **not be subjected to discrimination**. A Scout should treat everyone equally irrespective of their gender, age, race, ethnicity, religious beliefs, socio economic background, disabilities, sexual orientation, gender expression, or any other basis of discrimination, abstaining from any direct or indirect discrimination as well as any form of harassment. This means that we proactively create an inclusive and respectful environment that is safe for all, at formal and informal parts of any Scout event or external events where we are representing the movement. It also means that we refrain from using demeaning or abusive language towards others or making inappropriate remarks based on discriminative grounds that could make someone uncomfortable or discriminated against.

1.3. Abuse, harassment, and violence are unacceptable within Scouting. Scouting must be free from any form of violence or abuse as such freedom is the right of every individual. Behaviours such as sexual and physical assault or threats, verbal abuse, and gestures (including sexist, racist and homophobic language) will not be tolerated. A commitment to protect children and young people is a responsibility shared by every individual involved in the Scout Movement, as such we are committed to address and prevent practices that harm them (refer to the World Safe From Harm Policy). This includes **physical, psychological, and emotional abuse**. Engaging in sexual relations with a young person to whom a duty of care is owed or getting closer to them to form a relationship (grooming) are unacceptable behaviours from adults involved in Scouting. Additional duty of care is owed to young persons under the age of consent. All adults are required to report any suspicion or all known events or acts of abuse towards young people immediately to the designated person of the particular WOSM Team and to the WSB, so that WOSM's internal processes can be initiated and the statutory process of the country where the incident occurs can be followed to help address and mitigate abusive behaviour.

1.4. Positive Consent. We recognise that consenting individuals can and do have intimate relations in the context of Scout events, and as Scouts, respect for others should be central. We respect other people's personal boundaries. It is the responsibility of each and everyone to seek and receive positive consent before engaging physically. If we doubt the appropriateness of a physical encounter, we should ask. We must not engage in any sexual activities without the explicit and informed consent of the other persons involved at every step. How we communicate about sexual activities will be different for each person depending on their culture, background, and personal boundary. Respecting the person is absolutely necessary. If the other person does not say "no" (or says nothing), it does not mean that it is okay to continue. It is essential to get clear consent and agreement from the other person involved. If you have doubts about what the other person wants, ask them. If you are unsure, then you must stop.

2. Actions in Relation to Youths

- 2.1. As Scouting exists to support the positive development of all youths, the responsibility of **ensuring the safety** of our children and young people is a priority for all WOSM Team members. Therefore, over and above the expectations laid out in Chapter 1 in respect of interactions with others, there is an additional, higher, standard of care required for all youth members.
- 2.2. This priority must be implemented in **all aspects** of the implementation of any activity run under the branding of WOSM or under the control of a WOSM Team member, or any action taken by WOSM Team members in their Scouting Roles to ensure a safe, healthy, and positive environment for young people.
- 2.3. As defined in the World Safe from Harm Policy, it is the responsibility of every WOSM Team member to ensure the safeguarding and promotion of the welfare of children and young people, which includes but is not limited to:
 - protecting children and young people from **all forms of abuse**
 - preventing the impairment of a young person's **health or development**
 - ensuring that Scouting is providing children and young people with a **healthy environment** in which they can grow and develop
 - taking action to promote the **safety** of children and young people in all possible situations
- 2.4. Any action, or inaction, by a WOSM Team member that either violates these responsibilities or enables another party to do so will be subject to **disciplinary action** under this code.
- 2.5. In the event of any serious allegation of such a breach by a WOSM Team member involving a youth member, **immediate steps must be taken**, which may include referring to the legal authorities, to ensure that the respondent is prevented from any further access to youth members while the allegation is investigated.
- 2.6. Where the violation is over and above any breach of this Code of Conduct and is also a violation of the law in the location where the breach takes place, WOSM will **cooperate fully with the relevant authorities**.

3. Actions in Relation to the Organisation

3.1. Commitment to Regulatory Compliance

Scouting is a worldwide movement. As such, Scouting activities take place in different countries and jurisdictions. Through its educational methods, Scouting creates positive social change, with the aim to leave this world a better place. All WOSM Team members are committed to **comply with all applicable laws and regulations** of the country in which the event occurs.

3.2. Respecting Democratic Processes

WOSM adheres to the values of democracy, mutual respect, understanding, peace, and equality. It values the active participation of its members, especially youth members, in the decision-making process. WOSM members shall abstain from practices that interfere with democratic decision-making such as **collusion, bribery (or any other forms of corruption), and blackmail**.

3.3. Defined Roles

WOSM Team members respect the relevant decisions of Regional/World Scout Committees and Regional/World Scout Conferences and have **clearly defined Terms of References** under which they operate.

3.4. Corruption

WOSM Team members must comply with all relevant **anti-corruption laws** of the country and adhere to the relevant **international standards**. Corrupt activities are not only a violation of this code, but can also result in serious violations of anti-corruption laws and criminal liability. WOSM Team members are obliged to immediately report any potential or actual, passive (receiving), or active (giving) corrupt activities to the Ethics Committee.

3.5. Intellectual Property

WOSM Team members will **protect WOSM's brand** (refer to SCOUTS Brand Manual) and alert the designated WSB employees of any potential violations to the WOSM branding. WOSM Team members will protect and report to the WSB any violation (including potential violations) of WOSM's intellectual property rights, which WOSM holds on its processes and materials to protect WOSM from financial and reputational damage. WOSM's brand, processes, and materials shall only be used in a Scouting context. WOSM materials must not be used for personal financial gain.

3.6. Elections

Elections shall be free, fair, and open. WOSM Team Members shall abstain from actions that directly or indirectly affect the outcome of elections while acting in an official WOSM capacity. Candidates for election who hold an office or appointment in any capacity as part of the WOSM Team shall not make use of such office to further their own campaign. Candidates as members of the WOSM Team shall be treated with the same respect as given to all other members.

3.7. Bidding (refer to the Code of Conduct for Bidders for World Scout Events)

All bidders of World Scout Events must **comply with the Code of Conduct** in effect for the respective bidding process.

3.7.1. The Code of Conduct for the bidding of World Scout Events promotes an **honest, transparent and fair procedure** for all NSOs considering bidding for World Scout Events.

3.7.2. The Code of Conduct for the bidding of World Scout Events ensures **equal conditions and opportunities** for all NSOs in relation to bids for World Scout Events.

3.7.3. 3.7.3 Members of the WOSM Team shall refrain from any action that will **directly or indirectly effect** the process or outcome of bidding.

3.8. Voluntary Element of Scouting – Conflict of Interest

Within WOSM, any potential for conflict of interest must be **recognised and disclosed**, and appropriate steps taken to **prevent and mitigate influence or favouritism**. The reputation and credibility of WOSM rests on its ability to make fair, objective, and impartial decisions in accordance with carefully defined criteria. Consequently, it is essential to avoid situations where a conflict of interest may influence, or appear to influence the decision-making process.

A conflict of interest arises when one's personal, professional, or political activities and relationships interfere, or appear to interfere, with one's ability to act or make decisions in the best interest of WOSM.

- 3.8.1. Conflicts of interest are common in voluntary, public, and commercial dealings. Having a conflict of interest does not mean that a WOSM Team member has done something wrong or that he or she must always stand down from involvement in that decision. However, the WOSM Team member needs to **act with prudence** to prevent conflicts of interest from interfering with the WOSM Team member's ability to make a decision in the best interests of WOSM.
- 3.8.2. Especially considering gifts, WOSM members must ensure that an outside party could not interpret any gift as an attempt to improperly influence a decision or gain an improper advantage. **All gifts are to be symbolic** and reflect the Scouting spirit.
- 3.8.3. For further guidance, refer to the Conflict of Interest Policy of the World Scout Committee.

3.9. Non-political

As an educational movement, Scouting is non-political. WOSM acknowledges the right of its members to partake in political activities in their personal and professional capacities. However, WOSM is **political party neutral** and does not make political party endorsements or contributions. WOSM Team members must make it clear that any personal political activity reflects their individual beliefs and not those of WOSM. WOSM Team members shall, to the best of their ability, ensure that WOSM decision-making and its events are free of party political interference. For further guidance, refer to The Essential Characteristics of Scouting.

3.10. Confidentiality

As an essential part of their responsibilities to WOSM, WOSM Team members often have access to information, some of which is confidential. Members of WOSM must **protect the privacy and security of private data** entrusted to WOSM. WOSM collects and uses personal information only for lawful purposes and complies with the applicable laws when transferring personal information across international borders. The obligation to respect confidentiality survives the completion or termination of member's role within WOSM. WOSM Team members will also comply with the relevant data protection and data privacy laws of any applicable local, national, or cross-border jurisdictions.

3.11. Reputation

WOSM Team members are ambassadors and representatives of WOSM as a whole. All WOSM Team members need to be aware that their actions can jeopardise **WOSM's mission and reputation**. WOSM Team members shall avoid engaging in activities in their personal or professional capacity that may bring WOSM into disrepute.

4. Finance and Trust

WOSM relies on various financial sources to fund its activities for the benefit of World Scouting and to serve its members. Such **funds are managed and safeguarded** by WOSM Team members with honesty, integrity, and prudence to protect the trust and confidence of all WOSM members and affiliates. Therefore, the proper management and handling of WOSM funds are paramount to preserving WOSM's reputation and for WOSM to continually deliver good Scouting to all its members.

4.1. Management and Handling of WOSM Funds

All WOSM Team members, who are entrusted with handling of WOSM funds, are held to a **high standard of care** and must adhere to the applicable national and international laws and regulations, as well as WOSM's financial policies, rules, and procedures.

4.2. Internal Control System

WOSM maintains an **Internal Control System** to ensure money handling and payment procedures are being followed. Any interference with the Internal Control System that is not part of the authorised review process is a material breach and is a basis for further investigation.

4.3. Legitimate Funds and Partnerships

WOSM Team Members conduct Scouting by using **legitimate funds** and by seeking out **reputable partners or donors**, whose collaboration and services can best contribute to Scouting's purpose and represent its principles.

4.4. Financial Crime and Fraudulent Behavior

Financial crime may include but is not limited to **fraud, theft, scams, bribery, embezzlement, money laundering, forgery, and terrorism financing.**

4.4.1. All types of **financial crime and fraud** against WOSM, which is defined as any misappropriation of money, equipment, or other tangible or intangible property belonging to WOSM, **is not tolerated** and has no place in Scouting.

4.4.2. WOSM Team members must formally **report** signs of potential financial crime or fraudulent behaviour at the earliest detection. Information in such reports will be kept confidential to the extent that such confidentiality does not conflict with legal obligations to disclose to the relevant authorities.

4.4.3. Upon reasonable suspicion that a financial crime has been committed, the WSB will **adhere to legal obligations** to report details of such financial crime to the relevant authorities for further criminal investigation, and may take further action against perpetrators to protect the interests of WOSM.

5. Duty to Report and Assist

5.1. Failure to Report is a Disciplinary Breach

WOSM Team members have the responsibility to promote high ethical standards. If the WOSM Team observe, in good faith, any violation or potential violation of this Code, WOSM Team members must take action and report the issue to complaints@scout.org. This is the only way we can prevent breaches of this Code and protect WOSM's reputation.

5.2. Protecting Whistleblowing

WOSM does not tolerate any form of retaliation against individuals who report violations of this Code in good faith – reporting in good faith means providing all the information you know and believe to be true. Retaliation includes any adverse action taken against an individual who reports violations or acts of misconduct.

6. Sanctions

Sanctions are meant to be corrective actions and may be imposed by the WSB upon approval of the WSC to address any and all complaints and vexatious complaints as defined in Articles 2.1 and 2.3 of the WOSM Complaints Policy. The Ethics Committee may recommend sanctions to the WSC for approval. Such sanctions may include:

- 6.1. Verbal and written **warnings**
- 6.2. Cease and desist **letters**
- 6.3. **Reassignments**
- 6.4. **Withdrawal of any award or recognition** granted by WOSM
- 6.5. **Removal from WOSM** (World, Regional and Zonal levels)
- 6.6. Any **legal action** to seek redress
- 6.7. Any **other sanctions** it deems appropriate which are within the authority of the WOSM Constitution and the relevant WOSM policies



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