

**ICCA Non-Discrimination and Harassment Policy (as updated on 11 May 2020)**

The International Council for Commercial Arbitration (“ICCA”) adopts this ICCA Non-Discrimination and Harassment Policy (“Policy”) to promote an environment free from discrimination and harassment for all of its activities including the hosting of Congresses or other events, convening of working groups, and Young ICCA activities.

ICCA prohibits discrimination by any ICCA office-holder or staff member against an individual or group on the basis of age, color, disability, ethnicity, gender, indigenous origin, nationality, national origin, race, religion, sexual orientation and socioeconomic status.

ICCA further prohibits harassment of any kind, including sexual harassment, whether it takes the form of physical, verbal or other conduct, by any ICCA office-holder or staff member. Harassment shall include any action that unreasonably disrupts another person’s participation in an ICCA or Young ICCA activity, or creates an intimidating, offensive, abusive or hostile environment. In the case of sexual harassment, it is a violation of this Policy to engage in conduct including, but not limited to, unwelcome sexual advances, requests for sexual favours, or unwelcome verbal or physical conduct of a sexual nature.

The terms of this Policy apply to the conduct of ICCA Governing Board Members, ICCA Advisory Board Members, ICCA project chairs and co-chairs, Young ICCA office-holders (including Young ICCA co-chairs, events coordinators, mentoring programme coordinators, and blog coordinator and editors), mentors and buddies in the Young ICCA mentoring programme (collectively “office-holders”) and ICCA staff members. ICCA further expects all ICCA members to respect and advance the core values of this Policy in their participation in ICCA’s activities and in their other professional endeavours.

Allegations and reports of discrimination and/or harassment should be promptly reported to:

The ICCA President (via email: [lucy.reed@arbchambers.com](mailto:lucy.reed@arbchambers.com));

The ICCA Executive Director (via email: [lbosman@pca-cpa.org](mailto:lbosman@pca-cpa.org)); or

ICCA Advisory Board member and Young ICCA Liaison Prof. Pierre Tercier (via email: [pierretercier@tercier.net](mailto:pierretercier@tercier.net)),

at which time ICCA leadership will investigate and address the conduct, taking into account the procedural rights of both complainant and accused.

During any such investigation:

- ICCA will respect the confidentiality and privacy of individuals reporting or accused of harassment or discrimination to the extent reasonably possible;

- The person accused of harassment or discrimination shall be prohibited from contacting the complainant;
- Retaliation will be strictly prohibited and ICCA will take steps to prevent retaliation against any participant who reports harassment or discrimination;
- Should a complainant ask not to be named, or ask that the accused not be named, in ICCA's investigation, ICCA will consider whether and/or how to accommodate such request.

Whether or not ICCA concludes that the Policy has been violated, ICCA will communicate the results of its investigation to the complainant and the accused person. If ICCA concludes that this Policy has been violated, it will take appropriate corrective and/or preventive action.

The specific action taken in any particular case depends on the nature and gravity of the conduct complained of. The consequences of a finding that an individual has violated this Policy may include a verbal reprimand, a recommendation that the individual attend counselling, removal from office or from membership of ICCA or Young ICCA altogether, or another appropriate action; other consequences may include a reorganization of an ICCA or Young ICCA activity or working group.

It is a violation of this Policy to make a false report or provide false information about alleged harassment or discrimination.

This Policy shall be signed by all office-holders and ICCA staff members upon the adoption of this Policy or thereafter, upon taking office.

**ACKNOWLEDGMENT**

I hereby confirm that I have read and understood this Policy and agree to abide by its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Office held

\_\_\_\_\_  
Date