

SIETAR Polska Code of Ethical Behaviour

Preamble

SIETAR Polska champions and promotes interculturalism and the creative potential of diversity in social, business and educational spheres so as to contribute to sustainable peace and prosperity in the world.

The standards of conduct set forth in this Code of Ethical Behaviour provide guidelines for SIETAR Polska Members in their ethical professional practice as interculturalists. This Code is a reflection of the values that SIETAR Polska upholds: respect, openness, transparency, and community.

Furthermore, SIETAR Polska and its Members are guided by the UN Declaration of Human Rights and the European Convention on Human Rights (ECHR), and champions cultural diversity as a source of creativity, insight, human growth and peace.

The intention of this Code of Ethical Behaviour is to be a shared reference for members of SIETAR Polska and a tool for continuous development as individuals and professionals.

Members recognise that creating ethical principles is an ongoing, fluid and dynamic process that requires self-reflection and questioning, both as individuals and within the organisation.

Members who designate themselves as Ethical Interculturalists will pledge to abide by this Code of Ethical Behaviour.

Commitments to Ethical Behaviour

Personal Responsibilities

1. I conduct myself respectfully towards all people in the spirit of kindness, fairness and mutual appreciation.
2. I actively seek to challenge instances of bullying, harassment and discrimination.
3. I exercise discretion, respect confidentiality and treat information that was shared with me with care.
4. I invest in my personal development and growth as a person through introspection, feedback, self-reflection and other means of learning.

5. I support other SIETAR members in their professional development by giving feedback, sharing case studies and common learning.
6. If a conflict does arise, I seek to address the substance of the argument instead of making it personal.

Professional Responsibilities

1. I continuously advance my professional development by reading current literature, attending meetings, workshops, trainings, professional networking and other learning opportunities.
2. I respect the intellectual property of others as well as their copyright(s) by referencing authors and sources of methodologies and tools. I also seek permission from authors before using their material.
3. I truthfully and transparently communicate about my knowledge and experience in intercultural areas as well as the areas in which I am not an expert
4. If I am unsure how to act in a professional setting (accepting a client request, using a specific methodology, etc.) I will actively seek the advice from peers in my field who are recognised as experts in that field.
5. When there is a potential for conflicts of interest, I will immediately make all information available and accessible to all involved parties and I will cooperate in finding a suitable solution for all parties concerned.
6. When preparing an offer, I will endeavour to avoid unhealthy competition with my peers and seek fairness.
7. When cooperating with colleagues, I will seek win-win strategies, which advance the entire field or sector.
8. I design activities (like training, consulting) in a way that enables organisations and participants becoming independent learners.

Environmental Responsibility

1. I commit to reducing the environmental footprint of my work (using public transport, recycled materials, less plastic, etc.). I seek to leave this planet better than I found it.
2. I promote diversity and social inclusion in my community and in society as a whole through volunteering and other means of active citizenship.
3. I am aware of my privileges and work towards creating a level playing field for all actors that seek to contribute to the field of intercultural communication.

Review Process

SIETAR Polska provides a list of experienced mediators that are available for support. However, conflicting parties may always choose to select a mutually trusted mediator if this is preferred by everyone involved.

Process: If a client or fellow member of SIETAR PL feels that a member of SIETAR PL has acted in a way that is not in accordance with the Code of Ethical Behaviour they are encouraged to go through a three step process.

1. The person who is concerned about the behaviour of a member of SIETAR should seek to address this directly with the member in question and solve the issue bilaterally.
2. If this doesn't lead to a mutually agreed solution, they will select a mediator from the pool or beyond that both parties trust and engage in a mediation process.
3. If the mediation process finds that the SIETAR member in question has indeed violated the Code of Ethical Behaviour, the mediator will inform the board of SIETAR PL of the result and the board may then decide to revoke membership of the person based on the statute of SIETAR PL.