

Institute for Capacity Development (ICD) Code of Conduct for Course Participants

The IMF expects all participants in courses and seminars at Headquarters, regional training centers (RTCs), and in other locations to display courtesy and respect, without harassment or physical or verbal abuse.

It is important that all parties involved with a course be sensitive to the effects of our words and actions on others, even in a social context or casual conversation. Behavior that might be regarded as harmless or acceptable in one culture may cause embarrassment or give offense in another.

Defining harassment, sexual harassment, and intimidation

- Harassment is behavior, verbal or physical, that unreasonably interferes with work or creates an intimidating, hostile, or offensive work environment. It can take many different forms, including intimidation or sexual harassment.
- Sexual harassment includes sexual assault, unsolicited requests for sexual favors, unwanted physical contact, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature. Sexual harassment may occur between persons of opposite sexes or of the same sex. While typically it involves a pattern of behavior, it can take the form of a single incident; and it may be directed toward a group or toward a particular person.
- Intimidation includes physical or verbal abuse; behavior directed at isolating or humiliating an individual or group, or at preventing them from engaging in normal activities. Behaviors that might constitute intimidation include, *inter alia*:
 - Degrading public tirades by a staff member or participant;
 - Deliberate insults related to a person's personal or professional competence;
 - Threatening or insulting comments, whether oral or written—including by e-mail;
 - Deliberate desecration of religious and/or national symbols; and
 - Malicious and unsubstantiated complaints of misconduct, including harassment, against others.

As a participant in a training event and a guest of the IMF and the host country, it is important to avoid any behavior that could be perceived negatively, both inside and outside IMF premises at all times during the participant's stay in the host country.

The IMF reserves all rights to address unwanted behavior, including terminating the offending party's participation in the course and/or involving law enforcement, as well as reporting the incident to the participant's sponsoring agency.

On the first day of your course, during registration, you will be asked to sign a list that you have read the Code of Conduct and pledge to abide by the rules stipulated therein.