

## General code of conduct for all scientists and event participants

1<sup>st</sup> September 2018

The ACCESS programme comprises a number of individual participants, some of whom are employed by the CSIR, but mostly, those who are either employed by or are students at partner institutions. As the legal host of the ACCESS programme, the CSIR policies and procedures apply to ACCESS but this may not be legally applicable to participants in ACCESS activities who are not in the direct employ of the CSIR. Therefore, ACCESS needs to ensure that processes are in place to both protect the programme, the CSIR and the NRF who fund the ACCESS programme, while at the same time ensuring that those non-CSIR staff who participate in ACCESS activities are protected and have recourse in respect of any issues (sexual harassment among them). To this end ACCESS uses two legally binding instruments:

1. Conditions of contract: When ACCESS needs to sub-contract service providers or individuals to execute certain tasks on the programme's behalf and for which ACCESS funding is used, there are a set of conditions of contract which are standard provisions given by the CSIR. This includes adherence to CSIR policies including the CSIR policy on sexual harassment. The service provider/ contractor will therefore have full knowledge and understanding of the applicable CSIR's policies and shall be responsible for observing all applicable terms and conditions on the CSIR's policies, as may be directly applicable.
2. Indemnity – all participants in ACCESS activities (particularly when travelling) are required to sign an indemnity form. This form both indemnifies ACCESS/CSIR against a set of risks, as well as requires the participant to acknowledge their responsibility to adhere to the principles stipulated in the codes and policies referred to therein. As a condition of participation in ACCESS activities, the participants will also be required to conduct themselves in a manner that does not adversely affect or is likely to affect the goodwill and/or its operations and/or the reputation of the ACCESS programme, fellow participants in ACCESS activities, CSIR and/ or any of its affiliates.

In addition to this, ACCESS does develop event-specific Codes of Conduct which are developed as part of training activities and to which participants are required to commit to.

ACCESS hereby declares that it formally adheres to and applies the following CSIR policies, which are available for download from [www.access.ac.za/polices](http://www.access.ac.za/polices):

- CSIR Code of Conduct/Ethics
- CSIR Disciplinary Code and Procedure
- CSIR Unfair Discrimination Policy
- CSIR Sexual Harassment Policy

These codes and policies will apply to all ACCESS activity participants, implicitly and explicitly, whether employed by the CSIR or not, and will be included as part of both the Conditions of Contract (1) and Indemnity (2) above. In general, ACCESS will do what is practically reasonable to ensure that the participants who breach any of the abovementioned codes and polices, do not perpetuate such conduct nor damage the reputation of CSIR, NRF and ACCESS and do not cause any harm to other participants in the ACCESS programme's activities. While ACCESS may not have the legal means to apply all the provisions of process and sanction as given in the codes and policies to non-CSIR staff participating in ACCESS events, ACCESS will summarily remove perpetrators from ACCESS activities, at their expense (as given in the indemnity commitment) and ban them from any association with ACCESS from that point onward.