



# World Academy of Art & Science

*Ethical Code v.3 approved by WAAS Board of Trustees July 6, 2021*

## 1. INTRODUCTION

The World Academy of Art and Science is an organization whose purpose is to enhance scientific, artistic and intellectual achievements for the benefit of the world community. It dedicates itself to the pursuit of creative, catalytic ideas that can provide future generations with enlightened leadership in thought that leads to effective action. It seeks to shed light on the implications and social consequences of national, regional and world policy for the world community. The Academy draws its membership from diverse fields and intellectual orientations within the international community, united in the pursuit of addressing urgent challenges and emerging opportunities confronting humanity today.

The Academy expects its Members to abide by the highest standards of intellectual and scholarly integrity with a commitment to the advancement of global peace and security and human rights and dignity within a global perspective that ensures universal human wellbeing.

The Ethical Code is meant to secure the highest set of ethical standards for Members, Employees and Volunteers in their pursuit to pursue the Academy's goals and objectives, and to guide the Academy in realizing its motto "Leadership in thought that leads to action".

## 2. VALUES

The Ethical Code aims to ensure the commitment by all Members, Employees and Volunteers, if applicable, to the following core values of the Academy in conformity with its By-Laws.

- 2.1 Support of the Universal Declaration of Human Rights and respect for the fundamental freedoms to all people - irrespective of race, nationality, sex, language and religion.
- 2.2 Respect for all life, natural and cultural diversity, cultural uniqueness, human dignity, and all forms of knowledge and knowing, from diverse perspectives and experiences.
- 2.3 Provide forums for the generation of ideas and knowledge, based on scientifically credible standards and a rigorous commitment to intellectual responsibility in collaboration with peers, experts, partners and specialized agencies across disciplines, actors, nations, NGOs, companies, individuals, and international institutions, with the aim of reaching original and creative solutions which have social impact.
- 2.4 Condemn all forms of violence and works in conformity with the principles of justice, international law, and universal peace, toward achieving international cooperation, dignity and equal opportunity on our planet.

## 3. PRINCIPLES

### *3.1. Integrity of the Academy*

Elected Members, Employees and Volunteers of the Academy have the following responsibility toward WAAS:

- 3.1 To preserve the Academy's integrity, public reputation, and intellectual credibility

- 3.2 To refrain from making unverified charges against the Academy and engaging in improper conduct of accusations against the Academy's officers without providing appropriate evidence
- 3.3 To refrain from engaging in unauthorized use of WAAS logo or stationery or the misuse of the Academy's name or office for purposes of self-promotion, or personal, political, or economic gains.
- 3.4 Elected and appointed officers are to maintain professional standards of conduct and transparency in performing their assigned duties and deal with possible ethical violations by other officers with fairness, allowing due process.
- 3.5 Inasmuch as possible, the WAAS Ethical Code is applied or is used as a guide to measure or determine the eligibility of institutions for partnership status with WAAS

#### **4. Civility Among and Toward Members, Employees and Volunteers**

- 4.1 The Academy does not tolerate any behavior of veiled or explicit bullying, discriminating, harassing, including sexual harassment, exclusion, undermining, belittling, voice suppressing, silencing, ignoring, or ridiculing toward other Members, Employees and Volunteers.
- 4.2 Members, Employees and Volunteers must recognize the ownership of ideas exchanged among them orally or in published form by using recognized professional standards of citation.
- 4.3 Merit-based Equal Opportunity for WAAS Members, Employees and Volunteers, inclusive of gender, age, marital status, country of origin, in the following contexts:
  - Recruitment and promotion of members
  - Assignment to Committees
  - Participation and speaking in Conferences
  - Having voice about governance and in the decision-making process

#### **5. Guidelines for the use of WAAS name and logo**

The primary purpose of these guidelines is to serve as a reference resource to empower any WAAS stakeholder in protecting, maintaining, and accurately representing WAAS.

Branding is a cornerstone that is critical to the effectiveness and success of any organization. Effective branding captures and conveys an organization's core identity so that it is meaningful and memorable to the outside world. Effective branding can significantly influence opinions about, expectations of and loyalty to that organization. The WAAS brand is rooted in its important mission, outstanding track record and reputed worldwide position.

Given this strong foundation, WAAS has the opportunity and responsibility to portray itself in a way that not only leverages its heritage, but also embraces its underlying vision and evolving priorities.

### ***5.1. Use of WAAS Name and Logo by Centers and Partner Organizations***

Organizations designated by WAAS as official centers and partners are listed on the WAAS website with their logos. These specific organizations are authorized to list WAAS on their own websites with WAAS name and logo in their capacity as centers or partners and also with regard to specific joint projects and activities on which we collaborate.

WAAS also collaborates with other organizations for specific projects and events. Use of WAAS logo in these cases is limited to the specific event or project and does not constitute a permanent ongoing collaboration.

Any other use of the WAAS logo on the websites of other organizations requires advanced written permission of WAAS Executive Committee.

As a future policy, WAAS will not include the logos of other organizations as partners for any WAAS activities without the prior written permission of the other organizations. We will apply the same procedure by requesting future partners to seek formal approval to use WAAS logo on events in which the Academy participates.

WAAS has no authority to authorize any member of the Academy or third party to use the logo or emblem of the Academy's partner organizations without the expressed permission of the partner.

### ***5.2. Use of WAAS Logo by Members, Employees and Volunteers of WAAS***

Members, Employees and Volunteers are encouraged to list their affiliation with the Academy in their emails, bios, websites and social media including the designation F-WAAS, AF-WAAS, JF-WAAS.

Use of WAAS logo is permitted next to the affiliation on social media sites such as LinkedIn which automatically include logos in list of member designations.

Officers representing the organization are encouraged to use the WAAS logo in official WAAS business correspondence next to their names and title. However, no other title or professional designation should be placed besides the WAAS one, as a signature or designation. The reason for this guideline is to prevent the use of WAAS name and logo outside official purposes and the possible misuse of WAAS name for private and distinct professional purposes.

The name and logo of WAAS can be used in combination with the logo and name of partner organizations for specific co-organized public events, in official correspondence and letterhead, in official publications and journals, for joint initiatives and for fundraising purposes. In all these cases the use of the name and logo of WAAS should be authorized prior to use by the WAAS Executive Committee.

The WAAS logo is not authorized for use on matters in which WAAS is not involved, or on any personal email on matters unrelated to the work of the Academy.

### ***5.3. Use of WAAS Email Addresses***

Those who are assigned WAAS personal email addresses to carry out official activities on behalf of WAAS are authorized to use the Academy email address only for WAAS official business and to sign correspondence only with their WAAS designation and no other.

Questions and request for specific approvals can be addressed to [support@worldacademy.org](mailto:support@worldacademy.org).

## **5.4. GRIEVANCE PROCEDURE AND POLICY**

WAAS acknowledges that there may be times when Members, Employees and Volunteers need to file an official complaint about unjust treatment, or improper conduct. This grievance procedure policy was created to clearly outline the process for these instances to ensure all Members, Employees and Volunteers are heard and treated equally. WAAS defines a "grievance" as a formal Academy-related complaint, issue, and/or objection made by any Member, Employee or Volunteer.

### **5.5. Filing Grievance Procedure**

5.5.1. Before filing an official grievance complaint, Members, Employees and Volunteers must review the policy that directly impacts their complaint. They are encouraged to seek measures to resolve minor disputes by resorting to the assistance of the Ethics Committee. In the case that the informal complaint is not fairly and constructively resolved within 30 days, Members, Employees and Volunteers may file a formal grievance.

5.5.2. Members, Employees and Volunteers can report a complaint using the official online portal or by contacting the Ethics Committee. In either case, the complainant is required to complete and file a Grievance Complaint Form.

5.5.3. Once the complaint has been submitted, Members, Employees and Volunteers have the right to attend meetings with a trusted colleague or professional, appeal decisions, and depending on the severity of the complaint, refuse to attend WAAS meetings until the grievance is resolved.

5.5.4. In the case a grievance is filed against another Members, Employees or Volunteer, the accused has the right to:

- View and request a copy of the official grievance complaint.
- Formally respond to the complaint after consulting with some trusted person or professional
- Attend all formal meetings with a trusted colleague or professional
- Appeal the final decision.

## **6. WAAS' Responsibility**

It is WAAS' responsibility to:

Accept and thoroughly investigate all Grievance Complaint Forms.

Ensure that the grievance is resolved within a reasonable period of time, depending on the severity of each case.

Treat both the complainant and the accused fairly throughout the grievance process. An important point of procedural fairness is in the ancient principle *audi alteram partem*—that all parties be fairly heard.

- Adhere to the no-retaliation policy when Members, Employees or Volunteers files a complaint against management.
- Organize mediation meetings with the appropriate parties.
- Practice a high level of confidentiality throughout the grievance process.
- Accept and investigate all appeals.
- Ensure that the final decision is implemented.
- Maintain accurate and comprehensive records of each grievance.

### ***6.1. Policy Violations***

If a Member, Employee or Volunteer is found to have violated the grievance procedure policy, he or she will be subject to disciplinary action, up to and including termination. The severity of each case will determine the type of disciplinary action, which may include a verbal or written warning, suspension, and/or termination.

If a Member, Employee or Volunteer is unequivocally proven to have committed the grievance, he/she is being accused of, WAAS will adhere to its policy to ensure that the matter is resolved justly and according to WAAS guidelines.

### ***6.2. Improper Complaints***

WAAS Members, Employees and Volunteers should not file or encourage the filing of ethics complaints that are made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

### ***6.3. Unfair Discrimination Against Complainants And Respondents***

WAAS Members, Employees and Volunteers should not discriminate against a person based solely upon their having made or their being the subject of an ethics complaint. This does not preclude taking action based upon the outcome of such proceedings or considering other appropriate information.

## **7. WAAS Ethical Committee**

- 7.1 WAAS Board of Trustees elects an Ethical Committee as an committee of the Academy. Membership mandate is 4 years, renewable for only one more term.
- 7.2 The Committee has the responsibility of processing Ethical complaints in accordance with the Ethical Code formulated by the Ethical Committee and approved by the Board of Trustees.
- 7.3 WAAS Members, Employees and Volunteers are required to cooperate with the Ethical Committee during its investigations, proceedings and to abide by its decisions
- 7.4 Failure to cooperate is itself an Ethical Code violation. However, making a request for deferment of adjudication of an ethics complaint pending the outcome of litigation does not alone constitute non-cooperation.

- 7.5 The Ethical Committee will regularly gather materials and information about the effectiveness of the present Ethical Code and will periodically suggest revisions to the Ethical Code to keep it updated and effective.
- 7.6 The Ethical Committee may be authorized by the Board to render decisions and take certain actions involving single individuals at its own discretion and to report them periodically to the Board of Trustees. On all other matters, including all those regarding more serious accusations and/or possible removal of a member or dismissal of an employee by WAAS, the Committee will submit its conclusions and recommendations to the Board of Trustees for review and final approval before any action is taken.

Contact Ethical Committee Chair: [ethicschair@worldacademy.org](mailto:ethicschair@worldacademy.org)

Contact Ethical Committee: [ethicalcode@worldacademy.org](mailto:ethicalcode@worldacademy.org)

File a complaint: [Grievance Form](#)