



International Baccalaureate®  
Baccalauréat International  
Bachillerato Internacional

# International Baccalaureate Professional Development Conduct Policy

Updated March 2024

IB Professional Development Conduct Policy

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Section 1: Scope of Policy

The International Baccalaureate (IB) is dedicated to providing a safe and enjoyable learning experience for all individuals attending its professional development events, including authorized official outsourced events (hereinafter referred to as "IB PD events" or "IB PD") in the form of IB Exchange interactions, face to face, virtual, blended and online professional development events. IB PD is inclusive and free of discrimination and harassment, regardless of gender, gender identity, transgender status, medical grounds, class, race, nationality, ethnic origin, age, marital status, sexual orientation, disability, political or religious affiliation. The IB does not tolerate harassment of attendees in any form, including the use of sexual or discriminatory language and imagery at any IB PD event. If, in the judgment of the IB PD event staff (hereinafter referred to as "IB event leadership"), an attendee is violating this IB PD Conduct policy, the attendee may be removed from the event and, upon further review, may be banned from attending any future IB PD events. The decision of IB event leadership is final.

All users of IB PD products and services, workshop leaders, field representatives and IB staff who attend or facilitate an IB PD Event are subject to defined standards of conduct. For more information on specific compliance processes and codes of conduct for workshop leaders, field representatives, online facilitators, lead facilitators and IB staff, please contact support@ibo.org

Section 2: Definitions

2.1 Discrimination – the unequal and unjust treatment of someone due to their gender, gender identity, transgender status, on medical grounds, class, race, nationality, ethnic origin, age, marital status, sexual orientation, disability, political or religious affiliation. Discrimination does not always result in overt or tangible actions and can appear in more subtle forms.



**2.1.1 Direct discrimination** – treating a person less favorably than others are treated, or would be treated, in the same or similar circumstance.

**2.1.2 Indirect discrimination** – when a requirement or condition is applied which, whether intentional or not, adversely impacts a considerably larger proportion of people and cannot be justified on grounds other than gender, gender identity, transgender status, on medical grounds, class, race, nationality, ethnic origin, age, marital status, sexual orientation, disability, political or religious affiliation.

**2.2 Inclusion** – inclusion is an ongoing process that aims to increase access and engagement in learning for all by identifying and removing barriers.

**2.3 Respect** – refraining from using language that may be defamatory, offensive, obscene, or threatening.

**2.4 Access** – refers to providing equitable opportunities in learning, teaching, evaluation/assessment and all other aspects of the educational experience for all learners by making space and provision for the characteristics that each person brings.

**2.5 Harassment** – unwanted conduct which has the purpose or effect of violating another person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person. Depending on the severity of the actions, a single incident of any of the former mentioned conduct can amount to harassment.

## 2.6 Examples

The following are examples of conduct deemed to constitute harassment (the below list is non-exhaustive) in the context of IB PD Events, whether it is conducted online, virtual, blended or in person. See [Section 4](#) for examples of misconduct and respective potential actions.

**2.6.1** Insults, ridicule, teasing, or use of slang names of a sexual, religious, gender, racial, disability or age-related nature; comments or jokes of a harassing nature which a person present has indicated he or she dislikes;

**2.6.2** Unnecessary, unwanted, or offensive comments that undermine the views, among others, the appearance, or dress of others;

**2.6.3** Belittling of a person including, but not limited to, swearing at or insulting an individual;

**2.6.4** Physical or online conduct of a sexual nature: unwanted physical contact, even if not obviously sexual, including unnecessary touching or brushing against another person’s body; or online sexual harassment taking place through screens;

**2.6.5** Display or circulation of sexually suggestive material or material with racial overtones;

**2.6.6** Unwanted sexual advances, propositions or pressure of a sexual nature; suggestions that sexual favors may further a career (or refusal may hinder it);

**2.6.7** Deliberate lack of respect for diversity and for the IB PD Conduct policy.

**2.6.8** An aggressive communication style: yelling, demanding, blaming, ironizing, or being verbally abusive.

By participating in or engaging with any of our PD products and services, you agree to abide by this IB PD Conduct policy. If a participant is found to or is reasonably believed to be engaging in unacceptable behaviour, IB event leadership may take any action it deems appropriate, up to and including removal from the event without warning. Participants removed from a workshop or engagement will not be entitled to any applicable credentials or certificates of completion.

If you witness or experience any misconduct by a participant or another member of the IB community during any IB PD event, or have any concerns related to possible misconduct, please contact an IB event leadership member on site immediately.

Alternatively, you can reach out via email at [plconduct@ibo.org](mailto:plconduct@ibo.org). All reports will be treated seriously and will be investigated promptly on a case-by-case basis. This may involve escalation through our formal IB complaints procedure.

### Section 3: How can we ensure respectful and effective communication?

- (a) Acknowledge and respect different perspectives;
- (b) Show appreciation to your fellow participants and facilitator for different ideas, thoughts and contributions;
- (c) Maintain a professional level and tone of communication, e.g. be careful how you use humour (especially sarcasm);
- (d) Be mindful when putting words into upper case, using emoji, videos, images, gifs etc.;
- (e) Encourage feedback from others and ask questions to deepen understanding;
- (f) Acknowledge strengths before differing and provide reasons for agreeing or disagreeing;
- (g) Be considerate when expressing personal opinions about individual(s), organization or educational system.

### Section 4: Standard conduct issues and possible outcomes

Possible actions from the IB will be based on the nature or level of breach of conduct, as described below:

#### 4.1 Moderate breach

Participants who breach the outlined conduct behaviour or compromise any of IB's PD products and services through direct or indirect discrimination, lack of inclusion or respectfulness, will receive a written warning with feedback.

#### 4.2 Severe breach

Participants who breach the outlined conduct behaviour or compromise any of IB's PD products and services through direct or indirect discrimination, lack of inclusion or respectfulness, in a way which makes their continued attendance not tolerable for the PD event leadership of the other attendees, will be withdrawn from the PD event. Repeated incidence of Moderate breaches under Moderate category can also be considered as serious. A severe breach is one that disrupts the IB PD event in a significant way for one or more of the attendees. That can also result in withdrawal from any of IB's PD products and services.

#### 4.3 Examples

Below are some examples of potential conduct issues and possible corresponding actions from IB. Please note that below list is not exhaustive:

| Conduct issue  | Examples  | Possible outcomes                                     |
|--|---|---|
| Disrespect   | Is openly disrespectful of diverse perspectives (See section 3)   | Moderate: Warning with feedback<br>Severe: Withdrawal |
| Disrespect and harassment                                  | Insults, ridicule, teasing, or use of comments or jokes of a harassing nature which a person present has indicated he or she dislikes                                   | Moderate: Warning with feedback<br>Severe: Withdrawal |
| Discrimination (Includes Direct & Indirect discrimination) | Use of slang names of a sexual, religious, gender, racial, disability or age-related nature. The unequal and unjust treatment of attendees and IB staff (see section 2) | Moderate: Warning with feedback<br>Severe: Withdrawal |