



Dear IDRC Grantee,

**The International Development Research Centre approach to reporting misconduct, launch of incident reporting tool**

This letter sets out the International Development Research Centre (IDRC's) expectations and procedures relating to preventing and responding to misconduct.

As a Crown corporation and in line with Canada's international commitments, IDRC places human rights and dignity at the centre of its work. We are committed to upholding and promoting high ethical standards in our policies, programs, and practices, as well as daily work and activities. In line with these principles, IDRC has a zero-tolerance approach to inaction against sexual exploitation, abuse and harassment (SEAH) in the delivery of our research for development mandate.

IDRC has robust policies and procedures in place aimed at addressing misconduct and safeguarding, and setting expectations as to appropriate conduct. Building on existing policies and practices, IDRC has launched ClearView Connects™, an incident reporting tool, as part of our effort to eliminate as many potential barriers to reporting as possible.

ClearView provides a platform for IDRC employees, governors, grantees and third parties to confidentially share concerns or incidents related to a range of unethical conduct. Such misconduct includes but is not limited to fraud, theft, sexual exploitation, abuse or harassment, data security or privacy breaches, disclosures of possible wrongdoing, as well as violations of Canadian law or IDRC policies. Please refer to the [Frequently Asked Questions Annex \(FAQs\)](#) for a full list of misconduct categories.

IDRC expects recipients of funding and third parties to report any incidents or concerns of unethical conduct by individuals affiliated with IDRC's mandate. We encourage reporting as soon as possible, ideally within 48 hours of becoming aware of any occurrence.

**Any** of the following avenues can be used to report an incident of misconduct or to access support. Please:

- submit a report via our ClearView incident reporting platform at: <https://clearviewconnects.com/>
- call our incident reporting hotline at +1 (866) 737-3512 for assistance in English or French (toll-free within Canada and the US)
- contact your IDRC program officer or program director, if preferable



For SEAH and disclosure-related incidents, the following additional avenues are also available:

- **Safeguarding:** contact the IDRC safeguarding specialist at [safeguarding@idrc.ca](mailto:safeguarding@idrc.ca)
- **Disclosure of Possible Wrongdoing:** contact the IDRC senior disclosures officer at [divulg@idrc.ca](mailto:divulg@idrc.ca) for incidents related to [Canada's Public Servants Disclosure Protection Act](#)

IDRC is committed to upholding ethical conduct in all that we do, in adherence to ethical, legal and business conduct standards. More details on IDRC's incident reporting process and response can be reviewed in the [FAQs](#), the [ClearView Connects page](#), and IDRC's [Safeguarding and Misconduct webpage](#).

Communication to downstream recipients of IDRC funding, including sub-grantees, research partners, contractors and third parties, should be done by forwarding this letter and requesting all grantees share it in turn with any other downstream recipients. Please [contact us](#) if you have any further inquiries.

We all have a responsibility to adhere to and ensure high standards of ethical conduct. By raising all issues and concerns you may have, you are doing your part to build a more ethical, respectful, inclusive and equitable approach to international development research.

Yours sincerely,

Julie Delahanty

IDRC President and CEO