



Inter-Parliamentary Union
For democracy. For everyone.

Code of Conduct for IPU Personnel

September 19, 2012

TABLE OF CONTENT

	<u>Page</u>
PREAMBLE _____	3
SECTION 1. SCOPE AND APPLICATION _____	3
SECTION 2. IMPLEMENTATION OF THE CODE OF CONDUCT _____	3
A - Responsibility of personnel _____	3
B - Management responsibility _____	3
C - Institutional responsibility _____	4
SECTION 3. RULES OF CONDUCT _____	4
A - IPU Contractual conditions and national laws _____	4
B – Non-discrimination and respect for persons _____	4
C - Independence _____	5
D - Integrity _____	5
E - Neutrality _____	5
F - Protection of information _____	5
G – IPU Property _____	6
H - Fraud and corruption _____	6
SECTION 4. CONTACT INFORMATION _____	6
SECTION 5. GENERAL PROVISIONS _____	6

Document issued on: September 19, 2012

Approved by: The Secretary General of the Inter-Parliamentary Union (hereinafter referred to as "the IPU"), after consultation with the Staff Association, the Sub-Committee on Finance, and endorsed by the Executive Committee.

Associated Policies and Documents:

- IPU Financial Regulations
- Fraud and Corruption Prevention and Control Policy
- IPU Staff Rules and Regulations
- United Nations Secretary-General's bulletin ST/SGB/2008/5 Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority, Section 1 Definitions

PREAMBLE

The IPU is the world organization of parliaments. It is the pre-eminent forum for global parliamentary dialogue and works for peace and cooperation among nations and the consolidation of democracy.

The present Code of Conduct shall be applicable to all IPU personnel.

For the purposes of this Code, IPU personnel includes IPU staff (Geneva- and New York-based) and related personnel, including, but not limited to, interns, consultants, experts on mission and secondees, working for or on behalf of the IPU.

The aims of the IPU require that all those who work for the Organization observe the highest standards of professional ethics. The present Code of Conduct is intended to provide guidance on how to exercise good judgement in ethical matters.

The IPU expects its personnel to be resolutely attached to the protection of human rights and the promotion of democracy and gender equality, and that it act in accordance with the present Code of Conduct.

Before acting, personnel should ask themselves the following questions:

- Is this action in accordance with the principles guiding the work of the IPU?
- Is this action in compliance with this Code of Conduct and the IPU Staff Rules and Regulations?
- Is this action in compliance with the terms of my employment contract and conditions of service?
- Is this action in compliance with all internal IPU policies, processes, procedures, and guidelines?
- Will this action reflect positively, and in fact not reflect negatively, on me and the IPU?
- Is there an alternative action for which I could answer yes to each of these questions?

When in doubt about an action's conformity with this Code of Conduct or its ethical implications, Personnel shall seek advice from their line manager or the Director of the Division of Support Services before acting.

SECTION 1. SCOPE AND APPLICATION

The present Code of Conduct applies to all personnel at all times during their service with the IPU

The present Code, whether signed or not, shall automatically be part and parcel of all IPU contracts of employment and conditions of service for all personnel.

Violations of this Code are subject to disciplinary measures, as appropriate, in accordance with the IPU Staff Regulations and Rules, and/or the terms of the employment contract and conditions of services. In addition, the IPU reserves the right to recover from personnel all expenses incurred by the IPU as a result of any violation of the present Code.

SECTION 2. IMPLEMENTATION OF THE CODE OF CONDUCT

A - Responsibility of personnel

Personnel are responsible for ensuring that they have read and understood the Code of Conduct for IPU Personnel. Personnel have a duty to report any breach of this Code to the appropriate officer (refer to Contact information). All reports and concerns raised to the management will be properly considered and treated with discretion.

B - Management responsibility

Line managers shall lead by example and are responsible for creating a culture of compliance within their areas of authority. They shall inform the Director of the Division of Support Services of all reports or concerns of breaches of this Code that are brought to their attention or of which they become aware.

They are responsible for ensuring that persons who report reasonably-held suspicions of any wrongdoing, including fraud or corruption, or who cooperate in an investigation, will not be the subject of recriminations or victimization (refer to *Fraud and Corruption Prevention and Control Policy of the IPU*).

Management/personnel relations shall be guided by mutual respect and understanding, for which continuous dialogue is indispensable. Managers shall make themselves available to personnel who wish to raise concerns in confidence and shall deal with such requests with impartiality and discretion.

C - Institutional responsibility

The Secretary General is responsible for putting in place effective mechanisms to ensure that the highest standards of conduct are observed both in the IPU's service to its Member Parliaments and in its internal and external professional relations.

The IPU shall promptly investigate suspected instances of wrongdoing, including allegations of fraud and corruption (refer to *Fraud and Corruption Prevention and Control Policy of the IPU*).

The IPU will take all necessary steps against any form of retaliation experienced by persons reporting possible breaches of this Code.

SECTION 3. RULES OF CONDUCT

All IPU personnel shall undertake to

A - IPU Contractual conditions and national laws

1. Comply with the Staff Regulations, Staff Rules, and all administrative issuances, policies, and procedures, and with the terms of their employment contracts and conditions of service.
2. Comply with the applicable laws of the country in which they are present and the IPU's applicable Headquarters agreements. The privileges and immunities granted to the IPU pursuant to its headquarters agreements are provided for the benefit of the IPU and not for personal gain. Personnel at all levels, including those with diplomatic privileges, are expected to observe all laws and regulations at all times. The Secretary General may waive the immunity of any staff member in any case involving a violation of national laws if such immunity would impede the course of justice or reflect negatively on the IPU.

B – Non-discrimination and respect for persons

3. Respect all persons equally and without any distinction or discrimination based on nationality, race, age, gender, religious beliefs, class, sexual orientation or political opinions; and act at all times in accordance with the guiding principles and the organizational values as defined by the IPU. These are: respect for diversity, cultures, structures and customs, integrity and accountability, as well as mutual understanding and non-discrimination.
4. Refrain from all acts of discrimination or harassment, including sexual or gender harassment, abuse or exploitation, as well as physical or verbal abuse at the work place. This applies to all people of all ages working or not for the IPU, in particular to children and stigmatized persons, including those living with HIV.
5. Not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.

6. Not produce, procure, distribute or use pornographic material in IPU offices or on IPU equipment, including reading/surfing on pornographic websites or message boards or sending pornographic e-mails.
7. Take into account the sensitivities of peoples' customs, habits and religious beliefs and avoid any behaviour that is not appropriate in a particular cultural context.

C - Independence

8. Discharge functions and act with the interests of the IPU in mind.
9. Neither seek nor accept instructions from any government, parliament or any authority other than the Secretary General (or his/her designate) in connection with their official functions. Staff members are considered neutral and independent officials of a global membership organization and are fully and solely accountable to the IPU Secretary General.

D - Integrity

10. Conduct all official duties with integrity, free from any taint of dishonesty or corruption, including not engaging in any act of favouritism, nepotism or bribery. This includes not accepting from any external source (including parliaments, governments, corporations or others) without authorization any honour, award, gift, remuneration, favour or economic benefit which is more than a "token gift". Examples of token gifts include inexpensive pens, desk diaries, trinkets, souvenirs, etc.
11. Not benefit improperly or allow a third party to benefit improperly (whether directly or indirectly) from association with an enterprise that engages in any business or transaction with the IPU (including association with the management or the holding of a financial interest). Any potential conflict of interest with a supplier, service provider or business partner (such as family relations or shareholding) must be disclosed.
12. Not intentionally misrepresent their official functions or title to any entities or persons.
13. Not act in any way likely to bring the IPU into disrepute.

E - Neutrality

14. Not accept or exercise any public appointment, outside employment, or activity that could be regarded as inconsistent with, or reflecting adversely on, their impartiality or independence, or that would result in a conflict of interest without the prior consent of the Secretary General.

F - Protection of information

15. Exercise the utmost discretion with regard to all matters of official business and handle all confidential and sensitive information with the greatest care.
16. Immediately inform the Secretary General in the event that they are called upon by authority of law to give evidence or information known to them by reason of their official position.
17. Comply with the obligations regarding the protection of information and duty of discretion and confidentiality after separation from service with the IPU.

G - IPU property

18. Administer the funds and supplies entrusted to them with the utmost care and be accountable for their use. Personnel are prohibited from stealing, misappropriating, or misusing funds or property of the IPU.
19. Not commit the IPU financially unless officially authorized to do so.
20. Return at the end of their employment or service all property issued to them by the IPU and all "cartes de légitimation" provided through the IPU.

H - Fraud and corruption

21. Act in conformity with the IPU *Fraud and Corruption and Prevention and Control Policy*.
22. Promptly report any reasonable allegations through the appropriate channels if they have knowledge of an occurrence of fraud or corruption, or have serious reason to suspect that a fraudulent or corrupt act has occurred.

SECTION 4. CONTACT INFORMATION

All general enquiries about the Code of Conduct and its interpretation, reports and allegations of breaches of the Code, as well as requests for mediation services on work-related issues should be directed to:

- Your line-manager or
- The Director of Support Services, or
- The Secretary General.

The IPU encourages anyone with concerns that the Code of Conduct has been breached to report them immediately. All reports will be treated with confidentiality and the safety of those reporting will be made a priority.

SECTION 5 GENERAL PROVISIONS

This Code of Conduct may be amended by the Secretary General in a manner consistent with the IPU Staff Rules and Regulations. Any amendment to this Code of Conduct shall be communicated to the Executive Committee and to all personnel.

The Code of Conduct, as published in the present edition shall be effective 1 January 2013. The English and French texts of these Rules are equally authoritative.

Code of Conduct for IPU Personnel 2012

Acknowledgment

I _____, confirm that I have read and understood this Code of Conduct, and agree to abide by its terms, which are part of the conditions of my employment/service with the IPU.

Signature _____

Place _____

Date _____