



Code of Conduct and Professional Ethics



[IUCN](#)

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Code of Conduct and Professional Ethics

Owner	Oversight Unit
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Applicable to	All Staff have a duty to adhere to the guiding principles in their daily work, including while on duty travel, and to comply with the specific rules of conduct.
Purpose	This Code of Conduct and Professional Ethics (the “Code”) is intended to provide a clear understanding of the standards of conduct expected of Staff in the discharge of IUCN’s mission. The Code sets out both guiding principles and specific rules of conduct, which are intended to ensure a safe working environment and protect IUCN’s reputation for excellence and integrity.
Related Policies, Procedures & Guidelines	<ul style="list-style-type: none"> • Whistleblowing and Anti-retaliation Policy (2023) • Staff Rules (2018) • Conditions of Service (2021) • Anti-Fraud and Anti-corruption Policy (2023) • Policy on the Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment (2019) • Policy on Procurement of Goods and Services (2021) • IUCN Investigation Procedure (2023) • Guide for IUCN Secretariat Staff on Disclosing Conflict of Interest (2018)
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Contact	Oversight Unit



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1. INTRODUCTION

IUCN, International Union for Conservation of Nature and Natural Resources (“IUCN” or the “Organization”) is a global, multicultural and multilingual organization that strives to ensure best practice in its everyday operations. Therefore, the highest standards of conduct, professional ethics and integrity are expected from its Secretariat staff in their conduct of IUCN business.

The Code of Conduct and Professional Ethics (“Code”) has been developed as the overarching standards of conduct applicable to Members of Staff and are consistent with IUCN’s core values, Vision and Mission, and statutory instruments (“Statutes”) and Staff Rules.

In order to fulfil its mission to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable, both IUCN as an institution and its Staff have an obligation to meet the highest standards of ethical conduct, accountability, efficiency, and respect towards others. This Code of Conduct and Professional Ethics has been developed with these objectives in mind. Given that, in their interaction with external entities, Staff are the face of IUCN, the conduct of Staff is a direct reflection on IUCN’s values and principles. By following both the language and spirit of this Code, all persons working for IUCN contribute to fostering and maintaining the public trust and confidence necessary for IUCN to accomplish its mission, as well as creating a positive, productive, and motivating work environment.

The Code is intended to incorporate in the required standards of behaviour the guiding principles set out in session 4.2, as well as IUCN’s Core Ethical Values of: Integrity, trustworthiness and accountability; Transparency; Reliability and responsiveness; Equality, inclusiveness and respect for the diversity of people; Dignity; and Environmental responsibility. Every member of the Secretariat staff is expected to act responsibly at all times in the discharge of their duties and to avoid any action which may reflect unfavourably on that person’s professional image or be detrimental to IUCN’s interests. IUCN will not tolerate or condone illegal or unethical behaviour and will hold accountable anyone who violates these standards.

This Code has been written in broad terms in order to apply across the Organization, but its provisions are not, and cannot be, exhaustive. It is not possible to describe all forms of acceptable or unacceptable conduct, and the Code is not intended to anticipate every question that may arise in the workplace. Reference to the Code and reliance on common sense and good judgment will help resolve issues not specifically dealt with in the Code. If Staff are unsure as to the proper course of action in any matter related to their conduct or the conduct of others, they should seek the advice of their Manager, their Human Resources Partner, the Chief Human Resources Officer and/or IUCN’s Oversight Unit Head.

2. PURPOSE

This Code of Conduct and Professional Ethics (the “Code”) is intended to provide a clear understanding of the standards of conduct expected of Staff in the discharge of IUCN’s mission. The Code sets out both guiding principles and specific rules of conduct, which are intended to ensure a safe working environment and protect IUCN’s reputation for excellence and integrity.

All Staff have a duty to adhere to the guiding principles in their daily work, including while on duty travel, and to comply with the specific rules of conduct. Failure to do so constitutes a breach of the Code and may result in disciplinary measures.

3. SCOPE

This Code applies to all Staff, including, for purposes of this Code, temporary staff, staff hired on a temporary basis through recruitment companies, secondees, trainees, interns, and students (“Staff” or “Staff Members”).

4. POLICY STATEMENT

4.1 IUCN Core Values

4.1.1 *Integrity, trustworthiness and accountability*

Staff members must carry out their work in a diligent and professional manner, must avoid potential or actual conflicts between their personal interests and the interests of IUCN, and must disclose to their line managers, any potential or actual conflicts between their personal interests and the interests of IUCN.

All staff members are responsible for exercising utmost care and judgement to ensure that assets belonging or entrusted to IUCN are not misused or wasted. These assets include, but are not limited to, intellectual property rights and other rights, staff time, information and documentation, corporate opportunities and funds.

Standards of Conduct:

- Avoid or, disclose all ethical, legal, financial, or other conflicts of interest in respect of the organization, regardless whether such conflicts may be potential, perceived or actual. Conflicts of interest include, but are not limited to, the following instances:
 - Self-dealing and competing with the organization,
 - Receiving financial or other significant benefits as a result of the staff member’s position in IUCN,
 - Offering or accepting payments or special considerations for the purpose of influencing the selection of consultancies or services,
 - Influencing organizational decisions in a manner that leads to personal gain or advantage,
 - Pursuing existing or potential interests that impair or appear to impair staff members’ independence and integrity in the discharge of their responsibilities to IUCN.
- Refrain from participating in or condoning bribery, nepotism or other forms of corruption,
- Ensure appropriate disclosure to and approval from the line manager when giving or accepting gifts and entertainment,
- Protect the assets and resources of IUCN and ensure their prudent, efficient and effective use so as to contribute to its financial health and to its reputation as an eminent environmental organization,
- Promote the organization’s interests, objectives, and values in a diligent and professional manner,
- Respect the organization’s assets, resources and property rights and refrain from using them for private purposes,
- Refrain from exploiting any relationship with a donor, volunteer or member organization for the staff member’s own benefit.
- Refrain from disclosing privileged or confidential information to unauthorised parties.
- Engage in transparent accounting and reporting and adhere to independent auditing and reporting standards, in financial as well as in other matters connected to your employment duties.

4.1.2 Transparency

Protecting and promoting the free flow of accurate and complete information is essential to serve the interests of our Members and partners. This is the responsibility of line managers towards their staff. Building trust and contributing to informed and responsible decision-making entails conducting business in a transparent manner, refraining from deceptive or fraudulent acts and practices, keeping accurate records and making timely and complete disclosure of material information, subject to relevant obligations of confidentiality and data privacy protection.

Standards of Conduct:

- Provide clear guidance so that the objectives and desired measurable results are understood by all supervised staff,
- Communicate with supervised staff and team members, sharing relevant work information, including management decisions, in a timely manner, and giving impartial, honest and timely feedback,
- Make decisions known as soon as possible to staff who are materially affected by them,
- Provide honest, relevant, accurate, and timely information to all members and partners and act promptly to correct inaccurate communications,
- Refrain from acquiring information by dishonest or unlawful means,
- Respect privacy and protect confidential information,
- Deal with public authorities and other third parties lawfully and in good faith.

4.1.3 Reliability and responsiveness

Commitments should be honoured. This requires the exercise of sound judgment when making commitments so as not to promise more than one is capable or authorized to deliver, and then the necessary follow-through to deliver on promises, agreements, and other undertakings. This also implies that staff members are expected to ensure delivery of commitments made to IUCN by third parties.

Standards of Conduct:

- Honour professional individual commitments and agreements, and make all appropriate and reasonable efforts to ensure that commitments and agreements made by others to/with IUCN are also honoured,
- Inform partners in a timely and thorough manner when commitments and agreements would not be achieved in accordance with the engagements made previously,
- Deliver products and services in compliance with contractual terms and conditions,
- Pay suppliers and partners on time and in accordance with agreed terms,
- Consider partners' and members' requests, suggestions, and complaints,
- Respond promptly to staff members' requests and complaints.

4.1.4 Equality, inclusiveness, and respect for the diversity of people

IUCN is an organization that values and respects diversity and strives to achieve its objectives in the firm belief that individuals and groups of people may hold different and diverging views on conservation and development as well as on non-conservation issues. IUCN strives to deal with all partners, members, and staff fairly and equitably, and avoids discrimination in employment and contracting. Organizational policies and practices shall be aimed at creating an inclusive workplace where individuals have the opportunity for professional and personal growth, commensurate with their professional capabilities and personal goals.

Standards of Conduct:

- Guarantee freedom of association and of expression, promoting a responsible and constructive exchange of views, criticisms, and ideas,
- Understand and accept cultural diversity, and provide a tolerant, positive, and supportive working environment that fosters respect for diversity,
- Foster an inclusive environment for everyone, and treat no individual less favourably than others because of culture, colour, national or ethnic origin, gender identity and expression, marital or other family status, sexual orientation, socio-economic status or background, age, physical appearance, disability, mental illness, neuro(a)typicality, political and/or religious belief or lack thereof,
- Provide equal opportunities in all human resources aspects and comply with relevant laws and regulations,
- Ensure that all staff are evaluated for performance in a fair, uniform, and timely manner and that they are recognised, promoted, rewarded, or sanctioned accordingly,
- Identify and remove when reasonably possible those obstacles that prevent the best performance of staff, paying particular attention to marginalized and under-represented groups,
- Offer fair and reasonable compensation, according to the labour market and the financial capacity of IUCN,
- Deal fairly in all transactions, providing equal opportunity to similarly situated members, partners, and suppliers.

4.1.5 Dignity

Staff members have the obligation to protect and promote the organization's interests, but they are expected to do so with due respect for other peoples' dignity and personal values. Staff members must refrain from infringing the physical and mental health, safety, privacy and human rights of others; refrain from any kind of coercion or harassment; and adopt practices that enhance human value and development in the workplace.

Standards of Conduct:

- Take all necessary measures to protect staff members' physical and mental health and safety while on duty, and provide appropriate insurance coverage,
- Make all efforts to ensure that staff members have an appropriate work-life balance and that working hours and public holidays specified in the Conditions of Service are thoroughly respected or that adequate compensation is in place,
- Be respectful to others and refrain from any kind of harassment, bullying, abuse of authority or retaliation,
- Respect, support and protect dignity, integrity and human rights of all staff members and adopt appropriate work practices to that end,
- Refrain from condoning any direct or indirect use of forced labour, child labour and/or any other abusive labour practices, in compliance with the ILO Convention 29 on forced labour as well as the ILO Conventions 138 and 182 regarding child labour,
- Work with partners and suppliers whose employment practices respect dignity, personal values and human rights, international labour standards on health and safety and adhere to the best principles of sustainable development.

4.1.6 Environmental responsibility

A key component of IUCN's mission is its commitment to help societies conserve the integrity and diversity of nature and to ensure the sustainable use of resources. IUCN is committed to

demonstrating that it is an environmentally responsible organization by actively considering the consequences of decisions, policies and actions on ecosystems and the people who depend on them and striving where possible to enhance the wellbeing of people and ecosystems and to minimize negative consequences.

Standards of Conduct:

- Demonstrate the commitment of the organization towards sustainability and environmental excellence in all business activities by identifying and adhering to environmental best practice, and by leading by example,
- Strive to minimize the environmental impact of all aspects of operations through efficient and effective use of resources, and, as much as possible through the sustainable use of renewable resources,
- Ensure that business decisions, particularly those including procurement and transport, reflect the need to minimize the ecological footprint of the organization, in particular:
 - Give particular attention to environmental standards of companies when buying their products and emphasize this in procurement policy,
 - Try to limit the number of travels to those really needed, avoid multiplying the number of events and reduce the size of delegations to events,
 - Promote the use of teleconference as an alternative to costly physical meetings.
- Work with partners and suppliers whose practices abide by environmentally sound standards and criteria and with those who actively strive towards the adoption of such practices or where IUCN sees an opportunity for change, in line with programmatic engagement and delivery.

4.2 Guiding Principles

4.2.1 *Duty of loyalty*

As per IUCN Statute 82, in the performance of their duties, the Director General and the Staff shall not seek or receive instructions from any source external to IUCN. They shall refrain from any action incompatible with their position as Staff Members of an international organisation. Each Member of IUCN shall respect the exclusively international character of the responsibilities of the Director General and the Staff, and not seek to influence them unduly in the discharge of their responsibilities. Staff who are on assignment from IUCN to an outside institution may accept instructions from that entity so long as such instructions are consistent with the provisions of this Code and the terms of the assignment.

4.2.2 *Integrity, trustworthiness, and accountability*

Staff are expected to demonstrate the highest standards of integrity and act in good faith, with intellectual honesty and fairness, in all matters affecting their official duties and the interests of IUCN. They shall perform their functions with integrity and without any corruption, favouritism, nepotism, cronyism, or bribery. They must immediately report if a prohibited act has been committed, requested, or otherwise attempted by any person in connection with or in relation to IUCN.

4.2.3 *Impartiality*

Staff shall not allow the performance of their duties to be influenced by any professional, personal or financial relationships, whether past, present or prospective, with any government or other external party or person. They must not allow their own personal or political views to affect or interfere with their work. They should refrain from publicly

expressing any opinions concerning political affairs or engaging in political activities without a conflict of interest approval. Staff must avoid political activity that could reflect adversely on their impartiality or independence or that would result in an unmanageable conflict of interest.

4.2.4 *Conflict of interest*

Conflicts of interest arise when Staff's personal and or financial interests interfere with their ability to perform their job duties objectively and without undue influence.

Staff are not permitted to use their position or IUCN resources to further personal or financial interests.

Staff may not participate in an activity or transaction that creates a conflict of interest without the prior approval from their supervisor and Human Resources in line with the Guide for IUCN Secretariat Staff on Disclosing Conflict of Interest (2018).

However, potential or perceived conflicts of interest do occur and cannot be completely avoided in the normal course of organisational activities. As such, to proactively address and manage conflicts of interest transparently to protect the integrity and reputation of IUCN, Staff are required to make prompt and full disclosure of any actual or potential conflict of interest.

Staff that have a conflict of interest should remove themselves from the decisions or discussions related to the issue.

Staff may also be required to divest themselves of the conflicting interest or take remedial actions to address conflicts of interest.

4.2.5 *Tact, reserve, and discretion*

Staff shall exercise the utmost discretion with regard to matters of official business and adhere to the requirements of any IUCN policy regarding proprietary, confidential, and other information. They shall not use to private advantage or disclose to any unauthorized person or entity any confidential or proprietary information known to them by reason of their function in IUCN.

Staff have an obligation to exercise discretion in all matters of official business, this applies to the issuing of verbal or written statements on behalf of IUCN. A Staff member shall not deliver a speech or lecture, broadcast through media, or grant any press interviews in relation to IUCN's policies or activities unless they have the delegated authority in accordance with the IUCN Delegation of Authority or have been provided approval to do so by the delegated member of staff.

4.2.6 *Protection of confidential information and intellectual property*

Staff shall not use any confidential information or intellectual property to which they have access through their association with IUCN for unauthorised purposes, including for personal advantage, or disclose any such information except as authorised by IUCN. These obligations concerning the use and disclosure of proprietary and confidential information shall continue after a Staff member has separated from IUCN.

4.2.7 Safeguarding and child protection

Safeguarding is a key aspect of our organizational culture. All Staff who engage directly or indirectly with children or vulnerable adults must act in accordance with the principles outlined in Code and IUCN Safeguarding policies, procedures, and guidelines.

Staff must avoid actions or behaviours that are inconsistent with IUCN's commitment to the protection of children as prescribed in the United Nations Convention on the Rights of the Child. Staff shall not engage in any sexual activity with persons under the age of 18 years, regardless of the age of majority or consent locally. A mistaken belief as to the age of a child is not a defence. Sexual activity includes all forms of activity and abuse of a sexual nature, with or without physical contact.

4.2.8 Prohibition of sexual exploitation, sexual abuse or sexual harassment

Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

The term "sexual abuse" refers to the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This definition includes sexual relations with a child, defined as a "human being below the age of eighteen years" in the Convention on the Rights of the Child. Any person of any gender identity may be the victim of sexual exploitation. Examples of sexual exploitation and abuse include transactional sex, soliciting transactional sex, sexual assault, rape, and any type of sexual activity with a child, real or simulated, on the internet or any other medium.

Any act of sexual exploitation, sexual abuse, sexual violence or other forms of humiliating, degrading or exploitative behaviour, including forced labour or services is prohibited.

Staff are required to comply with the Policy on the Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment and have a continuing obligation to familiarize themselves with the provisions of the Policy including the duty report.

4.2.9 Privileges and immunities/compliance with applicable local laws

The privileges and immunities granted to Staff in a certain jurisdiction pursuant to a decree or a host country agreement are conferred solely in the interests of IUCN and do not exempt Staff from observing relevant applicable laws in the country in which they are present in the performance of their duties, or from complying with their private legal and financial obligations. Staff must avoid actions that could be perceived as an abuse of the privileges and immunities conferred upon IUCN and its officials. They may not invoke immunities as a defence to non-performance of their private obligations or failure to observe local laws. IUCN shall waive the immunity accorded to any Staff if, in its opinion, such immunity would impede the course of justice and the waiver would not prejudice the purpose for which the immunities are accorded.

A violation of the criminal laws of any jurisdiction by a Staff member shall be a breach of the Code insofar as such violation imputes dishonesty, malfeasance, or actual or threatened violence to that Staff member or otherwise renders that Staff Member unfit to be a Staff

Member or to continue to be appointed to a particular post within IUCN. A Staff Member who is detained, arrested, charged with an offence, convicted or imprisoned in connection with a criminal offence, other than a minor traffic violation, must ensure that the relevant Office Head of Human Resources, is informed as soon as practicable.

4.3 Workplace Conduct

4.3.1 *Civility in the workplace and upholding the values of inclusiveness and respect for the diversity of people*

IUCN is committed to providing a workplace that fosters a climate of trust, inclusivity respect and cooperation and is conducive to the well-being of all Staff. Accordingly, everyone working at IUCN, regardless of the location of their duty station, is expected to contribute to a productive and motivating work environment that is fair, safe and inclusive for all.

In an international and multicultural work environment like IUCN, Staff should bear in mind that their own cultural norms and values may not be shared by colleagues, and they should therefore be sensitive to potential misunderstandings or disagreements based on those differences. At the same time, these differences do not excuse inappropriate behaviour or harassment. In the context of IUCN's work environment, all Staff are expected to observe the highest possible standards of behaviour and shall treat others with courtesy, dignity and respect.

4.3.2 *Prohibition of discrimination and harassment*

Staff have an individual and collective responsibility to create and maintain a working environment that is positive and harmonious. This means ensuring that their own standards of behaviour are consistent with the Code and avoiding any action or conduct that would constitute harassment, discrimination or favouritism.

Staff Members may not favour certain groups over others based on their personal characteristics, backgrounds or views, particularly in terms of the recruitment or hiring of individuals to collaborate with IUCN. They are also expected to act if they observe that another Staff Member may be subject to harassment, sexual harassment or discrimination in violation of the Code.

Repeated, unreciprocated and/or unwelcome comments, gestures, actions, suggestions, or physical contact, based on gender, ethnic origin, or other personal characteristics that are perceived, and substantiated, as harassment and/or intimidation

Harassment does not depend on the intention of the offender, but rather the impact of their behaviour on the recipient. If a specific action could reasonably be perceived as offensive, humiliating or threatening, that action may be regarded as harassment, whether or not such harm was deliberate.

Staff should also avoid behaviour that, although not rising to the level of harassment, may nonetheless be inappropriate or offensive to others. They should handle interpersonal conflicts with an open attitude through respectful dialogue.

As stated in the guiding principles, any act of sexual exploitation, sexual abuse or sexual harassment is strictly prohibited. The Policy on the Protection from Sexual Exploitation, Sexual

Abuse, and Sexual Harassment provide detailed guidance on what constitutes harassment, the steps for reporting incidents, and what to expect upon reporting harassment.

4.3.3 *Exercise of authority*

Staff are expected to respect authority as well as use it responsibly, and they must not take actions that exceed the scope of their authority as set out in the relevant delegation of authority policy. If they delegate a task to others, they remain responsible for its proper execution and therefore need to exercise adequate supervision and control. The use of authority for improper purposes, such as coercion (e.g., with a view to obtaining sexual favours from others) or personal favouritism, will not be tolerated.

Staff shall administer the funds, resources, and supplies entrusted to them by IUCN with the utmost care and be accountable for their use. They may not commit IUCN financially and/or legally unless officially authorized to do so.

4.3.4 *Accuracy of records and transparency*

In order for IUCN to maintain accurate records of transactions and activities. Staff must record all transactions and prepare accurate, truthful, and complete records, in accordance with established policies, and they shall not intentionally conceal or falsify the true nature of any IUCN transaction. Staff must not provide false or intentionally misleading information to IUCN, or delete, conceal or create false or misleading records of IUCN.

4.3.5 *Anticorruption, bribery, and misappropriation*

In order to uphold IUCN's commitment to transparency, integrity and fairness in its operations, Staff must not engage in any type of illegal or unethical act. Such acts include, without limitation, the receipt or solicitation of a bribe; forgery or unauthorized alteration of any document; extortion; corruption; theft; conspiracy; embezzlement; misappropriation of IUCN funds, property or resources; false representation; concealment of material facts; and collusion.

Staff must not take improper advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of facts, or any other illegal or unethical trade practice. Staff will not attempt to influence external parties with payments, gifts, offers or employment, or otherwise unlawful conduct. They are expected to follow all policies, processes and procedures as required by IUCN.

A Staff Member's offer or acceptance of hospitality, such as meals during the normal course of business or other reasonable business expenditure, is permissible so long as it has the principal aim of establishing cordial business relations. However, Staff may not offer or receive hospitality where it could reasonably appear to have the intention of influencing another in order to secure an advantage, perform a function improperly, or expedite the performance of a routine action.

4.3.6 *Prohibition on financing of terrorism and money laundering*

Staff shall use their best efforts to ensure that payments provided to or by IUCN do not provide direct or indirect support or resources to individuals associated with or entities involved in the financing or support of terrorism or money laundering. In particular, they shall take all reasonable steps to avoid knowing and voluntary payments or any other benefits to any

terrorist organization included on the UN and [EU terror list](#) and see [EU Council decision \(CESP\) 2919/25](#).

4.3.7 Scientific integrity and ethics

In working towards the objectives outlined in Article 3 (g) of the Statutes, the IUCN Secretariat is required to uphold high standards of scientific work and other knowledge systems and will be free from undue influence or conflict of interest in this regard.

Staff are expected to demonstrate the highest standards of scientific and research integrity in any scientific research they undertake on behalf of IUCN. Staff must also ensure that there are no actual, potential or perceived conflicts of interest that might bias their work or otherwise call into question the validity or accuracy of their work.

Staff shall comply with Copyright policies and avoid any action that would involve the improper, unethical use of intellectual property and the breach of IUCN's obligations toward third parties.

4.3.8 Protection of confidential information and intellectual property

As stated in the guiding principles, Staff must handle all confidential and proprietary information with the greatest care and in accordance with applicable IUCN policies on the handling and use of information, and data protection. Staff are responsible for coding information as confidential or proprietary as warranted, in order to protect it from intentional or inadvertent disclosure.

If a Staff member is summoned by law to produce IUCN documents or appear before a judicial, administrative or legislative body to give evidence or information known to them by reason of their official position, they shall immediately inform the Legal Advisor, and follow his/her instructions in this regard.

4.3.9 Health, safety, and security

IUCN is committed to providing Staff with a safe workplace to the extent reasonably possible and to promoting high standards of employee health and dignity. Staff are accordingly expected to comply with IUCN's policies, rules and procedures concerning workplace health and safety in the conduct of their daily assignments, including in connection with official travel on behalf of IUCN. Staff shall use IUCN's property diligently, with due regard to the health and safety of people who are likely to be affected by such use.

IUCN does not tolerate any level of violence or threat of violence by Staff in any form, whether committed on work premises or elsewhere. Violence may be grounds for disciplinary action.

Substance abuse, including the use of illegal drugs and the harmful or excessive use of alcohol, is incompatible with the health and safety of the workplace and is strictly prohibited. All Staff are expected to exercise good judgment and not engage in any behaviour that may adversely affect their performance or that may be harmful to them or fellow colleagues.

Staff are expected to report any incidents in contravention of this section or defects in the work environment that may jeopardize their own safety or that of others as soon as they become aware of them.

4.3.10 Protection and use of IUCN property and resources

Staff are responsible for the appropriate use and protection of IUCN's property and resources, which must be used with care, integrity, and for authorized purposes only. Staff must use their best efforts to prevent, detect and report fraud, waste, and abuse or any other prohibited acts that come to their attention.

A Staff Member who is found to have engaged in theft, sabotage or wilful damage of IUCN property or unauthorized use of assets provided by IUCN will be subject to disciplinary action.

Staff may make reasonable personal use of IUCN-provided IT and telecommunications systems, including internet access, email, and telephonic facilities, so long as they do so in compliance with policies and procedures prescribed by IUCN.

Upon the end of their term with IUCN, Staff shall promptly return all property issued to them by IUCN unless otherwise agreed in writing by a duly authorized representative of IUCN.

4.3.11 Intimate or romantic relationships

IUCN recognizes that an intimate or romantic relationship may exist or develop between two people employed by IUCN. The fact that a relative, spouse, significant other or close friend is working at IUCN may create situations of actual, potential or perceived conflict of interest, which need to be well managed. Intimate or romantic relationships between colleagues should not interfere with work or create an environment where other colleagues might feel uncomfortable or professionally disadvantaged because of the relationship.

In cases where there is a hierarchical or supervisory relationship or function/role between two people engaged in an intimate or romantic relationship, they must notify their respective supervisors and the Chief Human Resources Officer that appropriate steps can be taken to avoid or mitigate an actual, potential or perceived conflict of interest.

In addition, there may be heightened considerations under Policy on the Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment when there are intimate or romantic relationships among colleagues.

4.3.12 Gifts, awards, and honours

IUCN recognises that the giving and receiving of gifts, awards and honours are commonplace and subject to local norms. However, to prevent conflicts of interest, and maintain the integrity and reputation of the organisation the following should be observed when receiving or giving a gift, award or honour.

Staff must comply with applicable laws and regulations, if the giving, receiving of gifts, awards and honours are not permitted, Staff must comply and are not permitted from accepting any gift, award or honour.

Staff should avoid receiving a gift, award or honour that exceeds \$100. If this is not possible staff are required to disclose the receipt of the gift, award or honour to the Chief Human Resources Officer or Oversight Unit Head, when possible, this notification and approval should be obtained prior to accepting the gift, award or honour. Any gifts and awards above this value should be kept in IUCN premises.

Staff may not solicit gifts, awards or honours from governments, vendors, or any other relevant IUCN stakeholder.

Gifts, awards, and honours given and received should be reasonable, appropriate, and not influence organisational decisions. Staff must not accept gifts, awards or honours that could be seen as a bribe or have the potential to influence organisational decisions.

5. ROLES AND RESPONSIBILITIES

5.1 Staff

All Staff are required to comply with the Code and all IUCN policies and procedures. Staff also have a continuing obligation to familiarize themselves with the provisions of the Code and any revisions thereto.

5.2 Special responsibility of managers and supervisors

Managers and supervisors have an additional responsibility to set a positive example and demonstrate the highest standards of professional behaviour and personal conduct in their own behaviour, as well as to communicate IUCN's policy in these areas to Staff. In their daily actions and communications with colleagues, they should foster a harmonious work environment where all Staff are treated with dignity and respect, and they should clearly communicate that harassing or offensive behaviour or discrimination will not be tolerated.

Managers and supervisors are expected to take all necessary measures to ensure a safe and respectful working environment that is free of harassment and discrimination as well as other offensive behaviour.

They are expected to pay attention to a deteriorating work atmosphere and take steps to promptly resolve problems in a sensitive manner and ensure that prompt action is taken to stop any form of harassment or discrimination, and that potentially offensive material is not displayed or circulated in the workplace.

They are also expected to make themselves available to those who wish to raise concerns in confidence, advise on measures available to deal with those concerns promptly and effectively, and contribute to the constructive resolution of workplace concerns.

5.3 The Chief Human Resource Officer

The CHRO is responsible for ensuring that Staff are aware of the contents and objectives of the Code and addressing ethical issues that are brought to their attention.

The CHRO also has a responsibility to assist line managers in the process of Staff education and development concerning the Code and ensuring that formal reports of ethical misconduct¹ or unethical behaviour brought to their attention are subject to a formal procedure in accordance with the Code and Whistleblowing and Anti-retaliation Policy.

5.4 The Head of the Oversight Unit

The Head of the Oversight Unit is responsible for addressing ethical issues that are brought to their attention and ensuring that reports of ethical misconduct or unethical behaviour brought

¹ Ethical misconduct is defined in page 19 of this Code.

to their attention are subject to a formal procedure in accordance with the Code and Whistleblowing and Anti-retaliation Policy.

5.5 Director General

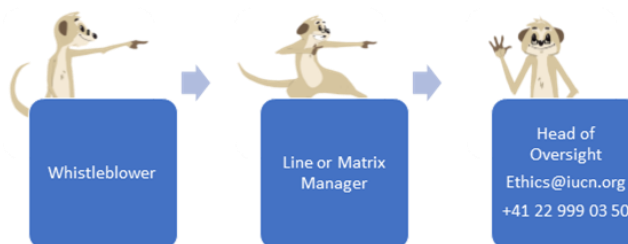
The Director General has overall responsibility for guaranteeing fair treatment with regard to the application of the Code and ensuring the appropriate organizational response in the case of reported or suspected ethical misconduct or unethical behaviour.

The Director General and their delegates are also responsible for ensuring all reasonable allegations are treated seriously and systematically, are properly investigated and appropriate action is taken.

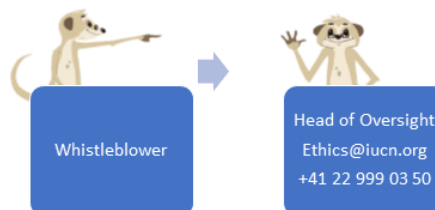
6. WHERE TO GO FOR HELP

To report a case of ethical misconduct, you should take the following steps:

- i. The report of what you reasonably believe to be ethical misconduct must be factual and not speculative, conclusive, or judgemental, and must provide all the information of which you have knowledge of in order to allow for the appropriate assessment of the nature, extent and urgency of the necessary inquiries and other procedures.
- ii. You should not contact the suspected perpetrator to get facts or demand restitution or attempt to personally conduct investigations or interviews.
- iii. The reporting process is the following:



If your allegations are about your line or matrix manager, the process is the following:



For more detailed information, please refer to the IUCN Whistleblowing and Anti-retaliation Policy section 5.1. Reporting Obligations.

Any staff member who has knowledge of ethical misconduct and fails to report it as provided for in the Code may be subject to disciplinary action.

7. COMPLIANCE

7.1 Compliance with national laws and regulations

The rules contained in the Code are not meant to replace applicable national laws and regulations. Compliance with national rules and regulations are mandatory, as such Staff members must respect applicable national laws and regulations.

In jurisdictions where national laws or regulations set stricter rules than those set out in the Code, the stricter rules prevail.

Where the rules contained in the Code are inconsistent with applicable laws and regulations, Staff, including personnel with “Privileges and Immunity status” should comply with applicable rules of law.

7.2 Duty to comply with IUCN Statutes, policies, procedures, and guidelines

All Staff must conduct themselves in accordance with the requirements set out in this Code, any relevant personnel policies (e.g., the relevant HR Policy; Staff Rules) and all other mandatory policies, procedures and guidelines of IUCN, as well as the terms of their employment contracts and conditions of service.

Upon appointment, Staff shall sign an affirmation of the duty to comply. As stated previously, Staff have a continuing obligation to familiarize themselves with the provisions of the Code and any revisions thereto.

7.3 Consequences of non-compliance

A Staff Member’s noncompliance with national laws and regulations or with this Code or any other policy, procedure and guideline of IUCN may be considered as ethical misconduct and, as such, may result in disciplinary measures, including termination of employment, administrative sanctions and/or other remedial measures, as appropriate and taken in accordance with applicable policies or, depending on the violation, even referral to local authorities for possible criminal prosecution.

7.4 Personal liability for losses due to negligence or contravention of policies

IUCN reserves the right to recover from a Staff Member all losses and expenses incurred by IUCN as a result of any wilful ethical misconduct or gross negligence by a Staff Member or as a result of the Staff Member’s contravention of any policy, procedure or guideline.

7.5 Duty to report ethical misconduct

Staff are required to report any confirmed or suspected act of ethical misconduct. However, the intentional filing of a false or misleading report, or an attempt to cover up breaches of this Code, will itself be considered as a violation of the Code and may result in disciplinary action. See the Whistleblowing and Anti-retaliation Policy.

7.6 Protection against retaliation (“Whistleblower” protection)

Staff who, in good faith, report suspected wrongdoing will be protected from retaliation in accordance with the Whistleblowing and Anti-retaliation Policy. Any retaliation or threat of

retaliation against individuals reporting alleged or suspected ethical misconduct to IUCN, or against individuals participating in the investigation of such allegations (for example, as witnesses), may be considered ethical misconduct and subject to disciplinary measures. See the Whistleblowing and Anti-retaliation Policy.

8. GLOSSARY

Abuse of authority:	The improper use of a position of influence, power or authority by an individual towards others, whether through a one-time incident or series of incidents. It is particularly serious when the alleged offender uses influence, power or authority to improperly influence the career or employment conditions of another, e.g., through decisions on assignments, contract renewal, performance evaluation or promotion.
Bribery:	“Bribery” or “bribe” means to directly or indirectly offer, promise, or provide a financial or other advantage (including hospitality or gifts and other expressions of appreciation in excess of a <i>de minimus</i> value) to another person or receive such an advantage in order to: Induce or encourage the recipient to perform a function improperly; Induce or encourage the recipient to expedite the performance of a routine government action; or Reward the recipient for the improper performance of a function.
Bullying:	Repeated offensive, cruel, intimidating, insulting or humiliating behaviour that undermines an individual or a group of individuals. Bullying may be physical, verbal, visual or written.
Conflict of interest:	A situation in which Staff have an actual, perceived or potential personal interest (whether financial, personal or otherwise) that may affect, or be affected by, the conduct of their duties and responsibilities with respect to IUCN or is otherwise contrary to the interests of IUCN. A conflict of interest or appearance of conflict of interest may arise when: (a) a Staff Member’s private interests interfere or appear to interfere with the interests of IUCN; (b) a Staff Member takes action or has interests that make it difficult to discharge his/her functions impartially and effectively and to discharge his/her official duties with only IUCN’s interests in mind; or (c) a Staff Member receives improper personal benefits as a result of his/her status or affiliation with IUCN. Conflicts of interest can be of a financial nature, arise from personal relationships/ family members, take the form of intellectual bias, or generate unfair or competitive advantage.
Confidential information:	All information disclosed, conveyed or otherwise made accessible to a Staff Member, either directly or indirectly, in any form, whether in writing, oral, visual, electronic or otherwise, that is designated “confidential”, or that the Staff knows, or has reason to know, is confidential or sensitive or not generally available to the public, including the fact that such information has been delivered to IUCN or the Staff. It includes, but is not limited to, records relating to internal deliberative processes, such as internal notes, memoranda, and

	correspondence (including e-mails) among Staff.
Corruption:	The offering, giving, receiving or soliciting, directly or indirectly, or attempt to do so, of anything of value to improperly influence the actions of another party. Without limiting the foregoing, corruption could involve, among other things, an abuse of a conflict of interest, improper gratuities (including unauthorized acceptance of honours, gifts or remuneration), bribery (including kickbacks) or economic extortion.
Discrimination:	Any unjustifiable differentiation between individuals or groups or the unjust or prejudicial treatment of different categories of Staff, based on such grounds as a Staff Member's race, gender, religion, nationality, ethnic origin, sexual orientation, disability, age, language, or any other protected characteristic under applicable law. It may constitute a series of events or a one-time incident.
Ethical Misconduct:	Conduct prohibited by IUCN professional standards as described in the Code of Conduct and Professional Ethics; the Policy on the Protection against Sexual Exploitation, Abuse, and Harassment; the Anti-Fraud and Anti-Corruption Policy, and the Whistleblowing and Anti-retaliation Policy.
Financing of terrorism:	(and other sanctioned individuals or entities) is the provision or collection of resources, by any means, directly or indirectly, with the intention that they should be used or in the knowledge that they are to be used, in full or in part, to benefit individuals and entities subject to measures imposed by the United Nations Security Council and appearing on the United Nations Security Council Consolidated List. And also, the commission of any offense as set out in Article 2 of the International Convention for the Suppression of the Financing of Terrorism.
Fraud:	is any act or omission, including any misrepresentation, that knowingly misleads, or attempts to mislead, a party to obtain any financial or other advantage, or to avoid any obligation whether for oneself or for others. Without limiting the foregoing, fraud could involve, among other things, misappropriation of cash (for example through fraudulent claims or disbursements) or other assets (for example through unauthorised use of IUCN assets or falsifying inventory records) or fraudulent statements (for example through purposefully misreporting or omitting information).
Harassment:	Refers to any unwelcome or offensive conduct that has had, or might reasonably be expected to have, the effect of: (1) offending, humiliating, embarrassing or intimidating another person(s), and (2) creating an intimidating or hostile work environment and/or unreasonably interfering with another person(s)' ability to carry out their functions at work.
Intellectual property:	The right to patents, copyrights, and trademarks and any other form of legally protected intellectual property with respect to goods and/or services and other materials which bear a direct relation to or are produced, prepared, or collected in consequence of or in the course of IUCN work.

<p>Money laundering:</p>	<p>is the conversion, transfer, acquisition, possession or use of property by any person who knows or who may be reasonably presumed to know that such property is derived from any criminal activity or from an act of participation in such activity, including the concealment, or disguise of the true nature, source, location, disposition, movement, rights with respect to, or ownership of, such property or aiding, abetting and facilitating such acts.</p>
<p>Property of IUCN:</p>	<p>Any real, tangible or intangible property that is owned, licensed or leased by IUCN, including, without limitation, financial assets, moveable property, information, information technology and telecommunications equipment, and other resources. The term also includes as appropriate, intellectual property as defined above.</p>
<p>Sexual exploitation or sexual abuse:</p>	<p>Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” refers to the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This definition includes sexual relations with a child, defined as a “human being below the age of eighteen years” in the United Nations Convention on the Rights of the Child. Any person of any gender identity may be the victim of sexual exploitation.</p>
<p>Sexual harassment:</p>	<p>Any unwelcome and unwanted behaviour of a sexual nature, whether verbal or physical, that is offensive or creates a hostile or intimidating work environment. Sexual harassment may include unwanted sexual advances, unsolicited requests for sexual favours, or any other behaviour of a sexual nature that might reasonably be expected or perceived to intimidate, cause offence or humiliation to another, when such conduct interferes with work or is made a condition of employment. See Anti-Harassment Policy for more details.</p>
<p>Staff or Staff members:</p>	<p>Staff, or Staff members, for purposes of this Code, include IUCN Secretariat personal as well as temporary staff, staff hired on a temporary basis through recruitment companies, secondees, trainees, interns, and students.</p>