



A
CODE OF CONDUCT
FOR
NAPAAS OFFICIALS

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Foreword

Every day, the INGOs and NGOs are facing new challenges. In a World that evolves constantly and rapidly, the Organizations have to adapt to remain at the cutting edge and deliver to its Member countries the highest degree of expertise they need. In this strive for excellence; the Organization's best asset is its staff.

The skills, competences, experience and the professionalism of NAPAAS staff are key to helping the Organization fulfill its core mission and strategic goals. In this context, and because of the international nature of our duties, our standards of professional ethics must be amongst the highest.

It is therefore my wish and my commitment that this code of Conduct contributes to keeping the ethics standard of NAPAAS in line with best practices. These standards should be seen as our common understanding of the professional value and culture the Organization wants to promote and uphold.

The Code is not a standalone document. Its purpose is to explain our statutory provisions, set out in Staff Regulations, in simple and concrete terms. Accordingly, the Code of Conduct does not replace existing legal provisions, nor does it expand or restrict their scope. At the same time, whilst it offers guidance concerning standards, integrity and the conduct required from NAPAAS staff members, the Code of Conduct cannot address all situations. It is not a substitute for personal responsibility, but is intended to serve as a guideline for each of us in the way we carry our daily duties.

I would like every NAPAAS staff member to carefully read the Code of Conduct and embrace the principles recalled therein. These principles must lie at the heart of our day-to-day work, thereby contributing towards building a better world economy, which is our core mission.

Preamble

1. The rules governing the conduct of officials of NAPAAS are set forth in our Staff Regulations, Rules and instructions as will be applied to officials of the Organization, complimented by decisions made by the Regional Head or under her/his authority. These rules have been adopted to ensure that the conduct of each official of the Organization not only meets the generally acceptable ethical standards of the international civil service but also is perceived as such. They are binding and their violation may give rise to the application of disciplinary sanctions. As of an official of the Organization, you have an obligation to observe these rules, but you also have the right to invoke them to the extent that their violation affects your dignity or the performance of your official duties. It is both in your interest and your responsibility, therefore, to familiarize yourself with these rules.

2. Experience has shown that a better understanding of these rules and their practice would facilitate their observance and, as your employer, the Organization is prepared to help you in this regard.

3. The adoption of this Code by the Organization is a contribution to this common endeavor, It is not intended to duplicate the existing rules or to expand or restrict their scope, but to provide guidance to officials of the Organization in the observance of these rules with a view to achieving their objectives.

4. It must be noted, however, that this Code cannot cover all possible situations. In case of doubt, you may seek advice from an authorized source within the Organization and act confidently on the basis of that advice as explained in section IV below.

5. This Code is organized as follows: section I, II and III describe, in general terms, the principles that should guide your

conduct as a NAPAAS official. NAPAAS Section IV explains what you should do to seek advice if you have a doubt on how to behave in a particular situation; Section V explains what you should do if you are a victim of or witness of misconduct; Section VI offers examples of commonly asked questions concerning certain situations and provides responses to these questions.

To the extent that similar rules apply to temporary staff (salaried, consultants and auxiliaries) the present Code is applicable.

General Principles

Loyalty and Independence

6. As an official of NAPAAS, you have a duty of loyalty to the Organization and how you perform your duties under the authority of the Regional Head/Country Director only on how you must further the interest of NAPAAS, but you should not be influenced in your work by any other interest, including the interest of your own country or government.

7. You must act independently of any authority or person external to the Organization in your work and in the exercise of your function. In particular, you may not seek or accept instructions from any government or any of its subdivisions or agencies.

8. While Ministries and Agencies other/NGOs/INGOs should be fostering consensus amongst the Members country. You may express, as part of your official duties a professional opinion that is contrary to a policy or decision of another part of the Organization in a reasoned and discreet manner within the Secretariat. However once the Secretariat has adopted a particular position on questions under discussion, you should refrain from expressing views outside the secretariat that would undermine that position or could cast a doubt on the impartiality of the

Secretariat.

You should also refrain from disclosing any confidential information (i.e. documents, data, and personal matters).

Report writing

9. Every staff is required to present a monthly report on their inputs through their immediate supervisors to the Country Directors/Executive Director on the 23 of every month, whilst the Country Directors/Executive Director are to submit a comprehensive report to the Regional Head on the 26th of every month for submission to the International office. The reports are also required when staff return from official trip such as conferences, seminars, workshop, summits etc.

10. Should your duties require you to travel on authorized journeys or transfers; you will be eligible to an allowance as approved by the management.

Annual Leave

11. You will be entitled to 20 days leave on full pay each year. This leave comes in the month of December each year. Leave cannot be accumulated without the specific agreement and approval of the management.

Performance

12. Employee performance will be evaluated through our staff performance appraisal system which will be conducted on the operation of each official every 2 months.

Medical

13. We will comply with each country law establishing the healthcare delivery services. The details of this will be made known to you by each country's approved official.

Impartiality

14. Your work for the Organization should not be influenced by your past, current or prospective relationships, whether professional, personal or financial, with any government institution or person. Nor should it be affected by any personal opinion, whether positive or negative, you may have of any country government, institution or person.

15. You should refrain from taking any action or making any statement that could cast a doubt on your impartiality. In particular, gifts or favors from outside sources can be seen as affecting your impartiality; even if in your judgment they have no such effect. Therefore, you should not seek or accept any gratuity or benefit in connection with your official duties or by reason of your status as an official of the Organization, or any remuneration or honorary distinction, whether related or unrelated to your work or status as an official of the Organization, unless you have been authorized to do so, as explained in the next paragraph.

16. A general authorization has been granted by the Regional Head for the following four types of remuneration or distinction: (i) retirement pay or pensions, (ii) honoraria for public appearances or publications which are either turned over to the Organization to fund activities of the official's directorate or donated to a charity recognized by the Organization, (iii) normal and customary hospitality and protocol gifts (up to 100 dollars in value) and (iv) honorary distinctions awarded for work accomplishment before the official's appointment or for work unconnected with official duties (provided the General Manager Corporate Service was notified of the distinction and did not raise any objection within fifteen days). In all other cases, the request for authorization should be submitted to the appropriate Management staff.

Discretion

17. You should not disclose any confidential information you have acquired in connection with your work for the Organization. You should also ensure that any confidential documents or data in your possession are properly safeguarded, in accordance with applicable NAPAAS security policies and procedures.

18. Information, including documents and data, received by the Organization on the understanding that it is only for internal use, or regarded as confidential and should be treated in accordance with NAPAAS policies and procedure.

19. Dress code: It is expected that we dress corporately to office every day of the week except Fridays that we can dress down with traditional wears that are not flamboyantly made. A properly made jean with NAPAAS T-Shirts is also acceptable. Men must appear in suits that are decently made. Women should also dress decently, not provocative or suggestive. Indecent dressing can lead to dismissal.

Privileges and Immunities

20. You must avoid actions that could be perceived as an abuse of the privileges and immunities conferred on the Organization and its officials. For example, even if your remuneration from NAPAAS is tax exempted, you may still be subject to tax obligations for any income received from other sources. You may also have to pay property or other taxes on your place of residence or other assets Also you should not take advantage of your specific tax status to seek or accept means-tested benefit which may be granted on the basis of “taxable income” and to which, taking into account your income from the Organization, you are not entitled. The Organization would regard as harmful to its reputation any failure by one of its officials to discharge tax obligations or to

declare income from the Organization when seeking or accepting such means tested benefits.

21. You should be aware that the immunity of officials from civil suit or criminal prosecution is limited to official actions; officials from civil and criminal jurisdiction are conferred for the sole benefit of the Organization. Therefore, it cannot be invoked in cases unrelated to the performance of official duties. Officials of the Organization are expected to comply with the requirements of applicable laws with respect to the discharge of their civil obligations, and in particular with the payment of alimony and child support as may be required. They are also expected to comply with the requirements of the local criminal laws. Failure to discharge substantial civil obligations, as well as major international violations of criminal laws, when brought to the attention of the Organization and properly substantiated, would be regarded as harmful to the reputation of the Organization.

22. The right whether an official's immunity from jurisdiction shall be claimed or waived is with the Organization. Therefore, if you wish to invoke such immunity, you will need to address a request to the Regional Head through the Country Director.

23. Respect for privacy does not preclude the Organization from action with regard to an official whose conduct outside the Organization is incompatible with the status of an international civil servant. This includes actions which could damage the Organizations' reputation or be perceived as an abuse of the privileges and immunities of the Organization and its staff. Accordingly, such actions may give rise to the application of disciplinary sanctions.

Conduct within NAPAAS

Integrity

24. You are expected to act with the utmost integrity in the performance of your work and in all your relations with the Organization.

25. Integrity in carrying out your work implies a duty to do your work to the best of your abilities. The duty to do your work to the best of your abilities also implies an obligation to share information with other officials that is necessary for the discharge of their duties.

26. You should not withhold information that is relevant to the benefits you receive from the Organization. New circumstances that affect your eligibility for certain benefits must be reported promptly.

27. You should carefully manage the resources of the Organization for which you are responsible. In this respect, you should familiarize yourself with the Financial Regulations, Rules and Instructions insofar as they are relevant to the discharge of your duties.

28. You are expected to use the Organization's resources as effectively as possible and you must avoid any misuse of these resources. In particular, you should not use the Organization's resources for your own personal benefit or for the benefit of third parties. You may nevertheless use the equipment made available to you by the Organization, such as telephones, copiers and computers for personal reasons, as long as this use remains occasional and does not interfere with your work. If you use a telephone for personal reasons, you will be expected to cover the cost of long-distance or other toll communications. Also, cars are assigned for official assignments ONLY and should not be used for personal gains thereby allowing their official responsibilities to suffer. Officials found doing this directly/indirectly would be

made to surrender such cars to the office. Official's cars should not be parked at odd places and at odd times.

29. You should not, in your words or actions, compromise your integrity by condoning or appearing to condone fraud, corruption or misuse of the Organization's resources by other persons, including other officials of the Organization. You should express your disapproval of any statement or other manifestation of intention to commit such acts and, if you know or have strong reasons to suspect that such acts have taken place, you should report them, as set out below (Paragraph 51).

Responsibilities/Abuse of authority

30. You should not take actions that exceed the scope of your authority. If you are unsure of the scope of your authority, you should ask your immediate boss.

31. If you delegate a task, you remain accountable for its execution. Therefore, you will need to exercise adequate supervision and control.

32. If you are a management staff, you should not, in any circumstances, use your authority over your subordinates to prevent them from fulfilling their official duties. Nor should you use your authority to obtain personal benefits or favours from your subordinates.

Conflicts of Interest

33. You should avoid any conflict of interest or appearance of conflict of interest. A conflict of interest involves a conflict between the public duties and the private interest of an official of the Organization in which the official has private capacity and responsibilities. In case of doubt, or if the situation giving rise to the conflict of interest or the appearance of a conflict of interest

has already been created, you should inform your immediate boss.

34. For example, if you are recruiting personnel of whatever status for the Organization and one of the candidates is related to you or has a close (personal or financial) relationship with you, you should report yourself. This also applies to performance evaluations or promotions of any member of personnel of whatever status who is related to you or has a close relationship with you. In general, you should bear in mind that any attempt to influence the career development of any member of whatever status who is related to you or has a close relationship with you may lead to a conflict of interest or the appearance of conflict of interest and should therefore be avoided.

35. If you are responsible for negotiating procurement of contracts on behalf of the Organization, including intellectual services contracts, and you have a direct or indirect interest in or a close relationship with one of the potential providers, you should report yourself and refer the matter to your boss.

36. If you are considering leaving the Organization and are in the process of negotiating with a prospective employer, you should not engage in any task within the Organization that creates, or may appear to create, a conflict of interest between the Organization and the prospective employer. In case of doubt, or if you are assigned such a task, you should inform your supervisor.

Tact and courtesy

37. You should treat your colleagues and all other persons with courtesy and respect. You should refrain from verbal or physical abuse and any form of harassment. In particular, you should avoid making disparaging statements on the grounds of national, opinions or beliefs, culture, ethnicity, gender, or personal life.

38. You should be aware that statements or actions that are not

intended to be offensive or to intimidate a person may be perceived as such by that person. You will need to use your judgment and, if you think that there is a risk of such perception, refrain from making these statements or taking these actions.

Interpersonal conflicts

39. If you are a supervisor, you are expected to maintain good working relations and atmosphere of tolerance and mutual respect among your subordinates. Not only should you provide them with advice and guidance for the performance of their work, but you should also make yourself available and, with an open mind, listen and respond to any work-related questions, comment, objections or complaints they may have. Conflicts should be addressed proactively and, as much as possible, resolved at an early stage, in a sensitive and impartial manner. You may want to be assisted in this endeavor by a representative of the Country director.

External activities

Statements and publications

40. You should refrain from making public statements, including publishing articles or books on any subject matter, that are incompatible with your obligations as a NAPAAS official, in particular your obligation of tact and discretion. In addition, these statements, if remunerated, will be subject to the principles set out in para. 11.

41. In principle, you may make public statements concerning the Organization, its activities or the positions taken by officials only with the permission of the Organization's Country Official Director.

42. Nevertheless, you may make public statements about activities of the Organization in respect of which you have clearly allocated responsibility. However, before making such public

statements, you should inform your Country Director or the Regional Head/Executive Director. They have the responsibility for ensuring that public statements are compatible with the Organization's policies and interests and officials should seek guidance from them when appropriate. Country Director may delegate this task to any management staff.

In some circumstances, including when a public statement is not made in your official capacity, you will have to make clear that the public statement does not necessarily represent the views of the Organization.

Other employment/ Professional activities

43. In principle, employment with the Organization is not compatible with other gainful employment or professional activities. However, occasional remunerated activities, including teaching activities or publications may be engaged in subject to the prior approval of the Regional Head/ Country Director. As explained above, however, you may receive honoraria for public appearances or publications, without prior authorization, if these honoraria are turned over either to the Organization or to a charity recognized by the Organization. Exceptionally, officials holding a part time appointment with the Organization maybe authorized by the Regional Head or Country Director to engage in another regular and remunerated activity.

Financial activities

44. You may not use information obtained in the course of your official duties to obtain undue benefits for themselves so third parties, or for any other inappropriate purpose.

Public functions/Political activities

45. You are not allowed to seek or hold public office unless authorized by the Regional Head. The request for the Regional

Head's authorization should be submitted through the Country Director.

46. Therefore, if you intend to run as candidate for an elective political function, you should first seek authorization for the exercise of that function.

47. Similarly, if you are invited to participate in an advisory commission whose members are appointed by a government or one of its subdivisions or agencies, you should not accept the invitation unless you have been authorized. Your participation, once approved, will be deemed to be part of your official duties within the Organization.

48. While you may be a member of a political party and participate in its meetings, you should refrain from playing a prominent role in partisan politics in a member country and from making statements incompatible with your obligation of tact and discretion.

49. You should also refrain from playing an active or prominent role in a non-governmental Organization which may seek to influence public policy debates within the Organization.

Other activities

50. You may, outside working hours, engage in non-remunerated activities, such as education, research, culture, religion, sports, charity or social work, subject to the principles mentioned above on public statements and publications and on participation in nongovernmental Organizations.

Post-employment obligation of confidentiality

51. You should be aware that after you leave the Organization, you will continue to be bound by the obligation to protect the

confidentiality of information that has come to your attention in the course of your former duties of NAPAAS, and in particular of any unpublished information.

Responses to individual Queries

52. NAPAAS has adopted procedures to help you comply with your obligations under the staff Regulations, Rules and Instructions applicable to Officials of the Organization and related decisions. The objectives of these procedures are to give you the assurance that, if you follow them and act in accordance with the response to your questions or the authorization granted to you, you will be in compliance with these obligations.

53. For queries on any matter pertaining to the present Code of Conduct until otherwise specified, you may contact the Office of the Regional Head. This office will let you know whether the action you are considering is prohibited or permitted or requires park authorization, and if an authorization is required, how it should be requested.

Reporting of misconduct

54. Violations of the rules governing the conduct of officials of NAPAAS (“Misconduct”) are harmful to the reputation of the Organization and its officials. They may also be detrimental to the achievement of the objective of the Organization and to the performance by its officials of their work. Whether you are a victim or a witness of acts of misconduct, the Organization encourages you to report them.

55. If you are a victim of harassment, the relevant facts, with the names of any witnesses, can be reported in accordance with the procedure described in Annex XX of the Staff Regulations. Other cases of misconduct against you can be reported to your immediate supervisor who would further take it up with the

Executive Director/Country Director where necessary.

56. If you witness of a major or repeated acts of misconduct committed by an official of the Organization against another official or person, at the workplace or outside, you should inform the Executive Director Country Director.

57. Any case of fraud, corruption or misuse of the Organization's resources you know of, or have strong reasons to suspect, must be reported to the Regional Head either directly or through the Executive Director or Country Director that a significant problem communicated in this fashion has not been properly addressed, you must bring it to the attention of the Council.

58. The information you provide on cases of misconduct may be used for an "informal procedure" or an "investigation" but your name will not be disclosed without your consent.

Examples

General principles

1. I have received a copy of the Code of Conduct. What am I supposed to do with it? You should read the Code of Conduct carefully and familiarize yourself with its content. This is both your responsibility and in your interest: the Code of Conduct is intended to provide guidance on the existing rules governing the conduct of officials of NAPAAS. Knowing the rules can protect you in the performance of your official duties in several ways: On the one hand, it may protect you against being accused of having violated the rules. On the other hand, you also have a right to invoke them if their violation by others affects your dignity or the performance of your official duties.

2. As part of my work for the Organization, I have a close working relationship with the editor of a publishing company. He

has recently invited my wife and I to attend the annual award day of the company which will take place at a four star hotel in a holiday resort and involve a wine tasting event and a golf tournament. The company would pay for our trip, lodging and meals. What should I do?

You should politely let your contact at the company know that you will not be able to attend. Client-paid entertainment will be considered according to the rules applicable to gifts, in particular, if the invitation is extended to you on a personal basis and not to the Organization as such and if the event is not directly work-related.

3. Certain support services within the Organization received invitations by private service providers to an event during which the respective service provider will present its latest products and discuss future product developments with various stakeholders. The invitations sometimes include payment of travel and lodging costs. Can such invitations be accepted and if so, under which conditions?

Such invitations can be accepted, as long as it is in the interest of the Organization to attend. To be in the interest of the Organization, a number of conditions need to be met a priority: (a) the respective event is directly related and directly relevant to the work of the respective service; (b) the invitation is not extended to a particular individual, but to the Organization as such; (c) the event takes place in a workshop or conference type format and not in a leisure environment; (d) there is no competitive procurement process for products or services sold by the supplier currently pending or envisaged. There may be other relevant factors, in particular other potential sources of conflict of interest to consider in deciding whether acceptance of the invitation is in the interest of the Organization. The decision is ultimately to be taken by the

respective country Director, if appropriate in consultation with the Regional Head.

4. During a recent mission, I was given a present by official counterparts. I felt it was not possible to refuse, but now I am uncertain whether I am allowed to keep this because it looks expensive. What should I do?

If you are not sure whether the value of the gift exceeds 100 Dollars which is the threshold amount for acceptable gifts, you should report it to the Executive Director/Country Director who will decide whether you can keep the gift or whether it will be the property of the Organization.

5. I have been involved in the preparation of a particular recommendation for one of the Organization's Committees. After several months of work, we have recently completed this project, and the chairperson has invited me, as well as other members of the Secretariat, for lunch at a local restaurant, to mark the occasion. May I accept this invitation yes, you may, since this invitation is related to your work and considered to be part of customary hospitality.

6. Can a refusal to comply with a court order to pay spouse or child support be contrary to the standards of conduct?

Yes, you may, since this may harm the reputation of the Organization. Officials of the Organization are expected to comply with the requirements of applicable laws with respect to the discharge of their civil obligations, and in particular regarding the payment of alimony and child support. They should not take improper advantage of the fact that NAPAAS income is not subject to wage garnishment under local court orders.

7. My income as a NAPAAS official is exempted from taxation, what implications does this have if I apply for public benefits based on taxable income (means-tested benefits)? NAPAAS officials may not take advantage of their special tax status in order to ask for means-tested benefits to which they would not be entitled if account were taken of their income from the Organization.

Do not apply for benefits for which you would clearly not qualify, if your income as a NAPAAS official were taken into account. When applying for benefits you are entitled to means-tested benefits but giving rise to income-related charges, you should submit not only a copy of your tax declaration, but also a copy of your most recent pay slip, together with a letter explaining that, while your income as a NAPAAS official is exempted from taxation in one country, you are earning the income set out in your pay slip, and asking for a confirmation of the rate applicable to your case under these conditions.

8. I am not satisfied with an administrative decision of the Organization. May I contact the Regional Head for NAPAAS so that He/She try to solve the issue with the Organization? No in the first instance, you may wish to try to resolve the matter amicably through various existing channels. You may discuss with your supervisor, the Director or Head of Department your Human Resource Advisor or the Social Advisors. If the matter cannot be resolved amicably, you may seek recourse before the joint Advisory Board or the Administrative Tribunals, by following the procedures set out in the Organization. You should in any event settle any individual disputes you may have with the Organization exclusively through the international channels.

9. I am an anti-bribery expert at NAPAAS and I would like to start an external blog on the internet on anti-bribery issues. Is this permitted?

This may be problematic for several reasons; as statement in a blog on the internet is deemed to be a public statement and the Organization has detailed rules on public statements, as explained in Paragraph 34 to 36 of the present Code of Conduct and in the examples set out below. As a general rule, you need prior permission before making a public statement concerning the Organization or its activities, unless it is an area in respect of which you have clearly allocated responsibility and you have informed your hierarchy.

You should therefore talk to your supervisor first, describe the issues you intend to post on your blog and discuss with him/her whether and to what extent you will need prior clearance. Regardless of the specific content, your general obligations of tact and discretion as a NAPAAS official will continue to apply.

In addition, you should be aware that the Organization has adopted policies on information and communications technology which are published and updated daily. You should familiarize yourself with these policies before posting anything on your blog from your work computer. Finally, running the blog should obviously not interfere with your work hours.

Conduct within the Organization

10. I am selling fair trade cotton bags on behalf of my local charity. May I ask my colleagues whether they wish to buy some?

Yes, so long as there is no pressure placed on colleagues to make a purchase and as long as this interferes neither with your work hours nor the work facilities made available by the Organization.

11. I am aware that a colleague of mine has made false claims in the content of a recent mission. What should I do?

If you become aware of fraud, corruption or misuse of the

Organization's resources, you are required to bring it to attention of the Regional Head either directly or through the Executive Director/Country Director. You can report such behavior without fear of reprisal. Before doing so, you may also consider raising privately with the colleague your concern about the unethical behavior. Under no circumstances should you actively participate in, or facilitate the commitment of, an unethical violation by another staff member.

You should be assured that any retaliation or threat of retaliation against anyone reporting fraud, corruption or misuse of the Organization's resources will be considered a violation of acceptable standards of conduct and may result in disciplinary action. You should also be aware, however, that any accusation or complaint to be made in bad faith will also be considered a violation of acceptable standards conduct and will be treated in the same manner.

12. A friend of mine has forwarded to my NAPAAS e-mail account an e-mail containing pictures some of which are sexually explicit. May I forward it to colleagues and friends in the Organization?

No the primary purpose of the e-mail facilities is for official communication. The use of e-mail for personal purposes is permitted only as long as it is occasional, does not encroach on work time and does not overburden the electronic network, which is an obvious risk when forwarding e-mail with picture attachments. In addition, it is expected that staff members will avoid actions that could reasonably be deemed to create a hostile work environment or make others feel uncomfortable in the office. In light of the content of some of the picture attachments, this is another reason for not forwarding the message.

13. I am an assistant and recently took up a new position. In the past, my new supervisor has apparently asked his/her assistant to look after his/her apartment and his/her mail while (s)he is on a mission. What should I do if (s)he asks me to do the same?

Supervisors should not use their authority to obtain any personal benefits or favours from their subordinates. While it is possible that your supervisor's former assistant took care of this is because they happened to be friends or neighbours, you are not under an obligation to do the same and you may politely point this out to your supervisor. If this leads to any problems, you may wish to raise the matter with your two-up supervisor or your Human Resource Advisor.

14. I recently made a joke about the physical appearance of a colleague of mine which I thought was very funny. However, (found out later that the person felt offended. What should I do?

15. My brother is employed in a training company. The company would like to give presentation about its service to the competent NAPAAS officials. May I give him the name of the person?

Yes, as long as you do nothing to influence NAPAAS decision to retain the services of such company, since there would be a conflict of interest in dealing with such matters. Accordingly, you should inform the respective NAPAAS officials thereafter of this relationship and clarify that it should not be seen as interference in the organization decision-making process. In any case, you should refrain from doing anything that could have an impact on the person's decision.

16. I own a few shares in a large public traded company and lam currently negotiating a service-provider contract for the

Organization with that company. Do I need to restrict myself?

No a small investment interest in a large publicly trading company is not deemed to create a conflict of interest. This is an exception from the general rule according to which you should restrict yourself if you are responsible for negotiating procurement with a company with which you have a financial interest.

17. My appointment with the Organization comes to an end shortly. I have accepted an offer by a private think-tank to deal with issues similar to those that I am currently working on at NAPAAS there any precautions that I need to take?

You should avoid any conflict of interest or appearance of conflict of interest. In particular, you should not work on any task that could create a conflict of interest or the appearance thereof between the Organization and your future employer, and you should talk to your direct supervisor if you have any doubts. In addition, you should bear in mind that your obligation not to disclose any confidential information you have acquired in connection with your work for the Organization continues to exist after you leave the Organization.

18. In the framework of a project study I am leading, I need consultancy services for a very technical aspect of the study, which I need to be completed quickly. I know a consultancy company that I very much trust, since I have worked with them in the past. May I proceed to issue a contract without any tendency process so they can start immediately?

You should carefully manage the Organization's resources for which you are responsible and therefore comply with the procurement procedures set out in the Organizations Financial Regulations and Instructions. Since they are based on what the

Organization considers necessary for the careful management of its resources. Therefore, if the contract sum is above the respective thresholds set out in the Organization's Financial Regulations and Instructions, you will have to initiate either a price comparison or a tendering process, as required. Even if the contract sum is below the applicable thresholds, you should consider what is in the best interest of carefully managing the Organization's resources.

19. My nephew recently graduated. He applied for a position as assistant to a colleague of mine who works in another Directorate. I found out that he was short-listed. May I discuss this with my colleague to support my nephew's application?

No, you should not do anything that could influence or could be perceived as influencing the decision making process, because there is a conflict of interest.

External activities

20. I have been invited by a French University to teach a course on economics, for which I will be paid a \$1000. May I accept it? If yes, under what conditions?

No but you should seek the prior authorization from Country Director before accepting, expect if you intend to donate this remuneration to the Organization to fund activities in your Directorate or to a charity recognized by the Organization - in which case you only need to seek the view of your Director on the appropriateness of the activity. If done, it can lead to dismissal.

21. I am an expert in the energy field. I have been asked to sit pro bono, without any remuneration, on the Board of a major think-tank involve in the combat against climate change. Can I accept?

You should refer the matter to Regional Head or Country Director

of this activity with your obligations as NAPAAS staff. However, it would not be acceptable a priori, as you are required to refrain from playing an active or prominent public policy debates within the Organization.

22. I was approached by a political party to be a candidate for an election. May I accept the offer?

As a matter of principle, staff should refrain from seeking or holding public office. In practice, authorization will not be granted for elections.

23. I was informed by my national authorities I would like to award me an honorary distinction in respect of my service for the Organization. Should I do?

In accordance with the principle of independence and impartiality of international civil servants vis-à-vis any member country or any other source external to the Organization and because of the international character of your functions, you may not accept any honorary distinction (Honours, Decoration, etc.) in respect of your service for the Organization unless you have been specifically authorized to do so. Consequently, should you be contacted in such context, you should seek the prior approval of the Organization, by addressing a written request to the Regional Head.

24. I am writing a novel during my evenings and weekends. What are the rules required the prior authorization by the Regional Head. As a general rule, authorization for publications the content of which has no links with your official functions or NAPAAS general will be granted to the extent that the publications are prepared outside your working hours and are compatible with your general obligations as a NAPAAS official, in particular your obligations of tact and discretion and confidentiality or NAPAAS.

Reporting of Misconduct

25. I have reported to my management what I consider to be personal harassment against me and I have not been informed that any action has been taken to remedy the situation? What should I do?

Personal harassment can be subtle and very difficult to discern. It implies a repeated behavior or pattern of behavior that is reasonable regarded as aimed at creating a hostile work environment. It should be distinguished from other types of behavior that may be detrimental to another individual working consideration, but that are manifestly unintentional or are attributable solely to poor management skills. Your management staff is one of the persons you may approach to discuss the situation. Other people may also be consulted. They are listed in annex XX of the Staff Regulations, Rules and Instructions applicable to NAPAAS officials which sets out the Organizations policy to prevent and combat harassment, preventing and dealing with harassment at NAPAAS.

You management will explain to you the difference between an informal procedure and an enquiry. If you agree, your appropriate management staff will discuss with the parties involved and try to resolve the situation on an informal basis. This should be done promptly.

If in your opinion, the matter cannot be or hat not been resolved informally or sufficiently quickly, you may raise the issue with your immediate supervisor or refer the matter thereafter to the General Manager Corporate Services/Country Director, in view of a more formal treatment-implying, possibly, an enquiry. You should be aware, however, that this requires an action from you, i.e. a written request from you outlining your complaint. The request should state your readiness to co-operate in the enquiry

which my follow.

For further information on the Organization's policy to prevent and combat harassment, preventing and dealing with harassment at NAPAAS and the procedures laid down in this context, please refer to Annex XX of the staff Regulations, Rules and Instructions applicable to NAPAAS officials. If you consider that the matter has not been properly addressed and it requires a formal disciplinary action, you may address a written request outlining your complaint to the Country Director or the Executive Director.

27. If I have a family dispute with a colleague should I take the matter to any law enforcement agencies for intervention?

No NAPAAS can come in to ivy to settle the issues but where the staff refuse, it may lead to one person's dismissal or both.

ACCEPTANCE FORM FOR NAPAAS CORE OF CONDUCT

I Having thoroughly read through Community Social Humanitarian Project (COSHUP) code of conduct do hereby accept to abide by the rules, regulations and instructions of the organization.

Name in full:

Designation:

Signature:.....

Date:

