

What are the ethics expected of personnel in UNDP?

Standards of behavior in our workplace have traditionally been found in numerous documents, including the following:

- [UN Charter and Oath of Office](#)
- [UN Staff Regulations and Rules](#)
- [Standards of Conduct for the International Civil Service](#)
- [UNDP Core Values](#)
- [Financial Regulations and Rules](#)
- [Various internal policies, procedures, bulletins and administrative issuances](#)

The Ethics Office has recently developed a [Code of Ethics](#) to assist you in identifying your obligations as a UNDP staff member or other personnel. It sets out the ethical standards which apply universally to all UNDP staff and personnel and also directs readers to other appropriate guidance on each topic. The Code of Ethics, "Operating with Unwavering Integrity", which is a successor to "Putting Ethics to Work", is a user-friendly, on-line and interactive tool with links to relevant policies and training, and can be found on the [Ethics Intranet site](#); all staff and personnel should become familiar with it. It is also available as a print-on-demand document.

What does it mean that the Ethics Office maintains confidentiality?

We provide a secure, confidential environment where you can feel free to seek ethics advice or protection against retaliation for having reported misconduct or participated in an audit or investigation. We have also set up a Helpline (+1-212-909-7840) and a dedicated e-mail address (ethicsoffice@undp.org).

The Ethics Office will not, and cannot be compelled to, disclose confidential information brought to our attention, or reveal the name of anyone who seeks confidential advice or guidance, unless that person gives permission to do so. We cannot be required by anyone or any body or entity to reveal information that has been imparted to us in confidence.

***This brochure is intended as a general guide.
For more information, please contact the Ethics Office.***

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THE ETHICS OFFICE



Empowered lives.
Resilient nations.



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THE UNDP ETHICS OFFICE

What is the Ethics Office?

The UNDP Ethics Office is an independent, confidential, impartial, and professional resource for all UNDP staff and personnel, everywhere. We promote an organizational culture that places the highest value on professionalism, integrity, accountability, transparency, results orientation (**through principled performance**), and mutual respect. Our mission is to assist you, as UNDP staff and other personnel, to perform to the highest standards of integrity required by the Charter of the United Nations.

The UNDP Ethics Office was established in 2007 pursuant to [ST/SGB/2007/11](#). It is a member of the Ethics Panel of the United Nations and of the Ethics Network of Multilateral Organizations.

Who does the Ethics Office serve?

We serve all UNDP staff, service contractors, and other personnel including UN Volunteers working or assigned to UNDP worldwide.



What does the Ethics Office do?

As international civil servants, we need to preserve independence and impartiality in carrying out our work. The Ethics Office can advise you on how to manage ethically challenging situations that arise in the UNDP workplace. Our main responsibilities include:

- Providing confidential, pragmatic ethics advice on myriad issues, including avoiding conflicts of interest, outside employment and activities, gifts, entertainment, honoraria, proper use of UNDP assets, post-employment restrictions and more
- Protecting staff and other personnel from retaliation for having reported misconduct or cooperating with an authorized audit or investigation, and promoting whistleblowing
- Providing training, and education on ethics, values and standards.
- Promoting ethics awareness through outreach and communication initiatives
- Administering the Financial Disclosure Programme and addressing conflicts of interest.
- Developing, contributing to, and clarifying ethics standards and policies, and consulting on other policy development
- Apprising senior management of ethics related risks.

For a useful summary of where to go in UNDP to seek advice or raise your workplace concerns, please refer to "[Where to Go When](#)", a comprehensive guide available on the [Ethics Office Intranet](#).

What does the Ethics Office NOT do?

The Ethics Office can help guide you in many instances, and help you find the most appropriate resource to address your concerns. However:

We do not receive reports of misconduct

You have a duty to report misconduct or other wrongdoing to the Office of Audit and Investigation, which may be reached at reportmisconduct@undp.org or by calling +1-770-776-5678 worldwide (interpreters available 24 hours/day) or +1-877-557-8685 in the USA. More contact options are available on the [OAI Intranet site](#).

We do not resolve interpersonal problems or other workplace grievances

If you believe you are experiencing harassment or abuse of authority, there are both informal and formal remedies available to you, ranging from consulting the Office of the Ombudsman and Mediation Services, to filing a complaint with the Office of Audit and Investigations. Consult your Office of Human Resources Focal Point or see the [Policy on Harassment, Sexual Harassment, Discrimination, and Abuse of Authority](#). For other workplace grievances, or as an alternative to OHR, you may also seek the impartial and independent advice of the Ombudsman. In the event you want to pursue a legal challenge, you should also seek the assistance of the Office of Staff Legal Assistance.

We do not deal with administrative decisions regarding employment

You can request a management evaluation by the Administrator or appeal to the UN Disputes Tribunal. The Office of the Ombudsman and Mediation Services and/or the Office of Staff Legal Assistance can also assist you.