

Annex 2

Code of Conduct

I Guiding principles

- *International character of the duties of the BIPM's staff members*

BIPM's staff members are international civil servants. Their duties in this respect are exclusively international in character. When accepting their appointment, they shall pledge themselves to carry out their duties and to regulate their conduct bearing only in mind the BIPM's interests.

The staff members are subject to the authority of the Director who shall ensure their safety, well-being and employment and work conditions.

When carrying out their duties, the staff members shall neither seek nor accept instructions from any Government, authority, organisation, individual or corporate body external to the BIPM.

Staff members shall conduct themselves in all circumstances in a manner befitting their status as international civil servants. They shall avoid any action, and in particular, should refrain from making any public statement, which may adversely reflect on the international civil service or would conflict with the integrity, independence and impartiality required by their status. They do not have to give up their national perspectives or their political or religious views, but they shall at all times conduct themselves with the discretion and tact incumbent upon them by virtue of their international status.

- *Political activities*

Staff members may vote or join a political party, but they shall not engage in any political activity which is inconsistent with, or could lead to question, the independence and impartiality required by their status as international civil servants.

In particular, they shall abstain from any political activities and, in general, from any action or public statement and publications, if these activities, statements and publications are inconsistent with their duties and obligations as international civil servants or are likely to incur liability for the BIPM.

- *Other activities*

Staff members shall not, apart from the fulfilment of their duties at the BIPM, neither carry out any other duties nor hold any regular or paid position if these activities interfere with the fulfilment of their professional duties and are inconsistent with the BIPM's interests or with their status as BIPM's staff members.

- *Incompatibilities*

BIPM's staff members shall not hold directly or indirectly financial assets in a company or any other entity if these interests could by their nature jeopardize their independence in the discharge of their duties at the BIPM.

- *Discretion*

The BIPM's staff members shall exercise the utmost discretion in regard to any matter relating to the BIPM's activities. Except in the discharge of their duties or with the prior authorization of the Director, they shall not disclose to anyone or to use for their personal benefit, any unpublished information known to them by reason of their duties. This obligation shall continue after they have left the BIPM.

- *Honours*

Staff members shall not accept any honours from a Government or other entity external to the BIPM, which may jeopardize the staff members' independence.

- *Gifts and gratifications*

Staff members shall not accept from governments, organizations, firms or any other entity maintaining relations with the BIPM any gifts or gratifications which may jeopardize the staff members' independence or lead to doubts as to their integrity.

- *Use of the BIPM's properties, premises, name, or emblems*

Any use by staff members of the name and emblems of the BIPM for private purposes shall be prohibited.

Staff members shall not use the properties and premises of the BIPM for private purposes without the prior approval of the Director.

- *Intellectual property*

All intellectual property rights, including copyright and patent rights, in any work produced by a staff member within the scope of his duties, or in relation to such duties, shall remain the property of the BIPM.

However, the Director may authorise a staff member to exploit the intellectual property rights arising from his work drafted outside the performance of his duties and related to the BIPM's work.

- *Privileges and immunities*

The privileges, immunities or facilities set out in the Headquarters Agreement between the CIPM and the French Government are granted to the BIPM's staff members in the interests of the BIPM and not to their own advantage. They shall not excuse staff members from fulfilling their private obligations nor from the strict observance of the law in force at the place where they are serving.

Whenever these privileges and immunities are questioned, the concerned staff member must immediately inform the Director, who shall decide whether or not they shall be waived.

- *Oath of office*

Upon their appointment, staff members shall sign the following oath of office:

"I solemnly undertake to carry out in all loyalty, discretion and conscience the duties entrusted to me as a BIPM's international civil servant, to discharge these duties and to regulate my conduct bearing only in mind the BIPM's interests, without neither seeking nor accepting instructions from any Government or other authority external to the BIPM, with regard to the discharge of my duties".

II Rules deriving from the guiding principles

- *General considerations*

The values that are enshrined in the international organizations shall also be those that guide international civil servants in all their actions: fundamental human rights; social justice; the dignity and worth of the human person in respect for the equal rights of men and women and of nations, great and small.

International civil servants should share, support, and defend the vision of their organizations. It is loyalty to this vision that ensures the integrity and international outlook of international civil servants; it guarantees that they will place the interests of their organization above their own and use its resources in a responsible manner.

The concept of integrity embraces all aspects of behaviour of an international civil servant, including such qualities as honesty, truthfulness, impartiality, and incorruptibility. These qualities are as basic as those of competence and efficiency.

Tolerance and understanding are basic human values. They are essential for international civil servants, who must respect all persons equally, without any distinction whatsoever. This respect fosters a climate and a working environment sensitive to the needs of all. To achieve this in a multicultural setting calls for a positive affirmation going well beyond passive acceptance.

If the impartiality of the international service is to be maintained, international civil servant must remain independent of any authority outside their organization; their conduct must reflect that independence. In keeping with their oath of office, they should not seek nor should they accept instructions from any Government, person, or entity external to the organization. It cannot be too strongly stressed that international civil servants are not, in any sense, representatives of their Governments or other entities, nor are they proponents of their policies. This applies equally to those on secondment from Governments or other entities and to those whose services have been made available from elsewhere, even if they remain formally linked to the seconding entity.

Impartiality implies tolerance and restraint, particularly in dealing with political or religious convictions. While their personal views remain inviolate, international civil servants do not have the freedom of private persons to "take sides" or to express their convictions publicly on controversial matters, either individually or as members of a group. This can mean that, in certain situations, personal views should only be expressed with tact and discretion.

This does not mean that international civil servants have to give up their personal political views or national perspectives. It does mean, however, that they at all times maintain a broad international outlook and an understanding of the international community as a whole.

The independence of the international service does not conflict with the fact that it is the member States that collectively make up, in some cases with other constituents, the organization. Staff members' Conduct that furthers good relations with individual member States and that contributes to their trust and confidence in the secretariat strengthens the organisation and promotes its interest.

An international outlook stems from an understanding of and loyalty to the objectives and purposes of the international organisation itself. It implies respect for the right of others to hold different points of view and follow different cultural patterns. It requires from the international civil servant a willingness to work without bias with persons of all nationalities, religions, and cultures; it calls for constant sensitivity to how proposals, events and statements may look to others and punctilious avoidance of any expressions that could be interpreted as biased or intolerant. Working methods can be different in different cultures. International civil servants should not be wedded to the attitudes, working methods or work habits of their own country or region.

Freedom from discrimination is a basic human right. International civil servants are expected to respect the dignity, worth and equality of all people without any distinction whatsoever. Assumptions based on stereotypes must be assiduously avoided. One of the main tenets in that regard is the equality of men and women, and therefore the utmost should be done to promote gender equality.

- *Working relations*

Supervisors are in positions of leadership and it is their responsibility to ensure a harmonious workplace based on mutual respect and courtesy; they should be open to all views and opinions and make sure that the merits of staff are properly recognized. They need to provide support to them; this is particularly important when they are subject to criticism arising from the carrying out of their duties. Supervisors are also responsible for guiding and motivating their staff and promoting their development.

- *Harassment*

Harassment in any shape or form is an affront to human dignity and international civil servants must avoid it. They should not engage in any form of harassment and must be above any suspicion of it. International civil servants have the right to an environment free of harassment.

- *Security and safety*

While the Director must remain free to assign staff with the exigencies of the service, it is his responsibility however to make sure that health, well-being, and lives of his staff, without any discrimination whatsoever, will not be subject to undue risk. On the other hand, it goes without saying that it is incumbent on international civil servants to comply with all instructions designed to protect their safety.

- *Relations between staff and the Director*

Relations between the Director and staff should be guided by mutual respect. Elected staff representatives have a cardinal role to play in the consideration of conditions of employment and work, as well as in all matters of staff welfare. Continuing dialogue between staff and the Director is indispensable.

- *Conflict of interest*

It can happen that international civil servants are confronted with a question entailing a conflict of interest; such questions can be very sensitive and need to be treated with care. « Conflict of interest » includes circumstances in which international civil servants, directly or indirectly, would appear to benefit improperly, or allow a third party to benefit improperly, from their association in the management or the holding of a financial interest in a company that engages in any business or transaction with the organization.

There can be no question but that international civil servants should avoid assisting private bodies or persons in their dealings with their organization where this might lead to actual or perceived preferential treatment. This is particularly important in procurement matters or when negotiating prospective employment. They should also voluntarily disclose in advance possible conflicts of interest that arise in the course of carrying out their duties. They should perform their official duties and conduct their private affairs in a manner that preserves and enhances public confidence in their own integrity and that of their organization.

- *Use and protection of information*

The disclosure of confidential information may seriously jeopardize the efficiency and credibility of an organization. International civil servants are responsible for exercising discretion in all matters of official business. They must not divulge confidential information without authorization. Nor should international civil servants use information that has not been made public and is known to them by virtue of their official position to private advantage. This is why all intellectual property rights attached to the staff member's work, related to their official duties, are vested in his organization. These are obligations that do not cease upon separation from service.

However, the BIPM encourages its staff members to publish the results of their work and to attend meetings in their competency areas.

- *Outside employment and activities*

The primary obligation of international civil servants is to devote their energies to the work of their organizations. It is therefore improper for international civil servants to engage, without prior authorization, in an outside activity, remunerated or not, that interferes with that obligation or is incompatible with their status or conflicts with the interests of the organization. Any question about this should be referred to the Director.

It is necessary for international civil servants to exercise discretion in their support for a political party or campaign, and they should not accept or solicit funds, write articles, or make public speeches or make statements to the press. This does not, however, preclude participation in local community or civic activities, provided that such participation is consistent with their signed oath of service. These cases require the exercise of judgement and, where there is any doubt, should be referred to the Director.

- *Gifts, honours, and remuneration from outside sources*

To protect the international civil service from any appearance of impropriety, international civil servants must not accept, without authorization from the Director, any honorary distinction, decoration, gift, remuneration, favour or economic benefit for more than nominal value from any source external to their organizations; it is understood that this includes Governments as well as commercial firms and other entities.

Staff members may accept, in the name of the organization, an unanticipated honour, a decoration, a favour or a gift by a Government, provided that their refusal shall cause embarrassment to their organization. The honour, decoration, favour or gift shall be reported and entrusted to the Director who shall decide what the corporate next action should be.

- *Personal conduct*

The private life of international civil servants is their own concern, and their organizations should not intrude upon it. There can be situations, however, in which the behaviour of an international civil servant can reflect on the organization. International civil servants must therefore bear in mind that their conduct and activities outside the workplace, even if unrelated to official duties, can comprise the image and the interests of the organization.

The privileges and immunities that international civil servants enjoy are conferred upon them solely in the interests of their organizations. They do not exempt international civil servants from observing local laws, nor do they provide an excuse for ignoring private legal or financial obligations. It should be remembered that only the CIPM and the Director are competent to waive the immunity accorded to a staff member or to determine its scope, in accordance with Article 13 of the Headquarters Agreement.

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