

## FURTHER INFORMATION

Further information and relevant documents can be found on the website of the Ethics Office:  
[www.ilo.org/public/english/ethics/index.htm](http://www.ilo.org/public/english/ethics/index.htm)

The website contains all the core documents on ethical standards, namely:

- Article 9 of the Constitution of the ILO;
- Chapter I of the ILO Staff Regulations;
- Standards of Conduct for the International Civil Service;
- Principles of Conduct for staff of the International Labour Office;
- Office Directive on rules governing outside activities and occupations, IGDS No. 71, Office Procedure IGDS No. 70 and Office Guideline IGDS No. 67, 17 June 2009;
- Office Directive on Ethics in the Office, IGDS No. 76, 17 June 2009, complemented by the Office Procedure on Ethics in the Office: Whistleblower protection, IGDS No.186, 8 September 2010.

The website equally provides other relevant directives, circulars and rules governing ethical behaviour, such as:

- Office Guideline on the ILO accountability framework: key standards and mechanisms, IGDS No.195, 25 October 2010,
- Office Guideline on conflicts of interest, IGDS No. 68, 17 June 2009;
- Office Directive on anti-fraud policy, IGDS No. 69, 17 June 2009.

The booklet relating to the Principles of Conduct is available at: <http://www.ilo.org/public/english/ethics/documents/principles.pdf>

The ILO e-learning programme is available at:  
<http://training.itcilo.org/delta/ethicsfinalversion/player.html>

## CONTACT INFORMATION

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[www.ilo.org/public/english/ethics/index.htm](http://www.ilo.org/public/english/ethics/index.htm)

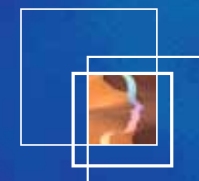
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# THE ETHICS OFFICE

*An Introduction*



2011

## WHY DO WE NEED AN ETHICS OFFICER?

In 2006, the Director-General decided to establish the ILO Ethics Office to foster a culture of integrity and high ethical standards among staff members in accordance with the ILO Constitution and the United Nations Charter. The function of the Ethics Office is one of the mechanisms to support compliance and conformity with the underlying standards of the “ILO accountability framework”.

ILO ethics standards and core values can be found in the following documents:

- Article 9 of the Constitution of the ILO;
- Chapter I of the ILO Staff Regulations;
- Standards of Conduct for the International Civil Service;
- Office Directive on Ethics in the Office, IGDS No. 76, 17 June 2009 complemented by the Office Procedure on Whistleblower Protection, IGDS No. 186, 8 September 2010;
- Principles of Conduct for staff of the International Labour Office elaborated by the Ethics Officer;
- Other relevant directives, circulars and rules governing professional behaviour and relating to specific issues, which can be found on the website of the Ethics Office (see link below).

## STANDARDS OF CONDUCT FOR STAFF OF THE ILO

The Standards of Conduct for the International Civil Service, which apply to all officials of the UN system, including to ILO officials, complement the provisions of Chapter I of the ILO Staff Regulations and guide officials both in carrying out their duties and in the activities they undertake outside the framework of such duties.

Enshrined in these standards are values such as the respect for the equal rights of women and men, fundamental human rights, integrity, tolerance, loyalty, impartiality and independence.

## WHAT ARE THE PRINCIPLES OF CONDUCT FOR STAFF OF THE ILO?

The booklet “Principles of Conduct for staff of the ILO” elaborated by the Ethics Office, translates and explains ethical standards in accordance with the relevant core instruments as well as various rules and internal governance documents in order to further assist staff members in recognizing ethical issues in a number of situations and in responding to them in the correct way, thus maintaining the standard of conduct expected by international civil servants.

## WHAT DOES THE ETHICS OFFICE DO?

The Ethics Office covers three key areas:

### • Promotion

It provides guidance to different departments (including to HRD) to ensure that ILO policies, rules, procedures and practices promote the relevant ethical standards.

It contributes, in cooperation with HRD, to the creation and implementation of training programmes aimed at increasing awareness on ethical rules and issues. In this framework, an e-learning tool has been created (see link below) and should be taken by all staff members.

### • Consultation

It provides confidential advice to both the ILO administration and staff members on ethical rules and issues (i.e. conflict of interest, outside activities, etc.).

The Ethics Officer is there for you to seek advice in order to avoid a behaviour contrary to the relevant ethical standards. The Ethics Officer practises an open-door policy and stands ready to offer guidance and advice to his or her colleagues

### • Whistleblower protection

It ensures the protection of staff against retaliation for the reporting of misconduct or cooperation with duly authorized audits and investigations, or both.

## WHAT DOES THE ETHICS OFFICE NOT DO?

In principle, the Ethics Office is not competent to receive reports of misconduct. Reports of misconduct received by the Ethics Office are forwarded to the appropriate authority.

All staff members have a duty to report cases that are considered to be misconduct to the relevant office (e.g. head of your department, HRD, Treasurer or Chief Internal Auditor).

The Ethics Officer does not deal with administrative decisions regarding employment and does not resolve grievances.

In case of conflict, staff members are encouraged to seek the impartial and independent advice of the Mediator. Furthermore, they can seek a review by HRD, go to the Joint Advisory Appeals Board (JAAB), and ultimately appeal to the ILO Administrative Tribunal.

## WHO DOES THE ETHICS OFFICE SERVE?

All ILO staff, in the International Labour Office headquarters in Geneva, as well as in all ILO offices and projects in the Regions.

## CONFIDENTIALITY

The Office provides a secure confidential environment where staff can feel free to consult on ethical issues. To this end, the following dedicated e-mail address has been created: [ethics@ilo.org](mailto:ethics@ilo.org).