



UNPO Code of Conduct

2024

1. Presidency and Management Committee Rules of Conduct

The Presidency, as elected by the General Assembly, shall have the duty to supervise the implementation of the overall policy of the Organization during its term as mandated by the Assembly. The Management Committee, which shall be composed of the President, the 2 (two) Vice-Presidents, the Treasurer, and the General Secretary, plus 2 (two) additional Members elected at large by the Presidency, shall supervise the implementation of the overall policy of the Organization as mandated by the Presidency.

- 1.1. As elected representatives of the UNPO membership, the Presidency is entrusted with a range of responsibilities essential for advancing the organization's mission. In fulfilling these duties, the Presidency members must conduct themselves with the highest level of integrity, transparency, and respect for UNPO's values, principles, and each other including in their online and offline communications being those private or professional and during the time of being elected UNPO representatives.
- 1.2. The Presidency must ensure a management of conflicts of interest, both regarding the interests of the UNPO and of the members of the UNPO. They must avoid any action which may lead to a potential or actual conflict of interest.
- 1.3. The Presidency shall respect the diversity of views and beliefs present within the organization and ensure that all members are treated with fairness and equity.
- 1.4. The Presidency shares responsibility in ensuring the Secretariat enjoys a workplace environment that is free from all forms of discrimination, including gender and racial discrimination, as well as sexual harassment.
- 1.5. The Presidency shall respect the privacy and personal lives of the UNPO Secretariat staff, maintaining a professional relationship with them.
- 1.6. Communications about work-related matters with UNPO Secretariat staff members should as much as possible, be conducted through approved channels of communication, such as staff members' UNPO email and chat messaging systems in order to protect the privacy of the secretariat staff members. Additionally, and for transparency and work-efficiency purposes, effort should be made to include supervisors and other staff members involved in the relevant work in communication. However, Presidency are entitled to privacy regarding work related matters when communication occurs through chat messaging systems in particular with the aim of whistle-blowers protecting.
- 1.7. The Presidency should not disclose confidential information regarding the organisation, its members, partners or staff to any person or use for any purpose. This restriction shall continue to apply after the termination of their mandate as presidency members without limit of time.
- 1.8. The Presidency have an obligation to protect the assets of the UNPO and ensure their efficient use. Theft, carelessness, and waste constituent improper use due to their impact on the functioning of the UNPO. Presidency members are also obliged to protect the proprietary information of the Organisation, including intellectual property.
- 1.9. Presidency members are prohibited from sharing Organisation's passwords or UNPO account passwords with any person outside the organisation. The unauthorized use and/or disclosure of other users' passwords is also prohibited. Presidency members must abide by all security restrictions on the Organisation's technology systems and resources and are prohibited from attempting to evade,

disable or “crack” passwords or other security provisions or otherwise attempt to improperly access such systems or resources. Presidency members will return all access to the organisation’s accounts and account passwords upon leaving their position within the Presidency of the Organisation.

- 1.10. The UNPO Stichting Board members shall supervise the implementation of these Rules of Conduct.
- 1.11. Infractions or potential infractions of the rules of conduct shall be brought to the attention of the UNPO President and two Vice-Presidents by the General Secretary, Secretariat staff, or any other member of the Stichting UNPO if needed. The UNPO President and two Vice-Presidents shall investigate these infractions or potential infractions and may determine the appropriate course of conduct. This can include suspension of the member from the Presidency, written requests to the UNPO member’s delegation for substitution of the individual, citing the reasons for this request, or, in extreme circumstances, referral of the case to the wider Presidency for full consideration of whether the UNPO member as a whole is in breach of the UNPO Covenant.

2. Secretary General and Secretariat Rules of Conduct

- 2.1. The Secretary General and the Secretariat staff members shall, at all times including in all their online and offline communications, act in a manner that upholds and enhances the reputation of UNPO. They must show respect for the diverse views and beliefs held within the organization, refrain from engaging in behaviour that offends or alienates any member, and ensure all interactions with members, staff and stakeholders are conducted with tolerance and respect.
- 2.2. The Secretary-General and Secretariat staff members must ensure a management of conflicts of interest, both regarding the interests of the UNPO and of the members of the UNPO. They must avoid any action which may lead to a potential or actual conflict of interest.
- 2.3. The Secretary General shall respect the privacy and personal lives of UNPO Secretariat staff at all times, maintaining a professional relationship with them.
- 2.4. The Secretary General and the Secretariat staff members are responsible for fostering a workplace environment that is free from gender, racial or any other form of discrimination and all forms of sexual harassment. The Secretary General must also prioritize the physical and mental health and safety of the UNPO Secretariat staff team, and exercise diligent oversight over staff workload to prevent burnout.
- 2.5. The Secretary General and Secretariat staff must ensure punctual and regular attendance, in accordance with the working hours stipulated in their Contract of Employment. Staff members are required to regularly update time sheets to maintain a record of their working hours.
- 2.6. The Secretary General and Secretariat staff must maintain a suitable appearance in the workplace. When attending meetings on behalf of the organisation, staff members must ensure that their appearance is suitable for the occasion.
- 2.7. The Secretary General and Secretariat are prohibited from the consumption of alcohol in the work-place during work hours. Exceptions may be granted, with

permission from proper management, e.g an appropriate consumption of alcohol whilst having dinner with a member of close partner of the organisation. The consumption of any illegal substances is prohibited. The offices are designated as smoke-free zones.

- 2.8. The Secretary-General and Secretariat staff members have an obligation to protect the assets of the UNPO and ensure their efficient use. Theft, carelessness, and waste constituent improper use due to their impact on the functioning of the UNPO. Theft of the Organisations' property includes, but is not limited to, cash, credit cards, equipment, supplies and other tangible and intangible assets. The Organisations' equipment should not be used for non-Organisation business, though incidental personal use may be permitted with written approval from proper management. Secretariat members are also obliged to protect the proprietary information of the Organisation, including intellectual property.
- 2.9. All passwords and professional IT system access from the Secretariat Staff will be shared with the Secretary General. In case of access to sensitive information, the Secretary General will also share all professional access and passwords with at least one staff member or one board member. Secretariat staff members are prohibited from sharing their passwords or UNPO account passwords with any person outside the organisation. The unauthorized use and/or disclosure of other users' passwords is also prohibited. Secretariat members must abide by all security restrictions on the Organisation's technology systems and resources and are prohibited from attempting to evade, disable or "crack" passwords or other security provisions or otherwise attempt to improperly access such systems or resources. The Secretary General and all staff members will return all access to the organisation's accounts and account passwords upon leaving the Organisation. Upon the departure of a staff member, passwords be promptly changed to maintain security of our systems.
- 2.10. Communications about work-related matters with UNPO Secretariat staff members should as much as possible, be conducted through approved channels of communication, such as staff members' UNPO email and chat messaging systems in order to protect the privacy of the secretariat staff members. Additionally, and for transparency and work-efficiency purposes, effort should be made to include supervisors and other staff members involved in the relevant work in communication. However, Presidency are entitled to privacy regarding work related matters when communication occurs through chat messaging systems in particular with the aim of whistle-blowers protecting.
- 2.11. The Secretary General and Secretariat staff should not disclose Company proprietary or confidential information regarding the organisation, its members, partners or staff to any person or use for any purpose. Contracts with the Secretariat include clauses regarding non-disclosure of confidential information. This restriction shall continue to apply after the termination of their collaboration with the organisation without limit of time.
- 2.12. The Secretary General and the Secretariat are under the supervision of the UNPO President and two Vice-Presidents to ensure adherence to these Rules of Conduct. Any breaches or potential breaches of these rules by the Secretary General or Secretariat staff should be reported to the UNPO President and two Vice-Presidents by any member of the Secretariat or other Presidency members. The Presidency shall ensure staff members who report concerns and instances of wrongdoing within the organization are not subsequently treated unfairly.

2.13. The UNPO President and two Vice-Presidents shall investigate these infractions or potential infractions and may determine the appropriate course of conduct. If needed, other members of the Stichting UNPO might also investigate possible infractions or potential infractions when involving the UNPO President and/or any of the two Vice-President. This may encompass various disciplinary actions, and in extreme cases, may lead to the dismissal of the Secretary General or Secretariat staff member in question.

3. Whistleblower protection policy

3.1. Whistleblower protections are provided regarding confidentiality and retaliation.

3.2. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

3.3. The organization will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact either the Secretary General or the President, depending on the nature of the complaint. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

The code of conduct presented above has undergone a thorough review process and has been formally approved by both the Secretariat and the Presidency members. This agreement reflects the dedication and commitment of both parties to uphold the highest standards of ethics and professionalism in their respective roles. By reaching a consensus on this code of conduct, the Secretariat and the Presidency demonstrate their shared commitment to fostering a harmonious working environment and promoting the values and principles that guide their organization's mission in maintaining the integrity, transparency, and accountability of their actions and decisions.

