

## **CODE OF CONDUCT FOR STAFF**

### **1. ACP staff conduct**

ACP staff shall conduct themselves at the highest personal and professional level at all times, while on duty and off duty (as relevant), in order to successfully represent ACP. Staff members shall not act in a manner that is likely to bring discredit to the Study Centre or any related position to which they are assigned, to its staff members and to the ACP in general. They shall comply with the principles, norms and commitments of ACP and adhere to its mandate in performing their duties. ACP also expects the same principles to be fully respected by its project partners and beneficiaries.

### **2. Non-Partisanship**

ACP staff shall conduct themselves in a manner befitting the statutory purpose of ACP. They shall refrain from any action that might cast doubt on their ability to act in a non-partisan manner. ACP staff members shall not engage in any activity which is incompatible with the proper performance of their duties with ACP or may adversely reflect on their status, as well as on the integrity and independence of their position and function as ACP staff. Staff members shall ensure that their own personal views and convictions, including their political and religious convictions do not adversely affect their official duties or the interests of ACP.

### **3. Compliance with accepted human rights standards**

ACP staff shall refrain from any conduct which could be detrimental to the goals of ACP. This includes but is not limited to an affiliation with any person who is suspected of being involved in any activity that violates national or international law or accepted human rights standards, or an affiliation with any person who could reasonably be suspected of engaging in the trafficking in human beings, unless instructed by or agreed with the Director of ACP due to professional reasons.

ACP staff shall be accountable to their respective national authorities, and when appropriate to local authorities, for any illegal activities inciting this criminal trade or behaving in contravention of the above-mentioned standards.

### **4. Professional working environment**

ACP staff shall abstain from any action which may be contrary to the ACP policy on professional working environment. All ACP staff are treated equally and with respect, regardless of gender, race, religion or belief, nationality, ethnic or social origin, age, sexual orientation, marital status or other aspects of personal status.

Sexual harassment will not be tolerated. Any complaints will be fully investigated.

### **5. Acceptance of Gifts, Honours and other Distinctions**

ACP staff shall not use or attempt to use their position for any private advantage and shall not accept any gratuity or gift which goes beyond simple courtesy. It is not permissible to either directly or indirectly request, accept, offer, give bribes or arrange for bribes to be given. ACP staff shall not receive any honour, decoration, favour or gift greater in estimated value than EUR 40 from any Government or from any source external to the ACP without prior authorization of the Director of ACP.

### **6. Outside Activities and Interests**

ACP staff shall not be actively associated with the management of any business, nor may they hold a financial interest in any business, if there is a possibility that they would benefit from such association or financial interest due to their official position with the ACP.

An ACP official who has occasion to deal in his/her official capacity with any business in which he/she holds a financial interest shall at once disclose the measure of that interest to the Director of ACP. Staff members

shall not engage in any paid occupation or employment outside the ACP without prior approval of the Director of ACP.

If any potential conflicts of interest arise, they are to be brought to the attention of the Director of ACP by the staff member concerned and to be resolved in a verifiable manner understandable to all parties involved.

#### **7. Discretion**

Staff members shall observe maximum discretion regarding all matters of official business. They shall at no time use, disseminate or publish information known to them by reason of their official position nor may they publish anything based thereon, except with the written approval of the Director of ACP. Staff members shall also not communicate such information to third parties, except in connection with the discharge of their functions. Except as part of official duties, ACP staff are required to seek prior approval of the Director for performance of any one of the following acts, if such act relates to the purpose, activities or interests of the ACP or involves the use of information known to them by reason of their official duties:

- Issue statements to the press, radio or other media of public information;
- Accept speaking engagements;
- Take part in film, theatre, radio or television productions or presentations;
- Disclose, duplicate or transfer any information for uses other than those specified by the Director ACP.

These obligations shall not cease upon separation from ACP.

#### **8. Safety and Security**

ACP staff shall make every effort to ensure the security of ACP, missions to which they are assigned to and all of its individual staff members, and shall follow closely all instructions regarding safety and security matters. ACP staff traveling to locations facing challenging security situations are expected to obtain the UN Basic and Advanced Security in the Field Certificates. Furthermore, relevant Austrian representations are to be notified of the presence of ACP staff and to be consulted for travel and security advice.

#### **9. Protection of ACP Property**

ACP staff shall protect, manage and use ACP resources and property efficiently and with necessary care and must not wilfully, or through negligence, cause any waste, loss and/or damage to ACP property, documents and resources. ACP staff may be required to reimburse ACP either partially or in full for any financial loss incurred by the ACP as a result of their wilful action or inaction, their negligence or their failure to observe any regulation or administrative instruction.

#### **10. Applicability of the Code of Conduct**

The ACP Code of Conduct shall apply to all staff of ACP.