

## Staff regulations

### CHAPTER I Duties, obligations and privileges

#### Regulation 1.1

##### Status of staff members

1. Staff members of the Bureau are international civil servants. Their responsibilities as staff members are not national but exclusively international. In the performance of their duties, staff members shall accordingly neither seek nor accept instructions from any government, person or entity external to the Union. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Union only in view, in accordance with the guiding principles of the international civil service, specified in the Union's Code of Conduct.

2. All staff members are subject to the authority of the Director General, who may assign them to any function or post according to the needs of the Bureau. They shall be responsible to him in the exercise of their functions.

3. Staff members of the Bureau shall be required to make and sign the following oath or declaration at the time of assignment, before the Director General or his authorized representative:

*«I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the Universal Postal Union, to discharge these functions and regulate my conduct with the interests of the Union only in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Union. «I also solemnly declare and promise to respect the obligations incumbent upon me as set out in the Staff Regulations and Rules.»*

4. The oath or declaration made by a staff member shall not prevent his collaboration with any organization or UPU member country to which his services may be temporarily loaned.

#### Regulation 1.2

##### Core values and conduct

1. Staff members shall uphold and respect the principles set out in the Charter of the United Nations, including faith in fundamental human rights, in social justice, in the dignity and worth of the human person and in the equal rights of men and women. Staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them.

2. Staff members of the Bureau shall conduct themselves with the highest standards of efficiency, competence and integrity. The concept of integrity, enshrined in the Charter of the United Nations, includes, but is not limited to, probity, impartiality, fairness, honesty, incorruptibility and truthfulness in all matters affecting their work and status.

3. The Director General shall ensure the implementation of a zero-tolerance policy towards proven misconduct.

#### Regulation 1.3

##### Hours of work and work schedule

The Director General shall determine the length of the working week in accordance with the general practice of the organizations of the United Nations common system based in Switzerland. He shall establish the normal working hours.

#### **Regulation 1.4**

Duties, rights and obligations of staff members

1. In the performance of their duties, staff members shall refrain from approaching government representatives or any members of the Union's bodies to seek their assistance in respect of their personal situation or that of another staff member.
2. While staff members' personal views and convictions, including political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the Union.
3. Staff members shall use the property and assets of the Union only for official purposes and shall exercise reasonable care when doing so. They shall not use their office or knowledge gained from their official functions for their private gain or that of a third party or to cause prejudice to others.
4. Staff members have the duty to report any breach of the Union's Regulations and Rules to the official or entity within the Union whose responsibility it is to take appropriate action, and to cooperate with duly authorized audits and investigations. A staff member who reports such a breach in good faith or who cooperates with an audit or investigation has the right to be protected against any retaliation for doing so, in accordance with the Union's whistleblower protection policy.
5. Making a complaint or providing information that is intentionally false or misleading constitutes misconduct and may result in disciplinary measures.
6. Staff members shall avoid assisting third parties in their dealings with the Union where this might lead to actual or perceived preferential treatment, including without limitation procurement matters or prospective employment discussions.
7. Staff members may not be actively associated with the management of, or hold a financial interest in, any profit making, business or other concern, if such association or financial interest should benefit them or the concern in question by reason of their official position with the Union.

#### **Regulation 1.5**

Impartiality

1. As international civil servants, staff members shall remain independent of any authority outside the Union; their conduct shall reflect their independence.
2. Staff members shall not engage in any activity that is incompatible with the proper discharge of their duties with the Union. They shall avoid any action and, in particular, any kind of public pronouncement which may adversely reflect on their status, or which is incompatible with the integrity, independence and impartiality required by the status of international civil servants.
3. Staff members shall serve only the interests of the Union, not that of an individual or organizational unit, and shall be independent of any governments and of any persons or entities external to the Union.

#### **Regulation 1.6**

Discrimination, harassment and abuse of authority

1. Staff members shall not engage in any form of harassment, nor shall they abuse their authority or use their power or position in a manner that is offensive, humiliating, embarrassing or intimidating to another person.
2. The Director General is responsible for taking necessary measures to protect staff members from exposure to any form of discrimination and harassment through preventive and corrective measures. Cases of harassment shall therefore be dealt with seriously and, if proven, may lead to disciplinary measures.
3. Making a complaint or providing information that is intentionally false or misleading constitutes misconduct and may result in disciplinary measures.

### **Regulation 1.7**

#### Disclosure and use of information

1. Staff members shall exercise the utmost discretion in regard to all matters of official business. Except in the normal course of their duties, they shall not communicate to any government, entity, person or any other source any information known to them by reason of their official position without prior authorization of the Director General.
2. Staff members shall not use to their personal advantage any information that has not been made public and is known to them by reason of their official position, except in the course of their duties or by authorization of the Director General. These obligations do not cease upon separation from service.
3. Only duly authorized staff members shall address the media. When addressing the media, staff members shall regard themselves as speaking in the name of the Union and avoid personal references and views. In no circumstances shall they use the media to further their own interest, to air their own grievances, to reveal unauthorized information, to damage the image of the Union or the Bureau, or to attempt to influence the Union's decisions. Any unauthorized deviation from this policy constitutes misconduct and may result in disciplinary measures.

### **Regulation 1.8**

#### Outside employment and activities

1. Except as otherwise authorized, staff members shall not engage in any outside activity, whether remunerated or not, that relates to the purpose, activities or interests of the Union.
2. Any outside activity shall not interfere with their obligations or be incompatible with their status or conflict with the interests of the Union.

### **Regulation 1.9**

#### Honours, gifts and remuneration from outside sources

3. Except as otherwise authorized, staff members may not accept any honour, decoration, favour, gift, economic benefit or remuneration from any government or from any other source external to the Union, without first obtaining the approval of the Director General.
4. If the refusal of an unexpected honour, decoration, favour or gift from a government would cause embarrassment to the Union, the staff member may receive it on behalf of the Union and then report and entrust it to the Director General through established procedures.

### **Regulation 1.10**

#### Political activities

Staff members may exercise the right to vote, but shall not engage in any political activity which is inconsistent with, or might reflect upon, the independence and impartiality required by their status as international civil servants.

### **Regulation 1.11**

#### Privileges and immunities

The privileges and immunities attached to the Union by virtue of the Agreement on Privileges and Immunities of the United Nations concluded between the Swiss Federal Council and the Secretary-General of the United Nations (on Swiss territory), and the Convention on the Privileges and Immunities of the Specialized Agencies (outside Switzerland), as well as other domestic statutes, are conferred upon staff members solely in the interest of the Union. Such privileges and immunities do not exempt staff members from observing local laws, nor do they provide an excuse for ignoring private legal or financial obligations. The decision whether to waive any privileges or immunities of staff members shall rest with the Director General.