

Staff rules

CHAPTER I Duties, obligations and privileges

Rule 101.1

Duration and hours of work

1. The normal working day shall be eight hours, exclusive of meal periods, and the normal working week shall be 40 hours.
2. Exceptions to this rule may be made by the Director General to take account of the needs of the service and local custom.
3. Staff members shall work beyond the normal duration of work whenever required to do so. Compensation shall be awarded, where applicable, in accordance with the rules governing flexitime and overtime.

Rule 101.2

Official holidays

1. Staff members shall be entitled to 10 days of official holidays in each calendar year. When one of these days falls on a Saturday or Sunday, the preceding working day shall be considered an official holiday in lieu of Saturday and the following working day in lieu of Sunday.
2. The following most commonly observed public holidays shall be part of the Bureau's official holidays: New Year's Day, Good Friday, Easter Monday, Ascension Day, Whit Monday, Christmas Eve, Christmas Day, 26 December and a day off between 26 December and New Year's Day.
3. Further, the Bureau shall be closed in the afternoon on 1 August and 31 December.
4. Notwithstanding the foregoing, the Director General shall, every year, communicate the number of official holidays to be observed.
5. The Director General may decide to close the Bureau during the year-end period, which may bring the total number of official holidays above 10 in a particular year. In such cases, the excess days shall not be counted towards the staff member's entitlements to annual, maternity, paternity and adoption leave.

Rule 101.3

Basic rights and obligations of staff members

1. Staff members shall follow the directives and instructions properly issued by the Director General and by their supervisors.
2. Staff members must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.
3. It is the staff member's duty to report any breach of the Staff Regulations or Staff Rules to the officials whose responsibility it is to take appropriate action, and to cooperate with duly authorized audits and investigations. No retaliation shall be taken against the staff member as a result.
4. Disciplinary procedures set out in chapter X of the Staff Regulations and in chapter X of the Staff Rules may be instituted against any staff member who makes groundless accusations with ill-willed intent.

5. Disciplinary procedures set out in chapter X of the Staff Regulations and in chapter X of the Staff Rules may be instituted against a staff member who fails to comply with his obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Staff Rules, the Financial Regulations and Rules on Financial Administration, or any other administrative issuances.

6. Paragraphs 3 and 4 above shall apply subject to and in accordance with the relevant terms and conditions set by the Director General.

Rule 101.4

Outside employment and activities

1. The Director General may authorize staff members to engage in an occupation or employment outside the Union, whether remunerated or not, if such activity:

- a. does not conflict with the staff member's official functions or his status as an international civil servant;
- b. is compatible with the interests and goals of the Union; and
- c. is permitted under local law at the staff member's duty station or where this occupation or employment takes place.

2. Staff members authorized to engage in outside activities shall act in their personal capacity and not as representatives of the Union.

3. Authorization in accordance with § 1 shall be granted on a yearly basis. It is the duty of the staff member concerned to obtain the renewal of any such authorization. Failure to secure proper initial authorization or renewal shall be considered misconduct and may lead to disciplinary action.

4. The Director General shall establish procedures for staff members wishing to seek in confidence clarification of whether the outside activities proposed would conflict with their status as international civil servants.

Rule 101.5

Specific instances of prohibited conduct

1. Any form of abuse of power, discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, shall be prohibited.

2. Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of the Union, including activity in connection with the administration of justice system; nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official functions. Staff members shall not threaten, retaliate or attempt to retaliate against such individuals or against staff members exercising their rights and obligations under the present Rules.

3. Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to member countries or to any entities or persons external to the Union.

4. Staff members shall not intentionally alter, destroy, falsify, misplace or render useless any official document, record or file entrusted to them by virtue of their functions and intended to be kept as part of the records of the Union.

5. Staff members shall not seek to influence member countries, principal or subsidiary bodies of the Union, or expert groups in order to obtain a change from the position or decision taken by the Director General, including decisions relating to the financing of Bureau programmes or units, or in order to secure support

for improving their personal situation or the personal situation of other staff members or for blocking or reversing unfavourable decisions regarding their status or the status of their colleagues. 6. Staff members shall neither offer nor promise any favour, gift, remuneration or other personal benefit to another staff member or to any third party with a view to causing him to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favour, gift, remuneration or other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

Rule 101.6

Staff performance

1. The efficiency, competence and integrity of staff members shall be evaluated by means of performance appraisal mechanisms that shall assess the staff member's compliance with the standards set out in the Staff Regulations and Staff Rules for purposes of accountability.
2. The Director General shall seek to ensure that appropriate learning and development programmes are available for the benefit of staff.
3. Performance reports shall be prepared regularly for all staff members, including senior officials, in accordance with the procedures promulgated by the Director General.

Rule 101.7

Obligation of staff members to notify and supply information

1. Staff members shall be responsible for supplying the Director General with whatever information he may require for the purpose of determining their status and entitlement under the Staff Regulations and Staff Rules, and of completing administrative arrangements in connection with their appointment.
2. Staff members shall be accountable for the accuracy and completeness of the information they provide.
3. Staff members shall also be responsible for promptly notifying the Bureau, in writing, of any subsequent changes affecting their status under the Staff Regulations and Staff Rules, and for supplying relevant documentation required.
4. Any staff member who intends to acquire permanent residence status in any country other than that of his nationality or who intends to change his nationality shall notify the Director General of that intention before the change of residence status or change of nationality becomes final.
5. Any staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation, shall immediately report that fact to the Director General.
6. The Director General may, at any time, require a staff member to provide information concerning facts anterior to his appointment and relevant to his suitability, or concerning facts relevant to his integrity, conduct and service as a staff member.

Rule 101.8

Conflict of interest

1. A staff member who has, or whose spouse or dependent children have, any interest in (including association with) any entity:

- a. with which the staff member may be required, directly or indirectly, to have official dealings on behalf of the Union; or
- b. which has a commercial interest in the work of the Union; or c. which has a common activity with the Union,
- d. shall disclose that interest to the Director General and, except where otherwise authorized by the Director General, either dispose of that financial interest or formally excuse himself from any involvement in that matter which might give rise to a conflict of interest.

2. Staff members in designated functions, as determined by the Director General and further specified in an annex to the Staff Rules, shall be required, upon appointment and at prescribed intervals, to file in respect of themselves, their spouse and dependent children, a financial disclosure statement. They shall certify in their statement that their financial situation and economic activities do not constitute a conflict of interest with the Union. The financial disclosure statements shall remain confidential and be used as per the procedures established by the Director General

Rule 101.9

Travel expenses and allowances for outside activities

1. Staff members who are authorized by the Director General to participate in activities organized by a government, intergovernmental organization, nongovernmental organization or other private source may receive from that entity, for accommodation, travel and subsistence expenses, allowances generally in line with those payable by the Union. In such cases, the daily subsistence allowance that may otherwise be payable by the Union shall be reduced in accordance with staff rule 107.13.5.
2. The staff member shall inform the Director General of receipt of the allowances indicated under 1.

Rule 101.10

Honours, gifts or remuneration

1. The acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Director General. Approval shall be granted only in exceptional cases and if such acceptance is not incompatible with the interests of the Union and with the staff member's status as an international civil servant. If the refusal of an honour, decoration, favour or gift from a non-governmental source would cause embarrassment to the organization, or if circumstances do not allow for the Director General's prior approval, the staff member may receive it on behalf of the Union. In both instances, the gift shall be reported and entrusted to the Director General, who shall either retain it for the organization or arrange for its disposal for the benefit of the Union or for a charitable purpose. Notwithstanding the requirement to obtain the Director General's prior approval, staff members may occasionally accept, without prior approval, minor gifts of essentially nominal value, provided that all such gifts are promptly disclosed to the Director General, who may direct that the gift be entrusted to the Union or returned to the donor.
2. The Director General may authorize staff members to accept from a nongovernmental source or a university or similar institution academic awards, distinctions and tokens of a commemorative or honorary nature, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.
3. As part of their official functions, staff members may be called upon from time to time to attend governmental or other functions such as meetings, conferences, meals and diplomatic receptions. The attendance of such functions shall not be considered the equivalent of receiving a favour, gift or remuneration within the meaning of the Staff Regulations and Staff Rules.
4. Staff members shall not accept any gift, remuneration or favour from any individual or entity doing business with or seeking to do business with the Union.

Rule 101.11

Financial responsibility

1. Staff members shall exercise reasonable care in any matter affecting the financial interests of the Union, or its physical and human resources, property and assets.
2. Staff members may be required to reimburse the Union, either partially or in full, for any financial loss suffered by the Union as a result of their negligence or of their having violated any staff regulation, staff rule or administrative instruction.

Rule 101.12

Privileges and immunities of staff members

1. Staff members shall report to the Director General or his authorized representative any case where an issue arises regarding the application of their privileges and immunities.
2. Notwithstanding the above, staff members required to answer requests for private information from courts shall not be required to inform the Director General or his authorized representative.
3. The Director General may authorize the Human Resources Directorate to accede to requests for information concerning the situation of a staff member from a court within the framework of legal procedures relating to the family situation or the maintenance of the family of that staff member.