



Geneva, 22 February 2011

SERVICE ORDER NO. 11/02

CODE OF ETHICS FOR ITU PERSONNEL

This Service Order is promulgated in accordance with the decision of the ITU Council, at its 2009 session¹, to adopt the Basic Elements for an ITU policy on financial disclosure and for the protection of ITU personnel against retaliation for reporting misconduct, and to create an ethics function in the office of the Secretary-General to ensure the thorough application of those two policies and the existing standards of conduct as well as the adoption of a code of ethics for ITU personnel.

The Code of Ethics attached to this Service Order sets out the values and principles that will help guide the conduct and behaviour of ITU personnel and it is applicable to all ITU personnel.

For purposes of this Code, ITU personnel includes ITU elected officials, ITU appointed staff (including staff members holding a short-term contract as well as those on secondment²) and related personnel such as interns³, Junior Professional Officers and individuals who are working under a Special Service Agreement (SSA) contract with ITU.

The values and principles contained in the present Code are reflected in the applicable standards of conduct provided for in the Staff Regulations and Staff Rules, service orders or other issuances of ITU, including the obligation to report any breach of ITU regulations and rules to officials whose responsibility it is to take appropriate action.

Dr. Hamadoun I. Touré
Secretary-General

General distribution

¹ Recommendation in § 16.5 of the Report by the Chairman of the Standing Committee on Administration and Management (Document C09/104), as amended at the 10th and Final Plenary Meeting (Document C09/121).

² Under the UN Inter-Agency Mobility Accord.

³ Students or new graduates participating in the ITU Internship Program

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PREAMBLE

1. Reaffirming the purposes, values and principles of the International Telecommunication Union (ITU), as enshrined in its Constitution, and the importance of securing for ITU the highest standards of efficiency, competence and integrity⁴;
2. Reaffirming ITU's role as a specialized agency of the United Nations striving to meet the highest aspirations of the peoples of the world. ITU and its personnel are committed to connecting the world; ITU has a special calling to promote international cooperation in pursuit of this vision;
3. Recognizing that it is imperative for ITU to cultivate and nurture a culture of ethics, integrity and accountability and thereby enhance the trust in, and the credibility of ITU;
4. Reaffirming the Standards of Conduct for the International Civil Service, ITU policy on harassment and abuse of authority as well as standards of conduct provided for in the Staff Regulations and Staff Rules, and other relevant service orders and issuances of ITU;
5. Reaffirming the ITU Financial Disclosure Policy and the ITU Policy for the protection of personnel against retaliation for reporting misconduct;
6. The present Code of Ethics sets out the values and principles to guide the conduct and behaviour of ITU personnel.

VALUES

Independence

7. ITU personnel shall maintain their independence and shall not seek or accept instructions from any government or from any other authority outside ITU. ITU personnel shall refrain from acting in any way which is incompatible with their status⁵.

Loyalty

8. Loyalty to the purposes, values and principles of ITU is a fundamental obligation of all ITU personnel. They shall be loyal to ITU and shall, at all times, discharge these functions and regulate their conduct with the interest of ITU only in view⁶.

⁴ No. 154 of the Constitution

⁵ See in particular, No. 150 of the Constitution

⁶ Staff Regulation 1.11

Impartiality

9. ITU personnel, in the performance of their official duties, shall always act with impartiality, objectivity and professionalism. They shall ensure that expression of personal views and convictions does not compromise or appear to compromise the performance of their official duties or the interests of ITU. They shall not act in a way that unjustifiably could lead to actual or perceived preferential treatment for, or against particular individuals, groups or interests.

Integrity

10. ITU personnel shall maintain the highest standards of integrity, including honesty, truthfulness, fairness and incorruptibility, in all matters affecting their official duties and interests of ITU.

Accountability

11. ITU personnel shall be accountable for the proper discharge of their functions, and for their decisions and actions. In fulfilling their official duties and responsibilities, ITU personnel shall make decisions in the interests of ITU. ITU personnel shall submit themselves to scrutiny as required by their position.

Respect for human rights

12. ITU personnel shall fully respect human rights, dignity and worth of all persons and shall act with understanding, tolerance, sensitivity and respect for diversity and without discrimination of any kind.

PRINCIPLES

Conflict of interests

13. ITU personnel shall arrange their private interests in a manner that will prevent actual, potential or apparent conflicts of interest from arising, but if such a conflict does arise between their private interest and their official duties and responsibilities, the conflict shall be disclosed and resolved in favour of the interests of ITU.

Abuse of authority

14. ITU personnel shall not use the authority entrusted to them, inter alia to humiliate, to take advantage of colleagues, beneficiaries or other individuals or groups, for financial or political gain or through sexual or other abuses.

Honours, decorations, favours, gifts, remuneration or other benefits

15. ITU personnel shall not solicit or accept any honour, decoration, favour, gift, remuneration or other benefits from any source external to ITU, which may bring into question their integrity, independence, impartiality and objectivity, unless the acceptance of such honours, decorations, favours, gifts, remuneration or other benefits is pursuant to applicable policies and regulations⁷.

ITU resources

16. ITU personnel shall only use or allow the use of ITU resources, directly or indirectly, including its property, for authorized purposes.

Confidentiality of information

17. ITU personnel shall not use information that is not generally available to the public, for private gain, financial or otherwise, to benefit themselves, or others with whom they have personal, family or other ties, nor shall they disclose such information to the public without authorization. This duty continues to apply after their service to ITU.

Post-employment

18. ITU personnel shall not act in such a manner as to take improper advantage of their official functions and positions, including privileged information obtained from such functions and positions, when seeking employment or appointment after leaving their employment with ITU.

⁷ Staff Regulation 1.8