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Standards of Conduct

Ethical challenges are a common thing that all organizations face in a way or another. Standards of ethical conduct promote common values and define the behavior and performance expected of the Agency's staff members.

Standards of conduct are linked to all elements of the framework because they are inherently part of the overall human resources management strategy.

The Procurement & Logistics Division in HQ(A) and the Procurement & Logistics Departments in the Fields should seek the acceptance and commitment of their staff members to these standards of conduct.

All Procurement & Logistics staff members are encouraged to raise any matter of concern of an ethical nature with their immediate supervisor, irrespective of whether it is explicitly addressed in the standards of conduct.

These Standards of conduct should:

- be brought to the attention of the staff members on a recurring basis;
- Enjoy demonstrated commitment on the part of the leadership;
- Be reinforced through the management and human resources practices that are transparent.

Principles:

All procurement & Logistics staff members shall always seek to uphold and enhance the standing of the Procurement & Logistics profession and will always act professionally and selflessly by:

1. Maintaining the highest standards of integrity in all their business relationships both inside and outside the Agency;
2. Not participating in any outside activity or business which might reasonably be deemed improper and never using their authority for personal gain, and seeking prior approval from the Agency before participating in any outside activities;
3. enhancing their proficiency by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior;
4. optimizing the use of resources which they influence and for which they are responsible, to provide the maximum benefit to the Agency and its mission;
5. complying both with the letter and the spirit of the:
 - United Nations regulation;
 - UNRWA's rules and regulations;
 - laws of the host country in which they are located;
 - contractual obligations.

Staff members should never allow themselves to be deflected from these principles.

Guidance:

In applying these principles, staff members should follow the guidance set out below:

1. **Declaration of conflict of interest:** Any personal interest which may affect any staff member's impartiality in any matter relevant to his or her duties should be declared.
2. **Transparency and fight against corruption:** Staff members should work against corruption in all its forms, including extortion and bribery. All staff members should raise any matters concerning corruption to their supervisors.
3. **Confidentiality and accuracy of information:** The confidentiality of information received in the course of duty should be respected and should never be used for personal gain.
4. **Competition:** The nature and length of contracts and business relationships with suppliers should always be constructed to ensure deliverables and benefits. Arrangements which might in the long term prevent the effective operation of fair competition should be avoided.
5. **Business gifts:** Business gifts, other than items of very small value such as business diaries or calendars, should not be accepted.
6. **Hospitality:** Staff members should not allow themselves to be influenced in making a business decision as a consequence of accepting hospitality.
7. **Environment:** Environment protection shall be considered during the procurement decision. Staff members should preferentially purchase products that do not harm the environment.

In addition to the above issues that are more specific to the procurement & logistics staff, we are also attaching a copy of the standards of conduct for the international civil service issued by the international civil service commission.

Decisions and Advice

When it is not easy to decide between what is and is not acceptable, advice should be sought from the staff member's supervisor.

Fredrik W. Schultz