



## INTEROFFICE MEMORANDUM

11 April 2011

To: All Holders of Organization Directives

From: The Commissioner-General

Subject: **New Organization Directive 30: UNRWA Ethics Office**

1. Attached for your attention Organization Directive 30 which sets out the terms of reference of UNRWA's Ethics Office. OD 30 is based on the Secretary-General's Bulletin ST/SGB/2007/11, which requires the separately administered organs and programmes, including UNRWA, to establish Ethics Offices.
2. UNRWA's Ethics Office functions independently, is headed by the Chief, Ethics Office and is administratively attached to the Department of Internal Oversight Services.

Filippo Grandi  
Commissioner-General

ce of the  
nmissioner-general  
wa headquarters

ader wadi al-sar  
box 140157  
man 11014  
lan

'72 2 589 0222  
'62 6 580 8556  
'72 2 589 0240  
'62 6 580 8179

w.unrwa.org

مكتب المفوض العام  
الرئاسة العامة

بيادر وادي السير  
ص ب 140157  
عمان 11014  
الأردن

هـ 0222 589 2 972 +  
(080 865 7 972 +  
ص 0240 589 2 972 +  
9 8179 580 6 972 +

peace | السلام  
arts Here | بدأ معنا



**unrwa**  
**الأونروا**

the un agency for **وكالة الأمم المتحدة**  
**palestine refugees** **للاجئين الفلسطينيين**

## Organization Directive No. 30

### Terms of reference of the Ethics Office

#### PURPOSE

1. The purpose of this Directive is to give effect to the Secretary-General's Bulletin ST/SGB/2007/11, which requires the separately administered organs and programmes, including UNRWA, to establish a separate Ethics Office.
2. This Directive sets out the terms of reference for the ethics function in the Agency.
3. This Directive is issued under the authority conferred upon the Commissioner-General as Chief Executive Officer of the Agency by Resolution 302(iv) of 8 December 1949 of the General Assembly of the United Nations.

#### EFFECTIVE DATE

4. This Directive takes effect from 1 April 2011.

#### REFERENCES

5. This Directive should be read in conjunction with ST/SGB/2007/11 and with General Staff Circular 05/2007 - Allegations and complaints procedures and protection against retaliation for reporting misconduct and for cooperating with audits and investigations, General Staff Circular 06/2010 - Prohibition of Discrimination, Harassment - including Sexual Harassment - and Abuse of Power, and General Staff Circular 07/2010 - Sexual Exploitation and Abuse Complaints Procedure. Refer also to Organization Directive No. 14 - Charter of the Department of the Internal Oversight Services, and Organization Directive No. 24 - Charter of the Advisory Committee on Internal Oversight.

#### ORGANIZATIONAL ARRANGEMENTS

6. The Ethics Office is established as an office within UNRWA, effective 1 September 2009. The Ethics Office is headed by the Chief, Ethics Office and is administratively attached to the Department of Internal Oversight Services, although it operates with full impartiality and confidentiality, as provided for in this Organizational Directive.
7. The Chief, Ethics Office will have full and unrestricted access to the Commissioner-General in relation to any matter within his or her area of responsibility.

#### MISSION STATEMENT

8. The objective of the Ethics Office is to assist the Commissioner-General in nurturing a culture of ethics, integrity and accountability, and thereby enhance the trust in, and the credibility of, UNRWA, both internally and externally.

#### RESPONSIBILITIES

9. The main responsibilities of the Ethics Office are as follows:
  - a. Developing standards, training and education on ethical issues, in coordination with the Department of Human Resources and other Departments, as

- appropriate, as well as the United Nations Ethics Committee, in order to ensure that there is a uniform and consistent application of ethics-related issues within the United Nations system;
- b. Providing advice and support to management to ensure that Agency's rules, policies, procedures and practices reinforce and promote the standards of integrity called for under the Charter of the United Nations;
  - c. Providing confidential advice and guidance to staff on ethical issues;
  - d. Serving as a focal point for raising staff awareness within the Agency on ethical standards and expected behaviour within the context of oversight as well as human resources development policies, strategies and programmes and in close cooperation with the Department of Internal Oversight Services and the Department of Human Resources;
  - e. Undertaking the responsibilities assigned to the Ethics Office under the Agency's policy for the protection of staff against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations;
  - f. Acting as focal point for the Agency's participation in the UN Financial Disclosure Programme;
  - g. Administering the Area Staff Declaration of Interest Programme;
  - h. Undertaking the responsibilities of Agency-wide Coordinator under the Agency's policies for preventing and responding to Prohibited Conduct (Discrimination, Harassment – including Sexual Harassment – and Abuse of Power) and Sexual Exploitation and Abuse.

#### INDEPENDENCE AND THE RIGHTS OF STAFF MEMBERS

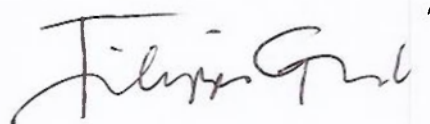
10. Independence, impartiality and confidentiality are prerequisites for the functioning of the Ethics Office and they shall be fully respected with regard to the Ethics Office's responsibilities as set out in section 9, above.
11. In order to safeguard and ensure that all matters associated with the discharge of duties and responsibilities of the Ethics Office are independent and free from any pressure and influence, solely at his or her discretion, the Chief, Ethics Office may refer any matter within his or her area of responsibility, at any time, to the Chairperson of the United Nations Ethics Committee for advice and guidance, and shall promptly inform the Commissioner-General of the referral made.
12. The Ethics Office will maintain confidential records of reports received and advice given.
13. In the performance of their responsibilities and duties, staff of the Ethics Office shall not be compelled by any Agency or United Nations official or body to disclose or testify about issues brought to his or her attention.
14. Staff may bring matters of concern to the attention of the Ethics Office by mail, e-mail, fax, telephone or in person.
15. No person who brings a matter to the attention of the Ethics Office or provides information to it shall be subjected to reprisals because of such actions.
16. Staff members requesting advice on ethical issues or submitting a complaint in accordance with subparagraph (c) or (e) of section 9, above, shall seek recourse in the first instance with the Ethics Office and use the existing policies, procedures and resources available within the Agency to address ethical issues.
17. If, following the receipt of a request for advice or a complaint submitted by a staff member in accordance with subparagraph (c) or (e) of section 9, above, the Ethics Office does not, within forty-five days, formally consider the request, the staff member may then refer the matter in writing to the Chairperson of the United Nations Ethics Committee. If following a final determination by the Ethics Office of a matter referred to it by a staff member, the said staff member wishes to have the matter reviewed further, he or she may, in writing, refer the matter to the Chairperson of the Ethics Committee.

## REPORTING

18. The Ethics Office shall provide an annual report of its work to the Commissioner-General. The reports shall include an overview of the activities of the Office and any evaluations and assessments relating to such activities. The Ethics Office may also comment on rules, regulations, policies, procedures and practices that have come to its attention, and may make recommendations as appropriate. A copy of this report will be provided to the Advisory Committee, the Advisory Committee on Internal Oversight, and the UN Ethics Committee.

## RELATIONSHIPS WITH OTHER OFFICES

19. All offices and staff members shall cooperate with the Ethics Office and provide access to all records and documents requested by it. The exceptions to this are medical records that are not available without the express consent of the staff member and Department of Internal Oversight Services records that are subject to confidentiality requirements.
20. The Ethics Office will not replace any existing mechanisms available to staff for the reporting of misconduct, nor shall anything in the present Directive limit the ability of staff members to seek redress through the internal recourse mechanisms.
21. The Chief, Ethics Office shall be a member of the UN Ethics Committee chaired by the Director, UN Ethics Office, pursuant to the Secretary-General's Bulletin ST/SGB/2007/11.



Filippo Grandi  
Commissioner-General

Date: 11.4.2011