



CODE of CONDUCT

Preamble

1. The International Institute of Humanitarian Law (hereafter the Institute) is fully committed to the principles of integrity, loyalty, accountability, impartiality and professionalism regarding all its activities as a non-profit humanitarian association having social values as its objectives.

All officials and employees, regardless of their contract of employment or rank, of the Institute, including Council Members, Executive Board Members, and any Member of the Institute acting on behalf of the Institute should, at all times, comply with all applicable laws and regulations and should ensure that the activities of the Institute are dealt with in an open, fair and impartial manner. They should bear in mind that the Institute is accountable to its contributors, including governments and private contributors, and all its members, in the conduct of its activities, noting that the Institute pursues its objectives and carries out its activities in full independence.

2. The present Code of Conduct therefore sets out the basic standards of conduct expected of all officials and employees, including temporary or part-time staff employed by the Institute.

General Conduct

3. The Institute expects that all employees will perform their duties conscientiously, honestly and in accordance with the best interests of the Institute. They shall carry out their duties to the utmost of their abilities for the common good and shall put forth an honest effort in the daily performance of the duties entrusted to them.

4. The Institute expects that all officials and employees will be guided in all activities, as defined by the Institute, by the following principles inter alia: fundamental human rights, social justice, the dignity and worth of the human person and respect for the equal rights of men and women.

5. Further, all officials and employees shall be guided in their activities by principles of integrity, loyalty, accountability, impartiality and professionalism.

Working Relations

6. It is the responsibility of the Institute through the persons designated for that purpose to ensure a harmonious workplace based on mutual respect. Persons in a position of leadership should be open to all views and opinions and make sure that the merits of all persons concerned are properly recognised. The Institute should also guide and motivate the employees and promote their development.

Effective communication with the employees and sharing of appropriate information in the execution of their official activities within the Institute is incumbent upon persons in a leadership position.

7. All employees have to follow the instructions they receive in connection with their official functions. It is their duty to report any breach of the rules and regulations of the Institute to the President and/or Secretary General of the Institute.

Conflict of interests

8. Conflict of interest includes circumstances in which employees, directly or indirectly, would appear to take advantage or benefit improperly, or allow any other party to benefit improperly, from their connection with the Institute.

9. Regardless of the circumstances, if employees sense that a course of action they are pursuing or have pursued, or are considering to pursue may involve a conflict of interest, they should immediately communicate all the facts to the Secretary General who will further inform the President of the Institute, as appropriate.

10. Employees shall not use their official position or knowledge gained as a result of their position for private or personal advantage. They should avoid investing in or acquiring a private financial interest in any firm that has a contractual relationship with the Institute in order to avoid the impression that their decisions in the performance of their official duties within the Institute might be influenced.

Outside employment and activities

11. It is the duty of the employees to devote their energies to the activities of the Institute and the fulfilment of the entrusted tasks. They should not engage, without prior authorisation, in any outside activity, whether remunerated or not, that would interfere with that obligation or is incompatible with their status or conflicts with the interests of the Institute.

12. Subject to provision 11 above, the Institute should allow, encourage and facilitate the participation of all employees in professional activities that serve to maintain and enhance their competencies as well as the promotion of the Institute's activities.

Gifts, honours and remuneration from outside sources

13. In order to protect the Institute and its employees from any appearance of impropriety, employees shall not accept any honour, decoration, gift remuneration, favour or economic benefit.

14. The acceptance of any commission from suppliers is strictly prohibited. Any breach of this rule will result in immediate termination of contract and legal prosecution.

Funds and assets of the Institute

15. All employees who have access to the funds and assets of the Institute in any form have to follow the prescribed procedures for recording, handling and protecting money as detailed in the Institute's policies and procedures or any other instrument as defined thereto. All employees becoming aware of any evidence of fraud, dishonesty or conflict of interest shall immediately advise the Secretary General who will further inform the President for investigation and legal action as appropriate.

16. Funds and assets of the Institute are intended for the Institute's use only and not for personal benefit.

Institute records, relations with the public, and privacy and confidentiality

17. All employees have to establish and keep accurate and reliable records as requested and needed within the exercise of their respective functions. They have to exercise utmost diligence in implementing these requirements.

18. All employees have a continuing responsibility to promote a better understanding of the activities and objectives of the Institute. In their relation with the public or any outside entity involving the activities of the Institute they shall act with discretion and prudence, following the guidance as provided. In their communications they shall act accurately

and in a timely fashion, responding promptly and courteously to all request for information and guidance.

19. All employees when handling whatever information entrusted to the Institute have the duty to protect the security and confidentiality of such information. They will participate in maintaining the safety and security of such information.

Implementation and dissemination of the present Code of Conduct.

20. The present Code of Conduct will be disseminated to all employees and discussed at periodic meetings of which all employees shall be informed.

21. The Institute shall designate a person for dealing with any complaint regarding the non implementation of the provisions of the present Code of Conduct or any other incorrect behaviour; appropriate channels thereto shall be established.

22. The present Code of Conduct shall be implemented as from the day of its approval by the Council. It may be further amended and complemented as needed.

Adopted by the Executive Board, delegated by the Council (meeting on 18 March 2016), on 7 July 2016.

Updated on April 2021




STEFANIA BALDINI
Secretary - General