



## **Organization for Security and Co-operation in Europe**

# **OSCE CODE OF CONDUCT FOR STAFF/MISSION MEMBERS**

### **Appendix 1 to the OSCE Staff Regulations and Staff Rules, Permanent Council Decision 550/Corr.1, 27 June 2003**

#### **1. OSCE Officials' Conduct**

OSCE officials shall conduct themselves at the highest personal and professional level at all times, while on duty and off duty, in order to successfully represent the OSCE. OSCE officials shall not act in a manner which is likely to bring discredit to the Secretariat, Institution or Mission to which they are assigned, to its staff and to the OSCE in general. They shall comply with the principles, norms and commitments of the OSCE and adhere to the mandate of their respective Institution or Mission in performing their duties.

#### **2. Relations with National Authorities**

OSCE officials shall neither seek nor accept instructions regarding the performance of their duties, from any Government or from any authority external to the OSCE.

#### **3. Impartiality**

OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. They shall refrain from any action that might cast doubt on their ability to act impartially. OSCE officials shall not engage in any activity which is incompatible with the proper performance of their duties with the OSCE or may adversely reflect on their status, as well as on the integrity, independence and impartiality of their position and function as OSCE officials.

OSCE officials shall ensure that their own personal views and convictions, including their political and religious convictions do not adversely affect their official duties or the interests of the OSCE.

#### **4. Compliance with accepted human rights standards**

OSCE officials shall refrain from any conduct which could be detrimental to the goals of the OSCE. This includes but is not limited to an affiliation with

any person who is suspected of being involved in any activity that violates national or international law or accepted human rights standards, or an affiliation with any person who could reasonably be suspected of engaging in the trafficking in human beings.

OSCE officials shall be aware that the use of the services of a person suspected of being a victim of trafficking contributes both to the profit of traffickers and the harm to victims. OSCE officials shall adopt exemplary standards of personal behaviour to ensure the OSCE is contributing to combating trafficking in human beings, and is not exacerbating the problem. OSCE officials shall be accountable to their respective national authorities, and when appropriate to local authorities, for any illegal activities inciting this criminal trade or behaving in contravention of the above mentioned standards.

## **5. Relations with the Host Country**

Notwithstanding privileges and immunities which may be granted to OSCE officials by the host country in the interest of the OSCE and not for their personal benefit, OSCE officials shall respect the laws and regulations of the host country, as well as its local customs and traditions.

Privileges and immunities granted to OSCE officials shall not exempt OSCE officials who are covered by them from the performance of their private obligations.

## **6. Professional working environment**

OSCE officials shall abstain from any action which may be contrary to the OSCE policy on professional working environment. All OSCE officials are treated equally and with respect, regardless of gender, race, religion or belief, nationality, ethnic or social origin, age, sexual orientation, marital status or other aspects of personal status.

## **7. Acceptance of Gifts, Honours and other Distinctions**

OSCE officials shall not use or attempt to use their position for private advantage and shall not accept any gratuity or gift which goes beyond simple courtesy. In connection with their appointment or assignment to the Secretariat, their respective Institution or Mission, staff/mission members shall not receive any honour, decoration, favour or gift greater in value than EUR 40 from any Government or from any source external to the OSCE without prior authorization of the Secretary General and their respective Head of Institution/Mission.

## **8. Outside Activities and Interests**

OSCE officials shall not be actively associated with the management of any business, nor may they hold a financial interest in any business, if there is a possibility that they would benefit from such association or financial interest by reason of their official position with the OSCE.

An OSCE official who has occasion to deal in his/her official capacity with any business in which he/she holds a financial interest shall at once disclose the measure of that interest to the Secretary General or to the respective Head of Institution/Mission or, for the Secretary General and the Heads of Institution/Mission, to the Chairperson-in-Office.

Staff/mission members shall not engage in any paid occupation or employment outside the OSCE without prior approval of the Secretary General or the respective Head of Institution/Mission.

## **9. Discretion**

Staff/mission members shall observe maximum discretion with regard to all matters of official business. They shall at no time use, disseminate or publish information known to them by reason of their official position nor may they publish anything based thereon, except with the written approval of the Secretary General or their Head of Institution/Mission. Staff/mission members shall also not communicate such information to third parties, except in connection with the discharge of their functions.

Except as part of official duties, staff/mission members are required to seek prior approval of the Secretary General or their respective Head of Institution/Mission for performance of any one of the following acts, if such act relates to the purpose, activities or interests of the OSCE or involves the use of information known to them by reason of their official duties:

- Issue statements to the press, radio or other media of public information;
- Accept speaking engagements;
- Take part in film, theatre, radio or television productions or presentations
- Submit articles, books or other material for publication; or
- Disclose, duplicate or transfer any information for uses other than those specified by the Secretary General or the Head of Institution/Mission to any person, Government or authority.

These obligations shall not cease upon separation from the OSCE.

## **10. Safety and Security**

OSCE officials shall make every effort to ensure the security of the Secretariat, Institution or Mission to which they are assigned and of its individual staff/mission members, and shall follow closely all instructions regarding safety and security matters.

## **11. Protection of OSCE Property**

OSCE officials shall protect, manage and use OSCE resources and property efficiently and with necessary care and must not wilfully, or through negligence, cause any waste, loss and/or damage to OSCE property, documents and resources. OSCE officials may be required to reimburse the OSCE either partially or in full for any financial loss incurred by the OSCE as a

result of their wilful action or inaction, their negligence or their failure to observe any regulation or administrative instruction.

## **12. Applicability of the Code of Conduct**

The OSCE Code of Conduct shall apply to the Secretary General, Heads of Institution and Heads of Mission *mutatis mutandis*, except that they shall report to or seek authorization from the Chairmanship.