



UNDP Lebanon 'Code of Conduct'¹

Preamble: to ensure a healthy, pleasant, conducive and productive working environment, we hereby pledge as one UNDP Lebanon Team to abide by and uphold the following standards:

<i>One Team with One Purpose</i>	<ul style="list-style-type: none"> • Regardless of portfolio or position, we are all members of the same organization which holds one overarching purpose, promoting a better life for all Lebanese. • We will seek to make every effort to work across artificial barriers, such as portfolio silos and management levels, to ensure this spirit is upheld. • At the same time, we will respect and seek to work through organizational hierarchy
<i>Mutual Respect</i>	<ul style="list-style-type: none"> • We are all professionals and people deserving of respect. Offensive language and aggressive behaviour, whether spoken or written, shall be avoided in all cases. We will avoid public reprimanding or actions that may be humiliating to our colleagues. • We are all part of one UNDP, regardless of contract type, deserving of equal respect
<i>Open Communication & Trust</i>	<ul style="list-style-type: none"> • Communication should be conducted among staff in a professional and open manner. • Rumours are unhealthy for any organisation. We undertake to avoid spreading rumours and use the rumour board to address work-related issues. • We undertake to give each other the benefit of the doubt, to trust each other and clarify misunderstandings early. Questions not asked cannot be answered! • Where confidentiality is called for in the best interest of the organisation, critical information should be kept confidential unless authorised for disclosure.
<i>Results with Integrity</i>	<ul style="list-style-type: none"> • Staff² commit themselves to their professional responsibilities and recognize that UNDP will rightly be judged on its results. All staff have a responsibility to this end. • Staff recognize that protecting the UNDP's reputation for integrity, professionalism and neutrality is of paramount importance. Staff at all levels share this responsibility, are custodians of these principles and 'ambassadors' for the organization. Interaction with any partner or member of the public will be shaped by this recognition.
<i>Accountability</i>	<ul style="list-style-type: none"> • Staff will be accountable for any misconduct or failure to adhere to this Code through the annual performance evaluation. • Sexual and workplace harassment or abuse of authority will not be tolerated.
<i>Recognition</i>	<ul style="list-style-type: none"> • Creating a culture of accountability for results requires recognition and feedback when results are achieved, as well as leadership in upholding the Code of Conduct. • This will be achieved principally through three means: 1) performance evaluation, 2) support to learning needs and 3) the new Recognition and Merit programme
<i>A Healthy Environment</i>	<ul style="list-style-type: none"> • All Staff will help create a stress-free working environment through a strong sense of teamwork and a commitment to the principles outlined in this code of conduct. • To be more productive at work, we need to find time for relaxation. We are committed to updating and implementing the work-life balance policy of UNDP Lebanon.

Staff at all levels and the Staff Association Executive Board will closely monitor the implementation of the Code of Conduct, which will be integrated into all staff performance evaluations.

¹The Lebanon Code of Conduct does not replace, but complements the existing UNDP accountability framework, including the UNDP Code of Conduct & Staff Rules: https://intranet.undp.org/unit/bom/accountability/SitePages/code_of_conduct.aspx
Following the 2013 retreat and discussions on the 2012 Global Staff Survey, it was suggested that a Code of Conduct be developed to communicate standards on organizational values of particular note in the GSS.

²The term "Staff" refers to all personnel on a UNDP contract, regardless of type & duration.