



Staff Code of Conduct

The Crop Trust considers its staff its most important asset. We strive to attract, retain and develop staff of the highest quality, encourage professional and personal growth, provide a safe and well-equipped work environment and offer opportunity for staff participation in matters that affect the staff and their work. The Organization is an equal opportunity employer, committed to hiring staff regardless of nationality, race, gender, age, religion, political persuasion, marital status, or sexual orientation. The Crop Trust strives to provide a fair and equitable treatment to its staff, and discourages all forms of unfair discrimination.

As international civil servants, Staff of the Crop Trust are expected to exhibit the highest standard of conduct in contributing to carrying out the Crop Trust's mission. Expectations for staff conduct are described in the Crop Trust "Personnel Policies and Procedures Manual (PPPM)", as well as in this separate document, both of which are provided to all staff and consultants upon hiring. Crop Trust regular and complementary staff at all levels, including advisors/experts and consultants, are expected to abide by the following Code of Conduct.

Guiding Principles

Staff members are expected to perform their duties and responsibilities with the highest standards of professionalism and integrity, due care and diligence, with the interest of the Crop Trust mission in mind.

The Crop Trust is committed to ensuring a working environment free from mental, verbal, sexual or any other form of harassment and discrimination, whether on the basis of race, national origin, religion, political persuasion, marital status, gender, age or any other form of personal identity.

The Crop Trust has zero tolerance for corruption, fraud and other financial crimes including money-laundering, anti-terrorist financing and other punishable criminal financial acts. It is committed to enforcing anti-corruption and other financial crime prevention practices within the Organization and between the Organization and its partners. The Crop Trust's principles of anti-corruption are mainstreamed in the Organization, and set forth in the document "Crop Trust Statement on Financial Accountability, Due Diligence, Anti-Corruption and Other Financial Crimes".

Any established breaches of this Code of Conduct will be regarded as a serious disciplinary matter under the provisions in Section 11 of the PPPM, which may lead to summary dismissal. All complaints of harassment or discrimination or suspected fraud or other financial crimes will be investigated and resolved promptly. Crop Trust management has put in place a "Whistleblower policy" (contained in the PPPM) that enables staff to report cases of misconduct, ensuring that no staff shall suffer any retaliation for such reporting.

Sections 2.2 to 2.7 of the Personnel Policies and Procedures Manual (PPPM) set forth the following specific expectations for staff conduct:

The provisions below are from the Personnel Policies and Procedures Manual (PPPM):

2.2 Obligations of Staff Members

- 2.2.1 All Staff Members of the Crop Trust are international civil servants. Their responsibilities are exclusively international and, by accepting appointment, they pledge to discharge their functions and regulate their conduct with the interest and objectives of the Organization in view. In the performance of their duties, Staff Members of the Crop Trust shall neither seek nor accept instructions from any government or from any other authority external to the Organization.
- 2.2.2 Staff Members shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any conduct or activity that adversely reflects on the Crop Trust or is incompatible with the proper discharge of their duties with the Organization, including any action designed to influence decisions relating to appointment or employment with the Crop Trust. They shall avoid any action and in particular any public pronouncement, which may adversely or unfavorably reflect on their status or on their integrity, independence and impartiality.
- 2.2.3 Any breaches of the provisions regarding staff obligations and conduct described in this Section 2 of the PPPM may be regarded as a disciplinary matter under the provisions of Section 11 of this Manual. Serious cases of misconduct indicated in Article 11.2.3 may lead to summary dismissal.
- 2.2.4 All Staff Members of the Crop Trust are subject to the authority of the Executive Director, to whom they are responsible in the exercise of their functions, and who has the authority to assign them to any of the activities or offices of the Crop Trust, to establish new assignments, and to specify and modify the original duties and responsibilities. Any such changes will give due consideration to both the Organization's interests and the Staff Members' qualifications and expertise. All such changes will be undertaken in consultation with the supervisor of the Staff Member(s) concerned.
- 2.2.5 Staff Members shall comply fully with the requirements of these policies, the provisions of their employment and such manuals, administrative issuances, procedures, rules and orders as the Executive Director may promulgate.
- 2.2.6 Staff Members shall comply fully with all legitimate directives from the Executive Director and from their supervisors.
- 2.2.7 Staff Members are responsible for informing the HR representative promptly in writing of any change that might affect their status and entitlements under the PPPM. Such changes include, but are not limited to, marital status and dependency status.
- 2.2.8 Staff Members have a financial obligation to the Crop Trust in respect of any loss suffered as a result of their negligence or as a result of contravention of any regulation, rule or procedure. The Crop Trust normally takes no action to pay or recover balances from Staff Members for amounts equivalent to Euro 10.00 (ten) or less.
- 2.2.9 The right of a Staff Member to claim any allowance, grant or payment to which they are entitled but which is unclaimed lapses one year after the date on which the entitlement arose unless otherwise specified. Where exceptional circumstances did not permit the claim to be made earlier, the Executive Director may waive the time limit of one year.
- 2.2.10 The right of the Crop Trust to claim from a Staff Member any overpayment made and

received in good faith lapses 1 (one) year after the date on which the overpayment was made.

2.2.11 The provisions of Article 2.2 also apply to Consultants, Advisors/Experts and Complementary Staff of the Crop Trust.

2.3 Conduct of Staff Members

2.3.1 Working Relations:

- a. The Crop Trust works to foster a corporate environment where teamwork and open communication can flourish. All Staff have a responsibility to help create such an environment.
- b. Staff should conduct themselves with integrity, fairness and honesty in their dealings, and treat others with dignity.
- c. There should be honest and open communication on professional activities, respecting lines of reporting and professional confidentiality.
- d. Staff should respect authority as well as use it responsibly. Use of authority for intimidation or personal favoritism will not be tolerated.
- e. Staff should always use discretion with respect to the privacy of colleagues. Personal correspondence, including email messages, should always be respected and under no circumstances should they be accessed unless prior consent of the interested person/s is given.
- f. Interpersonal conflicts should be handled with an open attitude through private and respectful dialogue. Staff should not allow speculations or unfounded rumors about colleagues to circulate either inside or outside the Organization, thus causing damage to the persons involved and/or the Organization itself.

2.3.2 Harassment, intimidation and discrimination:

- a. All Staff should be able to enjoy a working environment free from mental, verbal, sexual or any other form of harassment and discrimination, whether on the basis of race, national origin, religion, gender or any other form of personal identity. Accordingly, the Organization will not tolerate any action or conduct by any Staff Member that can be established as harassment or discrimination.
- b. General harassment is defined as unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.
- c. Sexual harassment is defined as unreciprocated and unwelcome comments, gestures or physical conduct of a sexual nature that are found personally offensive and that might create an intimidating working environment.
- d. Any substantiated form of harassment, intimidation and discrimination will lead to disciplinary measures as provided in Article 11.2.3.
- e. Employees have the responsibility to take assertive action if they feel they are being subjected to harassment, intimidation or discrimination regardless of who the alleged offender is, by making the unwelcome conduct immediately known to the offender, who may be unaware of the possible offense.
- f. Supervisors and managers are expected to:
 - i. set an example of high standard of professional behavior and personal conduct;
 - ii. clearly communicate the institutional policy in these areas;
 - iii. be alert in order to promptly detect behavior that runs counter to the principles for staff conduct set forth in this Manual;
 - iv. ensure that any incident of unacceptable behavior is promptly dealt with and corrective action taken.

2.3.3 Safety and security: The Crop Trust aims to fulfill its duty of care by providing a safe working

environment. The Organization will take all necessary and reasonable measures to protect the safety and security of its Staff, and to this end will establish adequate Occupational Health and Safety policies, procedures and practices. All Staff are expected to behave responsibly and to comply with all policies, procedures and instructions designed to protect their safety and security.

- 2.3.4 Use of Assets of the Crop Trust (including funds, equipment and supplies): All Staff will use the Organization's assets responsibly and in the best interest of the Organization. Staff shall conduct themselves with due care and diligence and abstain from any acts of fraud, negligence, corruption, any form of criminal intent and other financial crimes including any acts that support money-laundering, anti-terrorist financing and other punishable criminal financial acts. In this regard, staff must adhere to and comply with all Organizational principles and directives in this area as described in the "Crop Trust Statement on Financial Accountability, Due Diligence, Anti-Corruption and Other Financial Crimes".
- 2.3.5 Gifts: No Staff Member shall encourage or solicit gifts in circumstances related to his or her official duties. If such a gift is spontaneously offered, the Staff Member may, if courtesy, decorum, or custom require, accept the gift. All such gifts of a substantial value shall be accepted in the name of the Crop Trust and shall, as soon as practical, be turned over to the Executive Director for appropriate disposition, including display. For the purpose of this section any gift in an amount that exceeds the equivalent of Euro 50.00 (fifty), shall be considered a gift of a substantial value. Gifts from suppliers, including items bearing the supplier's name, logo or other identifying trade term shall not be encouraged.
- 2.3.6 Favors: No Staff Member shall solicit any favors in connection with or related to the Staff Member's official work or, whether or not related to official duties, from any individual, or Organization which has a present or prospective business or programmatic relationship with the Crop Trust.
- 2.3.7 Environmental protection: The Crop Trust is committed to environmental protection and to minimizing its impact on the environment in the context of its daily operations. In addition to complying with all applicable environmental laws and regulations, Staff Members must adhere to and comply with all Organizational principles and directives in this area as described in the Crop Trust "Statement on Environmental and Social Responsibilities". Staff Members are expected to report any environmental concern or violation of environmental laws or regulations to Crop Trust management who is expected to take prompt action to investigate and identify remedial actions. All managers have the duty to support their team in living up to this responsibility by reminding staff of policies and directives and encouraging team members to identify ways to reduce the Organization's overall environmental impact.
- 2.3.8 The provisions of Article 2.3 shall also apply to Consultants, Advisors/Experts and Complementary Staff of the Crop Trust.

2.4 Outside Activities

- 2.4.1 Outside Employment: Staff Members of the Crop Trust must seek prior approval of the Executive Director to engage in any consultancy or outside employment. When an outside assignment is related to the Crop Trust's program or it is in the Organization's interest to have the Staff Member undertake the assignment, the Executive Director may establish the conditions under which the assignment may be accepted.
- 2.4.2 Board Memberships: No Staff Member shall serve as a member of the Board of Directors or in a similar position of an Organization other than the Crop Trust, except with the prior written approval of the Executive Director, which approval may be given subject to such conditions as he or she may specify. Approval shall generally be given by the Executive Director for

membership in Boards of Directors and other such governing bodies if such membership is:

- a. compatible with the overall purpose of the Crop Trust and the Staff Member's status as an international civil servant; and
- b. the duties required by such membership do not interfere with the Staff Member's ability to carry out his or her official the duties in the Organization.

2.4.3 Honors and Decorations: Any honor or decoration presented to a Staff Member for work with or related to the Staff Member's official duties shall be accepted in the name of the Crop Trust, except as otherwise approved by the Executive Director in advance in writing.

2.4.4 Conflict of Interest: No Staff Members may be actively associated with the management of, or hold a financial interest in, any business concern if it is possible for them to benefit from such association by reason of their official position with the Crop Trust. Any Staff Member who has a present or prospective, direct or indirect private interest in any matter in which the Organization has or may have an interest shall immediately declare his or her interest to the Executive Director who shall advise the Staff Member as to whether a potential or actual conflict of interest exists. The Executive Director shall also issue guidance to the Staff Member on such matter, which the Staff Member shall comply with. The holding of shares in a publicly quoted company shall not constitute a financial interest within the meaning of this provision.

2.4.5 Political activities: Staff Members must not publicly comment on or interfere in the political, governmental or religious affairs of the host country. Staff are not expected to give up their national sentiments or their political and religious convictions. However, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their employment in an international institution. Any Staff Member who becomes a candidate for public office of a governmental character shall immediately disclose such information to the Executive Director, who shall decide whether such activity is compatible with the Staff Member's status as a Staff Member of the Crop Trust.

2.4.6 The provisions of Articles 2.4.3-2.4.5 also apply to Consultants, Advisors/Experts and Complementary Staff of the Crop Trust.

2.5 Security of Information

2.5.1 Except with the permission of the Executive Director, a Staff Member or former Staff Member shall not, for any purpose unconnected to the work of the Crop Trust, directly or indirectly, communicate, use or allow the use of information obtained in the course of employment, which is not available to the public generally.

2.5.2 Staff Members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position, which has not been made public, without the prior authorization of the Executive Director. Nor shall they at any time use such information to private advantage. These obligations continue after separation from the Crop Trust.

2.5.3 The Crop Trust recognizes the fundamental rights and freedoms of persons and in particular their right to the protection of personal data as called for in the EU General Data Protection Regulation (GDPR). All staff who, in the performance of their functions, are handling personal data of any kind, are required to adhere to all Organizational principles and directives in this area as described in the "Crop Trust Statement on Data Privacy and Protection".

2.5.4 The provisions of Article 2.5 also apply to Consultants, Advisors/Experts and Complementary Staff of the Crop Trust.

2.6 Privileges and Immunities

- 2.6.1 Staff Members may be eligible to enjoy certain privileges and immunities pursuant to a headquarters agreement negotiated with the country in which the Organization has its headquarters or by virtue of International Conventions, Customs, Agreements or Understandings between the Organization and various States. These privileges and immunities are not for the personal benefit of the Staff Member. The Executive Director reserves the right to exclude or waive their application to any Staff Member.
- 2.6.2 Those privileges and immunities granted to Staff Members shall furnish no excuse for non-performance of private obligations or failure to observe laws and police regulations. Whenever the possibility of invoking immunities arises, the Employee shall immediately inform the Executive Director, who shall decide whether such immunities shall be invoked or waived.
- 2.6.3 The provisions of Article 2.6 also apply to Consultants, Advisors/Experts and Complementary Staff of the Crop Trust.

2.7 Intellectual Property Rights

- 2.7.1 All intellectual rights, including title, copyright and patent rights, in any work performed by a Staff Member as part of official duties with the Organization shall be vested in the Crop Trust.
- 2.7.2 The provisions of Article 2.7.1 shall be included in the Letters of Appointment of all Regular Staff Members, Consultants, Advisors/Experts and Complementary Staff Members.
- 2.7.3 Data, research findings, information or discoveries made by a person whose partial or total salary is paid by the Crop Trust and accruing from the employment by the Organization or use of facilities or funds made available by the Crop Trust, become the sole property of the Crop Trust unless the Staff Member obtains special exemption from the Organization. The obligation to obtain exemption does not cease upon separation from the Organization.
- 2.7.4 The Crop Trust wishes to ensure that data, research findings, information or discoveries accruing to the Organization, and to such other programs as the Crop Trust may be associated with as a grantor, grantee or collaborator, shall be of maximum public benefit. The Crop Trust is committed to use intellectual property rights exclusively in support of the Organization's objectives and in a manner consistent with its mission and strategies.
- 2.7.5 The provisions of Article 2.7 also apply to Consultants, Advisors/Experts and Complementary Staff of the Crop Trust.

The Crop Trust takes these expectations for staff conduct seriously and, as indicated in the PPPM (Section 11), the Executive Director may impose disciplinary measures on staff members for misconduct. Furthermore, the Executive Director may summarily dismiss staff members in cases of serious misconduct. Misconduct for which disciplinary measures or summary dismissal may be imposed are described in Section 11 of the PPPM. For comprehensiveness of this Code of Conduct and to ensure staff awareness, the provisions regarding disciplinary measures from the PPPM is provided below.

The provisions below are from the Personnel Policies and Procedures Manual (PPPM):

11.2.1 Misconduct and Serious Misconduct

11.2.2 The Executive Director may impose disciplinary measures on Staff Members for misconduct.

11.2.3 Misconduct for which disciplinary measures may be imposed includes:

- a. failure by a Staff Member to comply with his or her obligations under the Constitution, the PPPM and any other relevant procedures, rules, orders, conditions of appointment or to observe the standards of conduct generally expected of an international civil servant;
- b. unlawful acts (e.g., theft, fraud, possession, use or sale of illegal substances, smuggling) on or off the Crop Trust premises, and whether or not the Staff Member was officially on duty at the time;
- c. misrepresentation, forgery or false certification in connection with any Crop Trust claim or benefit;
- d. misuse of office including breach of confidentiality, abuse of authority, retaliation, harassment, or threats to other Staff Members;
- e. misuse of the Crop Trust property, equipment or files, including electronic files;
- f. abuse of the Crop Trust privileges and immunities; and
- g. acts or behavior that would discredit the Crop Trust;
- h. unwillingness to perform prescribed duties in a satisfactory manner;
- i. unauthorized absence from duty for a period of more than 5 (five) days without a satisfactory explanation.

11.2.4 The Executive Director may summarily dismiss a Staff Member for serious misconduct. Summary dismissal is mandatory for the following acts of misconduct:

- a. assault or intimidation of other Staff Members;
- b. serious cases of harassment or discrimination;
- c. theft, sabotage or willful damage to Crop Trust property;
- d. fraud or dishonesty involving the Crop Trust, or which brings the Organization into disrepute;
- e. giving false information in respect of educational qualifications or experience to obtain employment.

I have read carefully this Crop Trust Code of Conduct, and having discussed its contents with the HR representative, I have had time to become familiar with the relevant documents. I am committed to the Crop Trust's mission and mandate and I am aware that the Crop Trust expects me to uphold the standards of behavior described in this Code of Conduct.

I realize that any breach of the Code of Conduct can and may result in disciplinary measures, including termination of my contract and summary dismissal.

Name (please print): _____

Signature: _____

Date: _____