Directive

Staff Manual - Staff Rules - 03.02
Employment Outside the Bank Group

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03 General Obligations of Staff Members
03.02 Employment Outside the Bank Group

01. Subject, Policy Rationale and Applicability

Subject

1.01 This Rule sets forth provisions governing the conduct of certain personal and professional activities of staff members which may be impacted by their Bank Group employment. This Rule was most recently amended on July 1, 2011.

Policy Rationale

1.02 The purpose of this Rule is to provide guidance to staff members in certain activities they initiate outside the Bank Group to ensure that such activities do not conflict with their Bank Group employment.

Applicability

1.03 This Rule applies to all staff members except where otherwise specified. It also applies, where specified, to former staff members and immediate family members (as defined in Staff Rule 1.01, "General Provisions").

02. Dealings with Former Employers

2.01 For five years after entering Bank Group employment, a staff member shall not exercise any responsibility with respect to a Bank Group activity involving the selection or compensation of a former employer as

0. a recipient or beneficiary of Bank Group financing or guarantees;

a. a guarantor of such financing; or

b. a supplier of goods and services to the Bank Group or work on specific matters with which she/he was substantially and personally involved while working for the former employer, except as specifically authorized by his/her senior manager (as defined in Staff Rule 1.01, "General Provisions"). Any such authorization shall be sent to the Outside Interests Committee ("Committee") established under Staff Rule 3.05, "Outside Interest Committee."

03. Concurrent Employment and Self-Employment

General Provisions Applicable to all staff

3.01 Staff members are restricted in the degree to which they may accept paid employment or otherwise provide services for another organization, whether as an employee, director, partner or otherwise, during their Bank Group employment. The staff member is responsible for ensuring that any
such employment or service allowable under this Staff Rule is compatible with Principle 3 under the Principles of Staff Employment and is permitted under local law. If a staff member has any doubt whether these requirements are met, she/he shall seek the advice of the Office of Ethics and Business Conduct (EBC) and, where required, the approval of the Outside Interests Committee (the "Committee.")

3.02 Staff on G-4 visas should note that U.S. immigration law prohibits G-4 staff from engaging in employment in the U.S. outside of their employment by the World Bank Group. This means that such staff may not accept honoraria or other compensation for any form of employment or for academic, cultural or artistic pursuits such as lecturing or publishing in the U.S. performed while they are on a G-4 visa even if such activities are allowed under this Staff Rule. G-4 staff may accept reimbursement for reasonable actual expenses.

3.03 Any activity allowable under this Staff Rule, or preparation for such activity, undertaken in a private capacity must take place outside Bank Group office hours or while the staff member is on leave, must not make use of Bank Group services, supplies or facilities, or of information not publicly available and must not interfere with the performance of the staff member's Bank Group duties. If any activity allowable under this Staff Rule, or preparation therefore, is undertaken in an official capacity, a staff member may not accept honoraria or compensation, and may not accept reimbursement for expenses unless so authorized by his or her manager.

**Employment activities for which permission is not required**

3.04 A staff member may engage in the following activities without the authorization of either her/his manager or the Committee:

0. teaching, lecturing and writing that does not refer or relate to Bank Group activities or policies and that does not affect the relations of the Bank Group with the public or member countries. Any teaching, lecturing and writing that refers or relates to Bank Group activities or policies or that may affect the relations of the Bank Group with the public or member countries must be approved as provided in existing rules and directives, including Administrative Manual Statement 14.20 (Public Statements of Staff Members). Note for G4 visa holders: the provisions of **paragraph 3.02** apply to teaching, lecturing and publishing in the U.S.;

a. accepting or serving in a non-compensated position in a non-profit corporation, unless the organization has or intends to have any business or fund raising activities with the Bank Group. If the organization has or intends to have any business or fund raising activities with the Bank Group, the staff member is required to have the prior approval of the Committee;

b. the fulfillment of jury, military, or other national or local service obligations. While not requiring Bank Group authorization, staff are expected to provide their managers reasonable notice of such obligations. Absences for jury duty are treated as administrative leave. Staff are required to take annual leave or leave-without-pay to cover periods of military, or other national or local service.

3.05 Staff members holding a Short-Term Consultant or Short-Term Temporary ("STC/STT") appointment may hold concurrent assignments from other public and private employers, subject to the following:

0. they may not be employed by member governments or other entities to work on Bank Group-financed projects during their period of Bank Group employment if the Bank-Group financed project and the concurrent work involve the same country.

a. they cannot be an employee of another public entity, including but not limited to governments and other international organizations, unless that entity has approved its employee working at the Bank Group.

**Employment activities requiring managerial approval**

3.06 Staff at level GE or below, Extended Term Temporaries and Extended Term Consultants at level EC1, and staff who are on leave without pay to accompany a spouse or domestic partner who is assigned outside the staff member's duty station and is (a) on a Bank Group or IMF assignment, or (b)
on External Service with Pay, may perform duties for an outside entity or engage in self-employment for profit with the written approval of her/his senior manager (Note: Staff holding a G4 visa, see paragraph 3.02 above). The senior manager's review shall consider whether the employment would be compatible with the Bank Group work requirements and with Principle 3 under the Principles of Staff Employment. Considering the Bank Group's status as an international organization, permission will generally not be granted to work for a governmental agency. The senior manager's approval shall be included in the staff member's career record and copied to the Committee.

3.07 External Service. Working for another entity on External Service must be approved by the staff member's manager as specified in Staff Rule 5.02, "External Service." Staff on External Service may not work for an entity other than the one to which they have been assigned without prior authorization.

3.08 Special Leave. A staff member on special leave in accordance with the provisions of Staff Rule 7.01, "Ending Employment," may accept outside employment only to the extent agreed by the Manager, Human Resources Service Center.

Employment activities requiring Committee approval

3.09 Except as otherwise provided in paragraphs 3.01-3.08 above, any other type of self-employment or the performance of services for any other entity requires Committee approval. The Committee will generally not approve a request to engage in self-employment for profit or to perform any paid services for any outside private entity, whether as employee, director, partner or otherwise, of a staff member holding an appointment at level GF or above, or an ungraded position, or Extended Term Consultants at level EC2 or above who is providing full-time service to the Bank Group.

Honoraria

3.10 A staff member may accept honoraria or compensation for an activity allowable under this Rule that is undertaken in a private capacity to the extent allowed by local law (note: G4 staff see paragraph 3.02). If any such activity is authorized as official duty, a staff member may not retain honoraria or other compensation except that the staff member's manager or the head of the country office may permit the staff member's expenses to be paid by the outside entity or person. Any other compensation received must be turned over to the Bank Group.

04. Dealing with Future Employers and Employment After Separation

4.01 A staff member at Level GF or above or Extended Term Consultants who enters into discussions about employment (whether as an employee or independent contractor) with a prospective future employer that, to the staff member's knowledge, is engaged or is negotiating to engage in business with or perform services for the Bank Group in the area of the staff member's responsibility, shall so inform his/her senior manager and shall remove him or herself from any responsibility for Bank Group work involving that future employer.

4.02 Within two years after separation from Bank Group employment, former staff members may not perform services for any other entity or person related to an activity in which the Bank Group has an interest or is a party and in which they participated personally and substantially during their employment with the Bank Group, unless:

0. nominated by the Bank Group to serve on its behalf or otherwise acting pursuant to Staff Rule 3.04, or

a. their senior manager, in consultation with the Office of Ethics and Business Conduct, grants authorization. If the staff member is a senior manager, the Vice President, Human Resources Services may grant authorization. A copy of any such authorization shall be sent to the Office of Ethics and Business Conduct.