Staff Manual - Staff Rules - 03.01
Standards of Professional Conduct

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03.01 Standards of Professional Conduct

01. Subject, Policy Rationale and Applicability

Subject

1.01 This Rule sets forth provisions specifying the standards of professional conduct required of staff members. This Rule was most recently amended on May 14, 2012.

Policy Rationale

1.02 The purpose of this Rule is to ensure that staff members adhere to the high standards of professional conduct expected of international civil servants. Staff members who have questions about the application of ethical rules in particular circumstances should seek advice from an ethics counselor in the Office of Ethics and Business Conduct (EBC).

Applicability

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

02. Compliance

2.01 Upon appointment, each staff member shall file with the Manager, Human Resources Service Center, a statement representing that she or he has read and will comply with Principle 3 under the Principles of Staff Employment and Staff Rules 3.01 to 3.06 inclusive.

2.02 Each staff member may be required to complete periodic training regarding the requirements of Principle 3 under the Principles of Staff Employment and Staff Rules 3.01 to 3.06 inclusive. The Office of Ethics and Business Conduct (EBC) is responsible for conducting this training. To facilitate compliance with this Rule and to complement such training, this Rule will be circulated periodically to all staff members.

2.03 Where this Rule affects the interests and activities of a member or members of a staff member's immediate family or requires disclosures pertaining to them, the staff member shall use his best efforts to be informed as to those activities and interests, to secure compliance with this Rule and to make disclosures to the best of his or her knowledge.
03. Duty of Care

3.01 Staff members must comply with the obligations embodied in the Principles of Staff Employment, the Staff Rules and all other policies and procedures of the Bank Group, as applicable.

3.02 In complying with such obligations, including, as applicable, fiduciary obligations for overseeing the use of internal and external funds, staff members shall carry out their duties with care and honesty. Staff members will be held accountable for failure to do so and will be subject to disciplinary action under either Staff Rule 3.00 or Staff Rule 8.01, whichever is applicable if they are found to have:

i. committed an ethical breach;

ii. administered funds for purposes other than those intended (as provided for in written documents addressing the use and administration of the funds) without written authorization from their managers (as defined in Staff Rule 1.01);

iii. administered funds with reckless disregard for economy and efficiency; or

iv. engaged in fraudulent or corrupt acts.

04. Supervisory Relationships

4.01 Supervisors shall at all times treat staff in a fair and unbiased manner. Treatment of staff shall not be influenced by personal ties between the supervisor and the staff member, nor shall it be influenced by the race, nationality, sex, religion, political opinions, or sexual orientation of the supervisor or staff member.

4.02 A sexual relationship between a staff member and his/her direct report, or direct or indirect manager or supervisor is considered a de facto conflict of interest. The manager/supervisor shall be responsible for seeking a resolution of the conflict of interest, if need be in consultation with management, who will take measures to resolve the conflict of interest. Failure to promptly resolve the conflict of interest may result in a finding of misconduct.

05. Disclosure and Use of Non-Public Information

5.01 Staff members and former staff members in possession of non-public information obtained in the course of Bank Group employment shall not, without written authorization from a senior manager, disclose to any third party for any reason or otherwise use such information in furtherance of a private interest or the private interest of any other person or entity. These obligations continue after separation from Bank Group service. "Non-public information" is defined as information generated by the Bank Group that has not been approved for release outside the Bank Group in accordance with the Bank Group's rules.

5.02 Staff members may be required to sign agreements with governments and other entities or persons for the protection of the secrecy of proprietary information made known to them by reason of their Bank Group employment.

5.03 Qualified external reports of suspected misconduct that are made by staff members in accordance with Staff Rule 8.02, paragraph 4.02, and consistent with any confidentiality obligations to concerned third parties pursuant to paragraph 5.02 above, shall not be considered as a breach of staff members' obligations with regard to the disclosure and use of non-public information under paragraph 5.01 above.

06. Instructions and Remuneration from Outside Sources
entities, staff members owe their duty entirely to the Bank Group and to no other authority. Accordingly, staff members may not accept instructions relating to the performance of their duties with the Bank Group from any governments or other external entities or persons except where performing duties for others pursuant to:

a. the terms of an Executive Director's Advisor Appointment;

b. an External Service Assignment;

c. during Leave Without Pay; or

d. the provisions of Staff Rule 3.04.

6.02 Except when holding Special Assignment Appointments, or if the staff member is on External Service without Pay or on Leave without Pay in order to accompany a spouse on a Bank assignment, staff members may not accept any remuneration from governments or other external entities or persons in connection with their appointment to or service with the Bank Group.

07. Appearances Before Legislatures of Member Countries and Public Statements

7.01 Staff members may not testify before national or local legislatures of member countries without written authorization from the staff member's Vice President, in consultation with the General Counsel of the applicable Bank Group organization and the Vice President, External Affairs. Such authorization may be granted in exceptional circumstances of institutional significance, but only so long as the testimony concerns factual matters based on the Bank Group's work, is not compulsory, is permissible under the Bank Group organization's disclosure policy, and has been requested or endorsed by the executive branch of the government concerned. The authorization may limit the manner or scope of testimony.

7.02 Other public statements on issues which concern Bank Group policies and activities or which may generally affect the Bank Group's public image or relationship with member governments must be cleared in accordance with the procedures set out in Administrative Manual Statement 14.20 (Public Statement of Staff Members).

08. Political Activity

8.01 It is recognized that staff members have a legitimate interest in the civic and political affairs of the country of which they are citizens. However, the degree to which they become actively involved in politics must necessarily be limited by their status as international civil servants. In particular, staff members shall not identify themselves as World Bank staff members when engaging in any political activity. Provided these activities are carried out in an entirely private capacity, permissible political activities include, but are not limited to:

a. belonging to national political parties;

b. making legal political contributions;

c. voting;

d. contacting elected representatives;

e. participating in local community affairs;

f. participating in peaceful demonstrations.

8.02 Staff members present in the course of their Bank Group employment in a country, where they are not citizens, may not belong to a political party or engage in any overt partisan political activity, but may

a. participate in local community affairs;
b. participate in peaceful demonstrations; provided these activities are carried out in an entirely private capacity and without identifying themselves as World Bank Group staff members.

09. Public Office

9.01 A staff member who evidences intent or undertakes by conduct or stated decision to become a candidate for or accept an appointment to national public office shall resign from the service of the Bank Group.

9.02 Except with the prior approval of the Committee, a staff member may not be a candidate for, or accept appointment to, any other public office. Any activity in pursuit of such other public office or its duties shall take place outside Bank Group office hours or while the staff member is on leave and shall not make use of Bank Group services, supplies or facilities.

10. Benefits, Favors, Gifts

10.01 Official duties will bring Bank Group staff into contact with organizations and other officials or members of the public who may wish to offer gifts or hospitality. While such contact is a necessary part of conducting the Bank Group's business, it is essential that Bank Group staff and their families be and be seen to be, free from any form of bribery or corruption. The offering of gifts and/or other benefits may be seen as an attempt to influence a decision which a staff member is required to take and therefore must be avoided.

10.02 For these reasons, staff may not accept gifts or hospitality of any kind except in cases where:

   a. the gift is of an inexpensive nature such as a souvenir, calendar or diary given in the spirit of harmonious business relations and of a value not to exceed $50 or equivalent;

   b. refusal of the gift would cause offence on cultural grounds;

   c. the gift is offered in a public forum where refusal would cause embarrassment; or

   d. the hospitality is associated with the demands of work, for example working meals or legitimate representational functions to meet and discuss business, and the scope and cost of the hospitality do not appear excessive. In case of doubt, the staff member should seek the advice of her/his manager or, if this is not practicable, then from the Head of Country Office, if any.

10.03 In cases where an item in excess of $50 is accepted for cultural or protocol reasons as provided in paragraph 10.02, the item must be surrendered promptly to the Asset Management Unit, General Services Department and must not be regarded as the personal property of the staff member. Where possible an attempt should be made to diplomatically return the gift to the donor. Retained gifts may be purchased by the staff member based on the value of the gift as determined by an independent appraisal arranged by GSD. Otherwise, disposition of the gift shall be determined by the Bank Group with the proceeds from any sale being donated to a charity selected by the Bank Group.

10.04 Staff involved in any procurement activity on behalf of the Bank Group have a particular responsibility to be and be seen to be impartial and free from any improper influences in reaching their decisions. Such staff:

   a. shall not solicit or accept, directly or indirectly, any cash gratuity, gift, gift certificate, favor, entertainment, loan, rebate or anything of monetary value from anyone who

      i. has or is seeking to obtain Bank Group business; or

      ii. has interests that may be substantially affected by procurement awards;

   b. shall not, during the conduct of any Bank Group procurement of goods, works or services, solicit or accept any money, gratuity, or other thing of value from any officer, employee, representative,
agent or consultant of a competing vendor;

c. shall not solicit or accept, directly or indirectly, any promise of future employment or favors from, or engage, directly or indirectly, in any discussion of future employment or favors with any officer, employee, representative, agent or consultant of a competing vendor.

11. Medals, Decorations, Honors
11.01 Staff members may not accept medals, decorations or similar honors from any external source for service to the Bank Group while they remain staff. Staff members may accept such honors for service not connected with Bank Group employment with the approval of the Outside Interests Committee established under Staff Rule 3.05 (the "Committee").

12. Use of Bank Group Services, Supplies or Facilities
12.01 Staff members shall not use Bank Group services, supplies or facilities for private gain or permit other persons to do so. With the approval of their manager, staff members may make individual solicitations on Bank Group premises to colleagues for donations of money or purchase of goods for the benefit of a charitable, religious or educational organization. A staff member may not, however, otherwise use Bank Group services, supplies or facilities on behalf of such an organization without the written permission of the Director, General Services Department, or an official designated to act for the Director.