World Bank Group Directive

Staff Rule 3.02 – Employment Outside the Bank Group

Bank Access to Information Policy Designation
Public

Catalogue Number
HRD10.03-DIR.113

Issued
September 19, 2016

Effective
July 1, 2011

Last Revised On
September 19, 2016

Content
This Directive, Staff Rule 3.02, "Employment Outside the Bank Group," (hereinafter "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.

Applicable to
IBRD, IDA, IFC, MIGA, ICSID

Issuer
World Bank Group Human Resources Vice President, HRDVP; IFC Executive Vice President and CEO, CEXVP; MIGA Executive Vice President and CEO, MIGEX;

Sponsor
Vice President and Chief Ethics Officer, EBC; Director IFC
Human Resource Department, CHRDR; General Counsel, MIGLC;
SECTION I – PURPOSE AND APPLICATION

1.01 This Directive, Staff Rule 3.02, "Employment Outside the Bank Group," (hereinafter "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.

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.

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").

SECTION II – DEFINITIONS

1.04 Capitalized terms in this Rule have the meaning ascribed to them in Staff Rule 1.01, "General Provisions."

SECTION III – SCOPE

02. Dealings with Former Employers

2.01 For five years after entering Bank Group employment, a staff member shall not:

   a. exercise any responsibility with respect to a Bank Group activity involving the selection or compensation of a former employer as

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

      ii. a guarantor of such financing; or

      iii. a supplier of goods and services to the Bank Group.

   b. work on specific matters with which s/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 Rule is compatible with Principle 3, "General Obligations of Staff Members," under the "Principles of Staff Employment," and is permitted under local law. If a staff member has any doubt whether these requirements are met, s/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 G4 visas should note that U.S immigration law prohibits G4 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 G4 visa even if such activities are allowed under this Rule. G4 staff may accept reimbursement for reasonable actual expenses.

3.03 Any activity allowable under this 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 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, if permissible under applicable law (including immigration law), engage in the following activities without the authorization of either her/his manager or the Committee as long as the staff member's Bank Group duties take precedence over such activities and, in particular, the activity is compatible with the Bank Group work requirements:

a. Teaching, lecturing, writing and contributing to academic research or to the design of academic courses as long as the content of the teaching, lecturing or writing does not refer or relate to Bank Group activities or policies and does not affect the relations of the Bank Group with the public or member countries. Any teaching, lecturing writing, academic research or course design 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."

b. Accepting or serving in a non-compensated position in a not-for-profit corporation unless (i) the organization has or intends to have any business or fund raising activities with the Bank Group or (ii) the organization is a political party or is supporting one or several candidates in an election or (iii) the values or goals of the organization are incompatible with the obligations of Bank Group staff members.

c. Fulfilling 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 voluntary national or local service.
d. Producing or selling own works of art (e.g., paintings, sculptures) or own craft (e.g., woodcarving, pottery) and organizing or contributing to live performance or recording of own artistic performance. However, unless authorized by EBC, no such transaction can take place between the staff member and individuals or organizations when the staff member can be expected to know that these individuals or organizations have or intend to have business or fund raising activities with the Bank Group.

e. Contributing to activities of local public interest other than public office (e.g. helping in the school library, coaching and involvement in sports teams, sports training, joining a volunteer firefighter team, etc.), even for a nominal fee.

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:

a. They may not be employed by or contract with 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.

b. 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.

c. They cannot provide services to the Bank Group through a vendor.

d. They must inform each of their Bank Group managers of all other concurrent assignments, including other Bank Group assignments.

Employment activities requiring managerial approval

3.06 Staff at grade 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 of this Rule). The senior manager's review shall consider whether the employment would be compatible with the Bank Group work requirements and with Principle 3, "General Obligations of Staff Members," 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 and Service for a Wholly Owned Subsidiary." 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, HR Operations.
Employment activities requiring Committee approval

3.09 Except as otherwise provided in paragraphs 3.01-3.08 of this Rule, 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 grade 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 of this Rule). 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 grade 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/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:

a. nominated by the Bank Group to serve on its behalf or otherwise acting pursuant to Staff Rule 3.04, "Bank Group Endorsed Activities with External Entities," or

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

SECTION IV – EXCEPTION

No exception to this Rule may be granted.
SECTION V – WAIVER

The Issuers may waive any provision of this Rule, with respect to their staff members, with advice from the World Bank Group Human Resources Vice President, HRDVP, and the Vice President and Chief Ethics Officer, EBC.

SECTION VI – OTHER PROVISIONS

None

SECTION VII – TEMPORARY PROVISIONS

None

SECTION VIII – EFFECTIVE DATE

This Rule is effective as of the date on its cover page.

SECTION IX – ISSUER

The Issuers(s) of this Rule are:

World Bank Group Human Resources Vice President, HRDVP
IFC Executive Vice President and CEO, CEXVP
MIGA Executive Vice President and CEO, MIGEX

SECTION X – SPONSOR

The Sponsor(s) of this Rule are:

Vice President and Chief Ethics Officer, EBC
Director IFC Human Resource Department, CHRDR
General Counsel, MIGLC

SECTION XI – RELATED DOCUMENTS

None

Questions regarding this Rule should be addressed to the Vice President and Chief Ethics Officer, EBC.
Officer, EBC.