

IDM UID <b>4FDYTY</b>
VERSION CREATED ON / VERSION / STATUS <b>03 Aug 2017 / 2.0 / Approved</b>
EXTERNAL REFERENCE / VERSION

## Code of Conduct

# ITER Organization Code of Conduct

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<i>Approval Process</i>			
	<i>Name</i>	<i>Action</i>	<i>Affiliation</i>
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<i>Approver</i>	<b>Bigot B.</b>	<b>05 Aug 2017:approved</b>	<b>IO/DG</b>
<i>Document Security: Internal Use</i> <i>RO: Welch Eric</i>			
<i>Read Access</i>	<b>LG: [HR] FAB Members, LG: [HR] Pre-FAB members, AD: Only-staff, AD: IO_Director-General, AD: EMAB, AD: OBS - Human Resources Department (HRD) - EXT, AD: OBS - Human Resources Department (HRD), AD: Auditors, AD: ITER Management Assessor, project administrator, RO</b>		

*Change Log*

**ITER Organization Code of Conduct (4FDYTY)**

<i>Version</i>	<i>Latest Status</i>	<i>Issue Date</i>	<i>Description of Change</i>
v1.0	In Work	06 Jun 2011	
v1.1	Approved	06 Jun 2011	Change needed in cover page
v2.0	Approved	03 Aug 2017	This new version was prepared with the Ethics Committee to reflect the ITER values and their impact on the conduct expected throughout the ITER Organization.

## ITER Organization Code of Conduct

### Introduction

#### Why a Code of Conduct?

The Code of Conduct gives guidance in matters of professional ethics to ITER Organization staff members (hereafter “staff members”) and serves also as a reference for the public with regard to the standard of conduct that third parties are entitled to expect in their dealings with staff from the ITER Organization.

It describes the basic standards of behaviour and ethical standards that staff members must all set for themselves and that they are entitled to expect from their colleagues in the workplace as well as outside the workplace as long as they represent the ITER Project.

It is a guide on how staff members shall conduct themselves, treat others and how they should expect to be treated. It also shows the general attitude they should have with respect to their duties and behaviour related to the ITER Project.

The Code is not an exhaustive document providing answers to all ethical issues the staff members may face, nor a substitute for good judgement. Rather, it is an ITER Organization policy document that serves as a bridge meant to bring closer ethical aspirations and operational realities, and speaks to the spirit of commitment to the ITER Project.

The Code is also a tool to encourage discussion on ethics and to improve responses to work-related ethical dilemmas and uncertainties. It complements existing regulations applicable to staff members, in particular Articles 1, 2 and 3 of the Staff Regulations. Its purpose is to serve as guidance for implementing an ITER Organization ethical policy.

#### To whom does the Code apply?

The Code applies to all staff members (directly employed or seconded) regardless of their location and responsibilities within the ITER Organization.

## Section 1: ITER Project Core Principles and Values

The mission of the ITER Organization, as an international public organization and in agreement with the provisions of the ITER Agreement and the instructions of the ITER Council, is to construct and operate an experimental plant that demonstrates the scientific and technological feasibility of fusion power, achieved through international collaboration.

The ITER Organization aims to provide a positive, efficient and effective working environment that enables and encourages staff members to work together in a culture of integrity, mutual support and cooperation. Within this environment, as a group, staff members must adhere to essential ethical principles and values that must govern their behaviour, actions and decisions.

At the same time, working at the ITER Organization imposes certain duties and obligations: staff members are expected to commit themselves to the ITER Organization's objectives and values, to act loyally and impartially, and to subscribe to the highest standards of professional excellence.

These principles and values that form organizational Ethics must govern daily life in the ITER Organization and in the ITER Project. Staff members are expected to endorse them not only in relation to their workplace behaviour or in interaction with external stakeholders and counterparts but also as a state of mind, in close connection with the substance and goals of the ITER Project.

The ITER Organization's ethics are underpinned by the fact that it is an intergovernmental organization created with a specific mission and using significant public funds of which staff members need to demonstrate to stakeholders and to the national communities of the ITER Members that they are making the best possible use.

Therefore, staff members' decisions, programs and policies should be governed by ethical principles in such a way that all their internal and external responses are underpinned by them.

**Diversity and Inclusiveness:** A complex and visionary project such as ITER could not be carried out without strong international cooperation from various countries and cultures. Staff members commit to work in integrated ITER teams and not in national ones. We, the staff of the ITER Organization, commit to respect and facilitate acknowledgement of our different cultures as an opportunity for the ITER Project. We behave courteously and respectfully towards our colleagues maintaining at all times a conduct that is consistent with the Organization's international character.

The principles of diversity and inclusiveness lead to the following collective understanding:

**Specifically**, we treasure and acknowledge amongst us the ITER Project's diversity as our way to achieve a common goal that will benefit the whole world; we come from multiple cultures but are integrated in one professional team with one main goal:

- We are interested in knowing other cultures, open to exchange with and respect different cultures and are committed to working as integrated teams;
- We respect everyone regardless of their nationality, religion, culture, ethnic origin, gender, personal life or sexual orientation;
- In managing people, we respect our cultures and ways of working and adapt the management style to match those cultures while considering the timely achievement of our objectives;
- We propagate a friendly and collaborative approach with all our colleagues which is consistent with the international character of the ITER Organization.

**Trust:** Staff members need to be open to dialogue, both horizontally and vertically, and to ensure that the flow of needed information is accurate and timely, in order to anticipate potential risks and maintain the cost and schedule obligations of the project. Relations between staff members need to be based on participative collaboration and mutual respect for individual opinions, cultures and work. We, the staff, should act in such a way as to make all our colleagues in the ITER Project feel valued for their contributions to the common goal. We also need to build trust by securing a continuous flow of necessary information, encouraging open dialogue and discussion between horizontal and vertical levels.

The principle of trust leads to the following collective understanding:

**Specifically,** we value trust as integrity and openly engaging with others in a transparent, professional and consistently fair manner:

- We believe in the reliability, trustworthiness and abilities of our colleagues;
- We listen to our colleagues with an open mind and solution-oriented attitude;
- We demonstrate transparency by saying what we do and doing what we say;
- As line managers, we are open to listening and dialogue to help identify the best solutions which help the ITER Project;
- We provide necessary information accurately and timely to all responsible levels in such a way as to anticipate potential risks;
- We consider the entire ITER Project as our project and our contributions are made in such a way as to anticipate the next steps of the process;
- We respectfully consider different professional judgements and listen to them before taking action;
- Once a decision is taken, we support and help implementation;
- We promote constructive feedback, recognizing and praising strong contributions.

**Team mind set:** All staff members need to show solidarity and act as a team, anticipating impacts in other parts of the organization and working in close interdependency with each other. We, the ITER Organization staff, should be ready to acknowledge potential mistakes, and instead of blaming others look first for solutions and then provide feedback in order to improve our processes.

The principle of a team mind-set leads to the following collective understanding:

**Specifically,** we value the spirit of a multi-cultural collaboration as an opportunity and critical means to find new, innovative ways and perspectives to achieve our common goals, execute strategy and build sustainable leadership:

- We work towards having a shared vision and setting clear, achievable targets;
- We share common team and organizational goals;
- We feel free to express our concerns and suggestions. We expect to feel heard and expect others to do the same;
- We express our concern in a positive manner;
- We support and help each other to be successful and achieve our objectives;
- We behave with tact and diplomacy, and communicate at the utmost professional level;
- We share information to allow others to be effective;
- We view our multi-cultural status as an opportunity and an asset, not an obstacle.

**Loyalty:** Staff members need to adopt the whole ITER Project and its mission as their own and feel accountable for every part of it, independently of their country of origin or previous

employers, in such a way that once a decision is taken they individually contribute to and support it.

The principle of loyalty leads to the following collective understanding:

**Specifically**, we, as staff of the ITER Organization, demonstrate strong support and allegiance to the ITER Project:

- All our actions and speeches demonstrate 100% commitment to the success of the ITER Project and ITER Organization team;
- We develop a culture of ownership and accountability for the ITER Project as a whole;
- We defend and promote the interests of the ITER Project internally and publicly;
- We are aligned to the project direction irrespective of our origin or previous employer;
- We are jointly accountable for the ITER Organization's results and our team performance;
- We express our judgements in agreement or disagreement but once a decision is taken we follow and loyally implement the decision (unless it is illegal or breaches safety standards or the ITER Organization's Rules and Regulations);
- We appreciate our team contribution but give priority to the global project perspective and interests;
- We feel that the success of the ITER Project is our success.

**Excellence:** A visionary public investment such as ITER demands excellent skills and dedication from all staff members to the best of their abilities. It covers managerial excellence, professional excellence and leadership. Excellence in the daily work – technical expertise, management, and coordination activities – are the best guarantee for the quality of the project, and its timely and cost-effective delivery while keeping a motivated workforce through good leadership practices.

The principle of excellence leads to the following collective understanding:

**Specifically**, driving continuous organizational and process improvement by executing the strategy consistently, evidenced by results and recognized expertise:

- We achieve our overall objectives through both management and technical excellence, within time and budget constraints;
- We have the right people in the right places with clear objectives, roles and responsibilities; and adapt to Project changes and challenges;
- We have efficient processes and procedures which are solution oriented and user friendly and which contribute to foster the progress of the Project;
- We are professional at all times;
- We are flexible and find creative solutions to deliver our objectives with the means and resources allocated;
- We communicate individually and as a team in such a way that proper information arrives in due time to the party responsible.

**Integrity:** Staff members need to maintain the highest standards of professional and personal conduct in such a way that they keep the confidence of the stakeholders and the communities who are part of the ITER Project. We, as staff of the ITER Organization, need to be transparent, avoid situations that could result in real, perceived or potential conflict of interest, take actions if such situations occur, do not use non-public information obtained through our positions for private gain or purpose for ourselves or for others, and avoid actions that could be perceived as abuse of the immunities and privileges conferred by the ITER Organization status.

The principle of integrity leads to the following collective understanding:

**Specifically**, through our behaviour we generate trust inside the organization and the ITER Project as well as outside in the communities supporting ITER:

- We avoid situations that could lead to real, potential or perceived conflicts of interest through transparency and concrete actions;
- We do not disclose any non-public information in violation of the ITER Organization's confidentiality rules;
- We do not use information obtained through our position in the ITER Organization to obtain private gain or advantages for ourselves or for others;
- We respect internal regulations and avoid favouritism and unfair treatment;
- We avoid, stand against and denounce any behaviour of harassment or infringement of human dignity;
- We avoid situations that could lead to real, potential or perceived abuse of resources and use ITER Organization resources only for professional purposes;
- We avoid situations that could lead to real, potential or perceived abuse of position and power and as such, any actions that could be perceived as abuse of the immunities and privileges conferred by the ITER Organization status.

## **Section 2: Implementation**

### **Implementation of the Code of Conduct for Staff Members of the ITER Organization**

#### **1 Conduct within the ITER Organization**

##### **1.1 Managers' Behaviour**

Managers and supervisors are in positions of leadership and it is their responsibility to ensure a harmonious workplace based on mutual respect. They should be open to all views and opinions and make sure that the merits of staff are properly recognized. They need to provide support to them; this is particularly important when staff members are subject to criticism arising from the performance of their duties. Managers are also responsible for guiding and motivating their teams and promoting their development. Managers serve as role models and therefore they have a special obligation to uphold the highest standards of conduct.

As managers, authority must be used in a fair and equal manner. Managers who delegate their authority to another staff member, remain accountable for the activity delegated. Authority cannot be used to exercise influence or pressure on staff members in order to benefit personally from their actions.

##### **1.2 Behaviour towards Managers**

Staff members shall carry out the task assigned to them, as well as other implicit tasks necessary to meet their goals and the organizations goals. They shall respect the authority of their line managers and follow their instructions, unless they are illegal or breach safety standards or ITER Organization Rules and Regulations. If a manager instructs a staff member to perform an activity considered to be irregular, a request for the instruction to be confirmed in writing should be submitted. If the manager confirms the instruction in writing, the staff member should perform the activity, unless the activity is manifestly illegal or constitutes a breach of the safety standards or ITER Organization Rules and Regulations. In such cases, staff members should immediately inform their manager and the next higher level of management. This may be done orally and/or in writing.

In case of a possible ethical problem with the superior, staff members may request advice from the Human Resources Department, Director-General, Ethics Committee or an ITER Organization Ombudsperson. Individual problems have to be investigated as a priority by the Human Resources Department.

##### **1.3 Tact and Courtesy**

Staff members are expected to maintain respectful interpersonal relations and smooth and effective communication with their colleagues in the ITER Organization. Staff members must work to achieve a positive work environment, characterized by professional, dignified, and respectful conduct—an atmosphere where every colleague is treated fairly. They must be particularly diligent in a multicultural environment to consider how their words, behaviour or actions may be perceived. At the same time, staff members must be accountable for their own actions and take appropriate steps to rectify any lapses. Concerns brought forward by individuals will be taken seriously and dealt with promptly.

A respectful and tolerant atmosphere is the main basis of such relations; therefore, staff members must provide guidance and advice to those around them to ensure that the different tasks are correctly understood and completed.

English, as the official working language, shall be the default language for professional exchanges within multicultural teams.



## **1.4 Harassment**

Regardless of their respective positions, all staff members have the right to be treated with dignity and respect, and to work in an environment which fosters professional consideration and courtesy.

Harassment is any recurrent improper and conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment may be deliberate, unsolicited and coercive. Intention is not an essential element for establishing harassment.

Harassment of any kind at work, or in connection with work performed on behalf of the ITER Organization, will not be tolerated.

Although harassment may occur more often between persons of different levels of authority, it may also occur between peers.

A specific policy is put in place by the ITER Organization to address cases of harassment (*IDM link to be provided*). This procedure aims at determining if the allegations of harassment can be proven, assessing the facts and, when appropriate, taking appropriate action and/or disciplinary measures.

## **1.5 Discrimination**

Discrimination can be based on nationality, religion, culture, ethnic origin, gender, personal life, age, state of health or sexual orientation.

If harassing or discriminating behaviour is engaged in by any person who is in a position to influence career or employment conditions (including hiring, assignment, contract renewal, performance evaluation or promotion) of the recipient, it also constitutes an abuse of authority.

## **2 Use of the ITER Organization's Services and Facilities**

The ITER Organization's services and facilities, including telephones, internet access, photocopiers, etc. may be used occasionally and within reasonable limits for private purposes, provided that they are not used for illegal or improper purposes. For IT tools, reference shall be made to the IT Acceptable Use Policy ([27ZPBE](#)).

In the case of any suspected abuse, the Director-General may decide to open an investigation into such use of the ITER Organization's services and facilities. If any abuse is found, the ITER Organization may ask for reimbursement of the costs to which the ITER Organization has been exposed as a result of such abuse. Such abuse may be considered as misconduct and subsequently lead to the imposition of disciplinary measures.

## **3 External Relations**

### **3.1 Confidentiality**

The obligation to respect the confidentiality of information that belongs to the ITER Organization, its Members and Domestic Agencies applies to activities both outside and within the ITER Organization. Staff members also have to respect the impartiality of the ITER Organization and to keep confidential any information they may know through their functions, in relation also with third parties to the ITER Organization. In case of doubt on whether information is public or

not, the manager shall be consulted. Staff members remain bound by this obligation even after the termination of their employment with the ITER Organization.

### **3.2 Conflicts of Interest**

A conflict of interest is constituted by an incompatibility between staff members' duties in the ITER Organization and their external, personal or collective obligations or responsibilities. Staff members shall not deal with any matter in which they have a direct or indirect personal interest that could compromise their independence.

They should avoid any situation that could lead to potential conflicts of interest. A specific policy is established by the ITER Organization to provide guidance and rules aiming at preventing conflicts of interest ([U44AH5](#)).

### **3.3 External Activities**

An external activity means any external professional activity other than the staff member's assignment, paid or unpaid, that is of an occupational character, such as an employment, or goes otherwise beyond what can be reasonably considered a leisure activity. Staff members wishing to participate in such external activities shall obtain prior approval from the ITER Organization in line with the applicable rules (see Internal Administrative Circular No 20 – External Activities ([3MQTXE](#))).

### **3.4 Gifts, Favours and Other Benefits**

Staff members should not solicit or accept from any source outside the ITER Organization any advantage, direct or indirect which is in any way connected with their function at the ITER Organization without obtaining prior permission from the Director-General. It is recommended to decline all offers that may have a real or apparent influence on objectivity in carrying out official duties.

The acceptance of gifts, favours and other benefits is permissible if they are infrequent and of negligible value (diary, calendar, simple meals, etc.). Gifts, favours and other benefits which are not of a negligible value can be accepted only with the prior permission of one's manager, thereby justifying their acceptance.

Approval may be given to accept only if it is clearly demonstrated to be in the interests of the ITER Organization or if it is within the normal standards of courtesy, hospitality or protocol which do not compromise in any way the integrity of the ITER Organization. If appropriate, the manager may also decide that the gift is to be given to the ITER Organization.

### **3.5 Honours and Decoration**

Staff members must not accept, without prior approval from the Director-General, any honour or decoration. This includes honours and decorations from Governments as well as from commercial firms and other entities. It is not proper, without authorization from the Director-General, to accept supplementary payments or other financial or material benefits from a Government or any other source prior to, during or after an assignment with the ITER Organization if the payment is related to that assignment.

### **3.6 Public or Political Activities**

Political activities that may compromise duties and responsibilities – or those of other staff members – in the ITER Organization should be avoided. A wish to stand for public or political office shall in any case be reported to the Director-General at least two months before officially declaring an intent to run for office. The Director-General may decide whether, in the period up

to the date of the election or appointment, to take specific measures which could include the termination of the contract when there would be an incompatibility.

When informed of the intention to run for office, the Director-General shall assess the impact in case of election or appointment, taking into consideration the interests of the ITER Organization, the importance of the public office in question, and the staff member's ability to continue to fulfil their obligations towards the ITER Organization. In the case of incompatibility, termination of employment shall be requested and such termination shall not carry any entitlement to loss-of-job indemnity.

### **3.7 Privileges and Immunities**

For matters relating to private life, staff members are subject to national civil and criminal law and jurisdiction. This includes actions which could damage the ITER Organization's reputation or be perceived as an abuse of the privileges and immunities of the ITER Organization and its staff. Furthermore, as they are not compatible with the conduct expected from a staff member, such actions may be considered as misconduct and subsequently lead to the imposition of disciplinary measures.

### **3.8 Dealing with Enquiries and Media**

The ITER Organization undertakes to respond in the most appropriate manner and as quickly as possible to:

- Correspondence: when replying in writing, the language shall be in English by default, unless otherwise requested;
- Telephone: when answering a phone call, staff members shall identify themselves and/or their Department. They shall also establish the identity of the caller. If appropriate, confirmation in writing of the enquiries made by phone may be requested;
- Media: the Office of Communication shall be consulted before any declaration or interview as it is responsible for dealing with all media matters and requests. All media requests shall be addressed to the Office of Communication.

However, staff members may be requested by the Office of Communication or the Director-General to answer enquiries within their specific area of responsibility.

If the journalist's questions or the article concerns matters directly related to the activities of the ITER Organization, staff members should communicate honestly and openly about these matters. However, if the journalist's question concerns the staff member's personal opinion as to the functioning or activities of the ITER Organization, the Office of Communication shall be immediately contacted.

## **4 Reporting of Misconduct**

Misconduct includes mainly illegal activity, unethical behaviour or any violation of the ITER Organization regulations or Code of Conduct. Every staff member is requested to report any suspected misconduct without delay and preferably to the manager. If the manager is unable to resolve the issue – or if the manager is the problem – the concerns shall be reported to the next higher level(s) of management within the ITER Organization or Director-General. Alternatively, the staff member may decide to consult the:

- Ethics Committee;
- Human Resources Department;
- or
- Ombudsperson for advice/resolution for work-related disputes/conflicts.

If no suitable response is given the staff member may report it to the Director-General.

On the basis of the Code of Conduct, the management shall consider the information reported and promptly establish if a potential misconduct exists. Where this is the case, the competent authority shall promptly take measures to ensure that the misconduct is addressed. Disciplinary measures must be taken for any failure by staff members to respect their duties or obligations.

## **5 Raising Other Serious Issues**

It is the ITER Organization's policy that staff members are able to raise serious issues and provide information to management in confidence concerning potential violations of law, danger to health and safety, or matters involving mismanagement, gross waste of funds, or abuse of authority throughout the ITER Project, or risks of such unacceptable events. All information obtained through the reporting channels will be followed up. However, malevolent behaviour such as the spreading of gossip, unfounded allegations, defamation and/or slander that could harm the reputation of a person will not be tolerated.

At the request of the reporting staff member, the person receiving information shall not disclose its origin.

## **6 Ethics Committee**

The Ethics Committee, reflecting the diversity of the staff members, is responsible for overseeing the implementation and development of the Code of Conduct throughout the ITER Organization. The Ethics Committee's Terms of Reference define its role, composition and functioning. Its members can be consulted by the staff members for any clarification or question regarding the Code of Conduct.