

# WIPO Code of Ethics

## PREAMBLE

Reaffirming the purposes, values and principles of the World Intellectual Property Organization (WIPO), as enshrined in the Convention Establishing the World Intellectual Property Organization (WIPO), and the importance for the Organization of securing the highest standards of efficiency, competence and integrity;

Taking account of the Organization's core value of environmental, social and governance responsibility established under the Strategic Realignment Program, particularly with respect to acting and performing in an ethical manner;

Recognizing that it is imperative for the Organization to establish, cultivate, nurture and promote a culture of ethics, which enhances integrity and responsibility and thereby strengthens its credibility and that of the personnel working in the Organization;

Reaffirming the Standards of Conduct for the International Civil Service 2001, as it may be amended from time to time, as well as standards of conduct provided for in the relevant Staff Regulations and Rules;

The present Code of Ethics sets out the values and principles to guide the conduct of personnel of the Organization.

## VALUES

### Independence

Personnel of the Organization shall maintain their independence and shall not seek or accept instructions, explicit or implicit, from any Government, or from any other person or entity external to the Organization, or work to promote the interest of any Government or external entity, and shall refrain from any action which might be reasonably considered to reflect negatively on their position as personnel of the Organization responsible only to the Organization.

### Loyalty

Loyalty to the principles of the Organization as stated in the Convention Establishing the World Intellectual Property Organization (WIPO) is of fundamental importance to the discharge of their duties by all personnel. Personnel shall be loyal to the Organization and shall, at all times, undertake and perform their functions and regulate their conduct with the best interests of the Organization only in view.

### Impartiality

Personnel of the Organization, in the performance of their official duties, shall always act with impartiality, objectivity and professionalism. They shall ensure that the expression of their personal views and convictions, including on the policies of particular Governments or external entities, does not compromise or appear to compromise in any manner the performance of their official duties or the interests of the Organization. They shall not act in a way that could lead to biased, or actual or perceived preferential treatment, for or against particular individuals, groups or interests.

## Integrity

Personnel of the Organization shall maintain the highest standards of integrity, including honesty, fairness and incorruptibility, in all matters affecting their official duties and the interests of the Organization. They shall conduct themselves in a manner befitting their status as international civil servants.

## Accountability

Personnel of the Organization shall be accountable for the proper discharge of their functions and for their decisions and actions. In fulfilling their official duties and responsibilities, personnel of the Organization shall make decisions only in the best interests of the Organization. They shall submit themselves to scrutiny as required by their position.

## Respect for human rights

Personnel of the Organization shall fully respect the human rights, dignity and worth of all persons and shall act with respect for gender equality and for diversity, and without regard to ethnic origin, race, religion, political persuasion, sexual orientation and with understanding, tolerance, sensitivity and without any form of discrimination whatsoever.

## PRINCIPLES

### Conflict of interest

Personnel of the Organization shall arrange their private interests in a manner that will prevent actual, potential or apparent conflicts of interest from arising, but if such a conflict does arise between their private interests and their official duties and responsibilities, the conflict shall be disclosed immediately and resolved promptly in preserving the best interests of the Organization.

Personnel shall also ensure that in all matters internal to the Organization that they undertake and perform their functions and regulate their conduct so as to prevent actual, potential or apparent conflicts of interest between their private interests and their official duties and responsibilities. If such a conflict shall arise, they shall disclose it immediately and resolve it promptly in the best interests of the Organization.

### Abuse of authority

Personnel of the Organization shall not use the authority entrusted to them, in particular by taking advantage of colleagues, beneficiaries or other individuals or groups, for financial, political, administrative, professional, sexual or other gain. Personnel shall in no case exercise any form of retaliation against colleagues, and in particular managers shall in no case exercise any form of retaliation against their subordinates.

### Commitment to a respectful working environment

Personnel of the Organization shall conduct themselves in such a way as to ensure a safe working environment free of any form of harassment, including from allegations that are made maliciously or with reckless disregard as to their accuracy.

### Gifts, honors, favors or other benefits

Personnel of the Organization shall not solicit or accept gifts, honors, favors and/or other benefits from sources external to the Organization that may bring into question their independence, impartiality, integrity, loyalty and objectivity, unless the acceptance of such gifts, honors, favors and/or other benefits is pursuant to applicable policies and regulations.

Personnel of the Organization shall equally not solicit or accept gifts from sources within the Organization that may bring into question their independence, impartiality, loyalty and integrity in the performance of their functions, except in accordance with applicable policies and regulations.

### Resources of the Organization

Personnel of the Organization shall use or allow the use of the tangible and intangible resources of the Organization, directly or indirectly, including its property, only for authorized purposes.

### Confidentiality of information

Personnel of the Organization shall not use information that is not available to the public for private gain, financial or otherwise, to benefit themselves or others nor shall they disclose such information to the public without authorization. That duty continues to apply after separation from the Organization.

### Post-employment

Personnel of the Organization shall not act in such a manner as to take improper advantage of their official functions and positions, including privileged information obtained from such functions and positions, when seeking employment or appointment after leaving their service with the Organization.

## ADMINISTRATION OF THE CODE

The provisions of this Code of Ethics shall extend to all personnel of the Organization. For the purposes of this Code, personnel of the Organization includes staff members of the Organization and related personnel, such as individuals who have entered into agreements with the Organization as holders of Special Services Agreements (SSAs), or as interpreters, translators or revisers, as well as individual contractors or experts on mission.

The values and principles contained in the present Code of Ethics shall be reflected in the applicable standards of conduct provided for in the relevant Staff Regulations and Rules and other relevant issuances of the Organization.

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