



**CODE OF ETHICS FOR INTERNATIONAL TROPICAL
TIMBER ORGANIZATION (“ITTO”) PERSONNEL**
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INTERNATIONAL TROPICAL TIMBER ORGANIZATION

Adopted by the International Tropical Timber Council at its 58th Session

CODE OF ETHICS FOR INTERNATIONAL TROPICAL TIMBER ORGANIZATION (“ITTO”) PERSONNEL

PREAMBLE

Reaffirming the purposes, values and principles of ITTO as enshrined in the International Tropical Timber Agreement, and the importance for ITTO to secure the highest standards of efficiency, competence and integrity from ITTO personnel;

Recognizing that it is imperative for ITTO to cultivate and nurture a culture of ethics, integrity and accountability and thereby enhance the trust in, and the credibility of ITTO;

Reaffirming the Standards of Conduct for the International Civil Service as well as standards of conduct provided for in the relevant Staff Regulations and Rules, and other relevant issuances of ITTO;

ADMINISTRATION OF THE CODE

Those found in violation of this Code will be subject to appropriate disciplinary as appropriate.

Those who report failures of non-compliance will be protected from retaliation through relevant policies.

This Code will be reviewed periodically and updated as appropriate and necessary.

SCOPE

This Code of Ethics sets out the values and principles to guide the conduct and behaviour of ITTO personnel.

For the purposes of this Code, ITTO personnel includes the Executive Director, ITTO staff members and related personnel such as ITTO volunteers, personnel or employees of non-ITTO entities or individuals who have entered into a cooperative arrangement with ITTO, including interns, international and local consultants, as well as individual and corporate contractors) and experts involved in various ITTO missions.

The values and principles contained in this 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 ITTO, including the obligation to report any breach of the Organization’s regulations and rules to the officials whose responsibility it is to take appropriate action.

VALUES

Independence

ITTO personnel shall maintain their independence and shall not seek or receive instructions from any government, group of members or from any other person or entity external to ITTO and shall refrain from any action which might reflect negatively on their position as ITTO personnel responsible only to ITTO.

Loyalty

Loyalty to the purposes, values and principles of ITTO is a fundamental obligation of all ITTO personnel. They shall be loyal to ITTO and shall, at all times, discharge their functions and regulate their conduct with the interests of ITTO only in view.

Impartiality

ITTO personnel, in the performance of their official duties, shall always act with impartiality, objectivity and professionalism. They shall ensure that expression of personal views and convictions does not compromise or appear to compromise the performance of their official duties or the interests of ITTO. They shall not act in a way that unjustifiably could lead to actual or perceived preferential treatment for, or against particular individuals, groups or interests, internally and/or externally.

Integrity

ITTO personnel shall maintain the highest standards of integrity, including honesty, truthfulness, fairness and incorruptibility, in all matters affecting their official duties and the interests of ITTO.

Accountability

ITTO personnel shall at all times be accountable for the proper discharge of their functions, and for their decisions and actions. In fulfilling their official duties and responsibilities, ITTO personnel shall make decisions in the interests of ITTO. They shall be subjected to scrutiny, in line with the ITTO Staff Regulations & Rules, as required by their position.

Respect for human rights and non-discrimination

ITTO personnel shall fully respect the human rights, dignity and worth of all persons and shall act with understanding, tolerance, sensitivity and respect for racial, cultural, religious diversity, gender, sexual orientation, age, national origin, disability, and political views, and without discrimination of any kind.

PRINCIPLES***Conflict of interest***

ITTO personnel shall prevent any conflict of interest, whether real or perceived, arising between their private and official interests in carrying out their official duties and responsibilities for ITTO; if such a conflict does arise, such conflict shall be disclosed and resolved in favour of the interests of ITTO.

Abuse of authority

ITTO personnel shall not abuse the authority entrusted to them, in particular by taking advantage of colleagues, beneficiaries or other individuals or groups for personal, financial, political, sexual or other gain.

Gifts, honours, favours, or other benefits

ITTO personnel shall not solicit or accept gifts, honours, favours and/or other benefits from sources external to ITTO which may bring into question their independence, impartiality and integrity, unless the acceptance of such gifts, honours, favours and/or other benefits is pursuant to applicable policies and regulations.

ITTO resources

ITTO personnel shall only use or allow the use of ITTO's resources, including its property, directly or indirectly, for authorized purposes.

Confidentiality of information

ITTO personnel shall not use information that is not generally publicly available, for private or financial gain or otherwise, to benefit themselves, or others with whom they have personal, family or other ties, nor shall they disclose such information to the public without authorization. This duty continues to apply after the expiration of their service with ITTO.

Post-employment

ITTO personnel 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 ITTO.