GUIDANCE FOR UN VOLUNTEERS ON REPORTING MISCONDUCT

WHAT IS MISCONDUCT?

Misconduct is the failure of a UN Volunteer or otherwise to follow the principles and values of UNV in your work, including:

- Maintaining professional conduct and respect for the human rights and dignity of everyone in your work and interactions
- Abiding by the code of conduct
- Treating others with fairness and respect, including in any interaction with your supervisor or co-workers

WHAT HAPPENS IF YOU DISCOVER MISCONDUCT OR HAVE KNOWLEDGE OF MISCONDUCT?

If you discover or have knowledge of misconduct or are concerned about any of the above, you're encouraged to report it.

HOW TO REPORT MISCONDUCT

To report misconduct, contact the UNV Ethics Office if you are concerned or feel at all in danger.

YOU HAVE THE RIGHT TO:

- Be protected and kept safe
- Have the misconduct you report investigated in confidence
- Have the misconduct you report thoroughly investigated
- Not to face negative repercussions

BE INFORMED

- Reporting misconduct orally makes more sense in informal situations. If you’re not sure, it’s best to say so.
- BE TRUTHFUL. Lying, out loud or in writing, is misconduct. For example:
  - You lied to your supervisor about not being healthy enough to work.

YOU MIGHT BE AT RISK IF:

- Your workplace is in a high-risk area
- You are an ethnic minority
- You are of the sexual orientation of someone vulnerable to do a sexual act, perhaps for financial, social or political benefits
- You are from a country where someone is at risk of being physically or emotionally harmed
- You are from a country where someone is being motivated to act coercively
- You are from a country where someone is being motivated to act coercively

REMEMBER, IF YOU DISCOVER OR HAVE KNOWLEDGE OF MISCONDUCT, YOU SHOULD:

1. BE AWARE OF YOUR RIGHTS!

   - You have the right to:
     - Be protected and kept safe
     - Have the misconduct you report investigated in confidence
     - Have the misconduct you report thoroughly investigated
     - Not to face negative repercussions

2. TRY TO BE PROTECTED

   - Report misconduct, in as much detail as you can, either orally or in writing to the authorized investigative body of your host entity

3. SEEK HELP

   - Contact the Ombudsmen’s Office (if available) or your local Critical Incident Stress Management Unit (CISMU) run by the UN Department of Safety and Security
   - Contact UNV’s Service Desk at support@unv.org

4. COUNSELLING

   - A TELEPHONE NUMBER.

WHAT HAPPENS WHEN YOU’RE ACCUSED OF MISCONDUCT?

The more serious the nature of misconduct, the more severe the consequences and of the process you would have to undergo.

- The outcome of the disciplinary process will include:
  - An advisory letter
  - A reprimand
  - Suspension
  - Removal from your post
  - Exclusion from UNV Talent Pool at the end of your assignment for 5 years
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- BE AWARE THAT MISCONDUCT TO AT YOUR HOST ENTITY MIGHT RESULT IN:
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- TRAINEE

- STRUGGLING TO GET HELP?

   - If you are struggling to get help, contact the Ombudsmen’s Office (if available) or your local Critical Incident Stress Management Unit (CISMU) run by the UN Department of Safety and Security.

- UNV’s Service Desk at support@unv.org.

- Get in touch with your questions about reporting misconduct.