**Code of Ethics and Conduct for UNFCCC conferences, meetings and events**

1. The United Nations Framework Convention on Climate Change (UNFCCC) is committed to promoting a work environment free of discrimination, harassment, including sexual harassment, and abuse of authority, in which all people are treated with dignity and respect. UNFCCC conferences, meetings and events are professional, respectful and harassment-free environments for all participants, regardless of, *inter alia*, gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, race, national origin, age, or religion.

**Purpose**

1. The purpose of this Code of Ethics and Conduct (hereafter called the ‘Code’) is to outline the standards of conduct expected of anyone attending meetings of UNFCCC, and related meetings (see Applicability). The Code is designed to ensure that all attendees at such meetings apply the highest professional standards and exhibit a high degree of professional conduct and integrity.

**Applicability**

1. The Code applies to all attendees, including visitors, of UNFCCC, the Kyoto Protocol and the Paris Agreement, including conferences, meetings or events associated with these agreements whether within or outside the premises under the auspices of the United Nations (UN premises) and shall include UNFCCC staff.
2. References in this Code with respect to the UNFCCC and to the COP include, *mutatis mutandis*, the Kyoto Protocol, the Paris Agreement, their governing bodies (CMP, CMA), the work of subsidiary bodies, constituted bodies and expert teams on their behalf.

**Prohibited conduct**

1. Conduct that constitutes, or could reasonably lead or contribute to discrimination, abuse of authority, and harassment, including sexual harassment is prohibited (‘prohibited conduct’).
2. Discrimination is any unfair treatment or arbitrary distinction based on a person’s race, sex, gender, sexual orientation, gender identity, gender expression, religion, nationality, ethnic origin, disability, age, language, social origin or other similar shared characteristic or trait. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority.
3. Abuse of authority is the improper use of a position of influence, power or authority against another person.
4. Harassment is any unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person, when such conduct interferes with work or creates an intimidating, hostile or offensive work environment.
5. Examples of harassment include, but are not limited to:

* Use of ethnic slurs;
* Use of derogatory terms relating to an individual’s gender or sexual orientation;
* Distribution of offensive e-mails or other electronic communications;
* Threatening, intimidating, or hostile acts directed at a particular group or an individual because of, for example, their gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, race, national origin, age, or religion their sexual orientation, gender, ethnicity or religion.
* Words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another.
* Sexual harassment is a specific type of prohibited conduct. It is any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation. Sexual harassment may be any conduct of a verbal, including via electronic or telephonic means, nonverbal or physical nature and may occur between persons of the opposite or same sex. Men and women may perpetrate or be subject to sexual harassment.

1. Examples of such conduct include, but are not limited to:

* Unwelcome sexual flirtations, advances or propositions
* Uninvited and unwelcome touching of an individual’s body;
* Unwelcome comments about an individual’s body or appearance;
* Sexually degrading words used to describe an individual however communicated;
* Use of the Internet to display or distribute sexually explicit images or messages;
* Uninvited comments of a sexual nature on emails or other forms of electronic media, whether private or public.

1. Harassment, including sexual harassment, does not require intent for it to be considered harassment. Inappropriate conduct or language meant as a joke or even a compliment can lead or contribute to harassment, including sexual harassment.
2. In addition, all attendees are required to respect the integrity, morality and spirituality of the cultures of Indigenous Peoples and local communities attending meetings of the UNFCCC and related bodies.

**Complaint process**

1. If an incident of prohibited conduct occurs within UN premises, then the person who is the target of possible prohibited conduct or any third party who has direct knowledge of the possible prohibited conduct (‘witness’) should promptly report the incident. This can be done by either of the below:
   1. Filling out an online complaint form
   2. Contacting the United Nations Department of Safety and Security (UNDSS)
   3. Contacting the UNFCCC Ombudsman
2. If an incident of prohibited conduct occurs outside UN premises, the person who is the target or witness of possible prohibited conduct should promptly report the incident through the means mentioned above and if decided, to the local security authorities.

**Response to Reports of Prohibited Conduct:**

1. If the report is received through the UNDSS, the following is the minimum information that should be taken: name or other identifying information of alleged perpetrator; date and location of the incident; a description of what happened; if there were witnesses, their names.
2. Once a report of prohibited conduct has been received either through the online reporting procedure or through the UNDSS the matter should be referred to the UNFCCC Ombudsman.

**UNFCCC Ombudsman**

1. A UNFCCC Ombudsman shall be appointed by the President of the COP on an annual basis to oversee reports received on prohibited activities. The Ombudsman should be a person with counselling experience in such matters and shall not

**First Responders**

1. The Ombudsman may refer the matter on to a first responder to provide prompt counselling for the affected person.
2. A first responder is anyone who voluntarily agrees to take on such a role and may include: UNFCCC staff or attendees at a meeting who have some level of competence in such matters. The Ombudsman shall appoint such people on an ad hoc basis.

**Remedies for Addressing Prohibited Conduct:**

1. The Ombudsman shall have discretion in how matters of prohibited conduct shall be addressed. The Ombudsman may:
2. Replace the perpetrator from holding any procedural position; and/or
3. Recommend that the registration of the perpetrator be revoked or access privileges suspended and be removed from the venue; and/or
4. Refuse registration or access at future conferences, meetings or events; and/or
5. Refer the matter to legal authorities for legal action to be taken.

**Action in relation to UN Staff**

1. If a UN staff member breaches this Code, then UN regulations, rules and policy shall apply.

**No Retaliation**

1. Threats or other intimidation against a person who has made a complaint or provided information in support of a complaint will not be tolerated.
2. Any such threat or other intimidation will be considered a breach of this code and be subject to remedies list above.

**Conflict of Interest**

1. In addition to the prohibited conduct above, Officers shall perform their duties and exercise any authority in an honourable, independent, impartial and conscientious manner and avoid any real or apparent conflicts of interest.
2. For the purposes of this Code, a conflict of interest constitutes any current circumstances or interest that could lead a person to reasonably believe that an individual’s objectivity in carry out his or her duties and responsibilities may be in question or that an unfair advantage may be created for any person or organization.
3. All Officers shall avoid any conflicts of interest as defined above. In particular, they are expected to:
4. Refrain from giving unwarranted preferential treatment to any Party, group of Parties, organization or person;
5. Desist from using their role as a means to seek private gain or obtain private pecuniary advantages or other remuneration;
6. Serve in their capacity as an Officer rather than the representative of a Party, a group or person, with respect to any matter that is under consideration in the exercise of the duties and functions to which they have been elected or appointed;
7. Deal with issues presented before them in a consistent, apolitical and fair manner, in conformity with the draft rules of procedure as being applied;
8. Refrain from impeding the work of the UNFCCC or taking a preferential, biased or prejudiced approach;
9. Accept, offer or provide any gift, advantage or reward that can be reasonably be perceived as being intended to influence the performance and independence of their functions.
10. Refrain from adversely affecting the confidence of Parties in the integrity of the work of the UNFCCC.
11. In the event that the Officer considers that a conflict of interest may arise, he or she shall recuse himself or herself from acting as an Officer.

**Ethical behaviour**

1. Officers are expected to treat all persons involved in the UNFCCC conferences, meetings, events and processes with dignity and respect, and ensure that their conduct reflects commitment to the values of the United Nations Charter and UNFCCC.
2. Officers are expected to conduct themselves in the exercise of the duties and functions to which they have been elected or appointed with probity, integrity and professionalism in accordance with the draft rules of procedure being applied, thereby enhancing confidence in their role.

**Responses to Conflict of Interest**

1. Any person may refer a perceived conflict of interest to the Ombudsman. Once a complaint has been received the Ombudsman shall undertake an investigation in to the matter.

**Remedies to Address Conflict of Interest**

1. The Ombudsman shall have discretion in how matters of prohibited conduct shall be addressed. The Ombudsman may:
2. Recommend that the registration of the perpetrator be revoked or access privileges suspended and be removed from the venue; and/or
3. Refuse registration or access at future conferences, meetings or events; and/or
4. Refer the matter to legal authorities for legal action to be taken

**Action in relation to UN Staff with respect to Conflict of Interest**

1. If a UN staff member is deemed to have a conflict of interest the UN regulations, rules and policy shall apply