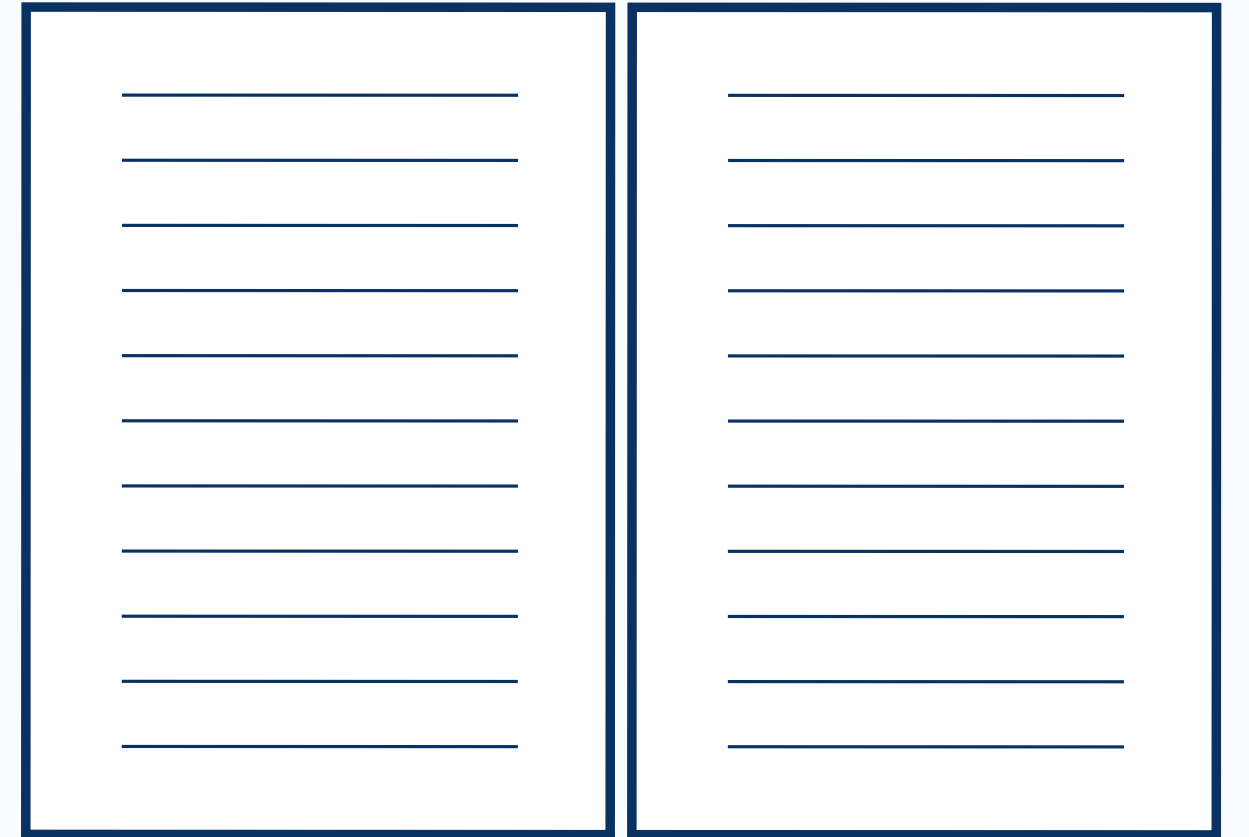


ETHICS & CONDUCT OFFICE

# Annual Report 2019





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# Ethics & Conduct Office

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## INTRODUCTION



The Ethics and Conduct Office (ECO) was established in 2014 as an integral part of the Office of the Director General (ODG) and reports to the Director General. ECO is responsible for dealing with administrative procedures and policies covered by the IOM Standards of Conduct (IN/15 Revision 1) and providing counsel to the Administration and staff members about ethics and standards of conduct.

ECO promotes ethical awareness and behavior at IOM through training, communication, policy development and liaison. ECO also provides advice on conflicts of interest, including gifts, close relatives and involvement in outside activities.

In mid-2019, the issuance of IN/275 - Reporting and Investigation of Misconduct Framework redefined ECO's intake activities to focus solely on allegations of **retaliation**.

ECO is currently staffed by three officers and one intern.

## RETALIATION



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### What is it?

Retaliation is detrimental action taken against someone for raising concerns about or reporting misconduct.

### Who can help me?

ECO assesses retaliation claims and advises about protective measures.

### How do I report it?

Report any retaliatory behavior on We Are All In ([www.weareallin.iom.int](http://www.weareallin.iom.int)) or directly to ECO.

### What are the consequences?

Proven cases of retaliation will be treated as misconduct and subject to disciplinary action.

## HARASSMENT AND RETALIATION COMPLAINTS

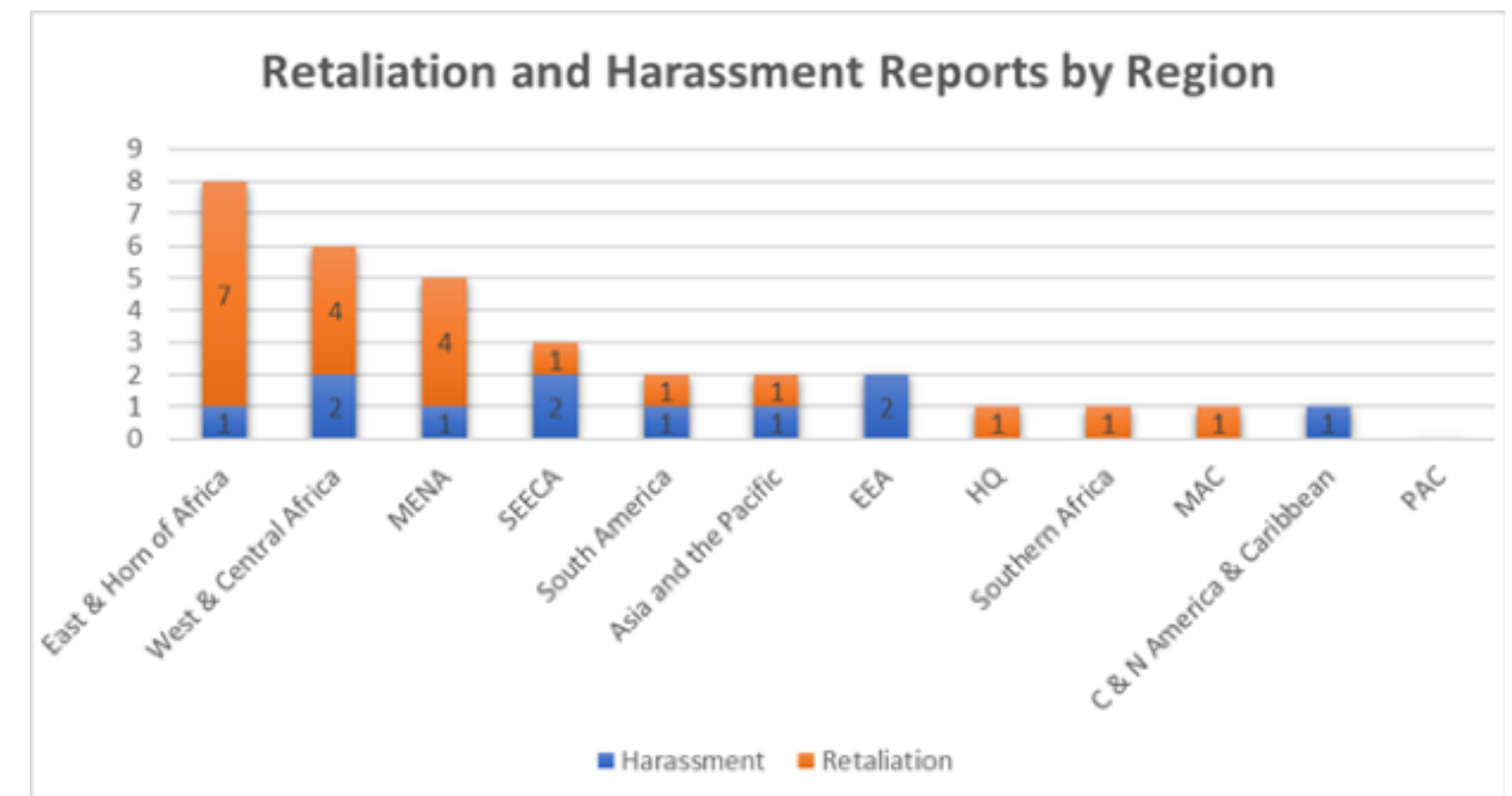
Prior to the issuance of IN/275, in 2019 ECO received numerous queries of harassment and retaliation, of which 11 were formal complaints of harassment and 21 of retaliation.

As far as harassment complaints are concerned, ECO closed 5 for lack of prima facie evidence, and the remaining 6 cases were referred to OIG as it established prima facie evidence.

Of the 21 complaints of retaliation, ECO established prima facie evidence in 4 complaints and referred them to OIG. As for the rest, 66% are still ongoing.



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## CONFLICTS OF INTEREST

The Standards of Conduct require that all IOM staff members exercise particular care to avoid any situation in which their private interests conflict or appear to conflict with the interests of the Organization. Providing advice on such conflicts of interest is a major function that ECO carries out for IOM.

In 2019, ECO analyzed 580 declarations about possible conflicts related to outside activities, relatives in the workplace and gifts & awards.

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### OUTSIDE ACTIVITY REQUESTS

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### GIFT & HONOUR DECLARATIONS

## Outside activity requests

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Activities undertaken outside the workplace, even if unrelated to official duties, may give rise to situations that compromise the interests of IOM, bring it into discredit or offend the community in which it operates.

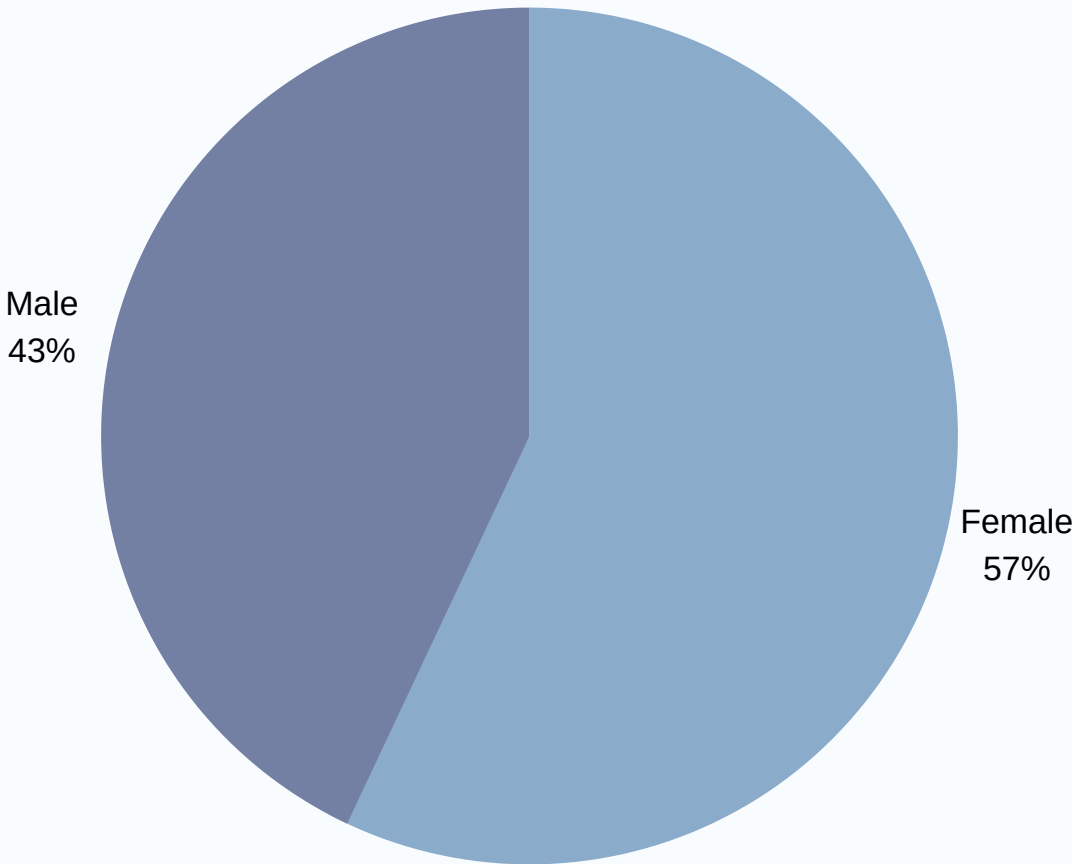
Staff members must, therefore, seek approval from ECO before taking on outside activities, such as a second job, volunteering, publishing, board membership or other engagement, regardless of whether these activities are paid or unpaid.

# Outside activity requests

In 2019, ECO received 433 requests from staff members seeking approval to engage in outside activities. The requests sent to ECO in 2019 increased by 27% from 2018. These requests came from 103 different missions.

57% of the total of the requests (246) were sent by female staff members.

In addition, of the 433 requests, 84 were not strictly about outside activities requiring ECO approval. For the remaining 349 cases, 297 were approved by ECO, resulting in an 85% approval rate.



ACTION TAKEN BY ECO		
Approved	297	68%
Denied	52	12%
Learning requests	34	8%
Requests for information	24	6%
Request withdrawn	16	4%
Referred to other units	10	2%
Total requests	433	100%



## Relatives in the workplace referrals

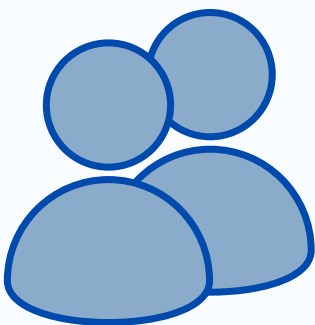
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ECO collaborates with HRM to ensure compliance with IN/161 Revision 1 – Relatives in the Workplace, IOM’s policy for the avoidance of favoritism or nepotism.

Under this policy, IOM staff members are required to disclose any close relatives, or any other close personal relationship that could give rise to a conflict of interest. The policy also provides guidance for the recruitment and placement of relatives.

# Relatives in the workplace referrals

In 2019, ECO received 79 referrals of relatives in the workplace (RITW), 20 more than in 2018.



## GEOGRAPHIC ZONE

Of the 79 referrals concerning RITW, 24% (19) were sent from Asia and the Pacific. The European Economic Area was the region that submitted the fewest referrals in 2019, with only 2.

## NATURE OF RELATIONSHIPS

90% (71 requests) involved cases of staff with close relatives in the workplace, as defined under IN/161 Rev. 1.

## ACTION TAKEN BY ECO

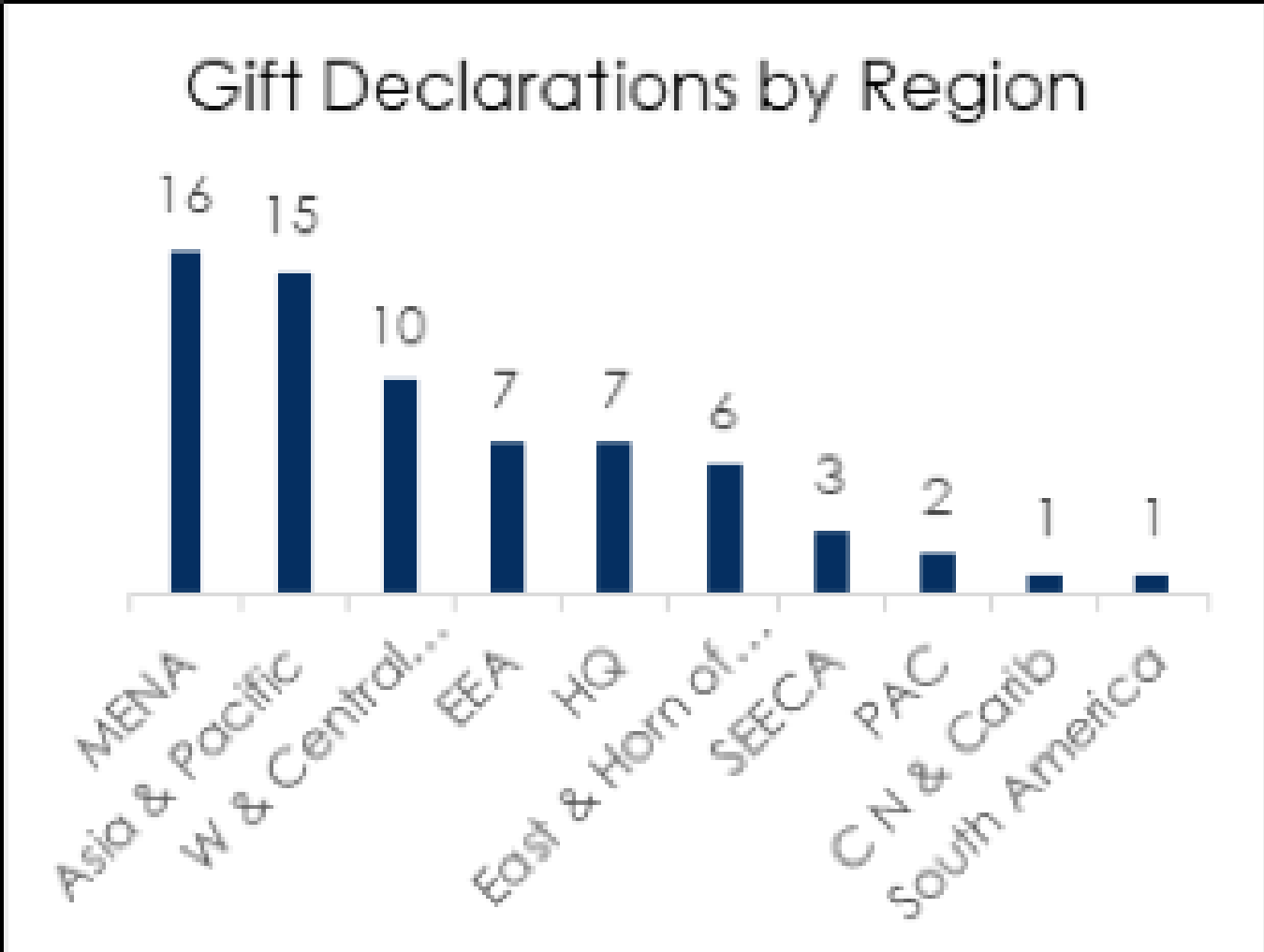
ECO approved or approved with conditions 70% (55) of the 79 referrals. In contrast, ECO advised against 16% (13) of the 2019 referrals.



# Gifts and honour declarations

For IOM to maintain its independence, staff members must not accept any honour, decoration, favour, gift or remuneration from any external source offered because of the staff member's official position without prior approval.

ECO received 68 gift and award declarations in 2019, compared to 62 in 2018, 22 in 2017, 4 in 2016 and zero in 2015.



## ECO ACTION

ECO approved 82% of the requests, denied 7% and provided advice on the rest.

## TRAINING ACTIVITIES

### RAISING AWARENESS

Raising awareness of IOM's policies on ethical conduct is one of Ethics & Conduct Office's major activities.

### TRAINING PLATFORMS

In 2019, ECO increased training hours and developed a broad array of training platforms.

### COOPERATION

ECO actively collaborated on training and outreach initiatives with other units, including the Gender Coordination Unit, the Office of the Ombudsperson, Staff Development and Learning and the Staff Welfare Office.

## TRAINING ACTIVITIES



### ONLINE TRAINING

On 13 February 2017 ECO launched the e-learning training, Ethics and Conduct at IOM: The Values We Share. By 2019, a total of 13,223 staff members have completed this training.



### FACE-TO-FACE TRAINING

In 2019, ECO added live anti-harassment training, called Building a Respectful Workplace, for IOM managers. By the end of the year, ECO had trained 225 participants in most of the regions.



### REMOTE TRAINING

In response to requests from missions with staff in distant sub-offices who are unable to join the main training sessions, in 2019 ECO piloted Let's Talk Ethics Webinar, a remote training program using the WebEx platform and other online tools.



### TRAINING OF TRAINERS

Since 2018, ECO has given the TOT to 39 trainers in 11 missions. These trainers have in turn given the Let's Talk Ethics program to 636 of their colleagues.



**For more information, contact us at  
[ECO@iom.int](mailto:ECO@iom.int)**

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**ETHICS & CONDUCT OFFICE**



# Meet the team that makes this possible

## WHO IS WHO



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