ZERO-TOLERANCE POLICY IN RESPECT OF FRAUD AND IMPROPER USE OF THE ORGANIZATION’S RESOURCES

1. The purpose of this Administrative Circular is to remind all staff members, and other personnel as appropriate, of the content of Administrative Circular No. 2004/19 of 24 June 2004 entitled "Policy on Fraud and the Improper Use of the Organization’s Resources".

2. Staff members are hereby reminded that they are international civil servants and, as such, committed to the highest standards of efficiency and integrity. The Standards of Conduct for the International Civil Service, incorporated in Manual Section 304, make it clear that the concept of integrity embraces all aspects of behaviour of an international civil servant, including such qualities as honesty, truthfulness, impartiality and incorruptibility. Staff members are required to place the interests of the Organization above their own and use its resources in a responsible manner.

3. The Organization is committed to fostering a working environment in which any type of fraud by its staff members does not occur. At the core of fraud is an element of false representation made knowingly, without belief in its truth, with a resulting loss of a valuable resource, as described in Administrative Circular No 2004/19.

4. Staff members in all locations are expected to adhere fully to the principles and practices stated in the Organization’s Policy on Fraud and the Improper Use of the Organization’s Resources, in the full knowledge that integrity, incorruptibility and transparency are requisites for the Organization’s successful execution of its mandate.

5. Supervisors and managers at all levels and locations are responsible, with the assistance of the relevant support units, to promote and maintain a culture of integrity, assess the risks of fraud and to take measures to prevent incidents of improper activities, including fraud.

In this context, the Organization wishes to remind once again all staff members, and other personnel as appropriate, that it will not tolerate any type
of fraud within the workplace or associated with the work performed on behalf of the Organization. It has a zero-tolerance policy in respect of fraud in all its manifestations and, accordingly, will consistently impose a severe disciplinary measure, including that of dismissal, or summary dismissal, on staff members found guilty of fraud, in accordance with Manual Section 330 (Disciplinary Measures), the ultimate purpose of which is to protect the integrity and efficiency of the Organization.

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