

## OPERATIONAL POLICY ON CODE OF CONDUCT

### Letter from the Director General

The CIP Code of Conduct represents a commitment by all CIP employees to doing what is right. Achieving and exceeding the standards in this Code of Conduct will help us build CIP's organizational culture that fosters respect in a collaborative environment with high ethical standards, and results in efficiencies that enhance our results on the ground linked to research.

CIP's Code of Conduct also provides an ethical framework to guide our decisions and actions relevant to our work responsibilities. Each of us is responsible for our own actions and for understanding our obligations under this Code. Every day, we are ambassadors of CIP, and the reputation of the institution is built on our interaction with colleagues, partners, clients, donors, and stakeholders.

I encourage you to read this Code of Conduct so that you are aware of what is expected of you and your colleagues (i.e., staff, consultants, contractors, interns, volunteers, board members) while working at CIP. I also encourage you to seek guidance from a Senior Manager if you do not understand what this Code of Conduct requires, or if you come across a situation where you are not sure how you ought to respond.

By meeting these standards, we will help build an organization that is recognized for its world-class workforce with a mission to work with partners to achieve food security, well-being, and gender equity for poor people in root and tuber farming and food systems in the developing world.

CIP supports anyone who comes forward with information about suspected wrongdoing, and encourages employees to report improper activity, behavior, or conflicts of interest. We have established policies and channels of communication within the organization to assist and guide you.

CIP's Code of Conduct will be successful only if it becomes a living document of the culture we want to achieve.

Director General

## CIP Vision, Mission, Values

We are bound by the fundamental principles that underpin this code. This Code of Conduct is the foundation for us to make decisions based on honesty, integrity, confidence and trust. CIP's values are the guiding principles for our daily conduct at work.

***Our vision*** is roots and tubers improving the lives of the poor.

***Our mission*** is to work with partners to achieve food security, well-being, and gender equity for poor people in root and tuber farming and food systems in the developing world. We do this through research and innovation in science, technology, and capacity strengthening.

## CIP Values

In the pursuit of its vision and mission the Center is committed to the following values:

<b>Excellence</b>	We aim to excel in all we do.
<b>Dignity and respect</b>	We treat each other and our partners with dignity and respect.
<b>Empowerment</b>	We work to empower individuals at all levels for efficient, effective, and appropriate decision making.
<b>Integrity</b>	We remain honest, transparent, and accountable, individually and collectively, in what we say and do
<b>Staff diversity</b>	We are committed to staff diversity and aspire to provide an equal opportunity working environment.
<b>Innovation and creativity</b>	We value innovation and creativity across our business.
<b>Partnership</b>	We actively participate in and encourage dynamic partnerships.

## CIP Code of Conduct Principles

### 1. Fairness and Respectful Treatment *"We are committed to a fair and open workplace."*

We must work to achieve a positive work environment characterized by professional, dignified and respectful conduct. This will create an atmosphere of fairness and awareness of the multicultural environment in which we operate. Meanwhile, we must also be accountable for our own actions and take appropriate steps to recognize and rectify our own lapses.

When making a decision, CIP staff should ensure to:

- Take all relevant facts into consideration and make decisions based on facts;
- Assess the particular merits of each case, without consideration of matters or circumstances that are irrelevant to the workplace.
- Abide by local labor laws

In dealing with other CIP staff must:

- Behave ethically, courteously and treat the public, customers and co-workers with respect;
- Show professionalism;
- Ensure matters unrelated to the workplace do not affect judgment or the treatment of others;
- Refrain from spreading rumors or accusations;
- Refrain from repeating official confidential information about others, particularly their personal circumstances, unless doing so is necessary to fulfill duties as a CIP staff member, contractor or consultant.

### 2. A Workplace Free From Discrimination, Harassment and Bullying

*"We value equity and diversity in the workplace"*

We must not discriminate, victimize, intimidate or harass any other staff, contractors, consultants or members of the public for any reason including but not limited to: sex/gender, marital status, pregnancy, age, race (including ethnic, religious or national origin), disability, family responsibilities, religious beliefs, sexual orientation, HIV/AIDS, political affiliation, or medical conditions.

Harassment, a form of discrimination, is any unwanted, unwelcome or uninvited physical or verbal behavior that makes a person feel humiliated, intimidated or offended, and that interferes with work or creates an intimidating, hostile, or offensive work environment. Although harassment may not always be intended, the impact – not intent – is a key factor. Harassment may consist of a single or repeated incident. A single incident is considered harassment if it has a negative impact on an individual or the work environment.

Prohibited conduct includes: offensive jokes or insults, the distribution or display of offensive pictures or cartoons, the use of voicemail, sms or email to transmit derogatory or discriminatory information. This behavior is unacceptable at CIP.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature that interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. CIP will handle such matters of reported unwelcome behavior with the utmost sensitivity.

Bullying creates a hostile or unpleasant environment. Supervisors must ensure the workplace is free from all forms of harassment, discrimination and bullying, by:

- Communicating that disrespectful and harassing behavior will not be tolerated;
- Ensuring the person that raises concerns does not suffer retaliation;
- Never excusing or minimizing inappropriate behavior;
- Informing senior management of incidences reported or communicated.

### 3. Safety, Health and Environment ***"We put safety first"***

At CIP we are committed to providing our staff with a safe and secure work environment. Each area has safety rules that must be followed. CIP complies with all health and safety laws, as well as our own health and safety policies that exceed the law requirements. CIP strives to reduce our environmental footprint through our daily activities and maintains the highest standards to preserve our environment.

Having Health and Safety policies is not enough. CIP's commitment to safety means that each of us needs to be aware of safety risks as we go about our jobs. A safe and secure work environment also means a workplace free from violence. Threats, intimidation and violence are unacceptable at CIP and will not be tolerated. Weapons are not allowed in the workplace without authorization, even if used for sporting purposes.

CIP is an alcohol and drug free workplace. All staff is subject to random or targeted testing for drugs or alcohol. It is an individual's responsibility to ensure that they are drug and alcohol free at work.

Each staff and contractor plays a role in helping maintain a safe and healthy environment by:

- ensuring our work environment is safe and free from hazards;
- working safely and not endangering other colleagues;
- avoiding unjustifiable risks;
- avoiding causing harm;

- following the Safety Management System;
- exercising appropriate behavioral choices and reporting to work fit for duty;
- following the safety procedures, rules, and guidelines or instructions that apply in the workplace;
- participating in recycle, chemical waste and resource conservation programs;
- reporting incidents that may cause injury, unsafe equipment or work practices, to management;
- fulfilling requests for aid and preventing risk to others;
- using safety equipment, uniforms and protective clothing as provided;
- keeping the workplace clean and tidy;
- reporting interference, obstruction, or misuse of resources provided for the safety of people in the workplace;

Supervisors and managers are responsible for ensuring:

- their actions demonstrate a commitment to safety;
- workplaces are kept in safe conditions;
- staff have the information, instruction, training and supervision necessary to ensure safety.

#### 4. Conflicts of Interest ***"We will act in the best interest of CIP"***

We must work together to meet our common goals with integrity and objectivity avoiding conflicts of interests. While we recognize that outside activities are an important part of our lives, conflicts of interest can impact CIP's activities and reflect poorly on the institution. Moreover, even potential or perceived conflicts can undermine client/donor relationships.

A *conflict of interest* arises when a staff's personal, social, financial or political activities interfere, or have the potential of interfering, with his or her loyalty and objectivity to CIP. A conflict of interest may also arise from a consensual romantic or sexual relationship involving members of the CIP workplace, (i.e., employees, students, interns, contractors, consultants, and board members) where one has the power or authority to influence salary, promotion, performance appraisals, work assignments, or any other working conditions of the other involved member.

Therefore, supervisors involved in a consensual romantic or sexual relationship with another member of the CIP workplace must immediately disclose the matter on a confidential basis with his or her own supervisor or with the Office of Human Resources to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting.

Recognizing that all romantic relationships within the workplace, and all conflicts of interest, do not necessarily constitute improper behavior, it is important to promptly disclose such relationships and conflicts of interest to avoid negative consequences.

Examples of conflicts of interests may include:

- direct or indirect ownership or management by an employee or his/her family member, of a business or financial interest in any outside enterprise that does or seeks to do business with CIP;
- being part of the recruitment or performance review process when you have a personal or romantic relationship with an applicant (e.g., a relative);
- a close relative working for CIP-except for spouses which may work under certain conditions and upon approval;
- a romantic relationship between supervisor and reporting staff; and
- providing former CIP employees with preferential treatment or with access to CIP information.

#### 5. Gifts, Favors and Benefits ***"We will act with integrity in all we do"***

Although gifts signify appreciation, they may also create expectations of favors in return, particularly in work relationships. More specifically, the acceptance of gifts and benefits has the potential to compromise our roles at CIP since we may appear unable to make unbiased decisions relating to the person or organization providing the gift or benefit. Gifts and benefits include any goods, services or arrangements of value to the recipient, paid for by an outside party or entity. CIP employees are prohibited from receiving gifts and benefits of a nominal value over US\$50. Examples of such gifts include cash, hospitality, hotel accommodations, travel, products, services, 'free' labor or equipment for private use, or the promise of a job in the future.

#### 6. Use of Physical and Financial Assets ***"We will use resources efficiently and responsibly"***

CIP's property includes physical and financial assets such as facilities, equipment, vehicles, documents, computers (i.e., hardware, software, email, internet access, phones), and funds. We are entrusted to use these resources responsibly and wisely, avoiding misuse.

CIP staff, at various levels, are assigned with considerable fiduciary responsibilities, and their personal honesty and integrity should go beyond reproach. CIP is committed to providing donors, partners and stakeholders with full, accurate, and timely financial reports of operations. In addition, CIP upholds a competitive, fair and transparent procurement process, guided by cost effective decisions made with financial integrity. Favoritism or preferential treatment toward any supplier must be avoided at all times.

All CIP staff must:

- Follow external accounting standards and follow CIP's procedures for reporting financial information;
- Never intentionally make a false entry in a report;
- Never establish an unrecorded fund or account for any purpose;
- Never destroy company records unless authorized;
- Never sell, transfer or dispose of company assets without proper documentation;
- Cooperate with internal and external auditors.

## 7. Intellectual Property ***"We will be responsible users of works subject to IP rights"***

We work with partners to achieve food security, well-being, and gender equity for poor people in root and tuber farming and food systems in the developing world. We do this through research and innovation in science, technology, and capacity strengthening by continuously creating new value and providing science based products and services on a global basis for our target beneficiaries. All CIP staff must be fully aware that our intellectual property is a valuable asset and an essential resource underpinning our research and development activities and the confidence our partners place in us. We will strive to make our intellectual property widely available to maximize the impact of our efforts. If necessary we may decide to protect our intellectual property through patents, copyrights and trademarks, and utilize them efficiently in achieving our mission. We recognize that the knowledge and know-how held by each employee contributes to CIP's excellence in all of its activities.

All CIP staff must be aware of the conditions of their employment (or equivalent contractual arrangement) which stipulate that all rights in intellectual property created during the course of employment (or contract for specific services) will vest in CIP.

CIP recognizes the efforts and the moral rights of its staff and other external contributors to be identified as 'the author' or 'the inventor' or 'the creator' of any intellectual property.

We respect third-party intellectual property and utilize it only after having properly secured rights to its use. All CIP staff must be mindful that information from our donors and partners must be handled and used appropriately in accordance with the terms and conditions defined and specified in each contract with them, including those relating to the intended use, management and duration of confidentiality of such information.

In gathering and keeping personal data for any purpose, we must collect, handle, manage, use and disclose any personal data appropriately and in accordance with local laws and international best practices.

All staff must:

- Maintain records of research and development activities, including associated data, in accordance with CIP and practice area specific standards;
- Follow the corporate disclosure procedures for internal disclosure and back-up of information regarding any invention, discovery, data generation and publications;
- Acquire, handle and disseminate third-party information appropriately at all times and only after obtaining permission from the rights holder;
- Obtain appropriate internal clearance before disclosing any information or assign or license-out any rights for the use or dissemination of CIP's intellectual property;
- Have a proper understanding of the rules for handling different types of information and thoroughly comply with those rules so as not to unintentionally leak confidential information or personal data;
- Comply with contractual obligations under a donor agreement, the CGIAR Strategy and Results Framework or other specific legal arrangement;
- Obtain prior informed consent before taking photographs or collecting data or personal information.

#### 8. Whistleblower Protection ***"We will maintain high levels of confidentiality"***

We at CIP believe that staff should have the freedom and safe environment to raise issues and concerns that may identify misconduct or violations of laws, rules, regulations or policies. CIP will not tolerate intimidation, coercion, or discrimination of any kind against employees who report such misconduct or violations.

CIP'S internal controls are intended to detect and to prevent or deter improper activities that affect compliance with its high ethical standards. When an employee is aware of intentional or unintentional improper activities that occur within CIP, procedures and channels of communication for the employee have been established, reinforcing our Code of Conduct, and enabling a trusting, fair, and transparent organizational culture within the CIP workplace.

In respecting the employees' expression of duty to protect and serve our organization, CIP leadership will support employees who communicate information about violations of laws, rules, regulations, and policies within CIP, and encourage employees to report concerns through the established channels of communication, without fear of retaliation or breaches in confidentiality.

CIP senior leadership will consider accused employees innocent, absent an admission or positive determination of misconduct through an investigation by the Director General or Board of Trustees, and will protect the identity of accused employees.



## 9. Public Comment and Social Media ***"We speak on behalf of CIP only when authorized"***

CIP uses social media to communicate certain information, as it brings benefits of connectivity. Yet, it can also cause significant misuse by staff. To avoid misuse, staff should be aware that the internet is a public place, and we all have an obligation to protect CIP's reputation and information.

CIP employees are prohibited from using the internet in the workplace for downloading, viewing, storing, copying, or transmitting any material with sexual content or involving derogatory, racial, ethnic, religious, or discriminatory statements or images.

Unless authorized by the Head of Communications, staff must not make any comments on behalf of CIP or provide statements to the press. Some situations where authorization is required are:

- Public speaking engagements;
- Comments to the media;
- Opinions in letters, emails, newspapers, books, journals or notices.

### **Breach of Conduct**

This Code of Conduct sets forth the minimum standards of behavior required by CIP staff, consultants and contractors. All staff, consultants and contractors should be accountable for their own actions and must comply with this code and its supporting policies and procedures.

If you believe there has been a breach of this Code of Conduct, you must report it to your Supervisor, Leader, Head of Unit, or HR Global Head. CIP will fairly and objectively investigate any alleged breach of this Code. Outcomes of the investigation may include counseling, reprimand, fine, transfer, suspension or dismissal.

**DATE**

December, 2013