Code of Conduct

BASIC PRINCIPLES

Help: Scope
The Code of Conduct applies to all staff members. It also applies mutatis mutandis to development workers and integrated experts, meaning that it is incorporated into individual contractual agreements in a form specifically adapted to this group.

Orientation

The Code of Conduct is based on our common corporate values as set out in the company's Corporate Principles. We, the GIZ staff members, practise these principles ourselves and expect our subcontractors to do so too. It is our wish that our project partners and target groups respect our principles.

GIZ employees are guided by the following principles:

- **Equal rights**.
  We work with other people without any distinction in terms of gender, marital status, skin colour, religion or world view, culture, education, social origin, disability, age, sexual identity or nationality

- **Prohibition of sexual harassment**
  We do not tolerate any form of sexual harassment in the company

- **Compliance with contract and statute**
  We fulfil our contractual agreements. We respect the law in Germany and in our partner countries.

- **Transparency**
  We make sure that our actions and motives are clear and comprehensible.

- **Loyalty**
  We are loyal to our company, the federally owned GIZ. This also means providing constructive criticism, which we express in an appropriate manner, first of all within GIZ.

- **Confidentiality**
  We maintain secrecy towards unauthorised parties about matters concerning the company, its business partners, cooperation partners and other third parties that have come to our attention through our work for the company. The obligation to maintain secrecy also applies after the termination of a contract of employment. It does not apply to information that is in the public domain or which in terms of significance does not require secrecy.

- **Cooperation in partnership**
  We work together with our business partners, project partners and target groups in

a fair and reliable manner based on mutual trust.
This also applies to our behaviour towards our colleagues, which is founded on mutual respect and the rejection of bullying. Constructive conflict management is an important part of our work.

Bribery

Rule:

Active and passive bribery

It is not permissible – either directly or indirectly – to request, accept, offer, give bribes or arrange for bribes to be given.

Help: Bribery
GIZ's agents, suppliers and other subcontractors receive appropriate remuneration for their services. GIZ staff do not pay bribes intended for third parties.

Standard: 'Dispatch money'

GIZ staff do not pay 'dispatch money'.

Gifts and other advantages

Rule:

Acceptance of gifts and other advantages

Staff do not accept gifts and other personal advantages from GIZ business partners, project partners and target groups, unless these are gifts of minor value and are within normal limits (up to a current market value of EUR 35 .

Help: Definition of gifts and other advantages

In many cases, accepting or offering gifts and other advantages constitutes criminal advantage-taking or bribery. Even if this is not a criminal act in the individual case, it is essential to avoid any impression that an improper relationship may exist.

Advantages not only include gifts, but all services to which staff members have no claim and which improve their economic, legal or personal circumstances. These include free or reduced-price (private) travel, the use of vehicles, admission tickets and other discounts (to the extent that these are not expressly granted to the entire staff under contractual agreements), payment of travel expenses, dinner invitations of significant value, entry into consultancy agreements, etc. Advantage-taking can also be said to exist where advantages are given to a 'third party' (spouse, children etc.), to the extent that the staff member is aware of this.

In exceptional cases, the line manager can give permission to accept gifts and other advantages when acceptance constitutes an act of politeness or is standard business practice.

Help: Small gifts

Small or token gifts are occasional presents and other advantages whose value per giver, calendar year and staff member does not exceed the current market value of EUR 35 in the Federal Republic of Germany in each individual case.

Dinner invitations from business partners are regarded as small gifts – even if they exceed the EUR 35 limit – provided they take place in an appropriate and standard business framework. For reasons of transparency, staff members should notify their line managers if they receive frequent invitations to dinner from business partners or if GIZ often assumes the costs of such business meals.

Standard: Use of gifts and other advantages

If the line manager has given approval, gifts and other advantages shall be used for business or humanitarian purposes, or – especially in the case of expendables – jointly with other staff members (e.g. for staff festivities, tombolas). Private use can only be permitted as a matter of exception (e.g. in special memory or honour). In this case, the reasons shall be documented and the Integrity Advisor informed.

Standard: Giving presents and granting other advantages

GIZ staff members may only give presents (up to a current market value of EUR 35) to GIZ's business partners, project partners and target groups as an act of courtesy and may grant personal advantages only to the extent that no appearance of dishonesty, impropriety or binding obligation can arise as a result.

O+R section Company events, entertainment and gifts

Standard: Assumption of travel expenses and costs for attending events
Travel expenses incurred by GIZ staff on business trips are borne by GIZ. The GIZ regulations governing the reimbursement of travel expenses covers exceptions regarding partner contributions in the country of assignment.
Travel expenses for GIZ staff who are members of an official body or are invited to a presentation at an external public event can be assumed by the host, provided the staff member's line manager approves.
In consultation with the integrity advisor, the line manager decides on the assumption by third parties of costs for attending events that are subject to charge

Dealing with conflicts of interest

Orientation: Dealing with conflicts of interest

In our work, conflicts can arise between our personal interests and GIZ's corporate interests or those of our business partners, project partners and target groups. We immediately

discuss such conflicts of interests with our line manager and resolve them in a manner that is verifiable by and understandable to all parties involved.

We take the necessary care to separate business and private spheres.

Standard: Approval of and information about extracontractual activities

Before commencing extracontractual activities that require approval, all staff except those who come under the public-sector remuneration system (TVöD) must obtain the written approval of their line manager. If in doubt, the line manager can consult the HR Services Division. Line managers of national personnel should consult their country director if they are uncertain. If a staff member changes jobs, approval must be obtained again.

If the extracontractual activity existed before the employment relationship with GIZ started, written consent must also be obtained to continue the activity.

Employees who come under the public-sector remuneration system (TVöD) are obliged to inform GIZ of extracontractual activities performed against payment.

Help: Eligibility for approval and definition of extracontractual activities that require approval

Extracontractual activity requires approval if it is performed against payment. Furthermore, an extracontractual activity is also subject to approval if it is related to the terms of reference at GIZ or is performed for GIZ subcontractors.

Paid activities (money or in kind) undertaken for subcontractors or organisations with which GIZ does business are only permissible if it appears that GIZ interests will not be impaired in any way.

Standard: Information about personal or financial connections

If staff members are aware of any connections of a personal, family or financial nature with GIZ business partners, competitors or their employees, they must notify their line manager, who decides on the further course of action.

If a closely connected person is approaching GIZ for the first time with the intention of forming a business relationship (e.g. as an appraiser, consultant or supplier), the GIZ staff member concerned is obliged to inform the integrity advisor of this in writing (transparency obligation).

Help: Personal and financial connections

Generally, staff members' objectivity in the scope of their work is jeopardised if, for example, they place contracts on behalf of GIZ with relatives or companies in which they, or persons closely connected with them, are involved. Closely connected persons are fiancé(e)s, spouses, lifetime partners, relatives and direct in-laws, siblings, siblings' children, siblings' spouses and lifetime partners, siblings of spouses and their lifetime partners, parents' siblings, and foster parents and foster children.

Rule:

Conflict of interest in the contract award procedure

An employee with connections of a personal nature that could lead to conflicts of interest, or who has connections of a family or financial nature to GIZ business partners, participants in competitive tenders or their employees is excluded from collaboration in decisions on corresponding contract awards. This applies to connections that have existed within the last 12 months or which still exist.

Standard: Employing and awarding contracts to persons with personal or financial connections

People or business partners, participants in competitive tenders or their employees with personal or financial connections to GIZ staff can be employed or awarded contracts provided that any conflict of interest, in the sense of the Code of Conduct, resulting from the personal relationship can be ruled out. This applies to connections that have existed within the last 12 months or which still exist.

Staff members are obliged to disclose to their respective managers all circumstances that could be deemed to constitute a conflict of interest as a result of a personal or financial connection. The manager decides whether a conflict of interest can be ruled out and documents this decision. If a person closely connected with a GIZ staff member is to be employed or awarded a contract and the manager decides that there is no conflict of interest, then s/he forwards the documentation on this decision to the Integrity Advisor.

Rule:

Employing and awarding contracts to partners or other closely connected persons in the direct management line

Employment in an organisational unit can only be offered to persons closely connected with the GIZ manager of that organisational unit provided the manager's line manager (at least director of division or head of a business unit) has granted approval, following consultation of the integrity advisor. The same applies to awarding consultant/appraiser contracts.

Help: Ruling out a conflict of interest

A conflict of interest arising from a close personal relationship can be ruled out if the partners or other persons closely connected with GIZ staff members are not linked through the management line or a contractual relationship (obligation to deliver or accept services). The impression given to business partners, project partners and target groups must be borne in mind.

Consulting and calling the Integrity Advisor

Rule:

Calling in the Integrity Advisor

GIZ staff members call in the Integrity Advisor in the event of infringements of the Code of Conduct.

Help: Integrity advice

GIZ staff should first approach their line manager or their line manager's manager directly. Naturally, they can also contact the integrity advisor or the Staff Council. GIZ staff can also contact the integrity advisor directly in cases of doubt or if they have queries concerning fundamental issues or specific themes concerning infringements of the Code of Conduct. They act autonomously and independently, are neutral, maintain confidentiality, and are sworn to secrecy.

Our business and project partners, target groups and GIZ staff members as well as interested members of the public can contact the Integrity Advisor directly if they have a justified suspicion that the Code of Conduct has been infringed, or can turn to the external ombudsperson.

GIZ ensures that there are no negative consequences for people who provide information in justified cases (whistleblowers).

GIZ Integrity Advisor, Eschborn:
Carola Faller in Eschborn; email: integrity-mailbox@giz.de or carola-kerstin.faller@giz.de or by phone on +49 6196 79-3529

GIZ Integrity Advisor, Bonn:
Hans-Joachim Gante, email: integrity-mailbox@giz.de or hans-joachim.gante@giz.de or by phone on +49 228 44601557

External ombudsman:
Dr. Edgar Joussen, Lawyer, email: ombudsmann@ra-js.de or by phone on ++49 30 / 31 51 87 – 0; Fax: ++49 30 / 31 51 87 – 44; www.giz.de/ombudsmann

GIZ will examine all information carefully and confidentially. Any reproaches or complaints made must be convincing and coherent, and if possible based on solid evidence.

Standard: Participation in training course on the Code of Conduct

New staff members, development workers and trainees shall complete the introductory 'GIZ: Acting with Integrity' online tutorial within the first 100 days of their employment.

For national personnel, the regulations described in the standard text on integrating new staff apply instead.

Managers shall ensure that staff members complete this course within the specified period, and shall follow this up in the staff assessment and development talk.

This does not apply to students acting as temporary workers, interns and visiting interns.

giz-Campus - course offer (elearning)