



AFRICAN UNION

Code of Ethics and Conduct

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SECTION 1: General Provisions

Reaffirming the vision of the African Union, the mission and values of the African Union Commission highlight the importance to be efficient and provide added value through respect for diversity and teamwork, transparency and accountability, integrity and impartiality, efficiency and professionalism, sharing knowledge and information and thinking Africa above all.

Furthermore, the Staff Regulations and Rule and other relevant policy and regulatory instruments emphasize the need to secure the highest standard of efficiency, compliance, integrity, motivation as well as the development of every staff member to his or her full potential.

In this context, it is imperative for the African Union to cultivate and nurture a culture of ethics and the highest standards of professional and ethical conduct in order to earn the public trust necessary to accomplish the Union's mission and create a positive, productive and motivating work environment.

The present Code of Ethics and Conduct (hereinafter referred to as the Code) sets out the values and principles to guide the conduct and behaviour of African Union staff members and officials. Its purpose is to provide support and guidance for appropriate, ethical behaviour as well as to hold staff members and officials accountable for any lapses in behaviour.

SECTION 2: Applicability

This Code shall apply to all Officials and Staff members of the Union, irrespective of their location, categories and/or duration of their appointments. The Code shall continue to apply, where specified, to former employees.

SECTION 3: Implementation

Successful implementation of the Code depends on shared commitment to follow the guidance and obligations that it sets forth. All staff members and officials undertake this commitment when they join the Union and reaffirm it annually by certifying compliance with the Code and participating in ethics training. Every staff member and official is responsible for reading, understanding and adhering to commitments under this Code. Failure to act in accordance with the Code may result in disciplinary action.

SECTION 4: Values

4.1. Respect

We treat everyone with respect, without distinction or discrimination. We fully respect human rights, dignity and worth of all persons and shall act with tolerance

and sensitivity. We do not wrongfully discriminate against anyone on the basis of nationality, race, gender, religion, age, disability, social status or political orientation. We always act with honesty and truthfulness. We value diversity and draw upon the different strengths, cultures, ideas, experience and talents of people. We provide equal and fair opportunities for employment, career development and learning and ensure a positive and energizing work environment. These behaviours can be monitored as follows:

- We avoid making assumptions or prejudging others based on gender, race, religion ethnic background, or nationality
- We keep our own cultural viewpoints in check when interacting with a person from another culture
- We effectively communicate with others who differ by gender, race, ethnic background, or nationality
- We are flexible when dealing with others.
- We work effectively in teams, cooperate with and encourage and support our colleagues for a common goal
- We welcome, coach and mentor newcomers and give them an effective induction
- We treat women and men equally
- We listen carefully to others' ideas and suggestions. We use active listening skills to gain clarification from others
- We make people feel they are truly heard.
- We show a willingness to listen and be open to input
- We are open to constructive feedback. We foster a climate of mutual respect
- We address and resolve interpersonal conflicts
- Our results are a shared responsibility

4.2. Loyalty

We are loyal at all times in purpose, values and principles of the Union. We protect and promote the reputation of the Union. We carry out our duties and regulate conduct with the interests of the Union only in view. We think Africa above all. We can monitor these behaviours as follows:

- We strive to achieve and share the mission and values of the Union
- We behave in ways that protect and enhance the Union's image and reputation
- We make decisions in the Union's best interests
- We avoid actions that might give rise to a conflict of interest or reflect unfavourably on or cause embarrassment to the Union

4.3. Integrity

Integrity is a core value in all aspects of one's professional and personal life and is the basis for ethical conduct and decision-making. We act with the highest standards of integrity including loyalty, honesty, truthfulness, fairness and

incorruptibility in all matters affecting our official duties and the interests of the Union. We refuse to tolerate disrespectful behaviour and harassment, sexual harassment, mobbing, bullying and abuses of power and authority. We refuse to tolerate or engage in unethical behaviour or fraudulent practices, challenging them as a matter of personal responsibility regardless of our position. These behaviours can be monitored as follows:

- We will report unethical and disrespectful behaviour and fraudulent practice when encountered
- We protect against retaliation
- We manage the Union's resources transparently and in ways that deliver value for money
- We apply the rules and procedures equally and consistently
- We do not engage in vicious gossip

4.4. Impartiality

We act with impartiality, objectivity and professionalism in the performance of our official duties. We ensure that expression of personal views and convictions does not compromise or appear to compromise the performance of official duties or the interests of the Union. We avoid any action that would adversely or unfavourably reflect on our status as international civil servants. We can monitor these behaviours as follows:

- We do not act in a way that unjustifiably could lead to an actual or perceived preferential treatment for or against particular individuals, groups or interest
- We are not to be driven by personal gain or alliances with vested interests and we resist political pressure in decision-making.
- We remain independent of any authority outside the Union.

4.5. Transparency and Accountability

We are accountable for the proper discharge of our functions, decisions and actions. We ensure that the resources of the Union are used efficiently, fairly and transparently. We take responsibility for conducting ourselves in a professional and respectful manner. We do not use authority for personal gain. We do not tolerate impunity. We submit to scrutiny as required by our position. We can monitor these behaviours as follows:

- We accept personal responsibility and accountability for our actions, decisions and results
- We are accountable for efficient and effective use of the Union's resources
- We communicate openly and transparently using the appropriate channels
- We make fair and transparent decisions and explain them clearly

4.6. Efficiency and Professionalism

We strive to achieve excellent results by exercising high levels of professionalism, using the most appropriate skills and competencies, and continually seeking opportunities to improve through innovative approaches. We demonstrate a profound commitment to quality, going above and beyond to exceed our own expectations. We hold others accountable to the same in order to expand their influence and grow the organization's reputation across the globe.

We respond to needs and expectations with urgency and we exercise good judgement. We work to ensure a working environment that is conducive and where staff members are motivated. We recognize achievement and reward merit. These behaviours can be monitored as follows:

- We are encouraged and expected to develop an appropriate sense of urgency in everything we do. We understand that time is of the essence and speed to solutions will help the organization meet its goals.
- We are fully committed to giving the organization our very best and collaborate with others to prioritize our collective resources to get the job done.
- We have the courage to stop what's not working and change direction when it will lead to a better outcome for the African Union.
- We have pride in our work
- We continuously learn and improve our performance and adopt best practices
- We adhere to the highest standards of our professions
- We recognize and celebrate achievements and reward and promote based on merit, and address issues of underperformance.
- We build a positive and energizing work environment and foster a healthy work-life balance
- We deliver results that can be monitored and high-quality services and products
- We recognize initiative and provide constructive feedback

At the leadership level, professional behaviour encompasses the following:

- Demonstrates human resource skills
- Hires qualified people and places them correctly
- Knows how to pick the right people for the job
- Does what it takes to get good people
- Carefully records information on employee behaviour

Acts systematically

- Understands the political nature of the AU and works appropriately within it
- Considers the impact of his/her actions on the entire system
- Establishes strong collaborative relationships
- Deals effectively with contradictory requirements or inconsistencies in the organization
- Effectively creates alliances throughout the organization

Acts with courage

- Takes the lead on unpopular though necessary actions
- Acts decisively to tackle difficult problems

- Perseveres in the face of problems and difficulties
- Confronts conflicts promptly so they do not escalate
- Has the courage to confront others when necessary.

Demonstrates sound judgment

- Sees underlying concepts and patterns in complex situations.
- Gives appropriate weight to the concerns of key stakeholders.
- Readily grasps the crux of an issue despite having ambiguous information.
- Makes effective decisions in a timely manner.
- Accurately differentiates between important and unimportant issues.
- Develops solutions that effectively address underlying problems.

Embraces change management

- Leads change by example
- Accepts change as positive
- Adapts plans as necessary
- Takes into account people's concerns during change.
- Effectively involves key people in the design and implementation of change
- Adjusts management style to change situations
- Effectively manages others' resistance to organizational change
- Adapts to the changing external pressures facing the organization
- Is straightforward with individuals about consequences of an expected action or decision

Takes action, exhibits follow through

- Is action-oriented; presses for immediate results
- Is decisive; doesn't procrastinate on decisions
- Is a troubleshooter; enjoys solving problems.
- Implements decisions, follows through, and follows up well; an expediter
- Carefully weighs consequences of contemplated action.

Works with insight

- Is good at identifying the most important part of a complex problem or issue
- Is admired by others for his/her intelligence
- Shows impressive mental agility
- Is good at asking insightful questions

Employs strategic management

- Regularly updates plans to reflect changing circumstances.
- Translates his or her vision into realistic business strategies.
- Weighs the concerns of relevant business functions when developing plans.
- Develops plans that contain contingencies for future changes.
- Successfully integrates strategic and tactical planning.
- Articulates wise, long-term objectives and strategies.
- Develops plans that balance long-term goals with immediate needs.

Identifies problems

- Seeks information energetically
- Probes, digs beneath the surface, tests the validity of information

- Creates order out of large quantities of information
- Is a keen observer of people, events, and things
- Defines problems effectively, gets to the heart of a problem
- Spots problems, opportunities, threats, trends early
- Is logical, data-based, rational

4.7. Information and Knowledge Sharing

We probe to discover what matters most in the work we do. We look beyond the obvious to uncover what is not known to deliver meaningful value in everything we do. We use and share the best practices of our organization to expand our influence and grow the organization's reputation across the globe. We share our knowledge of best practices with colleagues at all levels to enhance the quality of our services. We can monitor this behaviour as follows:

- We seek information that improves our performance
- We share information and knowledge with our co-workers
- We value our colleagues' ideas
- We embrace new ideas and explore innovative ways of working

SECTION 5: Obligations of the Union

The Union shall protect fundamental human rights, dignity, worth and equal rights of all its staff members and officials as set out in the Staff Regulations and Rules. No staff member or official shall be discriminated against in pursuit of his or her career with the Union. It shall be the Union's responsibility to provide assistance, protection and security for its staff members and officials where appropriate against threats, abuse, harassment, violence, assault, insults or defamation to which they may be subjected by reason of, or in connection with, the performance of their duties.

SECTION 6: Obligations of the Staff

Staff members and officials shall comply with the obligations set out in the Staff Regulations and Rules and the standards of Ethics and Conduct. They shall serve, protect and defend the interests of the Union, maintain the highest standard of conduct and uphold the values. Staff members and officials shall avoid situations and activities that might reflect adversely on the Union, compromise its work or lead to real or apparent conflicts of interest. They will not take advantage of their privileges and immunities; laws in force in the host country will be observed and private obligations discharged. Staff members and officials will observe with utmost discretion all matters relating to the Union, both while they are staff and after their service with the Union has ended. Staff members and officials will report suspected irregular practices or misconduct.

SECTION 7: Code of Conduct

The Union's mission and core values clearly articulate what the Union stands for while the Staff Regulations and Rules provide for how staff members and officials should conduct themselves in carrying out their work responsibilities. The status of officials and staff members as international civil servants carries certain obligations with respect to conduct both at work and outside the Union. Thus, their conduct and actions must always be motivated by the highest ethical standards. They must therefore, always observe and comply with the obligations contained in the Staff Regulations and Rules, the Code of Ethics and Conduct and their implementing procedures.

The Code of Conduct shall serve as a source of guiding principles even in situations that are not specifically addressed. The Code is intended to serve as a guide in day-to-day interactions and decision-making, but does not address every ethical issue that staff members may face. Similarly, the Code is not a substitute for good judgement.

Staff members and officials are required to report conflicts of interest or failures to follow the Code and to obtain approval from the Chairperson, or competent authority of any other organ or his/her duly authorized representative for any activity for which approval may be required under the Code. Discussion of possible violations of the Code will be treated as confidential. No reprisal will be tolerated against anyone who, in good faith, provides information on possible violations of the Code.

7.1. Privacy and Confidentiality

The privacy of staff and officials shall be respected. Confidential information shall not be inappropriately disclosed and will only be accessed for official purposes. This information includes Human Resource files, medical records, investigations and disciplinary actions. Private conduct will not be regulated unless it is incompatible with the Staff Regulations and Rules and the present Code. There is, however, no expectation of privacy with respect to the use of Union computer equipment or systems. The Union expects all staff members and officials to observe private and legal obligations and laws and legal authorities/regulations of the host county as well as to avoid actions that could be perceived as an abuse of privileges and immunities granted to personnel.

7.2. Exercise of Authority

Authority will be exercised in a fair and consistent manner when discharging official duties. Respect for the rights and needs of staff members, officials, non-staff, governments, contractors and suppliers must be demonstrated at all times, with the full awareness that any misuse of authority will damage the Union. All managers shall be responsible and accountable for carrying out their duties and responsibilities in compliance with policies and procedures and with the present Code.

7.3. Supervisory relationships

Supervisory relationships will be guided by mutual respect, as will relations among staff members. Supervisors shall at all times treat staff members in a professional, fair and unbiased manner and shall not be influenced by personal ties, gender, nationality, age, religion, or culture. Supervisors will act as role models, consistently demonstrating behaviours and attitudes that reflect the standards in this Code. They will also reinforce the Code and make sure staff members understand the behaviours expected of them. Relations among staff members shall be cooperative and professional. Accountability inherent in the duties and responsibilities will be expected through communications and actions.

A sexual relationship between a staff member or official and anyone reporting directly or indirectly to that staff member is considered a de facto conflict of interest. Both staff members in the relationship bear ethical responsibility for the de facto conflict of interest and the manager or supervisor shall be responsible for seeking a resolution of that conflict in consultation with the Ethics Officer.

7.4. Family and personal relationships

The hiring of staff members' or officials' close relatives is subject to Rule 29 of the Staff Regulations and Rules. Close relatives are defined as husband, wife, father, mother, son, daughter, brother or sister. Staff members and officials shall remove themselves from any activities that involve the hiring, advancement, promotion or evaluation of other staff members with whom they have a family relationship as this could give rise to the appearance of favouritism. Candidates with relations shall be required to disclose in the application.

7.5. Procurement and Contracting

Favouritism toward a supplier, client or consultant can undermine confidence in the Union and must be avoided. Any personal stake that a staff member/official, a member of the family, or friend, may have in an entity that contracts with or has been hired by the Union to provide goods and services can create a conflict of interest. One's personal position cannot be used to influence the bidding process or negotiation in any way. Staff members and officials involved in procurement and contracting activities who have any outside interest, financial or otherwise, that might conflict or appear to conflict with the procurement interests of the Union must disclose this circumstance and recuse themselves from the activity.

7.6. Dressing requirements

Staff members and officials shall conform to a standard of clothing generally accepted in the business community at various duty stations. This is particularly important when representing the Union in an official capacity such as receiving official visitors, travelling on official mission, attending a conference or official function.

7.7. Relations with governments and Member States

Staff members and officials shall serve only in the interest of the Union. This means staff members shall not lobby or seek support from government representatives to obtain advancement either for themselves or for others, or to block or reverse unfavourable decisions regarding their status.

Staff members and officials shall maintain good relations with governments and avoid any action that might damage those relations. They shall not interfere in government affairs, criticize or try to discredit a government. On the other hand, staff members and officials may speak freely in support of Union policies. Any activity, direct or indirect to undermine a government constitutes a violation that may be subject to administrative or disciplinary measures.

Staff members and officials shall be loyal to the Union and impartial and shall not be representatives of their countries neither do they have authority to act as liaison agents between the Union and their governments unless exceptionally requested by the Chairperson, the Executive Council, or any other appropriate policy body. In this case, the role demands international loyalty and integrity. Relations between staff members and their government representatives should be restricted to citizenship issues. Any undue pressure exercised by any government should be reported to the supervisor.

7.8. Relations with the media

Current and former staff members shall refrain from speaking to the media in the name of the African Union unless specifically authorized to do so; personal references and views shall be avoided. Furthermore, under no circumstances shall they use the media to further their own interests, air their grievances, reveal unauthorized information or attempt to influence policy decisions. Any requests from the media should be forwarded to the supervisor who will forward it to the Director of Information and Communication.

7.9. Instructions from outside sources

Staff members and officials shall maintain their independence by not seeking or accepting instructions relating to the performance of their duties with the Union from any government of any Member State or other authority or source external to the Union, unless otherwise specified in the terms and condition of employment or authorized by the Chairperson or competent authority of any other organ or his/her duly authorized representative. These provisions apply equally to staff members on loan from other organizations.

7.10. Remuneration from outside sources

Except when on authorized, external assignment, staff members and officials may not accept any remuneration from governments or other external entities or persons in connection with their appointment to or service with the Union if doing

so would appear to call into question one's integrity or relationship with the person offering or receiving the gift.

Gifts include tangible goods or services, honours, decoration, remuneration, perishable goods, alcoholic beverages, favours or economic benefits offered to any staff member by any source external to the Union, including governments, commercial firms and other entities. This may include invitations to trips, entertainment events or any other form of tangible benefit.

Exceptionally, gifts may be accepted in the following cases:

- If the nominal value of the gift does not exceed US\$100 and the gift does not compromise or appear to compromise in any way the integrity of the staff member or that of the Union;
- Amenities of insignificant value associated with Union business so long as acceptance would not compromise judgement in any way;
- In the case of an honour or decoration, if declining would be perceived as offensive. In such cases, the staff member may accept the honour or decoration on behalf of the Union; or
- If an authorization has been received from the Chairperson or the competent authority of any other organ or his/her duly authorized representative.

Staff members and officials shall declare gifts to the competent authority as per AU policy, to be issued upon adoption of this Code. A staff member's/official's request to retain the gift, indicating the reason, may be considered. Failure to declare the gift may result in administrative or disciplinary actions.

7.11. Information required of Staff Members and Officials

Staff members and officials are responsible for supplying the Union with information and documentation required for the purpose of establishing his or her administrative status under the Staff Regulations and Rules or for monitoring conflicts of interest, including information of a personal nature, both upon appointment and at all times during their employment by the Union.

In particular, staff members and officials shall provide verifiable information to the Union such as: their nationality, marital or dependency status of spouses and other dependents, evidence of marriage, original or certified copies of degrees, diplomas, certificates and any other academic documents referred to on the application form, medical certificates, work experience information, knowledge of languages, names of any family members employed by the Union, and criminal record, if any.

Staff members and officials are responsible for promptly notifying, in writing, the Chairperson or the competent authority of any other organ or his/her duly authorized representative of changes in their administrative status and report changes in their personal situation (including financial and non-financial) that may lead to a possible conflict of interest in the course of carrying out their duties.

They shall immediately inform the Chairperson or competent authority of any other Organ or his/her duly authorized representative of their involvement in any legal proceedings likely to compromise the Union or the dignity of their functions, such as arrest or being charged for an offence, being summoned before court as a defendant in a legal proceeding, and conviction or being fined or imprisoned for any offence other than minor traffic violations. Failure to report within five working days may result in disciplinary measures.

7.12. Conflicts of interest

Some of the most common types of ethical risk issues staff members and officials are likely to face are conflicts of interest. Conflicts of interest arise where private or personal interests of the staff member may influence or appear to influence the impartial and objective performance of their official duties or responsibilities. Staff members should avoid any situation that is liable to give rise to a conflict of interest.

Private or personal interests include situations where a staff member /official appears to benefit improperly, directly or indirectly, or allows a third party to benefit improperly, due to his or her affiliation with the Union.

These situations include seeking or obtaining an advantage or anything of more than nominal value and/or using or making available property, records, services, names, emblem or endorsement of the Union, or any information. It is also a conflict of interest to divulge confidential information and/or to enter into a verbal or written legal or financial agreement with a third party on behalf of the Union without prior and expressed approval and/or authorization of the Chairperson or the competent authority of any other organ or his/her duly authorized representative. Engaging in interests and activities relating to partisan politics, religious matters or personal convictions not consistent with the philosophy, mandate and mission of the Union is also a conflict of interest.

Staff members and officials should avoid assisting public or private bodies or persons in their dealings with the Union where this might lead to actual or perceived preferential treatment. This is particularly important in procurement matters or when negotiating prospective employment.

Staff members and officials shall also disclose any personal business, membership, positions on boards of organizations, firms or non-governmental organizations or any interests, including financial, in organizations or firms doing business with the Union, as well as those of their immediate family members, that might give rise to a conflict of interest or reflect unfavourably on or cause embarrassment to the Union.

None of these obligations will cease after separation. Failure to comply shall result in administrative or disciplinary action.

7.13. Corruption as a source of conflict

All staff members and officials are expected to carry out their duties with integrity and are prohibited from taking part in any practices or forms of workplace fraud, corruption or theft. To ensure impartiality in every transaction, there will be no solicitation, giving or accepting payments, services, hospitality or favours in exchange for influencing, or seeming to influence, any decision affecting duties, whether in the private or public sector.

7.14. Declaration from Staff Members and Officials

To reflect the importance of the Code of Ethics and Conduct and its obligations, staff members and officials will be required upon induction and on a yearly basis to declare the following:

- That they have read, understood and will ensure compliance with the Code of Ethics and Conduct;
- All conflicts of interest, including the appearance therefore;
- All sources of non-Union income, goods, services or assets.

The yearly declaration shall be forwarded to the Ethics Office. Failure to comply with this obligation may be subject to administrative or disciplinary action.

7.15. Activities outside of the Union

Staff members' and officials' primary responsibility is to devote their energies to the work of the Union. Staff members and officials shall not engage in any continuous or recurrent occupation, profession or activity incompatible with the Staff Regulations and Rules, the proper performance of their official duties or inconsistent with their status as international civil servants.

Accordingly, staff members and officials are restricted in the degree to which they may engage in outside activities, whether remunerated or not, or otherwise provide services to another organization during their employment with the Union. The type of non-profit and apolitical activities that may be permitted in exceptional cases include professional or academic engagements in line with their specialization, participation in national functions compatible with the aims and objectives of the Union, and part-time lecturing or tutoring in a training or educational institution.

Staff members and officials shall request authorization from the Chairperson or competent authority of any other organ or his/her duly authorized representative.

Any authorized activity, or preparation for such activity, undertaken in a private capacity must take place outside Union office hours or while the staff member or the official is on leave. Similarly, the staff member, or official, must not make use of Union services, supplies, facilities or information not publicly available.

Staff members and officials shall not accept honoraria or compensation for any allowed activity, or its preparation, undertaken in an official capacity, or accept

reimbursement for expenses unless so authorized. While on leave, staff members remain staff of the Union and are still subject to its rules.

Furthermore, it is recognized that staff members have a legitimate interest in the civic and political affairs of the country of which they are citizens. Staff members and officials retain the right to vote but the degree to which they become actively involved in politics must necessarily be limited by their status as international civil servants.

Discretion in support for a political party or campaign is required: staff members shall not accept or solicit funds, write articles or make public speeches or statements to the press for this purpose. A staff member or official may not be a candidate for, or accept appointment to, any public office; any intent or decision to become a candidate for, or accept an appointment to local and national public office will result in resignation from service. Participation in local community or civic activities is allowed provided it is consistent with the oath of service and the Code of Ethics and Conduct.

7.16. Personal financial obligations

Staff members and officials must comply with their personal financial obligations and observe applicable law, including the repayment of loans on time from members of the public. Failure to comply may be subject to disciplinary action upon receipt of a written complaint from the creditor(s), after the necessary investigations are conducted.

7.17. Information and Assets

The disclosure of confidential information may seriously jeopardize the efficiency and credibility of the Union. Staff members and officials are responsible for exercising discretion and integrity in all matters concerning official business. They should not divulge confidential information, documents, or facts coming to their knowledge in the course of their official duties to anyone or entity without permission of the Chairperson or the competent authority of any other organ or his/her duly authorized representative, nor should they use it to gain private advantage or allow the use of information that has not been made public and is known to them by virtue of their official position. These obligations do not cease upon separation from service.

All intellectual property rights, including but not limited to title, copyright, trademarks with regard to products or documents or other materials, patent rights of any work or invention produced or developed by staff members as part of official duties with the Union, shall belong to the Union unless such rights are explicitly relinquished by the Chairperson or competent authority of any other organ or his/her duly authorized representative.

Staff members and officials shall use the Union's information systems and assets in accordance with established business processes, policies and accounting principles, truthfully and accurately conveying the information they claim to

represent. Any misuse or unauthorized removal or destruction of official documents, communication or reproduction of official documents or papers by a staff member /official shall be prohibited and subject to disciplinary action.

Staff members and officials shall use and maintain assets such as cash, facilities, equipment, software, hardware and supplies with the utmost care and respect, guarding against waste and abuse and shall be liable for their negligent loss or destruction. The Union's assets should be used solely for the purposes directly related to the conduct of Union business or for the purposes authorized.

Staff members and officials are responsible for professional, ethical and lawful use of the Union's computer systems, devices and Internet access. Personal use is permitted so long as it does not interfere or conflict with duties, is not connected to illegal or wrongful acts and does not adversely reflect upon the integrity, image or interests of the Union. When using social media, the Union's assets, reputation and confidential information must be protected, keeping in mind that the Internet is a public place. The creation, downloading, viewing, storage, copying or transmission of material that is sexually explicit or advocates or depicts racial, ethnic, religious or other forms of discrimination is prohibited.

7.18. Post-employment

After leaving service with the Union and when seeking employment, no improper advantage shall be taken of official function and position, including privileged information obtained from such functions and positions.

Staff and officials who exercised procurement oversight or operational control will be eligible for employment with service providers of the AU, and with AU strategic partners with whom the staff member in question had direct coordination responsibility, only 180 days after end of service with the AU.

SECTION 8: Training and Disclosure Programme

A mandatory training and Financial Disclosure Programme will be developed and conducted on a yearly basis. It will also be incorporated within the orientation for new staff.

Ethics education, training and outreach help to understand and apply the high expectations set by the Union for everyday workplace conduct. Through training, the Union will promote ethical awareness and ethical decision-making so that staff members are better able to fulfil the Union's mission. The training programme will focus on ethical rights, duties and obligations including, but not limited to, ethics in daily work, integrity awareness, and prevention of harassment and abuse.

A Financial Disclosure Programme is a tool to prevent corruption and to manage risk of conflicts of interest. A staff member's/official's private financial affairs could create potential conflicts of interest therefore the programme helps cover staff members and officials to recognize, disclose and mitigate possible personal conflicts of interest. Pre-selected categories of staff members and officials will declare all of their resources, their spouses and their dependent children's sources of non-Union income, goods, services or assets by submitting, on a confidential basis, a Financial Disclosure Statement. Failure to comply may result in administrative or disciplinary measures.

SECTION 9: Implementation Modalities

The Ethics Office shall act independently and autonomously, and report directly to the Chairperson of the African Union Commission, for the consideration of the relevant subcommittee of the Permanent Representatives Committee. The Ethics Office should ensure that all staff members observe and perform their functions consistent with the highest standards of integrity required by this Code and to foster a culture of ethics, transparency and accountability. The main responsibilities of the Ethics Office is to give confidential advice and guidance on ethical issues (i.e. conflict of interest), administer the financial disclosure programme, undertake responsibilities assigned to it under the AU's policy for protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations, conduct mandatory ethics training, and take part in investigations of unethical behaviour, as may be needed.

The Ethics Office will develop working relationships with other AU bodies such as AUC's Administration and Human Resource Department, Legal Counsel, The Office of Internal Audit, Disciplinary Board, Grievances Panel, among others. The Ethics Office will not replace any existing mechanisms available for reporting misconduct or the resolution of grievances

Upon approval of this Code, a number of directives/policies will be issued to facilitate its implementation. These include, but are not limited to:

- Ethics office establishment, terms of reference, and guidance on how personnel relate to it.
- Guidance on mandatory ethics training
- Whistle-blower protection policy
- Directives on gifts, conflict of interest, post-employment, and dress requirements.
- Procedures for implementation of the financial disclosure programme.
- Information classification and management of confidential information.

SECTION 10: Definitions

Chairperson – means the Chairperson of the Commission.

Code or Code of Conduct – where used in this document refers to this present Code of Ethics and Conduct.

Conflicts of interest – a situation where a person's personal and private interests interfere or may be perceived to interfere with his/her performance of official duties and the interests of the Union or its clients. Conflicts of interest undermine employee commitment to the Code of Ethics and Conduct and duties as international civil servants.

Corruption – an act in which an employee of the Union or contractor acts contrary to the interests of the Union and abuses his/her position of trust in order to achieve some personal gain or advantage for themselves or for another person and/or entity.

Family member – for the purpose of the "Conflicts of Interest" section of this Code, a family member means father, mother, sister, brother, son, daughter, husband and wife related to an employee up to the first degree of relationship by blood, by adoption or by marriage.

Fraud – a dishonest activity causing actual or potential financial loss to any other person or the Union including theft of money or other property by a staff member(s) or persons external to the Union and whether or not deception is used at the time, immediately before or immediately following the activity.

International Civil Servant – an employee of a public international organization who is expected to perform work with integrity, impartiality, loyalty and independence from any government or authority other than the African Union.

Misconduct – when the Code refers to misconduct this includes, but is not limited to, failure to comply with obligations as staff members as per the Constitutive Act, Staff Regulations and Rules and any other rules and regulations, any section of the Code of Ethic and Conduct, the contract of employment and any other duties of employment.

Professional ethics – personal, organizational and corporate standards of behaviour expected of professionals regulated by a code of conduct and/or code of ethics.

Operational Control - day to day authority over a normal business operation (activities, outputs and processes) in which resources are committed against a work plan and/or objective.

Retaliation – any detrimental action, direct or indirect, recommended, taken or threatened against an individual to punish him or her for cooperating in good faith on matters concerning misconduct.

Whistle-blower – an employee or external party who, in good faith, reports allegations of fraud, corruption or misconduct.

SECTION 11: Entry into Force

This Code of Ethics and Conduct shall come into force upon approval by the Chairperson of the Commission.

Signed this Day of *17 January 2017*

Nkuma

Nkosazana Dlamini Zuma
Chairperson, African Union Commission