

UNICEF POLICY ON THE DISCIPLINARY PROCESS AND MEASURES

Document Number: POLICY/DHR/2020/001 v. 7 May 2020

Effective Date: 9 March 2020

RATIONALE

1. Under Chapter I of the UN Staff Regulations and Rules, staff members are required, at all times, to comply with their obligations and the standards of conduct set out in the Charter of the United Nations, the UN Staff Regulations and Rules, UNICEF's Financial Regulations and Rules, UNICEF administrative issuances and the Standards of Conduct for the International Civil Service.
2. The purpose of this policy is to set out the relevant principles and procedures at UNICEF to address failures to comply with these obligations and standards, which may amount to misconduct, and lead to the institution of a disciplinary process and the imposition of disciplinary measures.

APPLICABILITY

3. This policy applies to all staff members holding a UNICEF letter of appointment, and to all staff members of other UN common system organizations who are on secondment or loan with UNICEF, subject to the provisions of the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations Applying the United Nations Common System of Salaries and Allowances.
4. This policy does not apply to consultants, individual contractors, gratis personnel, interns, volunteers or other UNICEF personnel that do not hold a UNICEF letter of appointment. Any failure by such UNICEF personnel, hereinafter referred to as 'non-staff', to comply with the standards of conduct applicable to their engagement with UNICEF, shall be addressed in accordance with the applicable terms and conditions.

POLICY STATEMENTS

Misconduct

5. A failure by a staff member to comply with his/her obligations and/or the standards of conduct set out in the Charter of the United Nations, the UN Staff Regulations and Rules, UNICEF's Financial Regulations and Rules, UNICEF's administrative issuances and the Standards of Conduct for the International Civil Service may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures (see UN Staff Rule 10.1).
6. The following is a non-exhaustive list of specific acts and/or omissions that may amount to misconduct under UN Staff Rule 10.1 (a):
 - 6.1. a failure by a staff member to comply with his/her private legal obligations;
 - 6.2. unlawful acts (e.g. theft, fraud, possession or sale of illegal substances, smuggling, sexual and other forms of physical assault) wherever they occur, and whether or not committed whilst performing official duties;
 - 6.3. harassment, sexual harassment, abuse of authority, discrimination against other UNICEF

personnel or other individuals;

- 6.4. retaliation, or threats thereof to other UNICEF personnel or other individuals;
 - 6.5. misrepresentation, forgery, false certification or an intentional omission of a material fact in connection with an application for employment or any official claim or benefit;
 - 6.6. sexual exploitation and/or abuse;
 - 6.7. misuse or mishandling of official property, assets, equipment or files, including electronic files;
 - 6.8. gross negligence resulting in losses to UNICEF or the United Nations;
 - 6.9. failure to disclose an interest or relationship with a third party who might benefit from a decision in which the staff member takes part or which the staff member could influence, including favoritism in the award of a contract to a third party;
 - 6.10. failure to comply with UNICEF's child-safeguarding standards;
 - 6.11. misuse of office or function, breach of confidentiality, or an abuse of the privileges and immunities accorded to the United Nations and UNICEF;
 - 6.12. demanding funds or favours from a colleague or UNICEF partner in return for a favour or benefit;
 - 6.13. failure to promptly disclose the receipt of gifts, remuneration, awards, or other benefits received from an external source or an official UNICEF partner, in connection with official functions;
 - 6.14. acts or behavior that would discredit UNICEF or the United Nations;
 - 6.15. breaches of the Standards of Conduct for the International Civil Service;
 - 6.16. aiding or abetting, concealing or conspiring in any of the above actions;
 - 6.17. failure to comply with financial disclosure obligations;
 - 6.18. attempting or assisting in any of the above actions.
7. When misconduct is established, the staff member may be required to reimburse UNICEF either partially or in full for any financial loss suffered by UNICEF as a result of his/ her actions, where such actions are determined to have been willful, reckless or grossly negligent.
 8. UNICEF may suspend separation payment(s), and/or the administrative processing of any documentation required by the United Nations Joint Staff Pension Fund, in relation to a former staff member pending the completion of an investigation and/or disciplinary process, and withhold such payment(s) or processing when the Deputy Executive Director, Management determines that the former staff member's actions constituted misconduct and were willful, reckless or grossly negligent, under UN Staff Rule 10.1 (b) and caused UNICEF any financial loss, or when the former staff member refuses to cooperate with an investigation and/or disciplinary process after his/her separation.

Conduct not amounting to misconduct

9. Conduct that is not of a sufficient gravity to amount to misconduct may be addressed by the responsible manager(s) through administrative measure(s) or managerial action. Administrative measure means an oral or written reprimand, reassignment and/or change of duties. Managerial action means an oral

or written caution, warning or advisory communication, training, coaching, and/or referral of the staff member to the UNICEF Staff Counsellor, the Office of the Ombudsman for the Funds and Programmes, the UNICEF Ethics Office or any other resource available to UNICEF for support and development.

10. Unsatisfactory work performance should be addressed under the performance management policy.

POLICY ELEMENTS

Delegation of authority

11. The Executive Director has delegated the authority to impose disciplinary measures to the Deputy Executive Director, Management.

Reporting possible misconduct

12. In accordance with UN Staff Rule 1.2 (c), staff members have the obligation to report any possible breach of the Organization's regulations, rules, policies and other administrative issuances, which includes any such breach by non-staff personnel. Staff members shall not be retaliated against for complying with this obligation.¹
13. Staff members should report possible misconduct directly to the Office of Internal Audit and Investigations (OIAI) either by email (integrity1@unicef.org), Skype for Business (integrity1@unicef.org) or by any other means of communication. Such reports may be made anonymously.²
14. To the extent possible, a report should contain sufficient details for it to be assessed under the present policy, such as:
 - 14.1. A detailed description of the matter;
 - 14.2. The names of the implicated person(s);
 - 14.3. Where and when the matters occurred;
 - 14.4. The names of potential witnesses; and
 - 14.5. All available supporting documentation.
15. Staff members who need confidential guidance with respect to their obligations under UN Staff Rule 1.2 (c) may seek support from the Ethics Office, OIAI, and/or the Office of Staff Legal Assistance.
16. OIAI shall refer all reports of possible misconduct by the Executive Director, or a Deputy Executive Director, to the UN Secretary-General.
17. If the possible misconduct concerns a staff member in OIAI, the report should be submitted to the Executive Director, who shall refer the matter to another United Nations investigations office or to an outside entity specialized in such investigations (hereinafter: "other investigations office").

¹ DHR/POLICY/2018-001 ('UNICEF's Policy on Whistle-Blower Protection Against Retaliation').

² Staff members who believe that they are the victim of discrimination, harassment, sexual harassment or abuse of authority may attempt to first resolve the matter through informal avenues, in accordance with UNICEF policy on the Prohibition of Discrimination, Harassment, Sexual Harassment and Abuse of Authority (DHR/POLICY/2020/002), or as amended.

18. Submitting a knowingly false report of possible misconduct will itself constitute misconduct.

Initial assessment of reports of possible misconduct

19. OIAI shall acknowledge receipt of a report and undertake an initial assessment to determine whether an investigation is warranted. OIAI retains the ultimate authority to decide which cases it will consider.

20. If the report does not contain sufficient information to warrant an investigation, the reported conduct would not, as a matter of law, amount to misconduct, or it is unlikely that an investigation would reveal sufficient evidence to sustain, as a matter of law, a finding of misconduct, OIAI shall close the case. OIAI may refer the reported conduct to the responsible manager(s) or DHR for appropriate administrative or managerial action.

21. If the report contains sufficient information that could sustain, as a matter of law, a finding of misconduct without the need for an investigation, OIAI shall transmit the report to the Deputy Executive Director, Management, for his/her assessment in accordance with paragraph 35 and 36.

22. If the report contains sufficient information that could sustain, in law, a finding of misconduct, but an investigation is required to establish the material facts, an investigation shall be initiated.

Investigations

23. The purpose of an investigation is to gather information to establish the facts that gave rise to a report of possible misconduct. Investigators should pursue all reasonable lines of inquiry as considered appropriate and collect and record information, both inculpatory and exculpatory, to establish the facts. Investigators shall not make a legal determination about the established facts.

24. OIAI may refer an investigation to another investigations office which shall conduct an independent investigation during which the alleged offender and witnesses shall have the same rights and obligations as set out as in this policy. References to OIAI in this section include the other investigations office.

25. OIAI shall inform the alleged offender that he/she is under investigation as soon as reasonably practicable.

26. In accordance with UN Staff Rule 1.2 (c), all staff members are required to fully cooperate with all duly authorized investigations, which includes the obligation to provide OIAI with all records, documents, information and communications technology equipment or other information, as requested. Any failure to fully cooperate with duly authorized investigations could amount to misconduct.

27. OIAI shall have access to all records, documents, data and other information in UNICEF's possession, with the exception of confidential records in the possession of the UNICEF Ethics Office, the Staff Counsellor, the Office of the Ombudsman for the Funds and Programmes, the Office of Staff Legal Assistance and the UN Division of Healthcare Management and Occupational Safety and Health, unless the staff member to whom the records relate or the Office in question, authorizes such access. The Ethics Office will disclose, at the request of OIAI, Financial Disclosure Forms held by the Ethics Office. Whenever such a request is made to the Ethics Office, a copy of the request will be forwarded to the Deputy Executive Director, Management for information purposes only.

28. Notwithstanding the provisions at paragraph 27, an investigator may preserve, consider and/or rely upon the records referred to in paragraph 27 where the investigation concerns the listed office or its staff as the subject(s).

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29. OIAI or the other investigations office shall conduct its investigations in accordance with the [Uniform Principles and Guidelines for Investigations](#).
30. When the investigator determines that an interview is required, the following principles shall apply:
- 30.1. Only the investigator may audio-record an interview.
 - 30.2. If the interview is not audio-recorded, the investigator shall prepare a written record of the interview and share it with the interviewee for his/her review and signature within a reasonable time. An interviewee, other than the alleged offender, is not entitled to retain a copy of the record of interview.
 - 30.3. Interviewees are not entitled to the presence of legal counsel during an interview.
 - 30.4. If requested by the alleged offender, the investigator may permit the presence of another staff member as an observer on the condition that the observer may not participate in the interview, and unless there is reason to believe that the involvement of such person would amount to a conflict of interest.
 - 30.5. The investigator shall inform the alleged offender of the nature of the allegations prior to or at the start of the interview. The investigator shall give the alleged offender an opportunity to provide his/her account in relation to the allegations, any other information he/she considers relevant, and names/contact details of person who may have relevant information. After the interview, the investigator shall give the alleged offender an opportunity to submit, within two weeks of the interview, any further information he/she considers relevant, and provide him/her with a copy of the audio-recording of the interview or, if not audio-recorded, the written record.
31. If a staff member is on sick leave, the investigation and any subsequent disciplinary process will proceed as normal and he/she will be expected to cooperate, unless the UN Division of Healthcare Management and Occupational Safety and Health determines that the staff member cannot cooperate when or as requested. If a staff member is on any other leave, he/she will make himself/herself available to allow the investigation and any subsequent disciplinary process to proceed as normal, unless exceptional circumstances warrant otherwise.
32. Where an investigation by OIAI, or the other investigations office that conducted the investigation, finds that there is no factual basis indicating that a staff member engaged in possible misconduct, OIAI shall close the case and provide a closure notice to the responsible manager.
33. If the investigation finds that there is a factual basis indicating that a staff member engaged in possible misconduct, OIAI shall transmit its investigation report, or the report from the other investigations office, to the Deputy Executive Director, Management. The investigation report shall set out the factual findings resulting from the investigation. It shall contain an analysis of the information obtained during the investigation and shall be accompanied by copies of all supporting documentation. In cases where the investigation includes a finding of financial loss to UNICEF as a result of the actions of the alleged offender(s), the investigation report should, where possible, specify the amount of financial loss attributable to the alleged offender(s) and include a computation of the loss.

Disciplinary process

34. Upon receipt of a report from OIAI under paragraphs 21 or 33, the Deputy Executive Director, Management, shall review the report/investigation report and supporting information and may make further inquiries, including with the alleged offender, request further information from OIAI and/or transmit the matter back to OIAI for further investigation.

35. If the Deputy Executive Director, Management, upon review of the report/investigation report and supporting information concludes that there is no reasonable factual and legal basis to sustain a finding of misconduct, he/she shall either close the matter, or take appropriate (non-disciplinary) administrative action, such as the issuance of an administrative reprimand, subject to seeking the alleged offender's comments, or managerial action.
36. If the Deputy Executive Director, Management, upon review of the report/investigation report and supporting information concludes that there is a reasonable factual and legal basis to sustain a finding of misconduct, he/she shall, in writing, charge the staff member with misconduct. The charge-letter shall:
 - 36.1. inform the alleged offender of the conduct alleged and evidence of it and the specific regulations or rules alleged to have been breached;
 - 36.2. inform the alleged offender of the possibility of financial recovery if misconduct is established, in accordance with UN Staff Rule 10.1 (b);
 - 36.3. provide the report/investigation report and supporting documentation to the alleged offender, or provide him/her with instructions for retrieving them;
 - 36.4. inform the alleged offender of the right to seek the assistance of counsel through the Office of Staff Legal Assistance, or from outside counsel at his/her own expense;
 - 36.5. notify the alleged offender of his/her opportunity to respond to the charges.
37. In the event that the Deputy Executive Director, Management is made aware of possible misconduct from a source other than OIAI, and he/she concludes that there is a reasonable factual and legal basis to sustain a finding of misconduct without a need to refer the report to OIAI for an initial assessment or formal investigation, he/she may charge the staff member with misconduct.
38. The alleged offender shall normally be provided with 14 (fourteen) calendar days to respond to the charge-letter and to provide any countervailing evidence to support his/her response. He/she shall be responsible for including in the response all information relating to the charge-letter that he/she wishes the Deputy Executive Director, Management, to consider.
39. Upon receipt of the response, the Deputy Executive Director, Management, may seek further information from any relevant source. Any such information received must be provided to the alleged offender for his/her response.
40. On the basis of the report/investigation report, as applicable, all supporting documentation, and the response(s) from the alleged offender, the Deputy Executive Director, Management, shall take either of the following actions.
 - 40.1. If he/she determines that there is sufficient evidence that misconduct was committed, he/she shall determine the appropriate disciplinary measure(s) to be imposed and any non-disciplinary measures, as applicable, including that the staff member is to reimburse UNICEF for any financial losses that are the result of his/her misconduct and for which he/she is responsible in accordance with UN Staff Rule 10.1 (b).
 - 40.2. If he/she determines that no misconduct occurred, he/she shall close the matter and inform the staff member who was charged with misconduct, or take appropriate administrative action, such as the issuance of an administrative reprimand, or managerial action.

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41. In accordance with UN Staff Rule 10.2, the Deputy Executive Director, Management may impose on the staff member one or more of the following disciplinary measures, which shall be proportionate to the nature and gravity of the misconduct:
- 41.1. written censure;
 - 41.2. loss of one or more steps in grade;
 - 41.3. deferment, for a specified period, of eligibility for within-grade salary increment;
 - 41.4. suspension without pay for a specified period;
 - 41.5. fine;
 - 41.6. deferment, for a specified period, of eligibility for consideration for promotion;
 - 41.7. demotion with deferment, for a specified period, of eligibility for consideration for promotion;
 - 41.8. separation from service, with notice or compensation in lieu of notice, notwithstanding UN Staff Rule 9.7, and with or without termination indemnity pursuant to Annex III (c) to the UN Staff Regulations;
 - 41.9. dismissal.
42. In deciding whether misconduct is established, the Deputy Executive Director, Management, shall apply the following standards of proof:
- 42.1. When the measure imposed is either separation or dismissal, the standard of proof shall be 'clear and convincing evidence';
 - 42.2. When the measure imposed is neither separation nor dismissal, the standard of proof shall be 'preponderance of the evidence', which means that it is more likely than not that the facts underlying the misconduct exist or have occurred.
43. In cases involving harassment, discrimination, sexual harassment or abuse of authority, upon receipt of the alleged offender's comments should he/she have been charged with misconduct, the Deputy Executive Director, Management may seek an independent opinion from the Disciplinary Advisory Panel before making a determination under paragraph 40.

Notification

44. An alleged offender will be notified:
- 44.1.** By OIAI, upon closure of an investigation under paragraph 32, if the alleged offender had been notified of the investigation, or upon transmittal of an investigation report to the Deputy Executive Director, Management, under paragraph 33.
 - 44.2. By the Deputy Executive Director, Management, upon making a determination under paragraph 35.
45. A complainant who reported conduct that directly harmed him/her, such as assault, harassment, sexual harassment, abuse of authority, discrimination and retaliation, will be notified:
- 45.1. By OIAI, upon making a determination under paragraph 20 or upon closure of an investigation

under paragraph 32 or transmittal of an investigation report to the Deputy Executive Director, Management, under paragraph 33.

- 45.2. By the Deputy Executive Director, Management, upon making a determination under paragraphs 35 and 40.

Appeals following the completion of the disciplinary process

46. A staff member against whom disciplinary or non-disciplinary measures have been imposed following the completion of the disciplinary process, may contest these measures by filing an appeal to the UN Dispute Tribunal (UNDT) in accordance with Chapter XI of the UN Staff Rules and the Statute of the UNDT.

Interim measures

47. Pending an initial assessment, or pending a formal investigation and/or disciplinary process, the Deputy Executive Director, Management may, at any time, institute interim measures, such as teleworking, a change in reporting lines, a temporary reassignment to a different team or office, or administrative leave, in cases where the alleged offender's continued presence in his/her office or team:
- 47.1. may pose a threat, physical or otherwise, to staff members, other persons, or UNICEF property or assets; or
 - 47.2. may create a risk of evidence being tampered with, concealed or destroyed, or witnesses intimidated; or
 - 47.3. may obstruct OIAI's initial assessment or a formal investigation; or
 - 47.4. may create a risk of a repetition or continuation of the misconduct; or
 - 47.5. may have a negative impact on the preservation of a harmonious work environment or otherwise prejudice UNICEF's interest and reputation; or
 - 47.6. is otherwise not tenable because the staff member would be unable to continue effectively performing his/her functions, given the nature of those functions and/or the need for professional interactions with complainants/victims.
48. The staff member shall be informed in writing of the reason for the interim measure, its probable duration and any other relevant conditions. In the event that the staff member is placed on administrative leave, he/she shall be informed that he/she shall not perform any official functions and that he/she will be restricted from accessing UNICEF facilities and equipment, without the permission of the Deputy Executive Director, Management, or unless requested by OIAI or the other investigations office. When placed on administrative leave, the staff member shall normally retain access to his/her UNICEF email account, unless OIAI or the other investigations office determines that this could interfere with the investigation.
49. Administrative leave is normally with full pay, unless there is probable cause that the staff member engaged in sexual exploitation and abuse, or if there are otherwise exceptional circumstances, including a preponderance of evidence to conclude that the staff member engaged in misconduct and the nature of the misconduct is such that it would warrant a separation from service or dismissal should it be established in accordance with this policy. In any case, a decision to place a staff member on administrative leave will be without prejudice to the staff members' rights, and shall not constitute a disciplinary measure.

50. When a staff member is placed on administrative leave without pay, such measure shall be without prejudice to the continuation of any education grant to which the staff member may be entitled, as well as without prejudice to the continuation of health, dental and life insurance coverage and participation in the United Nations Joint Staff Pension Fund. The amount of pay withheld from the staff member during the period that the staff member is on administrative leave without pay shall be net of all contributions by the staff member and the Organization for maintaining such entitlements and benefits.
51. In accordance with UN Staff Rule 10.4 (d), if a staff member is placed on administrative leave without pay and either the allegations of misconduct are subsequently not sustained, or it is subsequently found that the conduct at issue does not warrant dismissal or separation, any pay withheld shall be restored. The Deputy Executive Director, Management may decide not to restore any pay withheld for the period during which the staff member was placed on administrative leave without pay if the staff member initiates his/her separation from service prior to the completion of the investigation or the disciplinary process.
52. If the staff member elects to leave his/her duty station while on administrative leave, he/she shall request permission from the Deputy Executive Director, Management, who will consult with the Head of Office and OIAI or the other investigations office.

Right to seek legal counsel

53. Staff members who wish to obtain legal assistance with respect to a report of possible misconduct and any ensuing investigation or disciplinary process may seek the assistance from the Office of Staff Legal Assistance or from outside counsel at his or her own expense (see UN Staff Rule 10.3 (a)).

Referral to the Principal Legal Adviser

54. If OIAI, or the other investigative office, and/or the Deputy Executive Director, Management determine(s) that the alleged misconduct might amount to criminal liability under any applicable national law, the Principal Advisor, Legal, shall be informed, for consideration of referral of the matter to national authorities and any other appropriate action.

Separation before or pending a formal investigation or disciplinary process

55. Staff members who have been separated or dismissed from service on grounds of misconduct may not work again for UNICEF under any contractual arrangement.
56. If a staff member has separated from service before or pending an investigation and/or disciplinary process, he/she:

- 56.1. may be invited to cooperate with the investigation and/or disciplinary process. If the former staff member elects not to cooperate, a note will be included in his/her official status file indicating that he/she separated pending an investigation/disciplinary process and that he/she shall not be permitted to work again for UNICEF under any contractual arrangement. If the former staff member elects to cooperate, the investigation and/or disciplinary process shall be completed, and should the Deputy Executive Director, Management determine that a disciplinary measure would have been imposed had the former staff member still been in UNICEF's service, a note to that effect will be placed in the former staff member's official status file. If the disciplinary measure that would have been imposed is separation from service or dismissal, the former staff member shall not be permitted to work again for UNICEF under any contractual arrangement; or

- 56.2. may be informed that a note will be placed on his/her official status file. The note will indicate that a matter was pending at the time of the staff member's separation and that DHR should be notified if the former staff member rejoins UNICEF. The note may be accompanied by any

relevant documentation. The former staff member shall have 14 (fourteen) days to comment in writing on the note. After the expiration of this period, the note may be placed on the staff member's official status file, together with any relevant documentation and any comments provided.

Disclosure of information

57. UNICEF may disclose to other employers, including other UN common system entities, who intend to appoint (former) UNICEF staff members, information about disciplinary measures imposed on the (former) staff member, or that he/she refused to cooperate with an investigation and/or disciplinary process after separation.
58. If a staff member has been dismissed or separated from service for sexual harassment or sexual exploitation and abuse, a former staff member refuses to cooperate with the completion of an investigation and/or disciplinary process concerning allegations of such sexual misconduct, or the Deputy Executive Director, Management, determines, upon completion of the process after the staff member's separation, that he/she would have dismissed or separated the former staff member for such sexual misconduct, UNICEF shall include the name of the former staff member in a UN-wide database on sexual misconduct.³

Publication of disciplinary measures imposed

59. The Executive Director may publish reports of disciplinary measures issued, which may include the former staff member's name, office and function if he/she was separated or dismissed.

Conflict of interest

60. In the event that the Deputy Executive Director, Management would be required to recuse him/herself under this policy, he/she shall inform the Executive Director, who shall delegate the authority to one of the other Deputy Executive Directors, who shall act in accordance with this policy.
61. In the event that the involvement of OIAI would create a conflict of interest, of the reasonable appearance thereof, OIAI shall refer the matter to the other investigations office, which shall conduct an independent investigation during which the alleged offender shall have the same rights and obligations as set out in this policy.

³ This database is accessible by other entities participating in the United Nations System Chief Executives Board for Coordination, including the UN Secretariat, UN Funds and Programmes, UN Specialized Agencies (including the Bretton Woods Institutions), and related organizations (including the WTO, UNOPS and IAEA). The following personal information will be stored in the Screening Database: full name, category of personnel, index number, date of birth, last known address and contact details, nationality, gender, and the date of separation from service with UNICEF.

RISK MANAGEMENT

Document Title: UNICEF policy on the disciplinary process and measures	
Corporate Risk Category: Human Resources	
Typical Risks	Minimum Expected Mitigation Measures
Staff members are not aware of the actions that may amount to misconduct in accordance with United Nations Staff Regulations and Rules.	Staff members should familiarize themselves with the UN Staff Regulations and Rules. Paragraph 6 of this policy provides a non-exhaustive list of specific acts and/or omissions that may amount to misconduct under UN Staff Rule 10.2.
Staff members are not aware of where to contact when they witness a misconduct.	Staff members should report possible misconduct directly to the Office of Internal Audit and Investigations (OIAI) either by email (integrity1@unicef.org), Skype for Business (integrity1@unicef.org) or by any other means of communication. Such reports may be made anonymously. Staff members who need confidential guidance with respect to their obligations under UN Staff Rule 1.2 (c) may seek support from the Ethics Office, OIAI, and/or the Office of Staff Legal Assistance.

DOCUMENT MANAGEMENT INFORMATION PAGE

Document Title	Disciplinary Process and Measures
Document Number	POLICY/DHR/2020/001 v. 7 May 2020
Effective Date	9 March 2020
Mandatory Review Date	9 March 2022
Responsible Business Owner	Division of Human Resources
Responsible Manager	Yuichi Kawamoto
Document Summary	This policy sets out UNICEF Disciplinary process and measures based on the provisions stipulated in Articles 97, 100 and 101 of the United Nations (UN) Charter, Articles I and X of the UN Staff Regulations and Chapter I and X of the UN Staff Rules, as well as the Standards of Conduct for the International Civil Service
Regulatory content the Document Replaces	POLICY/DHR/2020/001
Topics Covered	Misconduct; Reports of possible misconduct; initial review; investigation; disciplinary process; Appeals to the UN Dispute Tribunal; Delegation of authority; rights and obligations of staff; Administrative leave; Miscellaneous provisions
Corporate Risk Area	Human Resources
Reference / Links to Enabling Legislation and Background	UN Staff Regulations and Rules
Links to Relevant Policy	
Links to Relevant Procedure	
Links to Relevant Guidance	
Links to Relevant Training Materials	
Links to Other Knowledge & Information Resources	