

# CODE OF CONDUCT



GECF

## MESSAGE FROM THE SECRETARY GENERAL

In a rapidly evolving world, where our professional and personal lives are shifting on an unprecedented level, we at the Gas Exporting Countries Forum have to continually adapt and strive for excellence. The skills, competencies, experience, and professionalism of the GECF staff are key in helping the organisation fulfil its mission and strategic goals. It is thus my wish and commitment to ensure that the highest standards of conduct are adopted and maintained in line with best international practices.

One of my priorities when I assumed office was to develop a Code of Conduct that explains in simple and concrete terms the ethical values and standards that every staff shall abide by while carrying out his/her work.

I am pleased to share with you the first edition of the GECF Code of Conduct.

I would like to express my appreciation to all those staff members who have contributed to this endeavour.

I would like every GECF staff member to carefully read and get acquainted with this Code. You have a role to play in implementing, monitoring, and enforcing the rules of conduct based on our core values of integrity, professionalism, accountability, and respect for diversity. These values must be at the heart of our day-to-day work.

Upholding to this Code of Conduct is a must for protecting the reputation of the GECF and making it a respected and leading organisation.

I count on each and everyone's engagement.

Together, we will succeed.

Eng. Mohamed Hamel  
Secretary General

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# I. INTRODUCTION

This Code of Conduct consists of a set of guiding principles for GECF Staff<sup>1</sup> when carrying out their professional activities. It demonstrates the Secretariat's stance on its core values of integrity, professionalism, accountability, and respect for diversity.

The Code sets out the obligations of Staff relating to their conduct and behaviour. It also supports the right of Staff to work in an environment free from inappropriate behaviour and misconduct.

The Code aims to promote safety, ensure respect for people, protect Staff, project a positive image of the GECF, and finally, guarantee the effectiveness and integrity of the organisation's work.

All the terms used in this Code shall have the meaning ascribed to them in the GECF Statute or GECF Staff Regulations.

<sup>1</sup>Staff refers to GECF employees and any other person in contract with the GECF

## II. PURPOSE AND SCOPE

1. The Code outlines the behaviours that Staff must exhibit to uphold the Forum's vision, mission, objectives, reputation, and ethical standards. The Code shall guide the Staff in putting the GECF values into practice.
2. The Code provides a broad range of guidance on the standards of behaviour and conduct. In certain circumstances, it may be unclear to Staff whether specific conduct is consistent with the Code. When in doubt, Staff shall seek the advice of their supervisors or the Secretary General. An Ethics Committee could provide further interpretation on the Code's application.
3. This Code of Conduct applies to all GECF Employees and contracted staff working for the GECF. Complying with the Code is essential to the GECF employment terms and conditions. By accepting the appointment, the Employee agrees to comply with the Code.
4. This Code shall not supersede the GECF Statute or the GECF Staff Regulations.

### III. CORE VALUES

The GECF core values that all employees share and apply are:

#### **Integrity**

Integrity involves upholding the qualities of honesty, reliability, and incorruptibility in all working relations. Integrity is one of the fundamental values of the GECF and shall always guide Employees' actions in all situations.

#### **Professionalism**

Employees shall perform their duties effectively and efficiently. Employees shall act within their authority limits and exercise full and proper supervision of all their respective job responsibilities and functions.

#### **Accountability**

Accountability is the obligation of the Employees to be responsible for all their actions and behaviours. It is also a commitment to improve work-related tasks, pursue excellence, and perform at the required level to achieve the GECF mission and goals.

#### **Respect for diversity**

Respect for diversity is about valuing the differences between people. Employees are expected to demonstrate respect to their co-workers, management, and the public we serve, without distinction on the grounds of race, colour, national origin, age, religion, disability, and gender identity.

## IV. RULES OF CONDUCT

1. The GECF Staff shall align their conduct with the values of the Forum.
2. Employees<sup>2</sup> should maintain their status as international employees working only in the interest of the GECF and portraying a positive image of the GECF in dealing with colleagues, contractors, governments, officials, and any other work-related interactions with third parties.
3. In fulfilling their duties, Employees shall neither seek nor accept any orders or instructions from any government or outside bodies.
4. All Staff shall be treated with dignity, respect and fairness.
5. Employees must abide by the laws, regulations and rules of the jurisdiction they are working, and show due respect, particularly through their conduct, appearance, and language, towards the religious beliefs, customs, habits and practices of the people of the country they are in and of their place of work.
6. Employees are prohibited from engaging with the media on GECF-related matters unless authorised by the Secretary General.
7. Loyalty to the GECF prohibits Employees from publicising their grievances.
8. Employees shall not exercise authority attached to their position or function to abuse or disrespect colleagues or other people with whom they interact over the course of work duties.
9. The Secretariat respects the private life and personal conduct of its Employees. However, Employees should ensure that their private and personal conduct does not cause disrepute to the GECF or interfere with their official duties.

<sup>2</sup>Employees means individuals employed under a contract of employment by the GECF

## V. DISCRIMINATION AND HARASSMENT

1. The GECF promotes an environment free of discrimination and harassment.
2. The GECF discourages all forms of discrimination. This includes, but is not limited to, discrimination based on culture, race, ethnicity, gender, religion, belief, social origin, age, disability, marital status, or other aspects of personality or nationality.
3. Harassment in any form is strictly prohibited. In general, harassment refers to a pattern of hostile language or actions expressed or carried out against an Employee over time. Sexual harassment refers to any sexual or gender-related behaviour that is not welcomed by the victim, and that violates his or her dignity.

## **VI. USE OF PROPERTY AND ASSETS**

1. Staff are responsible for ensuring the protection and appropriate use of all GECF tangible and intangible property and assets. These include all the assets used in the course of official duties, including, but not limited to, office equipment, vehicle, furniture, computer facilities, and other resources.
2. In case the use of a property or asset for personal needs is allowed, Employees should ensure such use does not result in extra costs or loss to the Secretariat. The established policies of the Secretariat should guide the usage of assets.

## VII. CONFLICT OF INTEREST

1. A conflict of interest arises when the Staff members' private interests - such as outside professional relationships or personal financial interests - might interfere with the proper performance of their professional functions or obligations as GECF Staff.
2. A conflict of interest may not necessarily involve corruption or wrongdoing. However, failure to identify and manage such situations can compromise or be perceived as compromising the Staff member's function and the GECF's integrity. Independence and objectivity are key in making all official decisions. The safeguard against conflict of interest is to put the interest of the GECF above all personal interests at all times when making official decisions.
3. Employees shall fill out a Conflict of Interest Disclosure Form at the start of their employment with the Secretariat and shall update it whenever there is a material change in the information submitted previously.

## **VIII. ETHICS COMMITTEE**

The Ethics Committee oversees compliance with this Code and is called upon to offer assistance in addressing conduct issues that might arise and to facilitate sound decision-making. The Committee will be established and run in accordance with the Ethics Committee Rules of Procedure, approved by the Executive Board.



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