



CHARTER OF ETHICS & CONDUCT

Document Classification:	Unclassified
Document Ref.:	
Issue:	2.2
Date:	June 2021
Document Author:	Senior Legal Officer
Document Owner:	Head of Human Resources
Document Status:	Final

Revision History

Issue	Revision Author	Summary of changes	Date
2.0	Senior Legal Officer	Draft	February 2020
2.1	Senior Legal Officer	Final Draft following review with Directorate and Staff Committee	August 2020
2.2	Head of Human Resources	Final Draft following further input from the Staff Committee	May 2021

Approval

Issue	Internal body/post	Date
2.0	Directorate	May 2020
2.1	Directorate	March 2021
2.1	DG	April 2021
2.2	DG	June 2021

Distribution

Issue	Department	Date
2.0	Staff Committee	July 2020
2.1	Staff Committee	March 2021
2.1	Staff Committee	May 2021
2.2	ECMWF, External website	January 2022

Related Documents

Document Title	Link/Address	Publication
Centre's Data Policy (Rules governing the distribution of Centre products)	https://www.ecmwf.int/en/about/who-we-are/official-documents	External, Internal (External website)
Whistleblowing Guidelines	https://confluence.ecmwf.int/display/INTRA/Whistleblowing+guidelines	Internal (Intranet)
Guidelines for confidentiality and non-disclosure agreements	https://livelink.ecmwf.int/livelink/lisapi.dll/app/nodes/2898395	Internal (Livelink)
Handling of information marked "Confidential"	https://confluence.ecmwf.int/pages/viewpage.action?pageId=37258343	Internal (Intranet)
Information Security Policy	https://livelink.ecmwf.int/livelink/livelink.exe/app/nodes/10546646	Internal (Intranet)
Policy on Personally Identifiable Information Protection	https://www.ecmwf.int/sites/default/files/medialibrary/2019-02/PIIP.pdf	Internal (Intranet)
ECMWF Social Media Policy and Guidance	https://confluence.ecmwf.int/pages/viewpage.action?spaceKey=INTRA&postingDay=2017%2F7%2F7&title=ECMWF+expands+its+outreach+through+social+media	Internal (Intranet)
Staff Regulations	https://www.ecmwf.int/sites/default/files/medialibrary/2017-08/ECMWF_staff_regulations.pdf	Internal, External (External website)
Procedure for recording of corporate entertainment	https://confluence.ecmwf.int/pages/viewpage.action?spaceKey=INTRA&title=Recording+of+corporate+entertainment	Internal (Intranet)

Applicable policies and procedures for purchasing and procurement	https://confluence.ecmwf.int/pages/viewpage.action?spaceKey=INTRA&title=Purchasing+and+procurement	Internal (Intranet)
Equal Opportunity Policy	https://confluence.ecmwf.int/pages/viewpage.action?spaceKey=INTRA&title=Equal+Opportunities+Policy	Internal (Intranet)
ECMWF's Resolution Procedures for Grievances and Disputes and Harassment Policy	https://confluence.ecmwf.int/pages/viewpage.action?spaceKey=INTRA&title=ECMWF%27s+Resolution+Procedures+for+Grievances+and+Disputes+and+Harassment+Policy https://confluence.ecmwf.int/display/INTRA/Lists+of+basic+documents+and+other+official+documents	Internal (Intranet)
All policies and procedures on health and safety, including the Health & Safety Policy	https://confluence.ecmwf.int/pages/viewpage.action?spaceKey=INTRA&title=Health%2C+social%2C+family+and+home https://confluence.ecmwf.int/pages/viewpage.action?spaceKey=INTRA&title=Safety%2C+security%2C+and+emergencies https://confluence.ecmwf.int/display/INTRA/Lists+of+basic+documents+and+other+official+documents	Internal (Intranet)

Please note that hyperlinks for all documents listed above as “internal” will not work for external users

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CHARTER OF ETHICS & CONDUCT

1. Preamble

The European Centre for Medium-Range Weather Forecasts (ECMWF) is both a research institute and a 24/7 operational service, producing global numerical weather predictions and other data for its Member and Co-operating States and the broader community.

Our core mission is to (i) produce numerical weather forecasts and monitor the Earth system; (ii) carry out scientific and technical research to improve forecast skill; and (iii) maintain an archive of meteorological data. ECMWF also provides advanced training to scientific staff, assists the World Meteorological Organisation with its programmes and operates services of the EU's Copernicus Programme.

ECMWF's vision is to produce cutting-edge science and world-leading weather predictions and monitoring of the Earth system in close collaboration with the members of the European Meteorological Infrastructure, for a safe and prosperous society.

The overarching values of ECMWF are Collaboration, Integrity, and Passion. These values are embraced by its staff and are key to ECMWF's success and world-leading expertise. In delivering its mission, ECMWF is committed to the highest standards of professional ethics. ECMWF's principles and values are competence and professionalism, honesty and integrity, transparency, fair and equal treatment, team spirit and mutual respect and discretion. Staff Members are expected to observe these values in all their actions to promote the fulfilment of ECMWF's mission and protect its reputation.

The primary aim of all activities pursued by the Centre is to serve its Member States through excellence in numerical weather prediction and related tasks as described in the Convention. Competence is vital at all levels to ensure that the Centre's work is carried out to the highest standards, and that all funding received is used responsibly. Staff competence is fostered by the Centre, beginning with recruitment and continuing throughout their employment with the provision of appropriate training.

The Centre aims to be an exemplary institution. Consequently, scientific integrity is an essential value. Integrity entails honesty and adherence to the highest ethical standards in all actions and is a condition for recruitment and continued employment in the Centre.

The Centre ensures that all information provided to Member States and other authorities, organisations and institutions is complete, accurate and timely. The Centre is honest and open in the assessments it gives.

The Centre sees fair and equal treatment as a duty to treat all staff with dignity and fairness in an embodiment of its commitment to refrain from all discrimination on grounds of, for example, race, ethnic origin, nationality, political, philosophical or religious opinions, health, disability, gender or sexual orientation. Equality of opportunity applies in the recruitment, promotion and professional development of all staff, without favouritism. The Centre's diversity is a "natural resource", to be fostered by a working climate conducive to fulfilment in which each person receives recognition and encouragement for their efforts.

One of the Centre’s strengths is team spirit and teamwork, which entails active participation, listening and mutual help. It involves sharing experience and knowledge and assisting colleagues in their work to the benefit of all.

Every individual is entitled to respect and consideration from colleagues. Mutual help and loyalty are values to be pursued by all. In keeping with the Centre’s international character, staff should act with tolerance, sensitivity, respect and impartiality toward persons of other cultures and backgrounds. Staff are expected to take special care to listen and to express themselves in a manner that is sensitive to potential cultural differences and language barriers, and to avoid assumptions based on stereotypes.

ECMWF is committed to pursue these principles and values. The Centre uses a variety of channels and tools to this end, such as its Strategic Plan, Family-friendly Policies, Diversity & Inclusion Policy, among others.

The purpose of this Charter is to reinforce ECMWF’s commitment to its fundamental values of integrity, transparency, fair and equal treatment, and professionalism.

The Charter puts in writing the standards of conduct already expected of the Centre and its staff, and in so doing seeks to reaffirm the character of ECMWF. The Charter cannot anticipate and address all situations. Staff Members are expected to follow the principles outlined in the Charter and to use good judgment and common sense within the spirit of the Charter.

The Charter highlights the importance of personal responsibility as a fundamental and essential element in the functioning of any organisation. The Charter forms part of ECMWF’s legal framework governing the relation between ECMWF and its staff members. Its breach may lead to disciplinary measures in line with Chapter VII of the Staff Regulations. It does not, however, replace or change in any way any existing legal provisions.

2. Glossary

Accompanying Financial Benefit	means any item of monetary value or financial benefit accompanying an Award.
Award	means any professional award or similar form of recognition.
Conflict of Interest	means a situation in which the private interest of a Staff Member influences or may influence or is perceived to influence improperly the performance of his/her official duties.
Convention and Protocol	means Convention establishing the European Centre for Medium-range Weather Forecasts together with the Protocol on the Privileges and Immunities of the European Centre for Medium-range Weather Forecasts.

Staff Member	means an employee of ECMWF as defined in Article 1.1 of the Staff Regulations.
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3. Scope

The Charter applies to Staff Members and those specifically instructed by the Director General of ECMWF.

4. Fundamental Values of ECMWF

ECMWF's fundamental values are integrity, transparency, fair and equal treatment and professionalism. Staff Members are expected to observe these values in all their actions to promote the fulfilment of ECMWF's mission and protect its reputation.

5. Integrity

- a) Staff Members are expected to maintain a high standard of integrity, fairness and impartiality to uphold trust and confidence in ECMWF and its work.
- b) Staff members are expected to manage the resources they have been entrusted with responsibly:
 - i. Staff Members must take full responsibility for their actions.
 - ii. Staff Members must not engage in, and stay vigilant to, any fraud, waste, or abuse of resources that may occur within ECMWF. Suspected as well as actual incidents must be reported without undue delay.
 - iii. Forecast information and archived data are commercially sensitive. Staff members handling such data must ensure they are aware of the Centre's [data policies](#) and act accordingly. Specifically, data must not be divulged inappropriately: (i) numerical data may be distributed only in accordance with the appropriate policies agreed by the ECMWF Council; (ii) ECMWF forecasts for all time ranges have a specific release time and under no circumstances may such data be shown or made available prior to the official release date and time; and (iii) provision of forecasts to the media is not the responsibility of ECMWF, and any such requests are to be referred to the Communications Section.
 - iv. Staff Members are reminded of the protection afforded to whistleblowers by the [Whistleblowing Guidelines](#).

c) Intellectual Property

Intellectual property is a key asset of ECMWF. Staff Members shall closely follow all applicable policies, licenses, and procedures in respect of intellectual property, including those set forth in the Convention and Protocol, the Staff Regulations, as well as, the Intellectual Property Guidelines, as amended from time to time.

d) Conflict of Interest

- i. Staff Members must avoid any Conflicts of Interest and take appropriate action to mitigate its consequences.
- ii. ECMWF recognises Staff Members' legitimate personal interests in engaging publicly in the democratic process or other political activities observing democratic principles. However, any such public political engagement must avoid any Conflict of Interest.
- iii. Staff Members are reminded that Conflicts of Interest may commonly arise in relation to former as well as prospective employments.
- iv. Staff Members who encounter a Conflict of Interest, or are in doubt whether they do, are expected to seek advice from their line manager or HR.
- v. Staff Members and especially those in managerial positions must exercise their authority in a responsible fashion and abstain from abusing their authority or using their position or authority in any way for their personal benefit.

e) Confidentiality

- i. Staff Members must not use non-public information obtained during the performance of their official duties for any private purpose, unless they have obtained prior permission in exceptional cases.
- ii. When dealing with non-public or confidential information, Staff Members must observe all applicable policies and practices of ECMWF (see [Guidelines for confidentiality and non-disclosure agreements](#) and [Handling of information marked "Confidential"](#)), including the [Information Security Policy](#).
- iii. Staff Members are reminded of the dangers of involuntary disclosure of confidential information and are expected to take all reasonable precautions to avoid it. If it happens, Staff Members are expected to take all necessary measures to avoid any harmful consequences to ECMWF or Staff Members in accordance with other applicable policies, procedures and practices.
- iv. Staff Members are reminded to ensure compliance with the [Policy on Personally Identifiable Information Protection](#) and other applicable rules and regulations when handling personally identifiable information.

f) Loyalty to ECMWF & External Relations

- i. While employed by the Centre, Staff Members owe their duty to ECMWF and no other authority. ECMWF does, however, recognise the unique and special situation of certain contractors, visiting scientists and seconded staff.
- ii. When performing official duties, Staff Members may only consider aspects that are relevant for the mission and work of ECMWF. Staff Members must not seek, accept, or allow themselves to be influenced by, instructions from any government, entity or person external to ECMWF.

- iii. When interacting with external partners or national delegations, Staff Members must always consider the importance of those relationships to ECMWF and ECMWF's interests in maintaining appropriate and professional relationships with such external partners and national delegations.
 - iv. Staff Members must also consider the interests of ECMWF when using any form of social media and must ensure that they act in accordance with the [ECMWF Social Media Policy and Guidance](#) at all times when representing ECMWF or engaging in activity that could be perceived as representing ECMWF.
 - v. Staff Members are reminded that their actions in their private life may also impact the reputation of ECMWF. Therefore, such actions may also give rise to disciplinary actions, as the case may be.
- g) Internal Relations
- i. Staff Members are expected to familiarise themselves with and to comply with all internal policies, rules and regulations.
 - ii. Staff Members must update ECMWF in a timely manner about changes in their personal circumstances that may impact their entitlement to allowances.
- h) Privileges and Immunities
- i. The privileges and immunities were granted for the sole purpose of ECMWF being able to carry out its functions and fulfil its mission rather than for Staff Members' personal benefit.
 - ii. Staff Members are expected to understand how those privileges and immunities impact them as set forth in the Convention and Protocol. Staff Members must avoid any actions that could be perceived as an abuse of the privileges and immunities.
 - iii. The privileges and immunities granted for the benefit of ECMWF never absolve Staff Members from compliance with all applicable local laws and regulations in their private capacity. This applies also to the use of diplomatic number plates and diplomatic driving licenses, where available.
- i) Secondary Activities

Staff Members are reminded of the rules applicable to secondary activities laid down by Articles 2.10 and 2.11 of the [Staff Regulations](#).

6. Transparency

a) Gifts and Hospitality

- i. In line with Article 2.3 of the [Staff Regulations](#), under no circumstances may Staff Members promise, offer, give, request, agree to, accept or receive payments or gifts, gratifications or advantages that could in any way be perceived as bribes or that may affect their independence or lead to doubts as to their professional integrity.

- ii. Staff Members may accept gestures such as small gifts or invitations of nominal value (guidance: under the value of £10/€12), provided that these are not encouraged, if such gifts or invitations are offered merely as a token of courtesy and do not undermine the independence of the Staff Member and that are offered independent of a specific official act or duty of the Staff Member.
- iii. All gifts above the value set out in Art 6 a) ii. must be declared to ECMWF in accordance with the [procedure for recording of corporate entertainment](#).
- iv. Where hospitality is offered, it must be proportionate to the occasion and, in the context of missions, must be declared as required under Annex III of the [Staff Regulations](#).

b) Professional Awards

In keeping with the Centre's independent international character, Staff Members must inform the Director General of Awards and Accompanying Financial Benefits, preferably before accepting them. Staff Members may normally accept Awards and Accompanying Financial Benefits, unless the Director General expressly objects to the Staff Member accepting them due to exceptional circumstances in the interest of the Centre (e.g. avoidance of Conflicts of Interest, reputational harm, undue non-recognition of collective work etc.) If the exceptional circumstances in the interest of the Centre so require, the Director General may require Staff Members to surrender any Accompanying Financial Benefit for disposal by the Centre as decided by the Director General in his/her own discretion.

c) Procurement

- i. Staff Members involved in procurement and contracting processes are expected to follow all [applicable policies and procedures](#) and, in particular, (i) issue the same information and instructions to all suppliers competing for a contract and make sure that all suppliers are treated equally throughout the selection procedure; (ii) protect the confidentiality of all private information imparted by the suppliers, which remains their property; and (iii) receive suppliers' representatives with courtesy, even when dissatisfied with their products or services.
- ii. Staff Members with responsibility for preparing or taking procurement decisions or investing or managing financial assets must make relevant disclosures as required.

7. Fair and Equal Treatment

a) Dignity and Fairness

- i. Staff Members must treat other Staff Members with fairness and dignity.
- ii. ECMWF is an inclusive and tolerant workplace that values differences and promotes diversity. Each Staff Member is expected to act accordingly and treat others with tact, courtesy and respect.

b) No Discrimination

- i. Staff Members must refrain from and are expected to actively discourage discrimination in all forms, including discrimination based on race, ethnic origin, nationality, political, philosophical or religious opinions or beliefs, health, disability, gender or sexual orientation. Any instances of observed discrimination must be reported to management or HR. Differential treatment may be justified but must always be based on legitimate reasons and objective factual differences.
- ii. ECMWF is committed to ensure that the principles of equal opportunity and meritocracy are observed in the recruitment, promotion and professional development of all Staff Members, without favouritism, and expects Staff Members to abide by these principles when making relevant decisions. ECMWF's effort is also enshrined in its [Equal Opportunity Policy](#).

c) No Harassment

- i. Staff Members must abstain from and actively discourage unprofessional behaviour, including any form of harassment.
- ii. ECMWF is committed to creating a safe work environment that is free from all forms of harassment and has set up a [framework \(including ECMWF's Policy on Harassment and ECMWF Dispute Resolution and Grievance Procedure\)](#) to ensure that Staff Members are adequately protected in this respect.

8. Professionalism

a) Maintaining High Standards

- i. Each Staff Member is responsible for contributing to maintaining ECMWF's world leading expertise by maintaining the highest standards of competence and following the latest developments in their field, as well as carrying out their daily duties with the utmost diligence.
- ii. Staff Members are expected to offer and accept constructive feedback, acknowledge and correct errors, and give proper credit and respect to the contributions of others, respecting professional and scientific standards.

b) Professional environment

- i. Staff Members are expected to contribute to a professional environment, characterised by tolerance and mutual respect at the workplace as well as on professional events and work-related social events.
- ii. Staff Members must provide professional guidance and support to colleagues where required and appropriate.
- iii. Staff Members in line management positions are expected to provide direction and exercise adequate supervision in relation to tasks delegated to their Staff Members.
- iv. Staff Members must comply with all policies and procedures on [health](#) and [safety](#), [including the Health & Safety Policy](#).

- v. Staff Members are reminded of the applicable policies and procedures in the event of a grievance (see section 8c)ii. for further details).

9. Conclusion

ECMWF is committed to maintaining a working environment that respects its fundamental values of integrity, transparency, fair and equal treatment and professionalism. This Charter requires that ECMWF's fundamental values and standards as described herein are upheld by all Staff Members, regardless of their duties, responsibilities or hierarchical position.

If Staff Members are unsure about the interpretation of this Charter or have any questions about its provisions or their application, they may turn to their line managers or HR for further guidance.

Reading, July 2021
The Director-General