



# Staff Regulations

## **CHAPTER IV DUTIES, OBLIGATIONS AND IMMUNITIES**

### **ARTICLE 4.1 *Status of Officials***

The officials of the Centre are international civil servants whose obligations are not national but exclusively international. They shall be subject to the authority of the Director and shall be responsible to him in the exercise of their function. On accepting appointment they shall make and sign the following declaration:

*I solemnly undertake to exercise in all loyalty, discretion and conscience the functions that have been entrusted to me as an official of the International Training Centre of the ILO, to discharge these functions and regulate my conduct with the interests of the Centre alone in view, and not seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Centre.*

### **ARTICLE 4.2 *Conduct***

- (a) Officials shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall avoid any action, and in particular, any kind of public pronouncement, which may adversely reflect on their status. They are not expected to abandon their national sentiments or their political or religious convictions, but they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their status. They shall not engage in any political or other activity or occupation of hold any office which is incompatible with the proper discharge of their duties, and shall obtain the prior approval of the Director before they engage in outside occupations.
- (b) For the purpose of paragraph (a) above lectures and discussions by faculty members in courses, seminars and other training activities will not be considered as a public pronouncement. Within the obligation to use the reserve and tact described in paragraph (a) above, faculty members and other officials are granted the widest freedom of expression in scientific, professional and technical subject matters, avoiding expression of national, political or religious convictions.

### **ARTICLE 4.3 *Use of Information***

- (a) Officials shall exercise the utmost discretion in all matters of official business. They shall not, except in the performance of their duties or by authorization of the Director, communicate to any person unpublished information known to them by reason of their official position. These obligations shall continue to bind officials after they leave the service.

- (b) Officials shall not publish, cause to be published, or assist in the publication of any material relating to the Centre or deliver a public address relating to the Centre, except in the course of their duties or by authorization of the Director.

**ARTICLE 4.4**  
***Honours and Gifts***

An official shall not accept any honour, decoration, favour, gift or fee from any government or from any other source external to the Centre, unless in the opinion of the Director such acceptance is compatible with his status as an international civil servant.

**ARTICLE 4.5**  
***Candidature for Political Office***

Any official who becomes a candidate for a public office of a political nature shall resign.

**ARTICLE 4.6**  
***Obligation for Faculty Development***

All officials engaged in teaching or training activities have the obligation to keep themselves up to date in world development in their professional or technical sphere of activity. In order to do this it may be necessary for an official to be detached from the Centre for a period of practical exposure in other organizations, industries or commercial activities. The Director may decide in individual cases that officials other than faculty members may benefit from a detachment of this kind.

In order to give effect to this type of detachment:

- (a) The Director may decide, on the request of another organization or on the request of the official himself, to detach the official for a period, not exceeding one year, during which the official will remain a member of the Centre staff to all effects. All fees received for the services rendered by the official will be paid to the Centre.
- (b) On the request of an official, supported by his responsible chief, the Director may grant a period of leave without pay to enable the official to experience a practical exposure aimed at his personal development. The official must present, with his request, full details of the proposed activity and, in the event of the Director's approval, will be entitled to retain the income received during the period. All immunities and privileges attaching to the position of an international official will be suspended during such period of leave without pay.

**ARTICLE 4.7**  
***Privileges and Immunities***

The privileges and immunities attaching to the Centre are conferred in the interests of the Centre. These privileges and immunities furnish no excuse to the officials who enjoy them for non-performance of their private obligations or for failure to observe laws and police regulations. In any case where these privileges and immunities arise, the official concerned shall immediately report to the Director, who will decide whether they shall be waived.