



Code of conduct for UNFCCC conferences, meetings and events

Purpose

1. UNFCCC conferences, meetings and events are professional, respectful and harassment-free environments for all participants, regardless of, *inter alia*, gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, race, national origin, age, or religion.
2. Harassment of participants in any form, including sexual harassment, will not be tolerated and every participant is expected to conduct themselves in a professional, respectful and responsible manner at all times.

Applicability

3. This code of conduct ('Code') applies to all participants who are registered and attending UNFCCC conferences, within the premises under the auspices of the United Nations ('UN premises'). The Code also applies to all visitors entering the UN premises of the UNFCCC conferences. If a complaint is made against a UN staff member, then appropriate UN regulations and rules will apply.

Prohibited conduct

4. Discrimination and conduct that constitutes, or could reasonably lead or contribute to, harassment because of, *inter alia*, an individual's gender, gender identity and expression, sexual orientation, disability, physical appearance, ethnicity, race, national origin, age, or religion is prohibited ('prohibited conduct').
5. Examples of discriminatory harassment include, but are not limited to:
 - Use of ethnic slurs or derogatory terms relating to an individual's gender or sexual orientation;
 - Distribution of racially offensive e-mails or other electronic communications;
 - Threatening, intimidating, or hostile acts directed at a particular group or an individual because of, for example, their sexual orientation, gender, ethnicity or religion.
6. Sexual harassment is a specific type of prohibited conduct. It is any unwelcome conduct of a sexual nature. Sexual harassment may be any conduct of a verbal, including via electronic or telephonic means, nonverbal or physical nature and may occur between persons of the opposite or same sex. Men and women may perpetrate or be subject to sexual harassment.
7. Examples of such conduct include, but are not limited to:
 - Unwelcome sexual flirtations, advances or propositions;
 - Uninvited and unwelcome touching of an individual's body;
 - Unwelcome comments about an individual's body or appearance;
 - Sexually degrading words used to describe an individual however communicated;
 - The use of the Internet to display or distribute sexually explicit images or messages;
 - Uninvited comments of a sexual nature on social media, whether private or public.

8. Harassment, including sexual harassment, does not require intent for it to be considered harassment. Inappropriate conduct or language meant as a joke or even a compliment can lead or contribute to harassment, including sexual harassment.

Complaint process

9. If an incident of prohibited conduct occurs **within UN premises**, then the aggrieved person or witness to the prohibited conduct should promptly report it to the United Nations Department of Safety and Security ('UN DSS') through a dedicated telephone number published in the Daily Programme, on the UNFCCC website and on CCTV.
10. If an incident of prohibited conduct occurs **outside UN premises**, then it should be reported to local security authorities of the host government of the conference location. An aggrieved person or a witness to an incident of prohibited conduct may contact UN DSS through the dedicated telephone number referred to above and UN DSS, as a courtesy, will connect the aggrieved person or witness to the prohibited conduct to the local security authorities who will then address the complaint in accordance with the applicable laws of that country.
11. If an incident of prohibited conduct occurs either within or outside UN premises during a conference, then the aggrieved person or witness to the prohibited conduct is encouraged to report it promptly through the channels referred to in paragraphs 9 and 10 above. Reporting after the conference has ended limits the options for action that can be taken.

Investigation process if prohibited conduct occurs within UN premises

12. UN DSS will make a written report based on information provided by the aggrieved person, which they will be asked to sign. Due discretion and confidentiality rules will be followed.
13. Following the submission of the written report and in consultation with the aggrieved person, UN DSS will undertake an investigation. Typically, the following is the minimum information required to commence an investigation: name or other identifying information of alleged perpetrator; date and location of the incident; a description of what happened; if there were witnesses, their names.

Consequences for prohibited conduct that is reported to UN DSS and occurs within UN premises

14. If an incident of prohibited conduct occurs within UN premises, the person who is accused of harassment will be requested by UN DSS to immediately stop the offending behaviour.
15. Depending on the severity of the prohibited conduct, a person who breaches the Code may have their registration revoked and be removed from the venue; and may be refused registration at future conferences; or both.
16. A person who knowingly makes a false or misleading claim about a breach of the Code may have their registration revoked and be removed from the venue; and may be refused registration at future conferences; or both.

No retaliation

- Threats or other intimidation against a person who has made a complaint or provided information in support of complaint will not be tolerated.
- Consequences for retaliation include revoking registration and removal from UN premises; or refusal to register at future conferences; or both.