



CIFOR-ICRAF Global Aligned Human Resources Policies Manual

1.1. Integrity

Definition

Integrity is the act of being honest, truthful of one's actions, having strong moral principles and showing a consistent and uncompromising adherence to ethical/moral values.

CIFOR and ICRAF are committed to enforcing their policies, values and behaviours and recognizes the importance of integrity in executing assigned duties as key to all staff. Cases of questioned integrity are to be reported as this is a necessary act that can make a valuable contribution to CIFOR and ICRAF's efficiency and long-term success of their mission and values.

Integrity is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. Integrity is choosing one's thoughts and actions based on positive values rather than personal gains.

Staff are encouraged to report actual or suspected non-compliance with CIFOR and ICRAF's policies and procedures as well as with external legal/regulatory requirements, including fraud and corruption.

Any staff or person who reports and/or provides any kind of information on activity within CIFOR and ICRAF that is deemed illegal, incorrect or unethical against CIFOR and ICRAF's values, shall be protected as outlined in the human resources procedure manual.

1.1.1. Purpose

The purpose of this integrity policy is to ensure that CIFOR and ICRAF function in an open and transparent manner and reinforces CIFOR and ICRAF's commitment to their policies, values and desired behaviours.

The aim of the integrity policy is to encourage staff and others who have serious concerns about any aspect of breach of policy, values or desired behaviours to come forward and voice those concerns directly or through whistleblowing. However, whistleblowing should not be used by staff members to abdicate their normal supervisory duties and responsibilities.

It is the responsibility of any staff who may have information on or be privy to violations or suspected violations of CIFOR and ICRAF's policies, procedures, values and desired behaviours to bring the issue to the attention of management. It is also the responsibility of staff to cooperate with duly authorized audits and investigations.

1.1.2. Scope of Integrity Policy

The integrity policy applies to all CIFOR and ICRAF staff members (covering all types of employment contracts including, without limitation regular, part-time, and temporary staff), interns, visiting scientists, fellows, consultants, volunteers, and board members. Additionally, this policy is available as a reporting mechanism to all CIFOR and ICRAF beneficiaries, donors, visitors, contractors, and vendors. This policy also is available as a reporting mechanism to staff of other CGIAR Centres and entities, although in such cases the investigations procedures may be adjusted in coordination with appropriate management of the other relevant legal entities.

The integrity policy shall be implemented to address a situation that has potential detrimental and serious consequences for CIFOR and ICRAF or for other staff. Any person who may have information on or be privy to such a situation is encouraged to share their concerns, questions, suggestions or complaints with their immediate supervisor or HR Office or Director Corporate Services as outlined in the procedure manuals.