



Promoting and strengthening
the Universal Periodic Review
<http://www.upr-info.org>

UPR Info CODE OF CONDUCT FOR BOARD MEMBERS

UPR Info has adopted the following Code of Conduct that all Board members, agree to adhere to by signing below.

Purpose

The purpose of this Code of Conduct is to establish the standards of behavior expected from board members in order to effectively contribute to *UPR Info* mission and objectives.

Compliance with Swiss laws and regulations

Board members are required to comply with applicable Swiss laws and regulations.

Responsibility

It is the responsibility of *UPR Info* Board members to familiarize themselves with the Code of Conduct of the organization. Violation to this Code may lead to suspension of board membership.

1. Standards of conduct

UPR Info expects board members to adhere to the following principles:

Prohibition Against Discrimination and Sexual Harassment

UPR Info strives to maintain a workplace that is free from illegal discrimination.

UPR Info Board members must treat all person they are in relation with, with respect and fairness without discrimination based on race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender, sexual orientation, gender identity, gender expression, bodily diversity, record of offences, marital status, family status, parental status, pregnancy, number of dependents, compromised immune or HIV status, illness, socio-economic class, non-visible or visible disability, political or religious affiliations, place of residence or age.

While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any board member who engages in discriminatory or harassing conduct towards others is subject to removal from the Board. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a task force appointed by the Executive Director.

Integrity

Board members are required to act with integrity and honesty.

2. Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with *UPR Info*. All members involved in expert and administrative activities related to financial decisions must report the existence of relations with beneficiaries, applicants, contractors of *UPR Info* (including potentially) that can bring personal, institutional, political or financial benefits to them, their relatives, close friends or business partners.

Board members will not ask for nor receive any gifts, honour or favour of a value higher than CHF 100 from an external party in connection with their board membership with *UPR Info*.

Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of *UPR Info* and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- b) It is every Board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking.
- c) Board members shall not be eligible for compensation for activities carry out to support *UPR Info*.
- d) Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members to disclose conflicts of interest.
- e) Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- f) All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.
- g) Any new Board member will be advised of this policy during board orientation and all Board members will be reminded of the Board Member Code of Conduct and of

the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.

- h) This policy shall also apply to any Board member's immediate family or any person acting on his or her behalf.

3. Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or clients/consumers may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

4. Active Participation

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Making attendance at all meetings of the board a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- Showing respect and courteous conduct in all board and committee meetings.
- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- Observing established lines of communication and directing requests for information or assistance to the Executive Director.

Approved by UPR Info Executive Board in December 2019



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I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board members of *UPR Info*, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the requirements and processes provided in the organization's governing documents.

Signature

Date

Contact

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