

ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE
CERN EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH

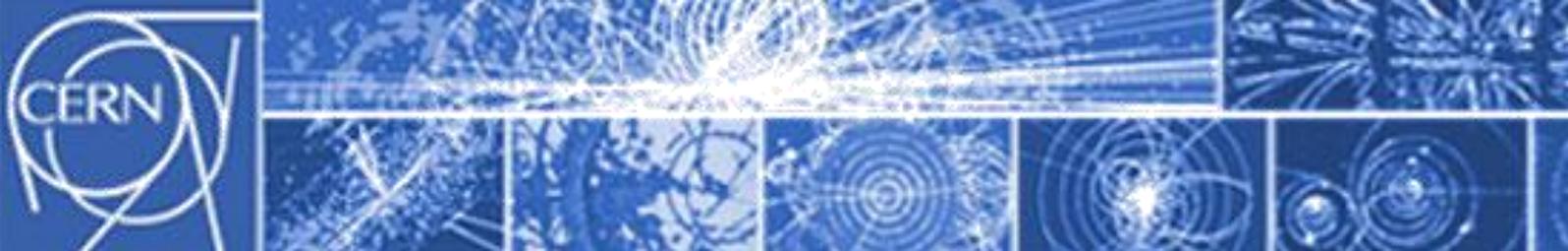
<i>For information</i>	FINANCE COMMITTEE 330th Meeting 16 June 2010	—
<i>For information</i>	COUNCIL 155th Meeting 17-18 June 2010	—

CERN CODE OF CONDUCT

As part of the new Human Resources strategy and global reflection on CERN values and common standards of behaviour and also in response to requests from various internal bodies, the enclosed Code of Conduct has been developed by the Human Resources Department further to an extensive internal collaboration and consultation process.

The Code is intended as a guide in helping us, as CERN contributors, to understand how to conduct ourselves, treat others, and expect to be treated. It will be supplemented by an online list of Frequently Asked Questions.

Having been examined at the TREF meeting on 18-19 May 2010, Finance Committee and Council are invited to take note of the enclosed Code of Conduct, which will become applicable with effect from 1 July 2010.



CERN Code of Conduct

FINAL
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DOCUMENT

*Furthering Excellence at CERN through
Integrity, Commitment, Professionalism,
Creativity and Diversity*

Introduction by the Director-General

Integrity, commitment, professionalism, creativity and diversity: five words that each and every one of us at CERN can identify with, because they represent the core values of this Organization. Furthermore, they form the starting point for our Code of Conduct, which it is my pleasure to introduce. All of these values are equally important. Consequently, this Code should be read and interpreted as a whole as we strive to apply our values in conjunction with each other.

A Code of Conduct describes the basic standards of behaviour that we must all set ourselves and are entitled to expect from our colleagues in the workplace. But it is more than that: it is a bold statement of the way we see our Organization's values. CERN's mission is fundamental research in physics: pushing back the frontiers of human knowledge. In support of that mission, we drive innovation, stimulate international collaboration and inspire a rising generation of scientists. We do all this while respecting the highest ethical standards, and it is this aspect of CERN life that the Code of Conduct describes.

CERN's scientific achievements represent the vision and hard work of thousands of individuals. As Director-General, I value the contribution of everyone to our collective endeavour, and I appreciate the unique competencies that each of you brings to CERN. We are all contributors, whether members of the personnel (i.e. staff members, fellows, apprentices, associates, users or students), consultants, contractors working on site, or engaged in any other capacity at or on behalf of CERN. As such, we should all behave in accordance with CERN's core values.

CERN's Code of Conduct has been developed through a collaborative and transparent process, to ensure a shared appreciation of CERN values and their influence on the way we work. It does not duplicate or extend our existing legal rights and obligations, nor is it an exhaustive list of "dos and don'ts". Rather, **it is intended to guide us in understanding how to conduct ourselves, treat others, and expect to be treated in accordance with CERN values.** It is designed to help us understand both our rights and our obligations.

I hope that this Code of Conduct will be a valuable tool in the maintenance and development of a workplace marked by mutual respect and understanding. We should familiarize ourselves with it, and incorporate it into our daily life at CERN. In so doing, we each take responsibility for living the CERN values, ensuring that CERN continues to pursue its mission in a manner that inspires trust and respect while maintaining a healthy and stimulating environment for all.

Rolf Heuer
Director-General

Behaving ethically, with intellectual honesty and being accountable for one's own actions

A high standard of integrity in the performance of our work and in our relationships with others promotes a culture of trust and responsibility.

As CERN contributors, we:

- Exercise our authority responsibly. In particular, we abstain from using our authority or position to obtain personal benefits or favours.
- Demonstrate fairness and impartiality.
- Ensure that we credit others for their contribution.
- Avoid conflict of interest or situations that could be perceived as such.
- Refrain from any act or omission designed to deceive others, or to achieve a gain resulting in a loss of funds or reputation for CERN.
- Safeguard confidential information, documents or data, and ensure that such material in our possession is properly protected.
- Respect the privacy of others and protect personal information given to us in confidence.

Commitment

Demonstrating a high level of motivation and dedication to the Organization

Our collective commitment to CERN is essential both to the achievement of its mission and the protection of its reputation.

As CERN contributors, we:

- Promote the CERN mission and act in accordance with CERN values.
- Appreciate that our behaviour, both on site and outside CERN, may reflect upon CERN.
- Protect the reputation of CERN and our colleagues in communications with internal and external parties.
- Familiarize ourselves with all applicable rules and regulations.
- Promote and maintain a safe and healthy environment, following relevant safety rules.
- Educate ourselves on the responsibilities which accompany the privileges and immunities which may be granted to us for the benefit of CERN.
- Demonstrate flexibility and adapt to CERN's evolving needs.

Professionalism

Producing a high level of results within resource and time constraints and fostering mutual understanding

Our ability to deliver and to create a positive work environment permits us to achieve high professional standards, individually and collectively.

As CERN contributors, we:

- Define clear and realistic objectives and deliverables for our activities, and communicate them to our colleagues.
- Ensure that the human, material and financial resources entrusted to us are used optimally for the benefit of CERN.
- Invest in CERN's future by taking long-term effectiveness into account when managing short and medium-term activities.
- Maintain a professional environment characterized by good working relations and an atmosphere of tolerance and mutual respect.
- Provide advice and guidance to colleagues, where appropriate, and exercise adequate supervision and control over tasks that we delegate.
- Address conflict proactively and impartially.
- Abstain from and actively discourage all forms of harassment as well as verbal, non-verbal, written or physical abuse.

Creativity

Being at the forefront of one's professional field, furthering innovation and organizational development

CERN encourages continuous learning and development and values innovation as well as a proactive approach to acquiring and sharing information.

As CERN contributors, we:

- Follow developments within our domain.
- Use our professional experience in a constructive manner.
- Contribute to the evolution of CERN by committing to sharing our knowledge.
- Share with internal parties any information that could benefit them in their work.
- Are open to new ideas and approaches.
- Adopt alternative outlooks in order to generate new thoughts and concepts.
- Conduct our work in a structured way to enhance knowledge transfer and continuity.

Appreciating differences, fostering equality, and promoting collaboration

CERN's excellence derives from an environment in which the knowledge and perspectives of a diverse workforce are valued and dialogue is encouraged at all levels.

As CERN contributors, we:

- Respect and value differences.
- Promote inclusiveness in the workplace in terms of both personal characteristics and professional abilities.
- Demonstrate team spirit and invest in team building.
- Treat others with tact, courtesy and respect.
- Abstain from and actively discourage discrimination in all forms.
- Avoid offending others by exercising restraint, and are aware that statements or actions not intended to be offensive to another person may be perceived as such.
- Refrain from unpleasant or disparaging remarks or actions, in particular on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, status at CERN, disability, or family situation.

Using the Code of Conduct

We encourage a culture of openness where all contributors feel free to engage in a discussion about the Code of Conduct.

If you are unsure about any aspect of the Code of Conduct, there are a number of resources you may wish to access, including your hierarchy, the Human Resources Department, the Ombuds Office or the Internal Audit.

In addition, to increase understanding of how the Code of Conduct applies to practical situations, you are encouraged to consult the Code of Conduct online FAQ's, accessible at www.-----.ch. This website will be updated on a regular basis.