

Who will have access to my information?

The statements are strictly confidential and the disclosures will be accessible to and used only by the Ethics Office or persons specifically authorized in writing by the UNDP Administrator, unless steps have to be taken to prevent a conflict of interest as described below. The Ethics Office maintains physical and IT security to protect information that has been disclosed by filers.

What happens if my statement discloses an item that may be viewed as a potential or actual conflict of interest?

If an actual, apparent or potential conflict of interest situation is identified, the Ethics Office will propose ways to resolve the situation. These may include having you reveal the conflict of interest to your management and be excused from participation in matters of (potential) concern, such as overseeing selection of, or the relationship with, a vendor with whom you may have a personal connection. It may also require that you resign from an outside position held, or that you sell certain assets or, where reasonable, placing the assets in question outside of your control.

Will my statement be checked?

The Ethics Office will check your statement for completeness of information, and analyze for potential conflicts of interest. The Ethics Office may provide you with proactive guidance to help prevent an existing relationship or activity from developing into a conflict situation. As part of the annual FDP process, the Ethics Office also conducts a verification process for a random sampling of filers. During this process, you may be required to verify the accuracy of the information submitted and to provide further documentation.

Reference documents for the Financial Disclosure Programme

- [Policy for the Financial Disclosure Programme and Declaration of Interest Statements](#)
- [UN Staff Rules and Staff Regulations, Regulation 1.2 \(n\) and Rule 1.2 \(u\)](#)
- [Standards of Conduct for the International Civil Service](#)

ETHICS OFFICE

FINANCIAL DISCLOSURE



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***This brochure is intended as a general guide.
For more information, please contact the Ethics Office.***



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FINANCIAL DISCLOSURE PROGRAMME

What is the purpose of the Financial Disclosure Programme?

The objective of the Financial Disclosure Programme (FDP) is to identify, manage, reduce or eliminate the risk of conflicts of interest arising from the financial holdings or outside activities of identified staff members, service contractors and their close family members. It is of paramount importance that all UNDP personnel act impartially in carrying out their duties, and not be influenced by personal interests or motives. We must avoid even the appearance of personal bias or favor in carrying out UNDP's work or decision-making for the Organization. Our decisions and actions must always be objective and in UNDP's best interests.

UNDP's Policy for the [Financial Disclosure Programme and Declaration of Interest Statements](#) sets out the relevant rules and obligations with regard to the programme.

How will I know if I need to file a financial disclosure statement?

If you are required to file pursuant to the FDP, you will be notified by the Ethics Office via email.



Who must file financial disclosure statements?

Generally, the individuals who must file are staff members at D1/P6 level and above, and others who are identified by the relevant head of office including:

- Personnel having significant and substantive roles in the procurement process or whose principal functions relate to investment of UNDP assets or accounts for which UNDP has fiduciary or custodial responsibility; or
- Procurement officers and personnel who have direct access to confidential procurement information or information related to investments.

Filers also include:

- Ethics Office staff;
- The chairpersons of the Advisory Committee on Procurement (ACP) at headquarters, the Regional Advisory Committee (RACP) at the Regional Centres or the Contracts, Assets, and Procurement Committee (CAP) in country offices;
- Other individuals as designated by the Administrator from time to time.

When must I file?

Generally, you will be asked to file upon hire, or upon being promoted to a position that is subject to filing. Thereafter, the FDP is an annual exercise, and identified filers will be asked to complete their filing before 31st March for the preceding calendar year.

How should I file?

Filers will use the secure online system designed for that purpose. If you need to file, the Ethics Office will send you the online forms and/or links as required. Only you can access your on-line form.

What information should I report?

Filers will be asked to specifically disclose financial holdings above certain thresholds, and external income or benefits. This will include information for you, your spouse and dependent children. You must also declare any outside activities or employment, including, but not limited to, your personal ownership, leadership and policy-making roles in non-UNDP entities. Finally, you will be asked to disclose and identify any relatives you may have who are employed in the UN system.

What information should I not report?

We do not ask you to report your bank account numbers. We also do not ask about vehicles, jewelry and other items for personal use, the specific amounts in your bank accounts, information relating to gifts you received from your relatives, or family loans.