

# HELCOM Secretariat Code of Conduct

Our workplace, the HELCOM Secretariat, is an International Secretariat for a Healthy Baltic Sea.

## Common Vision

We are a dynamic team sharing a common vision for the future of the Baltic Sea. Our team draws its strength from the diverse backgrounds and skills of its members.

We are dedicated to creating an open, friendly and energetic working environment that fosters mutual respect for each other and each other's work. This enables everyone to contribute their best to the success of the Secretariat.

## Code of Conduct

The HELCOM Secretariat strives for high performance and managerial excellence and by that, well-being at the workplace. The Secretariat also fights fraud and corruption. Staff members can rely on the HELCOM Secretariat to give support and guidance on fulfilling everybody's professional responsibilities and official duties. The Secretariat ensures the equality and non-discrimination of staff members with regard to age, ethnic background, nationality, gender, sexual orientation, religious views etc.

As HELCOM staff members we share a combination core competencies include integrity, professionalism, respect for diversity, communication and openness, team work, careful planning and organizing, accountability, client orientation, commitment to continuous learning, and technological knowledge.

In order to put these core competencies into practice, we

- act with integrity and are objective and impartial in our work
- share information, listen to others and communicate actively
- treat our colleagues with respect and contribute to a positive team spirit
- provide others with the quality of service we would expect ourselves
- are proactive and take initiative
- carry out the tasks assigned to us with responsibility and to the best of our ability
- show pride in our work and our achievements
- are loyal to our workplace and the objectives of HELCOM
- ensure that we are aware of the rules and procedures ([K:\Administrative\RULES](#)), and ask the management if in doubt
- if we are unsure whether something we do or are asked to do is ethical, or if we suspect misconduct, we consult our superior or staff representative
- remember that we are the human face of HELCOM and that others will judge HELCOM on the basis of what they see and experience.