

UN

environment programme

Conduct and Discipline Annual report

1st October 2021 - 31st December 2022

**UNEP Report on Conduct and Discipline
1st October 2021- 31st December 2022**

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I. Introduction

1. In 2022 UNEP developed the Annual Conduct and Discipline Report for 1 August 2020 to 30 September 2021. The current report covers the period from 1 October 2021 to 31 December 2022.
2. The purpose of the Annual Conduct and Discipline report is to provide information on the UN policy and legal framework on conduct and discipline; an overview of the process which needs to be followed when complaints on possible unsatisfactory conduct are raised; actions taken by UNEP to prevent and address unsatisfactory conduct in UNEP and to improve the work culture; information on the completion of mandatory training on Conduct and Discipline; and; statistics on complaints involving allegations of unsatisfactory conduct against staff members and other personnel or entities, including implementing partners information on informal reports addressed by the Conduct and Discipline Focal Point.
3. For this report, UNEP follows the Department of Management Strategy, Policy and Compliance (DMSPC) / Office of Human Resources (OHR) classification on types of misconduct:¹

Assault (verbal and physical)	Misuse of official documents
Financial disclosure	Misuse of or failure to exercise reasonable care in relation to UN property or assets
Fraud, misrepresentation and false certification	Outside activities and conflict of interest, including Procurement Irregularities
Gross negligence	Private legal obligations
Harassment, including sexual or gender harassment	Retaliation
Inappropriate or disruptive behaviour	Sexual exploitation and abuse
Misuse of information and communication technology resources	Theft and misappropriation
Misuse of Office	Violation of local laws

II. Policy and legal framework on Conduct and Discipline

a. UN main policies

4. The main UN policies that are applicable to Conduct and Discipline are as follows:
 - [UN Staff Regulations and UN Staff Rules \(ST/SGB/2018/1 rev. 1\).](#)
 - [Unsatisfactory conduct, investigation and the disciplinary process \(ST/AI/2017/1\).](#)
 - [Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations \(ST/SGB/2017/2/Rev.1\).](#)
 - [Addressing discrimination, including sexual harassment and abuse of authority \(ST/SGB/2019/8\).](#)
 - [Special Measures for the protection from Sexual Exploitation and sexual abuse \(ST/SGB/2003/13\).](#)
 - [Outside activities ST/AI/2000/13.](#)
 - [Outside activities ST/IC/2006/13.](#)
 - [ST/IC/2016/25 Anti-Fraud and Anti-Corruption Framework of the United Nations Secretariat](#)

b. UNEP Internal Policies and documents

5. UNEP has developed two policies on the protection from sexual exploitation and abuse and sexual harassment i.e., the “[Statement on the Protection from Sexual Exploitation and Abuse and Response to Sexual Harassment for UNEP Personnel](#)” and the “[Statement on the Protection from Sexual Exploitation and Abuse for implementing partners](#)”.

¹ The list is not exhaustive and includes other types of misconduct mention in this report that to do not fall under the list.

6. On 1 December 2020, UNEP also published the final version of the [Anti-Fraud and Anti-Corruption Guidelines](#) (“AFAC Guidelines” or “the Guidelines”).
7. On 25 March 2022 UNEP circulated the Q and A Memorandum on Outside occupation and employment.

III. Summary of the process for addressing unsatisfactory conduct

8. The Office of Internal Oversight Services (OIOS), through its Investigations Division (OIOS/ID), retains the ultimate authority to review all complaints about unsatisfactory conduct. In view of this, UNEP is required to transfer all complaints received to OIOS/ID. OIOS/ID must then determine whether it will review the complaint and conduct an investigation or refer it to UNEP to take the appropriate action—such as conducting a preliminary assessment, taking interim administrative and managerial actions, requesting the assistance from the Ombudsman’s office to conduct a mediation or coaching.

a. Preliminary assessment and investigation by OIOS

9. The complaint upon receipt by OIOS/ID, is first assessed by OIOS/ID through an initial assessment to determine whether the complaint should be investigated, or other action taken. If the allegations are to be investigated, investigators are appointed (either by OIOS/ID or by the Head of Entity² depending on who is initiating the investigation) and will compile a fact-finding investigation report.
10. If OIOS/ID decides to investigate the report of possible unsatisfactory conduct and not refer it to UNEP, OIOS/ID appoints the fact-finding panel for investigations conducted by them. Investigations conducted by OIOS/ID adhere to the [OIOS Investigations Manual](#). OIOS may transmit an investigation report to the Assistant Secretary-General for Human Resources (ASG/OHR) following an investigation conducted by OIOS/ID, if the facts indicate that the alleged offender engaged in unsatisfactory conduct.

b. Preliminary assessment and investigation by UNEP

11. Upon receipt of a referral from OIOS/ID, UNEP conducts a preliminary assessment. The purpose of the preliminary assessment is to determine whether an investigation should be initiated.³ A preliminary assessment is not a formal investigation process and does not require investigators. In UNEP, it is mainly undertaken by staff members requested by the Executive Director (Head of Entity) under the authority of UNEP ED. Following the preliminary assessment recommendations are made either the closure of the case, administrative or managerial actions to be taken or the initiation of an investigation. The decision to initiate an investigation is made by the Head of Entity, following the recommendation .
12. If a decision is made to investigate a report of possible unsatisfactory conduct, the Head of Entity will appoint a fact-finding panel. The fact-finding panel is composed of UN staff members who have been trained by OIOS/ID, UN staff members who have prior investigation experience, or by retired UN staff members who have had experience in conducting workplace investigations and have been trained by OIOS/ID. Under [ST/SGB/2019/8 Addressing discrimination, harassment, including sexual harassment and abuse of authority](#), there is a strict requirement for the Head of Entity to appoint to a fact-finding panel OIOS/ID trained investigators for complaints related to harassment, abuse of authority and discrimination. For other reports for unsatisfactory conduct listed under [ST/AI/2017/1 Unsatisfactory, investigation and the disciplinary process](#), these can either be undertaken by trained investigators and/or current or retired UN staff members with prior investigation experience. Investigations conducted by fact-finding panels appointed by the Head of Entity should comply with the [Investigation toolkit](#).

² The Head of Entity in UNEP is the Executive Director.

³ [Section 5.3 ST/AI/2017/1](#).

13. DMSPC keeps a roster of investigators who have been trained by OIOS/ID throughout the UN. Investigators on the roster can serve as investigators for any UN entity that requires an investigator. Currently there are 13 trained investigators in UNEP on the roster of investigators. Investigators are appointed only for the purpose of a fact-finding investigation, either by OIOS/ID or by the Head of Entity.
14. An investigation report shall be prepared by the fact-finding panel following an investigation to capture the conclusions of the investigation. The investigation report is sent to the Head of Entity by the fact-finding panel at the end of the investigation.
15. The Head of Entity reviews the investigation report following an investigation conducted by the fact-finding panel and decides whether the reported conduct is found to be substantiated, may amount to misconduct and should therefore be referred to the Assistant Secretary-General for Human Resources (ASG/OHR) for further review and disciplinary process as necessary. If the conduct is not substantiated by facts, the matter will be closed. The Head of Entity will also consider whether to take managerial or administrative action.

c. The disciplinary process

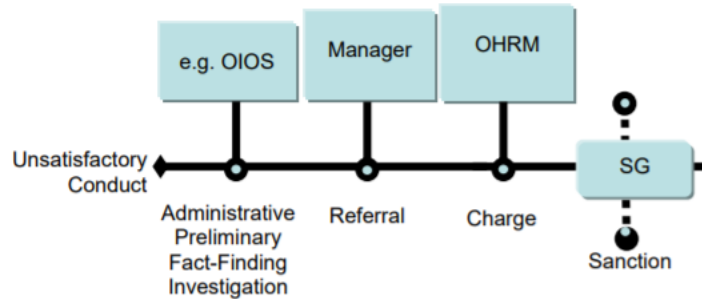
16. Upon referral of the investigation report to the ASG/OHR by OIOS/ID or UNEP, the ASG/OHR reviews the investigation report to decide to initiate a disciplinary process, if the facts indicate that the conduct of the alleged offender may rise to a misconduct. If a disciplinary process is initiated by the ASG/OHR, the alleged offender is provided with formal allegations of misconduct together with the investigation report and supporting documentation. The alleged offender is entitled to seek legal advice and provide comments. Further investigation by the ASG/OHR may be necessary.
17. At the end of the disciplinary process, the ASG/OHR may (a) close the case with no action, (b) refer the case to the Head of Entity for managerial or administrative action⁴ and/or (c) recommend to the Under-Secretary-General for Management (USG) to (a) decide that the facts are established to the requisite standard of proof, (b) impose disciplinary measures⁵ if the facts have been established and the behavior amounts to misconduct, (c) take administrative or managerial action where necessary, and (d) make a determination on recovery of financial loss to the Organisation in full or part.
18. ASG/OHR informs the affected individual of the decision of the USG following the disciplinary process with a copy to the Head of Entity.

⁴ As per ST/AI/2017/1, “Administrative measures” means an oral or written reprimand, reassignment and/or change of duties; and “Managerial action” means an oral or written caution, warning or advisory communication, training, coaching and/or referral of the staff member to the Staff Counsellor.

⁵ Staff rule 10.2 (a) of [ST/SGB/2018/1/rev.1 Staff Regulations and Rules of the United Nations](#) provides that disciplinary measures may take one or more of the following forms (i.e., more than one measure may be imposed in each case): a) Written censure; b) Loss of one or more steps in grade; c) Deferment, for a specified period, of eligibility for salary increment; d) Suspension without pay for a specified period; e) Fine; f) Deferment, for a specified period, of eligibility for consideration for promotion; g) Demotion, with deferment, for a specified period, of eligibility for consideration for promotion; h) Separation from service, with notice or compensation in lieu of notice, and with or without termination indemnity; i) Dismissal.

19. The Diagram No. 1 below from OIOS Investigations Manual summarizes the process.

Diagram No. 1



Annex 2 presents a detailed overview of the formal report of possible unsatisfactory conduct process.

IV. Preventing, addressing unsatisfactory conduct in UNEP and improving the work culture

20. During the reporting period, UNEP has taken several actions to prevent, address unsatisfactory conduct and improve the work culture in UNEP. The focus has been to map out priority areas to address through the annual UNEP Misconduct Risk Register (MRR), which is based on the UN Secretariat’s MRR.
21. Through the MRR, 8 priority areas were identified as areas to be addressed: (i) sexual harassment (SH); abuse of authority and harassment; (ii) fraud and corruption and theft; (iii) unauthorized outside activities; (iv) implementation of recommendations from preliminary assessments and investigations; (v) sexual exploitation and abuse; (vi) reducing the duration for reviewing and addressing unsatisfactory conduct; (vii) improving the mechanism for reporting unsatisfactory conduct; improving communication with OIOS/ID and; (viii) improving on UNEP policies.
22. The purpose of the activities undertaken by UNEP has been to:
 - a. Building trust with UNEP personnel.
 - b. Training UNEP personnel on how to identify, respond and report unsatisfactory conduct.
 - c. Providing information and sensitizing UNEP personnel to improving on the work culture in UNEP.
 - d. Strengthen the protection from Sexual Exploitation and Abuse (PSEA) initiatives and relationship with the UN Resident Coordinator in Kenya and between other UN Resident Coordinator Offices and UNEP regional, subregional or country offices around the world
 - e. Improving the relationship with OIOS/ID, Ombudsman’s Office and the Staff Counsellor.
23. The concrete activities related to Conduct and Discipline function implemented by UNEP to improve the work culture include:
 - a. New information was included on the UNEP public webpage [on SEA, SH](#), and the information on [Integrity and fraud and corruption](#) was upgraded.
 - b. As indicated above, two policies were developed on PSEA and SH - [Statement on the Protection from SEA and Response to SH for UNEP Personnel](#) and the [Statement on the Protection from SEA for Implementing partners](#).
 - c. UNEP developed and circulated the 2022 [Conduct and Discipline annual report](#) and also the 2022 [Fraud and Corruption annual report](#). The annual reports capture actions taken by UNEP in these

areas, provides the statistics and information on cases to allow management to make informed decision on conduct and discipline issues. The annual reports are shared with all UNEP personnel, UNEP governing body and are available on the UNEP public page.

- d. New information was included on the UNEP public webpage on the [whistleblower policies](#).
- e. On 5 July 2022, UNEP Executive Director reported to UNEP governing body on actions taken for SH and SEA, and also informed the UN Secretary-General.
- f. UNEP developed a “Q & A” note on outside activities which provides information on how to identify an outside activity, a list on several outside activities, the approval required for such activities, and the process for requesting approval for outside activities.
- g. UNEP actively followed up on complaints for SH with OIOS/ID and OHR to ensure that such complaints are addressed in a timely and efficient manner to prevent further issues in the workplace.
- h. UNEP continued to record information in the UN Secretariat’s Conduct Management Tracking System (CMTS) which provides data on reports of unsatisfactory conduct involving UNEP personnel. The data is available for viewing by OIOS/ID and the Conduct and Discipline Service/ALD/DMSPC.
- i. UNEP continued coordination with OIOS/ID regarding cases pending with them to identify administrative action or other action to be taken by UNEP, to allow for prompt upload of cases in CMTS and to obtain information to report to UNEP management on case trends. On a quarterly basis, UNEP obtained updates/information on the status of cases with OIOS/ID to ensure that information can be provided to senior management and information can be updated on CMTS. UNEP also had meetings with OIOS Chief of Section for Investigation in Nairobi (upon taking up their position) to ensure continuous coordination with them.
- j. UNEP has continued to update its WeCollaborate intranet page on conduct and discipline.
- k. On 20 July 2022, a broadcast email was sent by the Executive Director on “Addressing discrimination, including sexual harassment and abuse of authority.” The email reminded UNEP Personnel of UNEP’s zero tolerance policy to sexual harassment, their responsibility towards creating a harmonious working environment, the need to report sexual harassment, and of protection against retaliation should they file a report for sexual harassment.
- l. On 5 September 2022, a presentation was made to UNEP Senior Management Team (SMT) “Leadership Commitment to eradicate Sexual harassment.” Another presentation to Senior Management was made on 5 December 2022, on their role in conduct and discipline in general. In both cases, the SMT adopted concrete actions to be implemented in the coming months.
- n. On 22 September 2022 and 3 November 2022, UNEP conducted training dialogues on “Improving the work culture: Addressing sexual harassment” for Junior Professional Officers (JPOs) and interns, respectively. The trainings are an initiative to sensitize UNEP personnel on how to identify sexual harassment, how to report it, and available support from the Organisation in addressing sexual harassment. Further trainings in 2023 will be conducted for UNVs, consultants and progressively move to staff members. OIOS/ID, Staff Counsellor and the Ombudsman’s Office were invited to present during the trainings.
- o. UNEP has actively participated in the UN SEA Working Group and has actively participated in the SEA Task Team created by UN Resident Coordinator’s Office in Kenya on PSEA initiatives. UNEP actively participated in drafting of the “Statement on the Protection from Sexual Exploitation and Abuse and Sexual Harassment for Everyone at the UNON Complex”.

- p. Administrative and managerial actions were taken by UNEP in relation to complaints of unsatisfactory conducts. Several recommendations from preliminary assessments conducted by UNEP were also implemented. The following administrative actions were taken by UNEP: one staff member was placed on administrative leave without pay for an allegation of sexual harassment, as an interim measure pending investigation by OIOS/ID; another staff member was placed on administrative leave with pay; reprimand letters were issued to two staff members for failure to report sexual harassment and for inappropriate composure with other UNEP personnel; managerial action was taken with the assistance of the Ombudsman’s office to maintain the work environment for a complaint of sexual harassment.
- q. On 12 October 2022, a presentation was delivered to the UNEP Committee of Permanent (CPR) on UNEP’s efforts and actions to “Fostering a harmonious work environment” when the CPR resumed its activities in the second semester of 2022. The presentation included elements of fraud and corruption (October 2022) and other aspects of conduct and discipline. A “Brown Bag Lunch” was also organised UNEP, in October 2022, to provide member States with more in-depth information on financial management, Environmental Management Initiatives, and conduct and discipline (including fraud and corruption).
- r. On 21 November 2022 several UNEP Offices delivered a presentation on “Improving the work culture: Integrity” to all new UNEP staff and personnel. Part of the presentation focused on the various types of misconducts, the resources and accountability framework of the United Nations, and protection from retaliation (November 2022).

III. Completion of mandatory training on Conduct and Discipline

24. All staff members are required to take the following mandatory trainings on conduct and discipline:

- a. Ethics and Integrity at the United Nations;
- b. Preventing fraud and Corruption at the United Nations;
- c. Prevention of Sexual Exploitation and Abuse;
- d. United to Respect: Preventing Sexual Harassment and Other Prohibited conduct (NEW).⁶

25. As of 31 December 2022, the completion rate for these mandatory training are as follows:

Mandatory training	Completion rate
Ethics and Integrity at the United Nations	90 %
Preventing fraud and Corruption at the United Nations	92%
Prevention of Sexual Exploitation and Abuse	89%
United to Respect: Preventing Sexual Harassment and Other Prohibited conduct (NEW)	52% ⁷

⁶ As of 1 August 2022, all staff members were required to complete the new mandatory training “United to Respect: Preventing Sexual Harassment and Other Prohibited Conduct”. The training replaced the previous training entitled “Prevention of Sexual Harassment and abuse by United Nations Personnel- Working Harmoniously.” The completion date for the new mandatory training is January 2023.

⁷ The low percentage of completion of the new mandatory course is because staff were required to take the course from 1 August 2022 and the completion date is January 2023.

26. UNEP continues to aim for 100% completion of these trainings. In this context, broadcast emails have been sent to all staff, reminding them of their duty to complete their mandatory trainings, including the one on fraud and corruption. Managers have also been reminded that completion of mandatory trainings is part of the performance evaluation of staff members.
27. Other non-mandatory trainings that UNEP personnel are encouraged to take include the Ethics Office annual Leadership Dialogue, and Dialogues on Improving the work culture in UNEP.

IV. Statistics of complaints from 1 October 2021 January to 31 December 2022 and actions taken

28. UNEP maintains a record of all allegations of unsatisfactory conduct in the CMTS. CMTS is a confidential database used to record allegations of unsatisfactory by UN personnel. The database is managed DMSPC who maintains oversight over complaints received by the United Nations Secretariat.
29. The table below provides a consolidated list of complaints/cases during the period 1 October 2021 to 31 December 2022. A detailed list of cases is attached to this report as **Annex 1**. The list does not reflect cases on fraud and corruption as these cases related to fraud and corruption are captured in the Fraud and Corruption Report.

TYPE OF CASES	No.	Total
Fraud and corruption ⁸	13	13
Sexual harassment	4	15
Recruitment irregularities	4	
Scamming/Identity theft	1	
Harassment	1	
Misuse of UN resources	1	
Wrongful denial of lateral move	1	
Theft and misappropriation	1	
Awarding contracts to family members/waste of resources	1	
Outside activities and conflict of interest ⁹	1	
Total		

Number of cases carried over from last year	3 ¹⁰
Number of cases reported during the reporting period	10
Total no. of cases closed during the reporting period	13 ¹¹
Total cases which remained open after the reporting period	5

30. During this reporting cycle, the number of complaints for sexual harassment increased from the last reporting cycle with 4 cases during this reporting cycle as opposed to the previous reporting cycle with 1 reported case on sexual harassment. This could be attributed to the trainings and information disseminated in relation to sexual harassment throughout 2022 which allowed UNEP personnel to be better informed about sexual harassment and how it can be reported (see Section IV above). In 2022 the Executive Director had one key message on sexual harassment – it will not be tolerated, and action will be taken.

⁸ Refer to the Fraud and Corruption Report for full information on the cases.

⁹ Unauthorized outside activity (sub complaint identified by OIOS during investigation of an original complaint).

¹⁰ The number of pending/open cases during the reporting period does not include cases related to fraud and corruption. The total number of pending/open cases includes cases from the 3 previous reporting period which were still open in the current reporting period.

¹¹ The total number of cases closed during the reporting period includes cases which were not closed during the previous reporting period 1 August 2020 to 30 September 2021 and were moved over to the current reporting period.

31. It is important to note that all complaints of sexual harassment were investigated by OIOS/ID and the Administration took strong managerial and administrative actions in response to the complaints received (See IV above).
32. The statistics in this Report should be read together with the current annual Fraud and Corruption Report.

V. Informal reports of unsatisfactory conduct

33. The role of the Conduct and Discipline focal points (CDFPs)¹² have been further strengthened during the reporting period. The CDFPs have continued to provide advice to the ED on addressing informal reports of unsatisfactory conduct. Informal reports of unsatisfactory conduct are distinct from formal reports of possible unsatisfactory conduct as they are matters brought to the attention of a manager or supervisor where informal resolution is envisioned as a first measure or main measure to address them. Such reports do not constitute a complaint but may evolve into a complaint should the informal measures not be successful in resolving the grievances.
34. Under this category, 6 reports were received, and guidance was provided by the CDFPs regarding these reports. Managerial actions were suggested to address work related issues to avoid such situations escalating further.
35. Guidance was provided by the CDFPs on the process of addressing unsatisfactory conduct formally and informally.

VI. Conclusion

36. UNEP is pleased that the reporting of unsatisfactory conduct has been steady. This is an indication that UNEP Personnel's confidence is increasing in reporting. UNEP remains with the challenge of finding ways to share the outcome of several actions taken in relation to unsatisfactory conduct given the confidential nature of such reports.
37. UNEP has taken several initiatives to improve on the work culture. These initiatives have been geared towards building the trust of UNEP personnel in the conduct and discipline mechanisms that are in place and providing information to outsiders on actions taken by UNEP in relation to conduct and discipline and fraud and corruption and mechanisms to report unsatisfactory conduct.
38. UNEP has also focused on strengthening PSEA. The development of the PSEA Statement for Implementing Partners is a step towards effectively addressing SEA in relation to UNEP's partners.

¹² The CDFPs were designated by the Executive Director in 2019 pursuant to Section 1.16 of ST/SGB/2019/8 to provide advice and support on matters relating to conduct and discipline. The CDFPs advise the ED regarding the ED's obligations under the Secretary General Bulletin (Section 3.4).

Annex 1 -Complaints from 1 October 2021 to 31 December 2022

	PERSONNEL / ENTITY IMPLICATED	TYPE ¹³	COMPLAINTS	CONCLUSION ACCORDING TO THE REPORT AND ACTIONS TAKEN
1	Non-staff member	Scamming	The case alleged that the complainant met an alleged UNEP staff member on match.com. who told her he was cardiovascular surgeon in the medical department of UNEP Medical Department.	Matter closed by OIOS/ID Complainant requested to redirect the complaint to the local or Interpol authorities.
2	Staff member	Sexual harassment	A staff member sexually harassed an intern. OIOS/ID investigated the report of possible sexual harassment.	OIOS/ID concluded the investigation and issued an investigation report. At the request of UNEP, ASG/OHR the staff member was placed on administrative leave without pay pending investigation OIOS/ID. Disciplinary process finalized by ASG/OHR and concluded that staff member had sexually harassed the intern. Staff member had resigned from the Organisation by the time the disciplinary process was finalized. Staff member placed on Clear Check. ¹⁴ Note to file put in staff member's file.

¹³ See the Annual Fraud and Corruption Report for the list of all cases related to fraud and corruption.

¹⁴ Clear Check is an online platform where UN Entities record those subjects related to sexual exploitation and abuse (SEA) and sexual harassment (SH) cases where it has been found that they sexual harassed or sexual exploited or abused a complainant following an investigation and disciplinary process. In the SEA/SH context for Clear Check, “subject” refers to people listed in the database, i.e., perpetrators.

	PERSONNEL / ENTITY IMPLICATED	TYPE ¹³	COMPLAINTS	CONCLUSION ACCORDING TO THE REPORT AND ACTIONS TAKEN
3	Consultant	Theft of mobile phone	It was reported that during UNEA a UNV's iphone was stolen at one of the UNEA tents. The theft of the phone was reported to the local authorities by the UNV. UNDSS investigated and transmitted the investigation report to UNEP.	After the investigation by UNDSS, it was concluded that the phone was stolen by an unknown person. UNEP was requested to close the case. Matter closed by UNEP.
4	Unknown	Recruitment irregularities	OIOS/ID referred a report on irregularities related to the recruitment of a position advertised by UNEP.	The matter was fully assessed by OIOS/ID and determined to be unfounded. Matter closed by OIOS/ID.
5	Consultant	Sexual harassment	The affected individual, a consultant was sexual harassed by a UNEP staff member in a hotel.	The case was reviewed by OIOS/ID and assessed and closed given that the implicated staff member no longer works with the Organization. Matter closed by OIOS/ID.
6	Staff member	Sexual harassment	Staff member made several sexually inappropriate comments and jokes about another staff member during a team retreat which humiliated her publicly.	Matter under investigation by OIOS/ID.
7	Staff members	Wastage of UN resources and awarding contracts to family members	Staff members alleged to awarded contracts to their family members and waste of resources.	Matter under investigation by OIOS/ID.
9	Staff member ¹⁵	Unauthorized outside activity	During an investigation for fraud and corruption OIOS/ID noted that the staff member had engaged in outside activity without prior authorization. The outside activity pertains to being a shareholder in a company he registered.	Investigation report concluded by OIOS/ID.

¹⁵ This case is reflected in both the Fraud and Corruption Report and the current report as it deals with different aspects of unsatisfactory conduct.

	PERSONNEL / ENTITY IMPLICATED	TYPE ¹³	COMPLAINTS	CONCLUSION ACCORDING TO THE REPORT AND ACTIONS TAKEN
				<p>Staff member placed on administrative leave with pay with relation to the allegation of fraud and corruption.</p> <p>UNEP has also requested to OHR to place the staff member on administrative without leave pay (this action does not fall under the Head of Entity authority).</p> <p>Disciplinary process on-going by ASG-OHR.</p>
10	Administration	Recruitment irregularities	The OIOS/ID referred the case to UNEP. Recruitment irregularities in relation to the recruitment of a position at UNEP.	<p>Following the preliminary assessment by UNEP, it was noted that the recruitment process was in line with the applicable Administration Instructions.</p> <p>Matter closed by UNEP.</p>
11	Staff member	Wrongful denial of lateral transfer	The OIOS/ID referred the case to UNEP. Staff member alleged that a request for lateral transfer from one duty station to another was denied	Preliminary assessment undertaken by UNEP finalized. It was noted that decision to grant a lateral move is a work-related issue and not a unsatisfactory conduct. Furthermore, the decision whether to grant a request for lateral move was within the discretion of the manager.

	PERSONNEL / ENTITY IMPLICATED	TYPE ¹³	COMPLAINTS	CONCLUSION ACCORDING TO THE REPORT AND ACTIONS TAKEN
				Matter closed by UNEP.
12	UN (UNON and UNEP) Offices	Sexual harassment	The OIOS/ID received, from the Office of the Special Coordinator on improving United Nations response to sexual exploitation and abuse, anonymous comments by UN personnel to the annual survey on Protection to Sexual Exploitation and Abuse (PSEA). These comments contain references to possible unsatisfactory conduct by personnel from the UN Department of Safety and Security.	Preliminary assessment and managerial action currently on-going by UNON in consultation with UNEP.
13	Staff member	Recruitment irregularities	The OIOS/ID referred the case to UNEP. Recruitment irregularities in relation to the recruitment of a position at UNEP.	Preliminary assessment by UNEP is on-going.

Annex 2- The formal report of possible unsatisfactory conduct process

