HR Level 1

ITER Code of Conduct

The Code of Conduct provides guidance for implementing a shared ITER Project behavioural policy towards the achievement of appropriate ethical and well-being standards within the Project.

Section 1 encompasses the values of Collaboration, Accountability, Respect, Excellence (CARE) and Section 2 provides guidance in matters of professional conduct to staff members, and when relevant any other personnel assigned to the Project.

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Change Log			
ITER Code of Conduct (4FDYTY)			
Version	*Latest Status*	*Issue Date*	*Description of Change*
v1.0	In Work	06 Jun 2011	
v1.1	Approved	06 Jun 2011	Change needed in cover page
v2.0	Approved	03 Aug 2017	This new version was prepared with the Ethics Committee to reflect the ITER values and their impact on the conduct expected throughout the ITER Organization.
v2.1	Approved	14 Mar 2018	Clarification of the specific definition of integrity and update of section 1.4 further to the approval of the policy against harassment
v2.2	Approved	11 Dec 2018	Further to a request from the French Nuclear Safety Authority to all nuclear operators to pay attention to fraud, the sentence "We pay utmost attention to fraud and especially to false declarations that intentionally change, distort or neglect some information or data" is included to specifically develop the ITER value of integrity in Section 1.
v3.0	Signed	07 Feb 2024	This version includes the new ITER Project values in Section 1. Section 2 on implementation is clarified with provisions applicable to all personnel on site, and some others applicable to IO staff only. The Code was endorsed by the EPB on 7 February 2024 and shall enter into force upon being approved by the DG.

ITER Organization Code of Conduct

Contents

Introduction

The Code of Conduct provides guidance for implementing a shared ITER Project behavioural policy towards the achievement of appropriate ethical and well-being standards within the Project.

It describes the behaviour and ethical standards that people working for the ITER Project must all set for themselves and that they are entitled to expect from their colleagues in and outside the workplace as long as they embody the ITER Project.

Section 1 encompasses the values of Collaboration, Accountability, Respect, Excellence (CARE) adopted jointly by each of the seven Domestic Agencies and by the ITER Organization, where it complements existing regulations applicable to its staff members of the ITER Organization (hereafter "staff members", directly employed or seconded), in particular Articles 1, 2 and 3 of the Staff Regulations, by providing examples of effective and ineffective behaviours.

Section 2 provides guidance in matters of professional conduct to staff members, and when relevant any other personnel assigned to the Project, regardless of their location and responsibilities. It also serves as a reference for the public with regard to the standard of conduct that third parties are entitled to expect in their dealings with staff from the ITER Organization.

Section 1: ITER Project CARE Values

The CARE Values are a framework of principles that guide our actions and define the culture and spirit of the ITER Project.

"We perform our work with care, we care for the well-being of our colleagues, our families and ourselves, and we care about the health of the planet for generations to come. CARE drives our work and our conduct at ITER."

All people working for the ITER Project shall uphold these values with conduct that honours the Project and its vision: to pave the way for fusion power plants, enabling a more collaborative, sustainable, and peaceful planet for future generations to thrive.

What makes up CARE?

Collaboration

We collaborate with commitment and flexibility using the power of team-work, building partnerships and working with others to reach shared objectives.

Accountability

We are accountable for the whole project - we take responsibility for our specific actions and are transparent in our daily work, holding self and others accountable to meet commitments.

Respect

We treat each other with respect and dignity at all times, knowing that all of us belong here. We appreciate the value that our multicultural and diverse community brings to the ITER Project.

Excellence

We are driven by excellence; we are agile and innovative while maintaining the highest standards of safety, quality and integrity.

Below are descriptions of each of the CARE Values together with related effective behaviours that are encouraged and ineffective behaviours to be avoided[1]**.**

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[1] Some examples of behaviours have been inspired from CERN's competency model

COLLABORATION

With 33 nations working on the ITER project, we collaborate as one seamless team. This clarity and unity of purpose is vital for our success.

We each bring knowhow and technical skills to the project, sharing these contributions in a seamless and integrated way. Although we operate within smaller units, it is essential to act as one team.

EFFECTIVE BEHAVIOURS	INEFFECTIVE BEHAVIOURS
- Builds and maintains constructive and effective work relationships. - Gains trust and collaboration from others encouraging feed-back, creates a climate where people communicate fearlessly. - Solicits input from others, debates at the table and engages in constructive exchange of ideas, including courage to raise issues. - Acknowledges the contribution of colleagues; recognizes their limitations and offers support to overcome their difficulties. - Encourages unity rather than "us vs them" thinking, works well in groups and readily fits into a team; participates fully and takes an active role in team activities. - Understands when teamwork is required to achieve the best results; includes others accordingly and shares information. - Cooperates constructively with others in the pursuit of team goals; balances personal goals with team goals and cares for each other. - Involves others in making decisions on behalf of the group, is ready to concede in the interests of the Project, shows appreciation and seeks agreement. - Seeks to help other team members when their own work is done; supports others. - Contributes to promoting a positive atmosphere in the team through an optimistic and constructive attitude; addresses issues. - Shares and lets others participate in own work/project; recognizes success and encourages team development. - Supports and acts in accordance with upper managerial decisions; accepts joint responsibility for team successes and shortcomings.	- Has difficulty building work relationships; lacks approachability, misses opportunities to acknowledge others' ideas and input. - Inhibits collaboration by adopting a dominant or competitive position. - Debates behind the scenes and engages in divisive interaction. - Minimizes the contribution of colleagues; leaves them to struggle when they meet the limits of their capability. - Has difficulty integrating in a team; prefers to work alone without sharing ideas and solutions; adopts a passive and destructive attitude towards team activities. - Considers their own competency to be better and rejects contributions from team members. - Makes no effort to co-operate with colleagues; focuses on their own instead of team objectives. - Sticks to their own position and refuses to cooperate with the majority position. - Focuses on their own workload and leaves others to cope with their own responsibilities. - Undermines team spirit through a negative and discouraging attitude; allows issues to fester. - Is "territorial" and unwilling to involve others in their own work/project; resists team collaboration. - Exploits divisions in the team; undermines fellow team members and lets others take the blame when things go wrong. - Allows surprises to arise by withholding information that others would have liked to know. - Make decisions without including affected team members. - Misses opportunities to engage in and advocate greater cross-organization teamwork.

ACCOUNTABILITY

Each of us is part of this ground-breaking project and carries with us the pride of what we are part of, and the responsibility to be accountable and transparent in all that we do. Our contributions are made with care and attention to quality and safety, and with an awareness of their impact across the ITER Project.

EFFECTIVE BEHAVIOURS	INEFFECTIVE BEHAVIOURS
• Delivers on our commitments, considering the entire value chain of the Project. • Works conscientiously and reliably; delivers on promises with humility. • Uses their power or position in the interests of all. • Takes responsibility for own actions and decisions, sharing knowledge, expertise and insights for the benefit of the Project as a whole. • Makes appropriate use of the Project's resources. • Maintains confidentiality. • Uses openness and honesty to interact constructively with others. • Presents information accurately and objectively. • Declares own intentions clearly in dealings with others; uses influence constructively. • Gives credit where credit is due. • Stands up for their own opinion and actions with well-substantiated arguments. • Understands and accepts own share of both successes and failures, readily admits to mistakes. • Exhibits humility by asking for help and expects to receive support in return. • Takes steps to ensure that the team gathers and learns from feedback as the work unfolds. • Keeps track of expectations and accountabilities using appropriate metrics and milestones.	• Demonstrates careless approach to work; fails to deliver on commitments. • Abuses power or position for personal or professional gain. • Disowns responsibility for own tasks or decisions; tries to pass the responsibility on to others. • Misuses the Project's resources. • Is direct to the point of being disruptive. • Distorts or withholds information; reasoning in their own interest. • Has a hidden agenda in dealings with others; shows scheming and manipulative behaviour. • Takes credit for the work and successes of others. • Avoids taking a stand on contentious issues; backs down easily or changes view when challenged. • Makes excuses or blames others for own mistakes. • Handles sensitive information carelessly; disregards confidentiality. • Places little emphasis on complying with policies, procedures, and work requirements; may ignore rules or miss goals. • Places limited focus on performance; adheres to same approach, even when results start to lag. • Allows work to unfold without making sufficient effort to seek, explore, or share feedback from key stakeholders. • Rarely accepts responsibility for failures of own work and the team's work • Engages in affairs with colleagues without declaring it appropriately.

RESPECT

We are a ground-breaking project, and to achieve our ambitious goals we need all perspectives. We are a diverse community but our shared values unite and guide us. We create a space where everyone is welcome and included, where each voice is respected and embraced. Caring for people and the planet is embedded in the fabric of our organization.

EFFECTIVE BEHAVIOURS	INEFFECTIVE BEHAVIOURS
- Treats others fairly and equally so that everyone can speak up and be heard. - Understands how individual differences bring added value to the Project; promotes complementariness. - Relates well to all people regardless of race, religion, sex or sexual orientation. - Relates well to all people regardless of category/level within the Project. - Shows courtesy and consideration in dealings with others, for creating an inclusive environment that respects everyone. - Cares about the well-being of others. - Shows a sincere interest in the concerns and perspectives of collaborators and stakeholders, challenges them in a constructive way, and capitalizes on the diversity of others. - Invests appropriate trust in others. - Is able to put themself in the shoes of others in order to understand their needs and interests. - Shows appreciation for the ideas and contributions of others and encourages others to express their views, even if controversial, while offering constructive feedback. - Accepts others in a non-judgemental way and takes their point of view into account. - Speaks of others in positive terms; defends people in their absence. - Demonstrates an appropriate sense of humour. - Creates an inclusive environment that respects everyone in the project equally, regardless of their nationality, religion, culture, ethnic origin, age, gender, personal life or sexual orientation.	- Treats people differently in ways that reduce trust; shows favouritism towards certain people. - Disregards the benefit of individual differences; promotes clan behaviour. - Shows a lack of consideration for differences and interacts inappropriately. - Relates selectively to people by showing preference for certain categories/levels. - Demonstrates insensitivity or aggressiveness towards others. - Displays an uncaring attitude towards the well-being of others. - Ignores or discounts others' concerns. - Doubts and mistrusts others; is overly suspicious about others' intentions. - Has difficulty in considering issues from other than a personal perspective. - Discourages the expression of different viewpoints; is openly critical of others and imposes their own ideas without justification. - Makes frequent judgemental remarks about the character or behaviour of others. - Shows little support for or undermines people in their absence. - Shows a lack of respect, intolerance and arrogance towards others with a different background or lifestyle. Regardless of culture, at ITER, everyone is respected and included in the Project. - Uses humour inappropriately or at the expense of others, makes jokes that could be considered sexist, racist, or similarly offensive.

EXCELLENCE

As we break new ground for the future of fusion, we need to be agile and innovative, employing the highest standards of quality and safety. We carry a responsibility for future generations, but also for the safety and health of all who work on the project. We are driven to do our best.

EFFECTIVE BEHAVIOURS	INEFFECTIVE BEHAVIOURS
• Puts safety at the heart of all actions as a priority. • Delivers high quality work on time and fulfils expectations. • Is rigorous and produces high quality work. • Defines clear objectives, milestones and deliverables before initiating work/ project. • Produces comprehensive work/project plans taking into account resources and contingencies. • Allocates appropriate amount of time for completing tasks. • Divides extensive work/projects into manageable sub-tasks with clearly defined milestones. • Has a structured and organized approach towards work; is able to set priorities and plan tasks with results in mind. • Follows through on new ideas and innovations to increase efficiency; plans and implements application. • Objectively assesses and monitors own work; regularly reports on progress and advises of any changes in schedule or priorities. • Drives work/projects along and sees them through to their conclusion. • Takes appropriate corrective actions and adapts work/project plans if necessary. • Delivers prompt and efficient service taking into account customer needs.	• Fails to meet deadlines and produces substandard work. • Ignores room for continuous improvements. • Does not obey rules and procedures that ensure the safety of everyone at ITER. • Lacks attention to detail and is careless; needs several attempts to get the work right. • Initiates work/project without clearly defined objectives and deliverables. • Starts work/project without planning, taking no account of contingencies. • Under or overestimates time required to complete tasks. • Aims for final objective only, without defining intermediate stages. • Works in an unstructured way; deals with issues without setting priorities. • Does not follow through on ideas; goes from one idea to the next and fails to deliver on them. • Fails to monitor and report on their own progress; omits to advise of delays or changes in priority. • Drifts along with work/project and loses concentration towards the end; leaves work undone or incomplete. • Sticks to initial plan despite backlogs or changing circumstances and needs. • Is slow in responding or doesn't answer to customers' demands and delivers incomplete or inaccurate service; assumes all customers require the same service.

Section 2: Implementation

1. **Implementation of the Code of Conduct for All Personnel working at the ITER Site**

A. Conduct within the ITER Organization

a) *Managers' Behaviour*

Managers are in positions of leadership and it is their responsibility to ensure a harmonious workplace based on mutual respect within a multicultural environment. They should be open to all views and opinions, and make sure that the merits of staff are properly recognized. They need to provide support to them; this is particularly important when staff members are subject to criticism arising from the performance of their duties. Managers are also responsible for guiding and motivating their teams and promoting their development. Managers serve as role models and therefore they have a special obligation to uphold the highest standards of conduct and to lead by example.

As managers, authority must be used in a fair and equal manner. Managers who delegate their authority to another person, remain accountable for the activity delegated. Authority cannot be used to exercise influence or pressure on staff members in order to benefit personally from their actions.

b) *Behaviour towards Managers*

Individuals shall carry out the tasks assigned to them, as well as other implicit tasks necessary to meet their goals and those of the ITER Organization. They shall respect the authority of their managers and follow their instructions unless they are illegal or breach safety standards or ITER Organization's Rules and Regulations. If a manager instructs an employee to perform an activity considered to be irregular, a request should be submitted for the instruction to be confirmed in writing. If the manager confirms the instruction in writing, the employee should perform the activity unless the activity is manifestly illegal or constitutes a breach of the safety standards or the ITER Organization's Rules and Regulations. In such cases, employees should immediately inform their manager and the next higher level of management. This may be done orally and/or in writing.

c) *Tact and Courtesy*

Personnel at the ITER sites are expected to maintain respectful interpersonal relations, and smooth and effective communication with their colleagues in the ITER Organization according to the aforementioned CARE values and associated behaviours.

English is the default language for professional exchanges or deliveries within multicultural teams.

d) *Harassment*

Regardless of their respective positions (IO Staff, IPA, Interim or Contractor Personnel), everybody has the right to be treated with dignity and respect, and to work in an environment which fosters professional consideration and courtesy.

Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions that are intended to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another, or that create an intimidating, hostile or offensive work environment. Harassment may occur between peers and non-peers.

Harassment of any kind at work, or in connection with work performed on behalf of the ITER Organization, shall not be tolerated.

A specific policy applying to all staff members and other employees has been put in place by the ITER Organization to address cases of harassment (FGFZCA). This procedure aims at determining if the allegations of harassment can be proven, assessing the facts and, when appropriate, taking appropriate action and/or disciplinary measures.

B. Use of the ITER Organization's Services and Facilities

The ITER Organization's services and facilities, including telephones, internet access, photocopiers, etc. may be used occasionally and within reasonable limits for private purposes provided that they are not used for illegal or improper purposes. For IT tools, reference shall be made to the IT Acceptable Use Policy (27ZPBE).

In the case of any suspected abuse, the Director-General may decide to open an investigation into such use of the ITER Organization's services and facilities. If any abuse is found, the ITER Organization may ask for reimbursement of the costs to which the ITER Organization has been exposed as a result of such abuse. Such abuse may be considered as misconduct and subsequently lead to the imposition of disciplinary measures or rules defined by each Domestic Agency or other employers' services. It may also lead to exclusion from the ITER site.

C. Reporting of Misconduct

Misconduct includes mainly illegal activity, unethical behaviour or any violation of the ITER Organization's rules, regulations, orCode of Conduct. Everyone is requested to report any suspected misconduct without delay and preferably to their manager. If the manager is unable to resolve the issue – or if the manager is the problem – the concerns shall be reported to the next higher level(s) of management within the ITER Organization or Director-General.

Alternatively,
- staff members may decide to consult the:
    - Ethics Committee;
    - Human Resources;
    - Ombudsperson for advice/resolution for work-related disputes/conflicts;
    - Legal Affairs;
    - Staff Committee.
  If no suitable response is given, the person may report it to the Director-General.
- Other categories of personnel shall contact the Human Resources Division in case a staff member is concerned, together with their employers' services for all cases.

On the basis of the Code of Conduct, the management shall consider the information reported and promptly establish if a potential misconduct exists. Where this is the case, the competent authority shall promptly take measures to ensure that the misconduct is addressed.

D. Raising Other Serious Issues

It is the ITER Project's policy that individuals are able to raise serious issues and provide information to management in confidence concerning potential violations of law, danger to health and safety, or matters involving mismanagement, gross waste of funds, or abuse of authority throughout the ITER Project, or risks of such unacceptable events. All information obtained through the reporting

channels will be followed up. However, malevolent behaviour such as the spreading of gossip, unfounded allegations, defamation and/or slander that could harm the reputation of a person will not be tolerated.

To this effect, a Whistleblowing Policy (IDM link to be added) is made available to staff members, ITER Project Associates and interim employees.

E. Enforcement
a) Breach of the Code of Conduct by an IO Staff Member

Any breach of the Code of Conduct shall be construed as failure on the part of an IO staff member to comply with the standards of conduct expected from them under the Staff Regulations, and could be considered/qualified as misconduct, within the meaning of provisions on Disciplinary Procedure of the Staff Regulations.

b) Breach of the Code of Conduct by other Categories of Personnel

In the case of misconduct, or of failure to comply with the Code of Conduct on the part of other categories of personnel, access to the ITER site may be denied and contracts may be terminated, without prejudice to measures and actions employers may take.

2. Implementation of the Code of Conduct for ITER Organization Staff Members

A. External Relations
a) Confidentiality

The obligation to respect the confidentiality of information that belongs to the ITER Organization, its Members and Domestic Agencies applies to activities both outside and within the ITER Organization. Staff members also have to respect the impartiality of the ITER Organization and to keep confidential any information they may know through their functions, in relation also with third parties to the ITER Organization. In case of doubt on whether information is public or not, the manager shall be consulted. Staff members remain bound by this obligation even after the termination of their employment with the ITER Organization.

b) Conflicts of Interest

A conflict of interest is constituted by an incompatibility between staff members' duties in the ITER Organization and their external, personal or collective obligations or responsibilities. Staff members shall not deal with any matter in which they have a direct or indirect personal interest that could compromise their independence.

They should avoid any situation that could lead to potential conflicts of interest. Managers should carefully assess team members while assigning them to interface with Domestic Agencies or External Companies, especially in case these team members were employed by these entities prior to joining the ITER Organization and to which they are likely to return after their employment.

Staff members should not solicit or accept from any source outside the ITER Organization any advantage, direct or indirect which is in any way connected with their function at the ITER Organization without obtaining prior permission from the Director-General. It is recommended to

decline all offers that may have a real or apparent influence on objectivity in carrying out official duties.

The acceptance of gifts, favours and other benefits is permissible if they are infrequent and of negligible value (diary, calendar, simple meals, etc.). Gifts, favours and other benefits that are not of a negligible value can be accepted only with the prior permission of one's manager, thereby justifying their acceptance. Approval may be given to accept only if it is clearly demonstrated to be in the interests of the ITER Organization or if it is within the normal standards of courtesy, hospitality or protocol, and as long as such gifts, favours or benefits do not compromise in any way the integrity of the ITER Organization. If appropriate, the manager may also decide that the gift is to be given to the ITER Organization.

A specific policy is established by the ITER Organization to provide guidance and rules aiming at preventing conflicts of interest (U44AH5). Under this policy, staff members are required to periodically submit a declaration of interests. This requirement may also apply to other categories of personnel.

c) External Activities
An external activity means any external professional activity other than the staff member's assignment, paid or unpaid, that is of an occupational character, such as employment, or an activity that could be considered to go beyond what can be reasonably considered leisure. Staff members wishing to participate in such external activities shall obtain prior approval from the ITER Organization in line with the applicable rules (see Internal Administrative Circular No 20 – External Activities (3MQTXE)).

d) Honours and Decoration
Staff members must not accept, without prior approval, any honour or decoration. This includes honours and decorations from Governments as well as from commercial firms and other entities. It is not proper, without authorization from the ITER Organization, to accept supplementary payments or other financial or material benefits from a Government or any other source prior to, during or after an assignment with the ITER Organization if the payment is related to that assignment.

e) Public or Political Activities
Political activities that may compromise duties and responsibilities – or those of other staff members – in the ITER Organization should be avoided. A wish to stand for public or political office shall in any case be reported to the Director-General at least two months before officially declaring an intent to run for office. The Director-General may decide whether, in the period up to the date of the election or appointment, to take specific measures which could include the termination of the contract if there were to be an incompatibility.

When informed of the intention to run for office, the Director-General shall assess the impact in case of election or appointment, taking into consideration the interests of the ITER Organization, the importance of the public office in question, and the staff member's ability to continue to fulfil their obligations towards the ITER Organization. In the case of incompatibility, termination of employment shall be requested and such termination shall not carry any entitlement to loss-of-job indemnity.

f) Privileges and Immunities
For matters relating to private life, staff members are subject to national civil and criminal law and jurisdiction. This includes actions that could damage the ITER Organization's reputation or be

perceived as an abuse of the privileges and immunities of the ITER Organization and its staff. Furthermore, as they are not compatible with the conduct expected from a staff member, such actions may be considered as misconduct and subsequently lead to the imposition of disciplinary measures.

g) Dealing with Enquiries and Media
The ITER Organization undertakes to respond in the most appropriate manner and as quickly as possible to:
- Correspondence: when replying in writing, the language shall be in English by default unless otherwise requested;
- Telephone: when answering a phone call, staff members shall identify themselves and/or their Department. They shall also establish the identity of the caller. If appropriate, confirmation in writing of the enquiries made by phone may be requested;
- Media: the Office of Communication shall be consulted before any declaration or interview as it is responsible for dealing with all media matters and requests. All media requests shall be addressed to the Office of Communication.

However, staff members may be requested by the Office of Communication or the Director-General to answer enquiries within their specific area of responsibility.

If the journalist's questions or the article concerns matters directly related to the activities of the ITER Organization, staff members should communicate honestly and openly about these matters. However, if the journalist's question concerns the staff member's personal opinion as to the functioning or activities of the ITER Organization, the Office of Communication shall be immediately contacted.

B.   Ethics Committee
The Ethics Committee, reflecting the diversity of the staff members, is responsible for overseeing the implementation and development of the Code of Conduct throughout the ITER Organization. The Terms of Reference of the Ethics Committee (98G62M) define its role, composition and functioning. Its members can be consulted by the staff members for any clarification or question regarding the Code of Conduct.