**Request for Protection from Retaliation Form**

**CONFIDENTIAL**

Pursuant to section 1.1 of the [UNDP Policy for Protection Against Retaliation](https://intranet.undp.org/unit/office/ethics/Documents/PaR%202018%20Final.pdf) (the “Policy” dated April 2018) ***Retaliation*** (for purposes of this Policy) is defined as:

“any direct or indirect detrimental action that adversely affects the employment or working conditions of an individual, where such action has been recommended, threatened or taken for the purpose of punishing, intimidating or injuring an individual because that individual engaged in a “Protected Activity”[[1]](#footnote-1) as defined below. Retaliation is itself a separate act of misconduct and a violation of this Policy. For purposes of this Policy, the legitimate application of regulations, rules or administrative policies, issuances or procedures, or the mere expression of disagreement, admonishment, criticism or a similar expression regarding work performance, conduct or related issues within a supervisory or similar relationship, do not constitute Retaliation.

If the individual did not engage in a Protected Activity, any detrimental action recommended, threatened or taken against him/her will not be considered Retaliation under this Policy. Claims concerning conduct not covered under this Policy should be addressed to the Office of Human Resources (OHR) as a potential management issue or, if appropriate, reported directly to the Office of Audit and Investigations (OAI).”

The opening Policy Statement reads:

“It is the Policy of UNDP that Retaliation against individuals holding UNDP assignments/contracts (i.e., staff members, interns, UN Volunteers and contractors) who have, in good faith, properly reported allegations of misconduct, or who have cooperated with a duly authorized audit or investigation, is strictly prohibited. Such Retaliation violates the fundamental obligation of all staff members to uphold the highest standards of efficiency, competence and integrity as required under the UN Charter, and to discharge their functions and regulate their conduct with the interests of UNDP only in view.”

The complete UNDP Policy for the protection against retaliation, guidelines for reporting retaliation together with other useful information is available on the website of the Ethics Office at: <https://intranet.undp.org/unit/office/ethics/default.aspx>

Please complete this form if you believe that any detrimental action has been recommended, threatened or taken against you because of your involvement in any protected activity. Kindly return the completed form to:

UNDP Ethics Office

One United Nations Plaza

DC-1, 23rd Floor

New York, NY 10017

or by e-mail to ethicsoffice@undp.org

**==== ALL REQUESTS FOR PROTECTION AGAINST RETALIATION ARE CONFIDENTIAL====**

**I. Personal Information**

Name (please print)

Title Grade/Level

Contract Type (e.g. Permanent, FTA, TA, SC, IC, UNV)

Expiration date (if applicable)

Division/Office/Department/Agency/Duty Station

Office Phone Home Phone Mobile Phone

Email address (office) Email address (personal)

Preferred method of contact Best time to contact you

**II. Initial Report of Misconduct**

What protected activities were you involved in (e.g. reported misconduct, cooperated with audit or investigation)?

1. **Reported Misconduct**

To whom did you make your report of misconduct?

Date of report of misconduct:

Was your complaint made in writing?

Yes [ ]  If yes, please provide a copy of your report

No [ ]  If no, please indicate how the report was made

Please summarize the reported misconduct below.

1. **Cooperated with Audit or Investigation**

Date of Audit or Investigation

Was your participation or cooperation done in writing?

Yes [ ]  If yes, please provide a copy of your documented cooperation.

No [ ]  If no, please indicate how you cooperated

Please summarize the nature of your cooperation below.

**III. Background**

Please provide the name, position, and agency of person(s) who has/have recommended, threatened, or taken the retaliatory action:

Name

Position

Agency/Country Office/Bureau/Department

Others involved in threatening, recommending or taking the retaliatory action

Name

Position

Agency/Country Office/Bureau/Department

**IV. Allegation of Retaliation**

The retaliatory action has been:

[ ]  Threatened

[ ]  Recommended

[ ]  Taken

Please state the nature of the retaliatory action (e.g. foreshortening of contract, non-renewal of contract, bad performance appraisal, transfer, dismissal, etc.)

Describe, in as much detail as possible, the detrimental action (i.e. retaliatory action that has been recommended, threatened, taken) as a result of your involvement in the protected activity (i.e. reporting misconduct, or participating in an audit or investigation). Please attach an additional page, if necessary.

Please explain why you believe the alleged detrimental action is attributable or connected to the protected activity.

Please list any evidence or documentation that would support your allegation of retaliation. Please indicate whether you can personally provide that information.

Please provide the names, positions and contact details of persons who may be able to provide evidence or information to support your allegation of retaliation.

Would you like all or any of these persons to be contacted on your behalf?

Yes [ ]

No [ ]

Not at this time [ ]

If you choose ‘not at this time’, please state your reasons, and indicate when (if at all) you would like any of these persons to be contacted.

**V. Other Offices (e.g. OAI, Ombudsman, OHR)**

Have you contacted any other office other than or in addition to the Ethics Office for assistance in this matter?

Yes [ ]

No [ ]

Which office, when, and what was the result? With whom did you speak (optional)?

Do you have a case pending in any other forum, or are you the subject of an investigation? (e.g. Ombudsman, Management Evaluation/UNDT, OAI, Performance Rebuttal under PMD Guidelines, etc.)?

If you have not previously contacted the Ombudsman on this matter, would you be interested in seeking or considering informal resolution options?

Yes [ ]

No [ ]

**VI. Purpose of complaint**

Please state your goal in lodging this complaint.

What remedy are you seeking?

**I would like the Ethics Office to:**

**[ ]  Take no action. (I understand that nothing will be done with this report unless I expressly advise the Ethics Office, in writing, that I wish to proceed.)**

**[ ]  Provide advice and guidance on available options, including informal resolution through the Ombudsman**

**[ ]  Await the outcome of other proceedings (e.g., dispute resolution, consultation with Ombudsman, consultation with OHR or other unit).**

**[ ]  Treat this as a formal report of retaliation and apply the protection policy.**

**VIII. Complainant Declaration**

I declare that all information provided in this report, and in any supporting information submitted with this complaint, is true and correct to the best of my knowledge, information and belief. Furthermore, I understand that providing false information in this matter or otherwise may amount to misconduct and subject me to possible disciplinary action pursuant to the [UNDP Legal Framework for Addressing Non-Compliance with UN Standards of Conduct, March 2018](https://popp.undp.org/node/11686). I agree to cooperate in any investigation of this matter and declare that I have read, understand, and will comply with the confidentiality requirements in the attached confidentiality policy.

**Name (please print)**

**Signature Date and Duty Station**

1. ***Protected Activity*** is a good faith report alleging misconduct and made in accordance with the procedures set out in the [UNDP Legal Framework for Addressing Non-Compliance with UN Standards of Conduct](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=2&Menu=BusinessUnit&Beta=0). Protected Activity also includes cooperating, in good faith, with a duly authorized audit or investigation. (section 1.1 of the Policy) [↑](#footnote-ref-1)