

If you have a question about an outside employment or activity, please contact the Ethics Office. If you prefer, you can always use the Ethics Help Line and remain anonymous.

### **The Ethics Helpline**

On the web at:  
www.navexglobal.com or  
[www.pahoethics.org](http://www.pahoethics.org)

Or by telephone toll-free at:  
1-888-448-4715

## **OUTSIDE EMPLOYMENT AND ACTIVITIES**

Life Outside of PAHO

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**Pan American  
Health  
Organization**



**World Health  
Organization**

REGIONAL OFFICE FOR THE **Americas**

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Pan American Health Organization  
Regional Office for the Americas  
World Health Organization  
525 Twenty-third Street, N.W.  
Washington, D.C. 20037  
[www.paho.org](http://www.paho.org)

October 2014

## **EMPLOYMENT AND ACTIVITIES OUTSIDE OF PAHO**

According to PAHO's Staff Regulations, the whole time of staff members is at the disposal of the Director. Naturally, this does not imply that you cannot engage in activities outside the Organization and it is beneficial for staff to have a broad range of interests in order to lead fulfilling lives. Nonetheless, you are expected to be loyal to the mission of the Organization, devote priority to its work and not engage in any outside employment or activity that would be incompatible with your status as an international civil servant or give rise to a conflict of interest.

As a general principle, PAHO staff are permitted to engage in paid and/or unpaid employment and activities outside of PAHO, subject to two important conditions. First, any such employment or activity must be allowed by your visa status, as applicable, in the country of assignment. As such, for expatriate personnel, it must first be determined whether the laws of the host country permit paid or unpaid employment or activities outside of PAHO. Second, any such outside employment or activity must not pose a conflict of interest with your official duties and responsibilities as a PAHO staff member.

Outside activities cannot be used as an excuse for being absent, to arrive late or to leave early.

Consequently, the demands of any outside activity must be properly analyzed before embarking on the activity in question, taking into account the following considerations in order to avoid a conflict of interest:

- outside activities must not interfere with your normal duties and responsibilities in PAHO;
- outside activities must not take place during normal working hours;
- outside activities should not conflict or compete with the mandate and mission of PAHO;
- outside activities should not harm or undermine the integrity and image of PAHO; and
- outside activities should not make you so tired that you cannot perform effectively at work.

In short, you must avoid any activity that could damage the work and reputation of PAHO or that competes or conflicts with the interests of PAHO.

### **OBTAINING APPROVAL**

Prior to engaging in any paid or unpaid employment or activity outside of PAHO, you must first obtain the written authorization of PAHO's Ethics Office (ETH). In consultation with your supervisors, ETH will assess your

request and decide if you can proceed with the outside employment or activity. Ultimately, ETH may determine that your participation in any outside employment or activity needs to be modified or curtailed or ETH may deny your request if there appears to be a real or apparent conflict of interest in terms of time or responsibility or if it would represent a violation of your visa status.

### **TEACHING, SPEAKING & WRITING**

Subject to the same considerations, you may engage in teaching, speaking or writing as a permissible outside employment or activity.

### **POST PAHO EMPLOYMENT**

With limited exception, PAHO does not place any specific restrictions on the type of employment you may obtain after leaving the Organization. However, as soon as you know you will be leaving PAHO, you must disclose in writing to your supervisor and ETH any conflicts between your new job and your position in PAHO. Moreover, you are not allowed to disclose, publish or communicate confidential information that you obtained or had access to while working in PAHO without the express written approval of ETH.