

ADB

# Building Trust Together

A Guide to Our Code of Conduct



Trust is essential to everything we do for and at the Asian Development Bank (ADB). We all want to work at a place we feel good about—one that fosters trust and respect for others and prioritizes the commitment to doing the right thing. We rely on one another to live by our values every day when we come to work. Our clients expect it from us, and we expect it from one another.

ADB's Code of Conduct applies specifically to all staff, at every level of the organization, and failure to comply with it may result in corrective or disciplinary action. The Office of Professional Ethics and Conduct can help answer questions and address concerns about the application of the Code.

## We Are Trustworthy



### **We treat one another with respect and dignity.**

When we create and foster a workplace that is built on mutual respect, we empower one another to do our best work. ADB will not tolerate harassment, discrimination, intimidation, or mistreatment of one another in our workplace—no matter where we are or what we do for the organization.

### **We are inclusive.**

The strength and diversity of our team defines us as an organization. Bringing together different backgrounds, perspectives, and experiences makes us better positioned to serve our clients. Welcoming and embracing one another's ideas and perspectives empowers us all to come together to achieve our mission.

### **We are professional and respectful.**

#### **We do not accept bribes or tolerate corruption.**

At ADB, we understand that businesses and individuals depend on us to make fair and equitable decisions about how we provide funding. We will not tolerate collusion, bribery, and corruption. We choose to work with partners and other third parties who share this commitment.

#### **We disclose all conflicts of interest.**

We make decisions that support ADB's mission and operations. Conflicts of interest arise when our personal decisions, activities, or interests compromise or appear to compromise our ability to make fair and objective decisions. We identify actual, potential, and perceived conflicts of interest and disclose them when and if they arise.

### **We use ADB's assets responsibly.**

We are prudent and responsible when using ADB's assets, including property, finances, supplies, and information systems. Theft, carelessness, and waste negatively impact our operations as a whole and could threaten our mission.

### **We watch out for fraud and collusion.**

At ADB, we must be alert to fraud, and other integrity violations, whether perpetrated by individuals working alone or with others.

### **We work collaboratively with business partners that share our values.**

Our clients depend on us to not only act with integrity, but also to work with partners who share our commitment to ethical business conduct. We choose our business partners based on these expectations. We show everyone with whom we work the same level of professionalism that we show our clients and coworkers.

### **We use, present, and protect information responsibly.**

#### **We communicate responsibly.**

We communicate clearly, respectfully, and professionally on every platform and with every audience. To maintain consistency and transparency in our public communications, only certain people are authorized to speak publicly on behalf of ADB.

#### **We protect private and confidential information.**

As part of our business, we have access to confidential information about ADB, as well as clients and business partners with whom we work.

We all have the responsibility to understand how to identify confidential information and personal information and how to keep it safe.

# Our Pledge to Speak Up

We must have the courage to speak up if we have ideas, questions, or concerns. This is a critical part of honoring our commitment to being trustworthy and our accountability to one another.

If you have a question or a concern, there are many informal and formal avenues available to you at ADB including:

- Your manager or supervisor
- Your human resources focal person, either in the Budget, People, and Management Systems Department or within your own office/department/mission (e.g., institutional coordinator or administrative officer).
- Your Staff Council representative
- The CARE Peer Support Network
- The Office of the Ombudsperson
- The Office of Professional Ethics and Conduct
- The Office of Anticorruption and Integrity

## We simply do not tolerate retaliation.

Our code protects us from retaliation.

If you feel that you are experiencing retaliation, share your concern with either the Office of Professional Ethics and Conduct or the Office of Anticorruption and Integrity immediately.

For any questions about the Code of Conduct, please contact the **Office of Professional Ethics and Conduct**

Phone: +63 2 8632 4088

Anonymous hotline: +63 2 8580 7990

Email: [ethics@adb.org](mailto:ethics@adb.org)



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