The Asian Development Bank (ADB) is committed to conducting Annual Meetings where everyone feels welcome, respected, and safe. The Meetings follow the highest standards of ethics and professionalism. All those taking part in the Meetings are expected to treat other participants with integrity and respect.

Purpose of this Guidance Note

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Use of the Guidance Note

This guidance note applies to all ADB Annual Meetings held at the ADB headquarters or in other venues or locations. Participants and those assigned specific roles at the Annual Meeting undertake to uphold and adhere to this guidance note.

This guidance note does not supersede other relevant policies, regulations, rules, and laws—including domestic laws of the host country, applicable host-country agreements, or Memorandums of Understanding—but are intended to supplement them. The ADB Board and Staff Codes of Conduct, as well as any relevant ADB internal policies (e.g., Administrative Orders and related guidelines), also remain applicable. If contradictions arise, those other relevant policies and regulations will take precedence over this guidance note.

ADB’s Office of The Secretary (SEC) will oversee the implementation of this guidance note.
All persons involved in the ADB Annual Meeting are expected to:

- treat all other participants and stakeholders with respect and dignity;
- respect the cultural norms of the host country;
- follow all rules and procedures applicable to the event, including relevant health and safety protocols implemented by ADB or the host country;
- comply with requests and instructions issued by ADB organizers, host-country organizers, and security staff in their official capacity, regarding access to, and use of, the facilities and conduct within the premises of the event;
- treat official and recognized symbols, including ADB member nameplates, with respect; and
- consider the privacy of other participants and observe respectful conduct when sharing in the public domain any photographs and audio or video recordings taken during the Annual Meeting, on the understanding that all participants at the Meeting accept the terms of a media release consent form for photographs and for audio and video recordings taken by any party solely for noncommercial use.
Harassment is any unwarranted or unwelcome behavior—verbal, psychological, or physical—that interferes with the event or creates an intimidating, hostile, or offensive environment at the Annual Meeting. ADB does not tolerate harassment in any form, including bullying, sexual harassment, and discrimination.

Bullying is a form of harassment consisting of repeated or persistent aggression or other malicious behavior in any form by one or more persons, with the effect of humiliating, belittling, offending, intimidating, or discriminating against another person. It may include persistent, unwarranted, or unconstructive criticism, personal abuse, or ridicule, in public or in private, which humiliates or demeans the targeted individual, and gradually erodes that person’s self-confidence or is meant to do so.

Discrimination is the inappropriate differentiation between individuals or groups. It includes actions or decisions based on characteristics such as race, color, nationality, social or ethnic origin, religion or beliefs, language, political or other opinion or affiliation, gender, gender identity, sexual orientation, family or civil status, health status, physical appearance, or physical disability.

Integrity violation involves

- (with respect to staff and other persons covered under ADB’s Codes of Conduct) a corrupt, fraudulent, coercive, collusive, abusive, or obstructive practice, or a conflict of interest that was not disclosed and adequately addressed in accordance with ADB’s Codes of Conduct or other applicable ADB rules; and

- (with respect to others) any act that violates ADB’s Anticorruption Policy.
Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment and often causes physical, sexual, or psychological harm or suffering to another person. In some cases, the unwanted attention becomes an overt or implicit condition of employment, promotion, or other personnel action. Sexual harassment includes, but is not limited to, the following forms of sexual misconduct:

<table>
<thead>
<tr>
<th>Derogatory or demeaning comments made about a person’s sexual orientation or identity</th>
<th>Name-calling or the use of slurs with a gender or sexual connotation</th>
<th>Sexual comments made about a person’s appearance, clothing, or body parts</th>
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<tr>
<td>Persistent requests for dates or for sex</td>
<td>Staring in a sexually suggestive manner</td>
<td>Unwelcome touching, including pinching, patting, rubbing, or purposefully brushing up against a person</td>
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<tr>
<td>Inappropriate sexual or lewd anecdotes, jokes, or comments</td>
<td>Any form of sexually suggestive communication sent in any format</td>
<td>Sexually inappropriate images or videos shared or displayed in any format</td>
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</table>
Complaint Process

Your concerns about unacceptable conduct may be brought to the attention of any member of the Annual Meeting Secretariat, or an e-mail regarding the matter can be sent to ADBamhelp@adb.org.

Possible integrity violations must be reported directly to the Office of Anticorruption and Integrity (OAI) at: integrity@adb.org. In case of doubt or if you are not an ADB staff member, you have the option to report these concerns to the Annual Meeting Secretariat, which will redirect your concerns to the OAI.

The Annual Meeting Secretariat, and other ADB entities as applicable, will take appropriate action in accordance with applicable policies, regulations, and rules. Reports shall be handled with appropriate care to ensure privacy and confidentiality.

Appropriate action may include, but is not limited to, the following:

- A warning or request issued to the offender to stop the offending behavior immediately.
- Rescinded, canceled, suspended, or terminated access by the offender to the Annual Meeting, or denial of registration at future Annual Meetings, or both.
- Notice of the complaint given to any investigative or disciplinary authority with jurisdiction over the offender.
- A report to the employer or other entity with jurisdiction over the offender.

You may also seek support from other ADB offices such as the security or medical services at the Annual Meeting.
Protection from Retaliation

Making a false or misleading report is also considered unacceptable conduct and may lead to the suspension of the participant’s access to the Annual Meeting, or in the case of ADB personnel, disciplinary or other measures in accordance with the applicable ADB rules and procedures.

Threats, intimidation, or retaliation against individuals who report unacceptable conduct or against parties who provide information to substantiate a report of unacceptable conduct will not be tolerated. ADB will take any reasonable and appropriate action needed to respond to such intimidation or retaliation, and prevent similar occurrences, in accordance with its Whistleblower and Witness Protection Policy and related applicable procedures.

Contact Information

ADB Annual Meeting Secretariat
Office of The Secretary (SEC)

ADB Office of Professional Ethics and Conduct (OPEC)

ADBamhelp@adb.org

ethics@adb.org

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