

Introduction and basis for the House Rules

Pursuant to code cable no. 1959 of 4 September 2015, from USG DFS relating to “**measures to address possible security and conduct gaps in UN Field missions**” and noting the increasing numbers of non-United Nations (UN) personnel being accommodated within UN compounds, Heads of Missions were asked to develop a set of “House Rules” for all personnel who live, work and visit UN compounds.

These House Rules are designed to ensure a safe environment, good order, and discipline within UN premises, and address possible security and procedural gaps in cases of alleged misconduct, including sexual harassment, sexual exploitation, and abuse (SEA)¹, abuse of authority and other criminal acts occurring within UN premises in Somalia.

The UN embodies the aspirations of peoples of the world for peace, and as such, the populations, where UN peacekeeping and special political missions are located put trust in the UN, and expect that UN staff, personnel, and all persons associated with the UN, maintain the highest standards of conduct and discipline at all times. Specifically, the Charter of the UN sets out that the paramount consideration in the employment of staff and determination of conditions of service will be ensuring the highest standards of efficiency, competence, and integrity. Integrity being of prime importance for conduct and discipline.

The United Nations acknowledges the harsh environment in which persons are called upon to serve in Somalia, and therefore calls for the need to maintain a harmonious and safe work and living environment within UN compounds, as well as demonstrating full respect for the Organisation’s values and rule of law. For security, the UN Designated Official (DO) for Somalia is the Special Representative of the Secretary-General (SRSG), who has the responsibility for the safety and security of staff and persons authorized to reside or work within UN compounds.

Managers and supervisors also have a duty to take all appropriate measures to promote a safe and harmonious work environment, free from fear of intimidation, hostility, offence, and any form of prohibited conduct. They must therefore act as role models by upholding the highest standards of conduct.

In addition, managers/supervisors, police commissioners, and commanders of mission military contingents are responsible for taking steps to prevent and address misconduct and can be held accountable in terms of performance regarding the exercise of their conduct and discipline functions.

¹ Definitions of SEA are attached as Annex A

I. Applicability

These House Rules shall apply to all UN staff², both international and national, and UN Nations volunteers, consultants, individual contractors (ICs), and experts on Mission. They will also apply to non-UN personnel who are present on UN premises, and personnel who have been authorized to work from, live in or access support services in the UN protected compounds in Somalia, including, but not limited to, personnel from:

- UN Agencies, Funds and Programmes (AFPs)
- Humanitarian actors (NGOs)
- Contractors and sub-contractors of UNSOM, UNSOS and UN Agencies, Funds and Programmes (AFPs)
- Embassies, member states and government representatives; government-provided personnel (GPPs)
- Members of the military and police components of the UN (IPOs, IMOs, FPU)
- International and intergovernmental organizations
- Representatives of media houses and networks

The list of non-UN entities with which the United Nations has concluded agreements for operating within the UN compounds or accessing UN support services in Somalia is attached as Annex D.

² UN Staff refers to all staff members of the UN Secretariat as well as Agencies, Funds and Programmes, regardless of contractual modalities.

II. Roles and responsibilities of personnel working or residing in UN compounds

- Familiarize self with the expected UN standards of conduct as laid out in your instrument of deployment (Staff Rules and Regulations, administrative issuances, MOUs with the host government, undertakings with respect to IPOs/IMOs and GPPs).
- Avoid any act of misconduct that can have a detrimental effect on the image, credibility, impartiality, or integrity of the United Nations.
- Be respectful to other personnel in the compound and treat all persons with courtesy and respect.
- Take good care of any UN property that may be entrusted to your custody or for your use.
- Do not engage in sexual exploitation and abuse (SEA) and/or any act or action that can be referred to as SEA.
- Do not engage in any acts of discrimination, intimidation, or harassment, including sexual harassment and abuse of authority (definitions attached as Annex A).
- Wear and display your UN-issued identity card for access to UN compounds and while on the premises visibly at all times.
- Respectfully identify yourself to UN security and other UN-associated security personnel, including UN Guard Unit (UNGU), AMISOM and/or Federal Government of Somalia (FGS) guards, within UN compounds or at compound entry points when asked to do so.
- Do not engage in any acts of criminal conduct.
- Respect the local cultures and norms of Somalia.

- Preserve our environment.
- Observe curfew time which is set for the UN compounds as may be communicated by UN security officials from time-to-time.
- Observe and strictly adhere to any security instructions that may be issued by UN security (DSS) for your safety and security.
- Report - without delay - any suspected cases of misconduct in good faith, and, where possible, with evidence.
- The United Nations reserves the right to terminate the occupancy and stop providing services to persons or entities if they are in violation of these House Rules or if they disturb other occupiers with their conduct and behaviour.

III. Safety and security

- The DO (SRSG or in his/her absence the DO a.i.) has the responsibility for the safety and security of staff and personnel authorized to reside or work within UN compounds.
- The UN Principal Security Advisor has the delegated authority to liaise with all personnel – UN and non-UN personnel – working and/or residing in UN compounds for purposes of safety and security.
- All personnel working in and/or residing in UN compounds shall:
 - a. Attend mandatory security briefings whenever called upon to do so.
 - b. Respond to radio checks via UN-issued radios for this purpose whenever the security situation so demands.
 - c. Report and obtain clearance, where required, for movements outside of the UN compound.
 - d. Participate in security trainings given by UN security and follow any directives that may be issued relating to security from time-to-time.
 - e. Cooperate with investigations instituted by the United Nations into any reported acts of violation of these House Rules. Investigations will be undertaken by the UN Security Investigation Unit (SIU) or by the UN Office of Internal Oversight Services (OIOS).
 - f. Complete the mandatory PSEA training on <https://inspira.un.org/>.

IV. Sponsoring of visitors into the UNSOS compounds

In order to receive visitors into UN compounds, UN international and national staff members and their visitors must respect the following safety and security rules:

- The sponsors are the UN international or national staff members who are residents of UN compounds. The term UN international and national staff members refers to the following categories of personnel:
 - a. UN civilian international staff members with the letter S on their ID cards
 - b. UN national staff members with the letter N on their ID cards
 - c. UN GPP police with the letter P on their ID cards
 - d. UN GPP military with the letter M on their ID cards
 - e. Personnel of UNGU and UK military contingents. The liaison officers of these contingents approved by their contingent commander shall submit the visitor request forms on behalf of contingent personnel
 - f. Embassy personnel staying in UN compounds with the letter E or D on their ID cards

- The sponsor should submit the security clearance request for external visitors no later than 48 hours in advance of their visit, and for internal visitors no later than 24 hours in advance, to the Premises Security Unit via the email address: unsom-mgq-premises-security@un.org. The specially designed form shall be used for such requests and must contain all requested details of the visitor. For the avoidance of doubt, internal visitors are persons residing in other parts of the AMISOM-protected compound, while external visitors are persons who live outside the AMISOM-protected Aden Abdule International Airport (AAIA) compound.
- The sponsor is fully responsible for the visitor during the visitor(s) time inside the UN compounds. That means the sponsor shall receive the visitor at the entrance gate, escort him/her through the compound without leaving him/her out of his/her sight and take the visitor(s) out to the exit gate after the visit.
- As part of this process, UNGU has been tasked to, ~~in~~ *in* ~~tra~~ *tra* ~~lia~~ *lia*, ensure compliance with the above sponsor/visitor obligations.
- The sponsor has the right to invite a maximum of two visitors per day for social activities and takes full responsibility for the visitors while they are inside UN compounds.
- The sponsor must ensure that all internal visitors leave the UN compounds no later than 21:45HRS. This is to ensure that all internal visitors reach their respective locations before the start of AMISOM curfew (22:00 until 05:00). Similarly, the sponsor must ensure that all external visitors leave the UN compounds no later than 17:45HRS before the start of AMISOM AAIA gates sealing (18:00 HRS).
- The sponsor must report any type of incident committed by the visitor(s) to the Security Duty Officer (SDO) immediately by calling the security hotline number (Tetra) **509090**.
- The Premises Security Unit has full authority to ban any visitor from accessing UN compounds if the visitor is reported and/or found to have behaved in a manner that is unacceptable and in violation of the standards of conduct as set out in these Rules or has violated the curfew time.

V. Sexual exploitation and abuse

The UN has zero-tolerance for sexual exploitation and abuse (SEA). To observe and uphold that, the following standards will apply to all personnel residing and/or working within UN compounds:

- Sexual activity with children (persons under the age of 18), regardless of any laws relating to consent is prohibited.
- Exchange of money, employment, goods, assistance, or services for sex is prohibited.
- Sexual relationships with beneficiaries of UN assistance are prohibited.
- Engaging in sexual activities that are exploitative or degrading to any person is prohibited.

VI. Support to victims of sexual exploitation and abuse

In the event that any person working and/or residing within a UN compound becomes a victim of sexual harassment, sexual exploitation or abuse, the United Nations will offer appropriate assistance and support to the complainants, victims and children born as a result of sexual exploitation and abuse in a timely manner, pursuant to the General Assembly Resolution A/RES/62/214 setting out the United Nations Comprehensive Strategy on Assistance and

Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel. This includes:

- Immediate material care, such as food, clothing, emergency, and safe shelter as necessary
- Access to medical advice and services at the Level II medical hospital and provide for medical evacuation should the situation dictate
- Access to post-exposure prophylaxis (PEP) kits as needed
- Counselling, social support and legal advice and services as needed
- Support in cases of paternity claims
- Preservation of evidence in case of suspected criminal conduct

Refer to the SEA guidelines: Annex B.

Refer to the definitions of criminal conducts as provided in the attached guidelines.

VII. Roles and responsibilities of the UN to personnel present on its compounds

The United Nations, subject to the Status of Mission Agreement with the Federal Government of Somalia, shall:

- To the best of its ability and within its resources subject to the primary responsibility of the host country for security, ensure the safety and security of all persons living in and/ or working within the UN compounds in Somalia.
- Issue identity cards to all personnel cleared to work and/or reside within UN compounds.
- Ensure that all personnel residing and/or working within UN compounds are incorporated into the warden system for purposes of safety and security.
- Offer training relating to security and standards of conduct expected of personnel working in and/or residing within the UN compounds in Somalia.
- Circulate a list of peers for social support amongst personnel living in and/or working in the compound.
- Establish mechanisms for the prevention of misconduct, including awareness training and circulation of training materials, Pre-Deployment Training, induction training, and Protection from Sexual Exploitation and Abuse training for all persons working and/or residing in the UN compounds.
- Establish an effective complaints and support mechanisms with personnel designated to implement, oversee, monitor, and report on their effectiveness.
- Ensure effective investigations in instances of reported misconduct by the mission Special Investigations Unit (SIU) or by the Investigations Division of the Office of Internal Oversight Services (ID/010S).
- Request appropriate action by member states and commercial contractors in case of misconduct of their personnel.
- Provide a focal point for victim assistance in cases of SEA or sexual harassment who will receive complaints in a manner that respects the need for confidentiality, dignity, and non-discrimination.
- Cooperate with national authorities and/or member state(s) in the investigation of criminal acts by personnel working in and/or residing in UN compounds.

VIII. Conduct that will negatively affect the work and living environment

Personnel working in and/or residing within UN compounds must observe and uphold the UN values and principles and shall avoid the following behaviour:

- Rudeness
- Physical or verbal abuse
- Unbecoming conduct as a result of consuming alcohol
- Theft
- Facilitating unauthorized persons to gain entry into the UN compounds
- Inappropriate use of IT facilities
- Sexual harassment, exploitation, and abuse
- Abuse of authority

IX. Criminal accountability

While the United Nations as an organization does not have criminal jurisdiction in the areas where its personnel are deployed, it nonetheless has a duty under international law to cooperate at all times with the appropriate authorities of Member States to facilitate the proper administration of justice, secure the observance of police regulations and prevent the occurrence of any abuse in connection with the privileges and immunities granted to the United Nations under international law.

Therefore, the UN will cooperate with the host country and where so required by agreement, with the home countries of nationals working in Somalia, particularly over crimes of a serious nature committed by personnel working in and/or residing within the UN compounds. Such cooperation shall include the exchange of information and the facilitation of investigations and prosecution of such individuals. Victims of SEA have an option to pursue criminal accountability through national courts.

The United Nations will pay due attention to the principle of territoriality and extraterritorial criminal jurisdiction where it is provided for by the home countries of personnel working or residing in UN compounds.

In short, there will be no impunity when criminal acts are committed.

X. Reporting misconduct

All personnel working or residing at UN premises have a duty to report misconduct. All personnel are to promote the policy of “see something, say something” and do something; in other words; act responsibly, encourage all to act and report misconduct.

Any of the following personnel can be reached to report any misconduct:

- Head of Mission (SRSG)
- DSRSGs
- Head of UNSOS
- Heads of UN Agencies, Funds and Programmes

- Chief of Staff (UNSOM)
- Director of Mission Support (UNSOS)
- Head of Services
- Security Focal Point
- Section Chiefs (UNSOM/UNSOS)
- Gender Advisor
- Women Protection Advisor
- Mission Conduct and Discipline Officer or focal pointpersons

XI. Welfare and recreation activities

The UN Somalia Staff Welfare and Recreation Executive Committee (SWRC) makes every effort to improve the quality of life for all those accessing/using its facilities and services. The UN views the provision of welfare and recreation facilities as an essential part of ensuring a healthy and sane working and living environment; it is also essential to the successful implementation of the Mission's mandate. In carrying out its functions, the SWRC shall ensure that:

- All staff welfare events organised by the SWRC e.g., Thursday night music sessions, quiz nights, etc. must be monitored by the SWRC member on duty who shall be visibly present at the venue.
- The SWRC member on duty must report to the Duty Security Officer (DSO) all security related incidents at the venue by calling the security hotline number (Tetra) **509090**.

Tukul

A central feature of the main UN compound is the open bar area commonly known as "the Tukul", where personnel are able to come together to relax. As such, it is important to ensure that appropriate standards of conduct are maintained at all times, with the following rules applied to ensure that all personnel benefit from the facility:

- Undisciplined, disrespectful, and violent behaviour, or any behaviour that is in breach of the standards of conduct and discipline will not be tolerated.
- The Tukul rules, which are displayed prominently within the facility. All staff must make themselves familiar with and adhere to them, including opening and closing hours, and when quiet timings are enforced to ensure the well-being of those living close to the Tukul.
- A Duty Security Officer (DSO) is always on duty within the UN compound and no other individual except the DSO is to take it upon himself/herself to confront colleagues/ personnel in an attempt to enforce the rules.
- The DSO will record the name and details of any individual who resorts to/perpetrates inappropriate behaviour at the Tukul and report him/her to their senior line manager at the first opportunity.

XII. Control of animals in UN compounds in Somalia

Background and context

- It has been observed that there are numerous animals roaming around in various parts of the UN compounds in Somalia, including living and working areas, food preparation and serving areas and garbage collection areas.

- Some of these animals such as monkeys, mongooses, and civet cats, may be considered to be part of the local fauna, and should not be disturbed in their natural habitat.
- Other animals, such as cats and dogs, have taken advantage of the nearest UN camps, which constitute a convenient source of food and shelter.
- It is acknowledged that zero tolerance for feral cats is unrealistic and ineffective, and cats are considered an effective means of pest control and vermin eradication.
- The emphasis is on effective control of the resident cat population to mitigate the threat to staff welfare, hygiene, and health that these animals might pose if not properly managed.
- The UN in Somalia is now drawing on the experience of other missions, notably UNAMI, UNIFIL and UNAMID which have developed sustainable policy frameworks to manage the positive and healthy coexistence of feral cat colonies and personnel in UN compounds. Our policy is also sensitive to diverse cultural perspectives towards animals; thus, dogs should not be allowed to roam in the camp and those residing on the beach and cared for by UNGU should be trapped, neutered, and released.
- The following measures will be used for animal control in UN camps in Somalia:

Trap, Neuter and Release (TNR) for cats and dogs

- TNR involves humanely trapping community cats and dogs, spaying or neutering, vaccinating, deworming and flea treatment, and surgically removing the tip of one ear to mark them as having undergone this process.
- TNR is considered the most cost-effective and sustainable way to maintain a resident population without creating a vacuum that is rapidly refilled and avoids uncontrolled reproduction.
- TNR is the only strategy compatible with United Nations behavioural, ethical, and environmental regulations and norms, such as the DPKO/DFS Environment policy for UN Field Missions (2009).

Adequate fencing and entry control for dogs

- Guards must be instructed and properly trained on the prevention of dogs accessing the compound. The security section is required to monitor surveillance/CCTV footage for breaches in the fence or gaps in entrance gates through which stray dogs can enter the compound, and to quickly notify UNSOS to repair them. DSS should also instruct the guards to report on breaches in fences and sightings of stray dogs in the camp.

No pets allowed in offices or living accommodation

- Established cat populations will be allowed to remain in UN compounds.
- Strictly no pets are allowed inside UN offices or accommodation units.
- Strictly no feeding of cats inside or in front of any UN office, accommodation units or restaurants.
- If compelling medical circumstances require an incoming staff member to be accompanied by a service animal, a specific request approved by UNSOS medical should be submitted to the Head of Mission/Agency.

Cat colony management

- The mission will appoint focal points with accountability for performing designated tasks related to animal control/management who will:
- Identify, monitor, and track all animal-related health and hygiene incidents and threats and coordinate all animal-related actions with the Medical Section and Facilities Management Unit.
- Oversee established food, water, and shelter stations.
- Identify ailing animals to be euthanized by a certified veterinarian.

Enhanced animal food sources control for cats

- Food, water, and shelter stations will be established in designated areas where animals do not constitute a nuisance, allow them to prey on vermin and where their territorial behaviours will discourage foreign animals. Once per day, at a fixed time, fresh water and food will be put in the shelter, by the designated focal points. After feeding, all remaining food will be removed, and shelter will be cleaned.

Improved waste management and refuse control by staff and catering services

- Food must be kept in places and containers that are inaccessible to animals at all times.
- Waste disposal sites/garbage containers must be properly fenced.
- Outside exposure of food, food waste and food spillage must be avoided.

Awareness-raising

- All mission personnel and service providers are to be fully sensitized to this policy through briefings, broadcasts, and town hall meetings.

XIII. Compliance with public health mitigation and response measures

Management will periodically implement mitigation and response measures during public health emergencies to protect personnel. These measures may include but not be limited to medical isolation and quarantine of personnel; restriction on movements and purchasing items from non-UN outlets; and restrictions on social gatherings. These measures are periodically disseminated to all personnel by broadcast messages and other means.

- Personnel working in and/or residing within UN compounds must comply with the latest public health mitigation and response measures. Non-compliance with these measures may constitute misconduct, and those who violate these measures may be subject to appropriate administrative or disciplinary action.

XIV. Undertaking

All personnel already working or residing on the UN premises shall receive and sign a copy of these House Rules and any new persons shall do so at commencement of work/taking up residence at the UN premises. Organizations that have concluded agreements for operating within the UN compounds or accessing UN support services in Somalia shall sign a similar undertaking.

(A copy of the undertaking is attached as Annex C)

Updated on: 10 May 2021

by:

James Swan

Special Representative of the Secretary-General for Somalia.

Signature: 

Annex A: Definitions of actions of prohibited conduct

Discrimination is any unfair treatment or arbitrary distinction based on a person's race, sex, religion, nationality ethnic origin, sexual orientation, disability, age, language social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated or may manifest itself through harassment or abuse of authority.

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 which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate, or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents. Disagreement on work performance or on other work-related issues is normally not considered harassment and is not dealt with under the provisions of this policy but in the context of performance management.

Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, it is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Abuse of authority is the improper use of a position of influence, power, or authority against another person. This is particularly serious when a person uses his or her influence, power, or authority to improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail, or coercion. Discrimination and harassment, including sexual harassment, are particularly serious when accompanied by abuse of authority.

Annex B: Definitions of sexual exploitation and abuse

“Sexual Exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.

“Sexual Abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Annex C (i): Undertaking by individuals

I Mr/Ms/Mrs/Miss/Dr

do acknowledge receipt of a copy of the House Rules of the Special Representative of the Secretary-General to Somalia that relate to matters of security, conduct and behaviour of personnel working or residing in UN compounds in Somalia.

I pledge to abide by the provisions of the House Rules and to cooperate in case of any investigation that may be undertaken by the United Nations arising out of the violation of these House Rules.

Name: (Print).....

Entity/Organisation:

Signature:

Date:

Annex C (ii): Undertaking by organisation, government, or intergovernmental organisation

I Mr. /Ms. /Mrs. /Miss/ Dr
representing (insert name of organization governments or intergovernmental organizations)

do acknowledge receipt of copies of the House Rules of the Special Representative of the Secretary General to Somalia that relate to matters of security, conduct and behaviour of personnel working or residing in UN compounds in Somalia or persons who access UN compounds for support services.

I pledge to bring the information therein to the attention of all our personnel to ensure that they abide by the provisions of the House rules. The organization shall cooperate with the United Nations in case of any investigation that may be undertaken by the UN arising out of the violation of these House Rules.

Name: (Print).....

Entity/Organisation:

Signature:

Date:

Annex D

List of non-UN entities with which the United Nations has concluded agreements for residence within the UN compounds or accessing UN support services in Somalia.

- Adam Smith International
- The Australian High Commission
- The British Embassy
- Chelsea Group
- The Chinese Embassy
- Delegation of the European Union to Somalia
- European Union Training Mission (EUTM) Somalia
- FCA (Finnish International NGO)
- Embassy of Finland
- Embassy of France
- Halo Trust
- The International Committee of the Red Cross (ICRC)
- Medicin Sans Frontieres (MSF)
- Embassy of the Netherlands
- Rapid Consortium
- Embassy of Sweden
- Embassy of Switzerland
- US Embassy
- Royal Danish Embassy
- Royal Norwegian Embassy
- GardaWorld
- Norwegian People's Aid (NPA)
- African Development Bank
- SKA International Group
- Op Tangham (UK Military)

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