



1 March 2013

## Code of Conduct for Contractors

The following basic rules of behaviour apply to individuals carrying out contractually agreed assignments for the Bank for International Settlements (hereinafter “Contractors”), as do the specific confidentiality rules regarding the information they obtain in the course of the performance of their assignment for the Bank.

### I. General

- (1) All Contractors are required to maintain the highest standard of conduct and, in particular, to exercise **care and sound judgment** in performing their assignment for the Bank.
- (2) When issued with a badge, contractors are required to wear it in a visible manner at all times when in the Bank’s buildings, whoever may be the owner of the building concerned. Badges are not transferable, remain the property of the BIS and must be returned to the BIS at the end of the assignment. The loss of a badge must be reported immediately.
- (3) If granted access to **BIS information systems**, Contractors are responsible for their **user ID and password** and for any activities they carry out under these identifiers. Passwords issued to each Contractor must not be disclosed or written down in a way that enables them to be identified as such. Contractors should change their password at once if they suspect that it has become known to others.
- (4) While performing their assignment at the Bank, Contractors are required to **follow the instructions** of authorised BIS personnel.
- (5) In the event of an **emergency**, and in particular if an evacuation of any of the Bank’s buildings is initiated, Contractors carrying out assignments in the Bank’s buildings are required to follow all emergency instructions. Contractors should familiarise themselves with the location of their nearest escape route.
- (6) In **cases of doubt** with regard to the interpretation of these rules, the person within the BIS who is responsible for acceptance of the services provided by the Contractor (the “Contact Person”) or the Bank’s Compliance Officer should be consulted.
- (7) If applicable, the BIS will inform the assigning firm of any infringement of the present rules, in order for such firm to take any action it deems appropriate. The Bank reserves the right to take any further action.

### II. Duty of confidentiality

- (1) Contractors are required to maintain the **utmost discretion** – both within and outside the Bank – with regard to **any non-public information** which may come into their possession in the course of the assignment at the Bank. Such information may not be disclosed to persons who are not clearly entitled to receive it.  
  
In particular, but not exclusively, all information concerning **banking transactions, security measures, information management systems**, the **personnel** of the Bank and their terms of employment, **visitors to the Bank** and the purpose of their visit, and any **unpublished statistical data** are subject to the duty of confidentiality.
- (2) The duty of confidentiality applies to all **non-public information, be it tangible or non-tangible, oral, written** or stored by means of **computers** or other **electronic media** (such as memoranda, letters, minutes of meetings, accounting vouchers, data stored on paper or on magnetic or electronic media, computer programs, program documentation, photographs and copies of such documents).
- (3) Contractors are not allowed to take photographs in the Bank’s buildings.
- (4) The duty of confidentiality **shall remain in force without limitation in time and irrespective of any termination of the assignment** with the Bank.



### III. Special precautions with regard to documents, removable electronic media and computers

- (1) **Non-public information** held on paper or stored on removable electronic media shall be kept in an appropriate place in order to protect its confidentiality and should be handled in accordance with any rules and procedures established by the Bank for that purpose.
- (2) Any **shredding** of documents and disposal of electronic storage media shall be conducted in accordance with the Contact Person's instructions.
- (3) All due care must be taken to **prevent** the infiltration of computer software by **computer viruses or malicious code**; unauthorised access to information systems and data storage media; and the unauthorised installation, use, modification or destruction of any software and data stored therein. The Contact Person may issue more specific instructions, which shall be followed.

### IV. Standard of conduct

- (1) Contractors must treat all persons with whom they work with **courtesy** and **respect** and without harassment or physical or verbal abuse. Furthermore, Contractors should avoid behaviour that, while not rising to the level of harassment or abuse, may nonetheless create an atmosphere of hostility or intimidation.
- (2) Contractors entrusted with **Bank resources** shall be responsible for ensuring that those resources are used exclusively for the official business of the Bank. Contractors must exercise due diligence to ensure that Bank funds are not diverted towards illegal payments of any kind.
- (3) Contractors shall not make use of any **privileged business information**, or **BIS business relations**, for personal profit or for the benefit of third parties, nor engage in any activity which could be deemed to constitute the use of inside information.
- (4) Contractors may not conduct private business in or from within the Bank.
- (5) Except for customary business gifts of modest value, Contractors may not **accept, solicit or obtain** any **gift, gratuity or advantage** from a third party directly or indirectly in connection with the performance of their assignment at the Bank. In particular, due care should be taken to avoid any impression of seeking or accepting **any advantages** from potential or current **business partners** of the Bank.
- (6) Except for customary business gifts of modest value, Contractors may not **offer or promise** any **gifts, gratuities or advantages**, such as free goods or services or a work position or sales opportunity, to a BIS member of staff in order to facilitate such Contractors' business with the BIS.
- (7) Contractors are expected to disclose to the BIS any situation that is or may appear to be a **conflict of interest**.

Contractor's name: .....Name of assigning company: .....  
(in block letters) (if applicable)

I confirm having read and understood the rules set out above.

Contractor's signature: ..... Date: .....

Post to: Bank for International Settlements, Representative Office for Asia and the Pacific, Attn: Head of Finance and Administration  
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