



# IPI Code of Conduct

The good reputation and public acceptance of the Swiss Federal Institute of Intellectual Property (IPI) depend to a large extent on how we as employees conduct ourselves in our day-to-day work. We have therefore set out our shared values and rules in our Code of Conduct. They help us to make the right decisions at the IPI, to take responsibility together, to question our own behaviour and to report any irregularities that we detect.

## Our values and rules for fair and ethical behaviour at the IPI

- 1) We comply with all laws and internal regulations applicable to our work. We acknowledge that each employee is personally responsible for doing so. If anything is unclear, we seek support.
- 2) We behave respectfully towards each other and also towards third parties. We practise equal treatment, in particular with regard to all genders, and say NO to sexual harassment, bullying and discrimination in the workplace. We also contact the Compliance Office if third parties harass us.
- 3) We maintain an open dialogue with all stakeholder groups and demonstrate responsibility for the environment and society. We communicate with employees, customers, other authorities and our suppliers in a manner that is transparent, honest, understandable, targeted and appropriate for the hierarchical level in question.
- 4) We always handle information entrusted to us with care and observe official secrecy requirements and the IPI's internal rules on data protection and information security. This applies in particular to the use of online and AI tools.
- 5) We disclose conflicts of interest from the outset and recuse ourselves without being asked to do so. We don't abuse positions of trust or power for our own benefit or for that of third parties.
- 6) In our official activities, we always comply with the directive on the prevention of corruption if we are offered gifts or other benefits.
- 7) We are aware that if we breach laws and internal guidelines, we may face civil and criminal sanctions in addition to penalties under personnel law.

- 8) If we discover breaches of our Code of Conduct, applicable rules or other irregularities, we are obliged to report these. We always make such reports in good faith and recognise that abusive reporting also breaches this Code of Conduct.

**We all** agree to observe the rules of this Code of Conduct as the basis for all our actions in our day-to-day work, whether as employees, as division or sector heads or as members of the IPI's Executive Board or Institute Council.

### We do the right thing – but what *is* that?

It's not always clear and obvious what's right and what's wrong. If we have doubts about the right step or the right solution, we ask questions and discuss the situation with our colleagues or line managers.

If the matter is confidential, there are other options. The IPI's Compliance Office advises, helps and takes action in response to questions, concerns or sensitive situations. We can also contact HR management.

We help each other to recognise and avoid misconduct. We need to ask and discuss what is correct behaviour as early as possible. This is how we take responsibility.

### **Confidential Compliance Office (whistleblowing)**

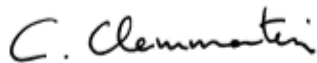
The IPI doesn't tolerate any breaches of legal provisions, this Code of Conduct or other regulations. Employees should report suspected or actual breaches to their line manager or to the IPI's Compliance Office.

Reported incidents will be received and investigated confidentially in accordance with the process set out in the Compliance guidelines (DE, FR). People who report suspected or actual breaches in good faith needn't fear that they will be disadvantaged in any way.

Information can be reported to the following parties:

- the Compliance Officer;
- HR management;
- the IPI's ombudsman's office or
- the SFAO platform (anonymously): [www.whistleblowing.admin.ch](http://www.whistleblowing.admin.ch)

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