



GLOBAL GEOPARKS NETWORK

CODE OF ETHICS

SUMMARY

Preamble

- A, Status of the Global Geoparks Network (GGN) Code of Ethics for UNESCO Global Geoparks and Global Geopark Professionals
- B. A Minimum Standard for UNESCO Global Geoparks
- C. Translations of the GGN Code of Ethics for UNESCO Global Geoparks

Introduction

GGN Ethics Committee

1. GGN Institutional Members Administration and Management

- 3.1 Management body
- 3.2 Institutional standing
- 3.3 Physical resources
- 3.4 Financial resources
- 3.5 Personnel

2. GGN Institutional Members and Geological Heritage

- 4.1 Geological Heritage Conservation
- 4.2 Acquiring Geological Heritage collections
- 4.3 Care of UNESCO Global Geopark Geological Open air sites and collections
- 4.4 Primary evidence for establishing and furthering knowledge

3 GGN Institutional Members and Natural and Cultural Heritage

- 3.1 UNESCO Global Geopark and protected natural areas within its territory
- 3.2 UNESCO Global Geopark Museum
- 3.3 Non protected sites of interest
- 3.4 Availability of Natural and Cultural heritage sites
- 3.5 Information
- 3.6 Conservation partnership

4. GGN Institutional Members and Intangible Heritage

- 4.1 Intangible Heritage knowledge
- 4.2 Respect of local population
- 4.3 Cooperation
- 4.4 Access to Intangible heritage
- 4.5 Property rights
- 4.6 Cultural diversity

5. GGN Institutional Members and Sustainable global development

- 5.1 Sustainable global development
- 5.2 Tourism and Geotourism
- 5.3 UNESCO Global Geoparks and territorial Partnership

6. UNESCO Global Geoparks operate in a professional manner

6.1 Professional conduct

6.2 Conflict of Interest

7. Standart of conduct

Annex : Glossary

PREAMBLE

A. Status of the Global Geoparks Network (GGN) Code of Ethics for UNESCO Global Geoparks and Global Geopark Professionals

The *GGN Code of Ethics* has been prepared by the Executive Board of the Global Geoparks Network.

It is the statement for the Code of Ethics as referred to in the GGN Statutes.

The Code reflects principles generally accepted by the UNESCO Global Geoparks community.

Through their membership in the GGN and payment of the annual subscription individual and institutional members, herein afterwards referred to GGN Members, have affirmed the *GGN Code of Ethics*

B. A Minimum Standard for GGN members

The GGN Code represents a minimum standard for GGN Members. It is presented as a series of principles supported by guidelines for desirable professional practice. In some countries, certain minimum standards are defined by law or government regulation. In others, guidance on and assessment of minimum professional standards may be available in the form of 'Accreditation', 'Registration', or similar evaluative schemes. Where such standards are not defined, guidance can be obtained through the GGN Secretariat, a relevant GGN National Geoparks Forum / Committee or the appropriate Regional Network of GGN. It is also intended that individual nations and the specialized subject organizations connected with the Global Geoparks Network should use this Code as a basis for developing additional standards.

C. Translations of the GGN Code of Ethics

The *GGN Code of Ethics* is published in the official languages of the organisation: English and French. GGN welcomes the translation of the Code into other languages. However, a translation will be regarded as "official" only if it is endorsed by at least one GGN National Geoparks Forum / Committee of a country in which the language is spoken, normally as the first language. Where the language is spoken in more than one country, it is preferable that the National Committees of these countries also be consulted. Attention is drawn to the need for linguistic as well as professional Geopark expertise in providing official translations. The language version used for a translation and the names of the National Committees involved should be indicated. These conditions do not restrict translations of the Code, or parts of it, for use in educational work or for study purposes.

The *GGN Code of Ethics for GGN Members* was endorsed at the 20th Meeting of the GGN Executive Board on August 12th, 2016 and will be finally approved by the 1st Ordinary General Assembly of GGN, on September 28th, 2016.

INTRODUCTION

The GGN *Code of Ethics for GGN Members* is a basic document for GGN operation following the provisions of GGN Statutes.

The whole ethos of the document continues to be that of celebrating Earth heritage, sustaining local communities and the professionalism of Geopark practitioners.

The GGN *Code of Ethics* provides a means of professional self-regulation and sets minimum standards of conduct and performance to which all GGN Members throughout the world may reasonably aspire as well as a providing a statement of reasonable community expectation from the Geopark profession.

The present GGN Code of Ethics provides a global minimum standard on which national and specialist groups can build to meet their particular requirements.

The GGN encourages the development of national and specialist codes of ethics to meet particular needs and will be pleased to receive copies of these. They should be sent to the Secretary-General of the GGN, Haute Provence Geopark, Musée Promenade, 10 Montée Bernard Dellacasagrande, BP 156, 04005 Cedex Digne les Bains – France.

The GGN Ethics Committee

The GGN General Assembly elects the GGN Ethics Committee for a period of two years composed by five elected members of the GGN General Assembly.

The five elected members nominate the Committee Chair.

Members of the GGN Ethics Committee may serve not more than three (3) consecutive terms, if elected.

The GGN Ethics Committee deals with any issue which may consist breached of this Code of Ethics and reports to the GGN Executive Board. Ethical issues that require the attention and/or consideration of the GGN Ethics Committee may be addressed to its Chair.

The GGN Executive Board is the decision making body on any issue dealing with the implementation of the GGN Code of Ethics.

ARTICLE 1. GGN Institutional Members Administration and Management

Principle: GGN Institutional Members, as UNESCO Global Geoparks, should contribute (subject to national legislation) to the protection and rational management of the geological heritage sites as well as to other tangible and intangible natural and cultural heritages within their territory. Through the promotion of these different expressions of heritage they should provide sustainable economical development for the direct benefit of the areas communities.

1.1. INSTITUTIONAL STANDING

1.1.1. Management body

GGN Institutional Members should be areas with a management body having legal personality recognised under national legislation. The management bodies should be appropriately equipped to adequately address their territories.

GGN Institutional Members management bodies and those concerned with the strategic direction and oversight of a UNESCO Global Geopark have a primary responsibility to protect and promote the significant geological heritage sites and other heritage sites under its remit, as well as the human, physical and financial resources made available for that purpose.

1.1.2 Statement of the Mission, Objectives, and Policies

The GGN Institutional Member management body is encouraged to prepare, publicize and be guided by a statement of the mission, objectives, and policies implemented within the UNESCO Global Geopark territory and of the strategy of the management body to involve local authorities, communities, schools and local stakeholders to their activities.

1.2 PHYSICAL RESOURCES

1.2.1. Premises - Infrastructure

The GGN Institutional Member management body should ensure adequate premises and infrastructure to present the territory and its resources and to fulfill the basic functions defined in its mission.

A Geopark Museum or Info-center is recommended for this purpose.

1.2.2 Access

The GGN Institutional Member management body should ensure that the UNESCO Global Geopark territory is available to visitors during reasonable hours and for regular periods. Particular regard should be given to those persons with special needs.

1.2.3. Health and Safety

The GGN Institutional Member management body should ensure that institutional standards of health, safety, and accessibility apply to its personnel, visitors and evaluators.

1.2.4. Protection Against Disasters

The GGN Institutional Member management body is encouraged to develop and maintain policies to protect the public and personnel, the Geological heritage sites and other heritage sites and resources, against natural and human-made disasters.

1.2.5 Security

The GGN Institutional Member management body is encouraged to develop the appropriate security policy to protect the geological heritage sites and others territorial heritages against theft or damage in open air parks, museums, displays, exhibitions, working or storage areas..

1.3 FINANCIAL RESOURCES

1.3.1 Funding

The management body should ensure that there are sufficient funds to carry out and develop its activities.. All funds must be accounted for in a professional manner.

1.3.2 Income-generating Policy

Management bodies are encouraged to adopt a clear written policy regarding sources of income that it may generate through its activities or accept from outside sources. Regardless of funding source, GGN Institutional Members should maintain control of the content and integrity of their programmes, exhibitions and activities. Income-generating activities should not compromise the standards of the institution or the local communities.

1.4 PERSONNEL

1.4.1 Employment Policy

GGN Institutional Members management bodies should ensure that all action concerning personnel is taken in accordance with national, regional, local and indigenous legal procedures.

Each GGN Institutional Members should have available on a daily basis the presence of at least one geoscientist however, it is strongly recommended to include at least one geoscientist on its permanent staff

1.4.2 Appointment of the Director or Head

The director or head of GGN Institutional Members is a key post and when making an appointment, management bodies should have regard for the knowledge and skills required to fill the post effectively. These qualities should include adequate intellectual ability and professional knowledge, complemented by a high standard of ethical conduct.

1.4.3 Access to Management Bodies

The director or head of a GGN Institutional Members should be directly responsible, and have direct access, to the relevant management bodies.

1.4.4 Competence of GGN Institutional Member Personnel

The employment of qualified personnel with the expertise required to meet all relevant responsibilities is necessary.

1.4.5 Training of Personnel

Adequate opportunities for the continuing education and professional development of all GGN Institutional Members personnel should be arranged to maintain an effective workforce.

1.4.6 Ethical Conflict

The GGN Institutional Members management body should never require its personnel to act in a way that could be considered to conflict with the provisions of this Code of Ethics, or any national, regional, local or indigenous law or specialist code of ethics.

1.4.7 GGN Institutional Member Personnel and Volunteers

The GGN Institutional Members management body should develop a written policy on volunteer work which promotes a positive relationship between volunteers and members of the Geopark profession.

1.4.8. Volunteers and Ethics

The GGN Institutional Members management body should ensure that volunteers, when conducting Geopark and personal activities, are fully conversant with the *GGN Code of Ethics for Geoparks* and other applicable codes and laws.

1.4.9. Networking

Cooperation and networking is a core value for Geoparks.

GGN Institutional Members should acknowledge and endorse the need for co-operation, networking and consultation between other GGN Institutional Members and other institutions with similar interests and practices. This is particularly so with institutes of higher education and certain public utilities.

A GGN member must work within the Global Geopark Network to further the network's construction and cohesion.

A GGN member must work with local partners, enterprises and stakeholders to promote and support the creation of activities, events and by-products linked with the geological heritage, other natural and cultural heritage and the territorial characteristics in a spirit of complementarity with the other Global Geoparks Network members.

ARTICLE 2. GGN Members and Geological Heritage

Principle: GGN Institutional Members have the duty to protect, preserve and promote their Geological Heritage. GGN Institutional Members must respect national, regional, local and indigenous laws relating to the protection of geological heritages.

The defining geological heritage sites within a UNESCO Global Geopark must be legally protected.

2.1 Geological heritage site conservation

2.1.1 Geological Heritage site conservation policy

The GGN Institutional Member management body should adopt and publish a written geological heritage conservation policy that addresses the protection, conservation, care and wise use of geological heritage sites.

2.1.2 Prohibition of selling of geological heritage items.

A GGN member must respect local and national laws relating to the protection of geological heritage.

In order to be seen to be impartial in its mission on geological heritage protection, a GGN member must not participate in the sale of geological objects within the Geopark (no matter from where they are) and should actively discourage unsustainable trade in geological materials as a whole, including shortsighted selling of Earth heritage, minerals and fossils .

Selling or destruction of the geological values of a UNESCO Global Geopark or of material either from within a UNESCO Global Geopark or from anywhere else in the world by organizations that form part of the Global Geopark structure and/or are entitled to use the Global Geopark brand is not permitted. This typically refers to fossils, polished rocks and mineral specimens of the type normally found in so-called "rock shops." It does not refer to quarried or mined material for industrial or domestic use that is quarried or mined under national legislation.

Where clearly justified as a responsible activity and as part of delivering the most effective and sustainable means of site management, a GGN member may permit sustainable collecting of geological materials for scientific and educational purposes from naturally renewable sites within a UNESCO Global Geopark territory.

Trade of geological materials based on such a system may be tolerated in exceptional circumstances, provided it is clearly and publicly explained, justified and monitored as the best option for the Geopark in relation to local circumstances. Such circumstances will be subject to debate and approval by the GGN on a case by case basis.

2.1.3 Preventive Conservation

Preventive conservation is an important element of GGN policy and geological heritage site care. It is an essential responsibility for GGN Institutional Members to create and maintain a protective environment for the geological heritage sites in their care.

2.1.4 Geological Heritage sites Conservation and Restoration

GGN Institutional Members should carefully monitor the condition of geological heritage sites to determine when a site may require conservation-restoration work and the services of a qualified conservator-restorer. The principal goal should be the stabilization of the site. All conservation procedures should be documented.

2.2 Acquiring geological heritage collections

2.2.1 Collections Policy

The GGN Institutional Member management body is recommended to adopt and publish a written collection policy.

When collecting for museums, the policy should clarify the position of any material that will not be catalogued, conserved, or exhibited.

GGN Institutional Members should not acquire geological specimens that have been collected, sold, or otherwise transferred in contravention of international, national, regional, local or indigenous law or treaty relating to natural history conservation.

2.2.3 Objects and Specimens from Unauthorized or Unscientific Fieldwork

GGN Institutional Members should not acquire any objects where there is reasonable cause to believe their recovery involved the unauthorized, unscientific, or intentional destruction or damage of any geological, natural or cultural site or involved the illegal or unethical use of labour. In the same way, no acquisition should occur if there has been a failure to disclose the finds to the owner or occupier of the land, or to the proper legal or governmental authorities or traditional land owners as appropriate (i.e. indigenous people).

2.2.4 Repositories of Last Resort

Nothing in this Code of Ethics should prevent a GGN Institutional Member from acting as an authorized repository for unprovenanced, illicitly collected or recovered specimens and objects from the territory over which it has lawful responsibility.

2.3 Open air geological heritage sites and geological heritage collections

2.3.1 Site and collection continuity

GGN Institutional Members should establish and apply policies to ensure that their geological heritage sites, collections (both permanent and temporary) and associated information, properly recorded, are available for current use and will be passed on to future generations in as good and safe a condition as practicable, having regard to current knowledge and resources.

2.3.2 Documentation on Geological Sites and Collections

Geological sites and collections should be documented according to accepted professional standards. Such documentation should include a full identification and description of each site/item, its associations, provenance, condition, treatment and present location.

Such data should be kept in a secure environment and be supported by retrieval systems providing access to the information by any legitimate user.

2.3.3 Availability of Geological heritage sites

GGN Institutional Members have a particular responsibility for making geological heritage sites and all relevant information available as freely as possible, having regard to restraints arising for reasons of confidentiality and security.

2.3.4. Field Collecting

GGN Institutional Members undertaking field collecting should develop policies consistent with academic standards and applicable national, regional, local and indigenous law and international treaty obligations. Fieldwork should only be undertaken with respect and consideration for the views of local communities, their environmental resources and cultural practices as well as efforts to enhance the cultural and natural heritage.

2.3.5 Research

Research by the personnel of the GGN Institutional Members should relate to that members mission and objectives and conform to established legal, ethical and academic practices.

2.3.6 Shared Expertise

Employees of GGN Institutional Members have an obligation to share their knowledge and experience with colleagues, scholars and students in relevant fields. They should respect and acknowledge those from whom they have learned and should pass on such advancements in techniques and experience that may be of benefit to others.

ARTICLE 3. GGN Members and Natural and Cultural Heritage

Principle: GGN Institutional Members need to link their geological heritage with all other aspect of their territories' heritages. They have a specific responsibility to assist and support the protection, conservation and promotion of their natural, cultural and intangible heritages and biodiversity.

3.1 GGN Institutional Members and protected natural areas within its territory

GGN Institutional Members should have a coherent knowledge, cartography and data base of the protected natural areas and cultural sites (indigenous, local, regional, national or international) present inside in its territory. It is recommended to establish written agreement of collaboration and partnership with different authorities/institutions legally in charge of the administration of these natural protected areas and cultural sites.

3.2 GGN Institutional Member Museum

GGN Institutional Member Museums should not acquire or keep non-geological specimens that have been collected, sold, or otherwise transferred in contravention of international, national, regional, local or indigenous law or treaty relating to artifact protection or conservation or in breach of international ethical standards.

3.3 Non protected sites of interest

Depending of the national policies or necessities, in many territories several natural or cultural sites of regional or local interest doesn't have any legal status. In this case and in cooperation with the adequate authorities, the UNESCO Global Geopark has the duty to develop their inventory, cartography, knowledge on this site and to support, if necessary, their eventual protection and conservation.

3.4 .Availability of natural and cultural heritage sites

When the public visit of a natural or cultural heritage site is possible without interferences with conservation necessities, the GGN Institutional member management body has a particular responsibility for making natural and cultural heritage sites and all relevant information available as freely as possible, having regard to restraints arising for reasons of confidentiality and security.

3.5 Information

The GGN Institutional Member management body has to promote widely towards its visitors all elementary information connected with the protected natural and cultural sites located inside its territory. Also, the GGN Institutional Member management body has to integrate inside its own promotion the main natural and cultural sites (protected or not) of its territory accessible for the public visit.

3.6 Conservation partnership

The GGN Institutional Member management body has , through its formal partnership, to actively support the natural and cultural sites management bodies to improve conservation. In particular by participating in the transmission of

information against commercialization or deterioration of natural elements (animals and plants) or cultural relics or remains.

ARTICLE 4. GGN Institutional Members and Intangible Heritage

Principle: Intangible Heritage is, in all the world, the more endangered heritage. This specific heritage linked with the intimated relation between man and the Earth and is often related with the Geological heritage of the places. The GGN Institutional Member management body has to be involved in the conservation, knowledge, transmission and promotion of this heritage

4.1 Intangible Heritage knowledge

By developing specific partnership with intangible heritage specialist, the GGN Institutional Member management body has the responsibility to actively participate in the identification, inventory, knowledge, conservation, transmission and promotion of the Intangible Heritages still existing inside its territory

4.2 Respect of local population

Communities, groups and individuals should have the **primary role** in safeguarding their own intangible cultural heritage. Their right to continue the practices, representations, expressions, knowledge and skills necessary to ensure the viability of the intangible cultural heritage should be recognized and respected.

4.3 Cooperation

All interactions of the GGN Institutional Member management body with the communities, groups and, where applicable, individuals who create, safeguard, maintain and transmit intangible cultural heritage should be characterized by **transparent collaboration**, dialogue, negotiation and consultation, and contingent upon their **free, prior, sustained and informed consent**.

4.4 Access to Intangible heritage

The GGN Institutional Member management body should be aware and participate to assure the necessary access of communities, groups and individuals to the instruments, objects, artefacts, cultural and natural spaces and places of memory whose existence is necessary for expressing the intangible cultural heritage. Customary practices governing access to intangible cultural heritage should be fully respected, even where these may limit broader public access.

4.5 Property rights

The GGN Institutional Member management body has to take care that the communities, groups and individuals who create intangible cultural heritage should **benefit from the protection** of the moral and material interests resulting from such heritage, and particularly from its use, research, documentation, promotion or adaptation by members of the communities or others.

4.6 Cultural diversity

Cultural diversity and the identities of communities, groups and individuals should be fully respected. In the respect of values recognized by communities, groups and individuals and sensitivity to cultural norms, specific attention to gender equality, youth involvement and respect for ethnic identities should be included in the design

and implementation by the GGN Institutional Member management body of promotion and safeguarding measures.

Respect of culture diversity dose not automatically support and should not be used to support a handful of rare traditions and/or habits, which are considered by most people (universal value) as inhuman, cruel and horrible.

The safeguarding of intangible cultural heritage is of general interest to humanity as such, the GGN Institutional Member management body has to participate in the adapted transmission of the intangible heritage which should also constitutes new strategies for a sustainable and integrated economical development.

ARTICLE 5. GGN Institutional Members supporting sustainable development

Principle: GGN Institutional Members need to assist an integrated and sustainable economic development for its territory.

A GGN Institutional Member has direct impact on the territory by influencing its inhabitants' living conditions and environment. The objective is to enable the inhabitants to re-appropriate the values of the territory's heritage and actively participate in the territory's cultural revitalization as a whole.

The territorial sustainable economic development strategy should be in accordance with the principals defined in the 2030 United Nation Agenda for Sustainable Development .

The sustainable development of a GGN Institutional Member is only possible with the full participation, of all its population and stakeholder without any kind of discrimination of race, colour, gender, language, religion, political or other opinion, national or social origin., prosperity, birth, sexual orientation or other status.

5.1. Sustainable territorial development

5.1.1 Poverty

Poverty is more than the lack of income and resources to ensure a sustainable livelihood. Its manifestations include hunger and malnutrition, limited access to education, health and other basic services, social discrimination and exclusion as well as the lack of participation in decision-making. GGN Institutional Members' sustainable economic development strategies should prioritise the eradication of poverty in all its forms inside its territory.

5.1.2 Education

GGN Institutional Members need to develop strategies towards increasing access to education at all levels and increasing enrolment rates in schools particularly for female residents. In the respect of human diversity and local ethnic groups GGN Institutional Members should give special attention to the adapted transmission of local culture and tradition and the transmission and survival of local languages.

5.1.3 Water access and sanitation

GGN Institutional Members should help to ensure universal access to safe and affordable drinking water, provide sanitation facilities and encourage hygiene at every level. Protecting and restoring water-related ecosystems such as forests, mountains, wetlands and rivers is essential.

5.1.4 Affordable and clean energy

GGN Institutional Members should ensure universal access to affordable energy

(electricity), and engage in the promotion and, when possible, demonstration of renewable energy sources such as solar, wind and geothermal.

5.1.5 Sustainable consumption and production

GGN Institutional Members should help promote and develop sustainable consumption and production.

GGN Institutional Members should assist to define clear quality criteria for local products, and promote them through a written branding policy .

5.1.6 Climate Change and Natural Disasters

GGN Institutional Members should participate actively to combat human activity-induced climate change and its impact.

GGN Institutional Members should use their geological heritages, in connection with all other aspects of their heritages, to promote awareness of key issues facing society in the context of the dynamic planet, increasing knowledge and understanding of: geo-processes; geo-hazards; climate change and the need for the sustainable use of Earth's natural resources.

5.2 Tourism and Geotourism

5.2.1 Tourism and Geotourism

Geotourism is a responsible tourism and is one of the main development tool for UNESCO Global Geoparks. Geotourism should be defined as tourism which sustains and enhances the identity of a territory, taking into consideration its geology, environment, culture, aesthetics, heritage and the well-being of its residents. (Arouca Declaration 2011).

5.2.2 Geotourism activities

Geotourism activities should be conducted in harmony with the attributes and traditions of the host UNESCO Global Geopark territory and in respect for their laws, practices and customs;

5.2.3 Responsibilities in geotourism development

The GGN Institutional Member management body, on the one hand, and local professionals, on the other, should acquaint themselves with and respect the tourists. It is the task of the public authorities to provide protection for tourists and visitors and their belongings.

The GGN Institutional Member management body in close collaboration with all the stakeholders in tourism development should safeguard the heritage sites laying within a UNESCO Global Geopark with a view to achieving continuous and sustainable economic growth geared to satisfying equitably the needs and aspirations of present and future generations.

The staggering in time and space of tourist flows, should be sought so as to reduce the pressure of tourism activity on the environment and enhance its beneficial

impact on the tourism industry and the local economy;
Geotourism infrastructure should be designed and tourism activities programmed in such a way as to protect the heritages and the environment of GGN Institutional Members.

Quality standards for geotourism infrastructure should be clearly defined and established.

5.2.4 Geotourism incomes

The GGN Institutional Member management body should safeguard that the financial resources derived from visits to heritage sites should, at least in part, be used for the upkeep, safeguard, development and embellishment of these sites.

5.2.5 Geotourism and local culture

Geotourism activities inside a GGN Institutional Member should be planned in such a way as to allow traditional cultural products, crafts and folklore to survive and flourish, rather than causing them to degenerate and become standardized.

5.2.6 Geotourism and local population

In a GGN Institutional Member local populations should be associated with tourism activities and share equitably in the economic, social and cultural benefits they generate, and particularly in the creation of direct and indirect jobs resulting from them. Geotourism policies should be applied in such a way as to help to raise the standard of living of the populations of the territory.

5.2.7 Geotourism and human rights

The exploitation of human beings in any form, particularly to children, conflicts with the fundamental aims of geotourism.

5.3 GGN Institutional Members and territorial partnerships

5.3.1 GGN Institutional Member partner

In its partnership strategy a GGN Institutional Member has to establish written partnership agreements which define precisely quality criteria and respective commitments between the partner and the GGN Institutional Member.

Partners of a GGN Institutional Member could be: restaurants, hotels, guides, museums, producers, open air activities sites, tourism offices, associations, factories, etc.

A GGN Institutional Member partner should fully approve and adopt the GGN Code of Ethics.

5.3.2 Participating

GGN Institutional Member should develop contacts with key individuals in local communities. GGN Institutional Member should nominate among those individuals as Geopark Ambassadors. Those individuals should participate in the visibility and understanding of the Geopark territory. For that the individuals and local stakeholders needs to be regularly trained by the UNESCO Global Geopark to provide the public the best updated information on the territory and on the partner

proximity resources.

5.3.3 Promotion

GGN Institutional Members have to promote its partners through all of its promotional tools (website, leaflets, publications,..).

When possible it is recommended that GGN Institutional Members participate in the organization of promotional fair of its local branded products and partners.

ARTICLE 6. GGN Members must operate in a professional manner

Principle: Employees, partners and associates of the GGN Institutional Members and GGN Individual Members should behave in a way that respects the dignity and philosophy of the GGN.

They should safeguard the public against illegal or unethical professional conduct. Every opportunity should be used to inform and educate the public about the aims, purposes, and aspirations of the GGN to develop a better public understanding of the contributions of the GGN to society.

6.1 Professional conduct

6.1.1 Familiarity with Relevant Legislation

Every member of the GGN should be conversant with relevant international, national, regional, local and indigenous legislation and the conditions of their employment. They should avoid situations that could be construed as improper conduct.

6.1.2 Professional Responsibility

Every member of the GGN has an obligation to follow the policies and procedures of their employing institution. However, they may properly object to practices that are perceived to be damaging to the GGN or in relation to matters of professional ethics.

6.1.3 Professional Conduct

Loyalty to colleagues and to the employing GGN Member is an important professional responsibility and must be based on allegiance to fundamental ethical principles applicable to the profession as a whole. They should comply with the terms of the GGN statutes, the GGN Internal Rules and Regulations and the GGN Code of Ethics and be aware of any other codes or policies relevant to GGN work.

6.1.4 Academic and Scientific Responsibilities

Every member of the GGN should promote the investigation, preservation, and use of information inherent in Earth heritage sites. They should, therefore, refrain from any activity or circumstance that might result in damage to or in the loss of such sites.

6.1.5 The Illicit Market

Every member of the GGN should peacefully and legally oppose the illicit traffic or market in natural and cultural property, directly or indirectly.

6.1.6 Confidentiality

Every member of the GGN must protect confidential information obtained during their work.

6.1.7 Site Security

Information about the security of sensitive sites or locations visited during official duties must be held in strict confidence by every member of the GGN.

6.1.8 Exception to the Obligation for Confidentiality

Confidentiality is subject to a legal obligation to assist the police or other proper authorities in investigating possible stolen, illicitly acquired, or illegally transferred property.

6.1.9 Personal Independence

While members of a profession are entitled to a measure of personal independence, they must realize that no private business or professional interest can be wholly separated from their employing institution.

6.1.10 Copyright

All individuals must distinguish between their own work and that of others. Credit shall always be given when referring or mentioning other people's work. Knowingly allowing others to represent your work as their own is as serious an offense as *plagiarizing* another's work. Misrepresentation, falsification or alteration of data and documents or unauthorized use of data or other's work is also considered as misconduct. Recording or taking photography of another individual's work or presentation without explicit permission is also not allowed.

6.2 Conflicts of interest

6.2.1. Private Geopark consultancy

All members of the GGN and their employees cannot provide private paid consultancy (by contract) to any UNESCO Global Geopark or Aspiring Geopark. Any official consultancy mission to other UNESCO Global Geoparks or Aspiring Geoparks should take place after a request by GGN and UNESCO.

6.2.2 Gifts, Loans, or Other Personal Benefits

Members of the GGN and their employees must not accept high value gifts, loans, or other high value personal benefits that may be offered to them in connection with their duties for UNESCO Global Geoparks. Occasionally professional courtesy may include the giving and receiving of gifts but this should always be open to justification.

6.2.3 Dealing with geological, natural or cultural heritage.

Members of the GGN and their employees should not participate directly or indirectly in dealing (buying or selling for profit) with geological, natural or cultural heritages.

6.2.4 Private Collecting

Members of the GGN and their employees should not compete with their institution either in the acquisition of objects or in any personal collecting activity. An agreement between a Geopark professional and a Geopark's management body concerning any private collecting must be formulated and scrupulously followed.

6.2.5 Use of the Name and Logo of GGN

The name of the organization, its acronym or its logo may not be used to promote or endorse any for-profit operation or product.

6.2.6 Other Conflicts of Interest

Should any other conflict of interests develop between an individual and the GGN the interests of the GGN will prevail.

6.2.7 Notification

All individuals shall notify the GGN Ethics Committee or superior when they are at risk of causing a conflict of interest or other situation that may affect the overall confidence of the GGN.

ARTICLE 7. A standard of conduct which applies to all GGN Institutional members employees, to the Global Geopark professionals and volunteers

Principle: Geoparks aim to enable every man, woman and child to live in dignity and personal integrity, and to promote a set of basic principles that form the ethical and philosophical underpinnings of every society. These guiding principles are integrity, loyalty, accountability, transparency, independence, impartiality, tolerance, understanding, freedom from discrimination, gender equality, dignity and respect for different customs and cultures. Geoparks promote a safe, inclusive, productive and supportive environment. Membership in the GGN means to abide a strict code of conduct. Individuals who experience inappropriate behavior are encouraged to make a formal complaint to the appropriate bodies within the GGN.

Standard of conduct

7.1 Individual responsibility

All individuals shall take responsibility for their own actions and for being aware of and complying with this standard of conduct.

7.2 Interchange with others

All individuals shall set a good example. All individuals will treat everybody with respect, dignity, courtesy and consideration. This involves positive communication, building trust, being supportive, valuing a diversity of views and opinions and working collaboratively, while having a professional approach when interacting with others.

7.3 Unacceptable behavior

All individuals shall abstain from any kind of disruptive and/or *unacceptable behavior*. Online behavior is considered equivalent to face-to-face behavior.

7.4 Offensive behaviour

All individuals shall not cause or contribute in any way (verbally, physically, written or using image material) to *discrimination*, intimidation, humiliation, *Vilification*, *harassment* (including *sexual harassment*) or offensive treatment either directly or indirectly which is unwanted and unwelcome to the recipient, whether it is based on a person's gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age. The same applies to *bullying* or other *victimization* regardless of cause.

7.5 Abuse of authority

All individuals shall not abuse their authority.

7.6 Notification

All individuals who are the victim of *discrimination*, intimidation, humiliation, *harassment* (including *sexual harassment*) or offensive treatment shall clearly communicate this either directly or through a third party for example, the GGN Ethics Committee to the person engaging in the unwanted and unwelcome behavior. In case of a dangerous situation or a person in distress, all individuals will be mindful of their surroundings and of others and will immediately notify a local responsible, the GGN Ethics Committee, or, in case of a serious threat of public safety the local police.

7.7 Disciplinary actions and sanctions

All individuals are aware of the fact that behaviours and actions which violate this code of conduct may result in disciplinary actions and/or sanctions as all complaints will be investigated seriously. Effective and protective measures will be taken promptly to ensure that this misconduct will cease immediately.

ANNEX

GLOSSARY for article 1-6

Conflict of interest: the existence of a personal or private interest that gives rise to a clash of principle in a work situation, thus restricting, or having the appearance of restricting, the objectivity of decision making.

Conservator-Restorer: Museum or independent personnel competent to undertake the technical examination, preservation, conservation and restoration of Geological Heritage.

Cultural Heritage: anything or concept considered of aesthetic, historical, scientific or spiritual significance.

Dealing: buying and selling items for personal or institutional gain.

Geological Heritage: any geological structure or item dealing with Earth history or Earth processes considered of scientific, aesthetic, historical or educational significance.

Geotourism: Geotourism should be defined as tourism which sustains and enhances the identity of a territory, taking into consideration its geology, environment, culture, aesthetics, heritage and the well-being of its residents. Geological tourism is one of the multiple components of geotourism.

Intangible Cultural Heritage: includes traditions or living expressions inherited from our ancestors and passed on to our descendants, such as oral traditions, performing arts, social practices, rituals, festive events, knowledge and practices concerning nature and the universe or the knowledge and skills to produce traditional crafts.

Geopark Management Body: the persons or organizations defined in the enabling legislation of the UNESCO Global Geopark as responsible for its daily management, continuance, strategic development and funding.

Income-generating activities: activities intended to bring financial gain or profit for the benefit of the institution.

Minimum Standard: a standard to which it is reasonable to expect all Geoparks and Geopark personnel to aspire. Certain countries have their own statements of minimum standards.

Natural Heritage: any natural thing, phenomenon or concept, considered to be of scientific significance or to be a spiritual manifestation.

Non-profit organisation: a legally established body- corporate or unincorporated- whose income (including any surplus or profit) is used solely for the benefit of that body and its operation. The term "not-for-profit" has the same meaning.

Provenance: the full history and ownership of an item from the time of its discovery or creation to the present day, from which authenticity and ownership is determined.

Sustainable development: Sustainable development is a process for meeting human development goals while sustaining the ability of natural systems to continue to provide the natural resources and ecosystem services upon which the economy and society depend.

GLOSSARY for Article 7

Unacceptable Behaviour: is behaviour in the workplace or study environment that has created or has the potential to create a risk to the health and safety of individuals covered by this procedure. Unacceptable behaviour includes, but is not limited to:

- bullying;
- emotional, psychological or physical violence or abuse;
- discrimination;
- coercion;
- aggressive/abusive behaviour;

- abuse of power;
- unreasonable demands and undue persistence;
- harassment (including sexual harassment);
- victimisation;
- vilification; and
- permitting, assisting or encouraging others to bully, discriminate, harass, victimise or vilify.

Unacceptable behaviour may include conduct occurring outside usual working or study hours, conduct occurring during work, field work, or study related activities or social events and conduct that has a relevant or significant connection to work or study.

Bullying: is repeated, unreasonable behaviour directed towards a person, that creates a risk to health and safety. Examples of behaviour that may constitute bullying include:

- aggressive or intimidating conduct;
- belittling or humiliating comments;
- spreading malicious rumours;
- teasing, practical jokes or 'initiation ceremonies';
- exclusion from work-related events;
- unreasonable work expectations, including too much or too little work, or work below or beyond an individual's skill level;
- displaying offensive material; and/or
- pressure to behave in an inappropriate manner.

Bullying does not include any legitimate or reasonable use of performance management processes, lawfully based and fairly applied disciplinary action, allocation of work in compliance with systems, implementation of organisational change or downsizing, action taken to transfer or redeploy a staff member or a decision not to promote or reclassify the staff member.

Discrimination: is treating or proposing to treat, an individual unfavourably on grounds of a person's gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age.

Discrimination can be direct or indirect:

Direct discrimination can occur when a person or group is treated less favourably than another person or group in a similar situation, on grounds of a person's gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age.

Indirect discrimination involves imposing a requirement, condition or practice that operates to disadvantage a person on grounds of a person's gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age., and it is not reasonable.

Harassment: is unwelcome conduct that might reasonably cause a person to be offended, humiliated or intimidated on grounds of a person's gender, physical appearance, parental or relationship status, origin, ethnicity, religion or other belief, disability, sexual orientation or age. Harassment can also happen if someone is working in a 'hostile' or intimidating environment. The behaviours can be overt or subtle, verbal, non-verbal or physical.

Sexual Harassment: is unwanted, unwelcome or uninvited behaviour of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the other person would feel humiliated, intimidated or offended. It may include:

- unwanted requests for sexual favours;
- offensive comments of a sexual nature;
- sexual or smutty jokes;
- comments, questioning or teasing about a person's alleged sexual activities or private life;
- persistent unwelcome invitation/s, telephone calls or emails;
- offensive hand or body gestures;
- physical contact such as patting, pinching, touching or putting an arm around another person;
- the display of sexually-suggestive material;
- unwanted ongoing declarations of affection or approaches for affection (including gifts and being followed);
- sexual assault and rape; and
- use of UNESCO Global Geopark computer systems for the retention and distribution of sexually explicit material.

Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect. If the behaviour is consensual, it is not sexual harassment.

Victimisation: is any detriment suffered because a person has made or been involved in the expression of a concern or making of a complaint in good faith about conduct covered by these procedures, or intends to be so involved.

Vilification: is any form of conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of a person or group of people because of their race or religion. Such conduct can be a single event or series of events over a period. It may include the use of internet, social networks and e-mail to publish or transmit statements. Conduct may not be vilification where it can be shown to be reasonable, undertaken in good faith and it represents genuine artistic, academic, religious or scientific endeavors.

Plagiarism: is the wrongful appropriation and stealing and publication of another author's language, thoughts, ideas, or expressions and the representation of them as one's own original work.