

Agenda Item 9.3

Consideration of the foundational documents of the IMC: Human Resources Regulations of the International Mangrove Center

The Council is invited to:

1. Consider and adopt the *Human Resources Regulations of the International Mangrove Center*;
2. Instruct the Secretariat to implement the Human Resources Regulations once adopted, with the recruitment of Secretariat staff to be carried out under the authority of the Director General.

Note

1. Pursuant to paragraph 2.b of Article VI of the Establishment Agreement, the Council shall approve the personnel regulations of the IMC.
2. The Human Resources Regulations were prepared by the Interim Secretariat and further refined with reference to the personnel regulations of relevant international organizations. They were developed through three rounds of consultation with Member States and signatory States. The first round was conducted from 12 to 26 January 2026, and the second round from 30 April to 13 May 2026. No comments were received by the Interim Secretariat during either round of consultation. The updated draft was circulated to all States on 8 July 2026 for a third round of consultation, with revisions to give preference to candidates who are nationals of Member States when equally qualified and to encourage Member States to second personnel to the Secretariat.
3. The Human Resources Regulations establish the basic framework for the management of IMC staff. They consist of eight sections, covering recruitment of staff, code of conduct and discipline, in-service management, remuneration, leave, employment termination and separation, internal dispute resolution and final provisions. The Human Resources Regulations shall enter into force upon adoption by the Council.

Human Resources Regulations of the International Mangrove Center

1. RECRUITMENT OF STAFF

1.1 POST AND STAFF CATEGORIES

- 1) The Secretariat comprises a total of 14 posts and four functional departments, namely Programme, External Relations, Finance and Administration. It includes one Director General, at the D-2 grade, who has overall responsibility for the work of the Secretariat, and two Deputy Directors General, at the D-1 grade, who assist the Director General and are respectively responsible for programmes and external relations, and for finance and administration. In accordance with the responsibilities and tasks of each department, the Secretariat includes 8 professional posts, including 4 Senior Officer/Expert posts at the P-5 grade and 4 Officer/Expert posts at the P-3 and P-4 grades, responsible mainly for departmental management and substantive implementation. It also includes 3 General Service posts at the G-4 to G-7 grades, responsible mainly for administrative affairs and general support.
- 2) Posts at the P-5 grade and above, including D grades, as well as other posts held by staff who are not nationals of the Host Country, are considered international staff positions. All other posts are considered local staff positions.

1.2 RECRUITMENT PROCESS

- 1) The IMC is committed to equal employment opportunity. Recruitment is carried out on the basis of openness, transparency, fairness, and equality.
- 2) Pursuant to the Establishment Agreement, the Director General shall serve a three-year contract term, with selection and appointment made by the Council. The first Director General shall be from the Host Country. At the end of the term, the Director General's appointment may be renewed by the Council, but for no more than two consecutive terms. The Deputy Director General for administrative matters and finance shall be appointed by the Host Country, while the Deputy Director General for programme and external relations shall be selected by open recruitment. Other professional staff shall be recruited according to the requirements of the work plan and resource availability.
- 3) The Director General is responsible for organizing and overseeing staff recruitment for the Secretariat. Staff recruitment shall comply with the agreements signed between the IMC and the Government of the Host Country, as well as the relevant laws and regulations of the Host Country. The recruitment process mainly includes vacancy announcement and application, screening, written test, interview, medical examination and reference check, and selection and onboarding.
- 4) Recruitment shall be open to candidates of all nationalities. Where candidates are equally qualified, preference shall be given to nationals of Member States. Member States are encouraged to second personnel who meet the requirements of the post and to bear the associated costs. Such personnel shall be selected in accordance with the

recruitment process set out in these Regulations.

1.3 APPOINTMENT AND TERM OF APPOINTMENT

- 1) All staff members must sign a contract of employment with the IMC before assuming their duties, which specifies the rights and obligations of both parties. The Director General is responsible for the appointment of staff, formalized through a Letter of Appointment signed by the Director General or an authorized representative.
- 2) Appointments may be permanent, fixed-term, or temporary, depending on the nature of the post and the qualifications of the candidate. The duration of the appointment is determined based on the needs of the post and the resources available to the IMC. Extensions of appointments are subject to satisfactory performance and organizational requirements.
- 3) During the appointment, the IMC may terminate the employment relationship or decide not to renew the appointment in accordance with applicable laws and regulations where required by post adjustment or where the staff member's performance is deemed unsatisfactory upon evaluation.
- 4) In the event of disputes arising from recruitment procedures, contract terms, termination of the employment relationship, or other related matters, the parties shall first seek resolution in accordance with these Regulations, the contract of employment, and the internal dispute settlement procedures of the IMC. Matters not provided for in these Regulations or the contract of employment shall be handled in accordance with the agreements signed between the IMC and the Government of the Host Country, as well as the relevant laws and regulations of the Host Country.

2. CODE OF CONDUCT AND DISCIPLINE

2.1 CORE VALUES

Secretariat staff shall uphold the core values advocated by the United Nations, including inclusion, integrity, humility, and humanity. Staff members shall maintain the highest standards of efficiency, competence and integrity. Staff members shall act with fairness, impartiality, honesty and truthfulness. The principle of integrity shall apply to all matters relating to a staff member's position, duties or status.

2.2 RESPONSIBILITIES AND CODE OF CONDUCT

- 1) Secretariat staff shall uphold the core values of the IMC, comply with the terms of their appointment, perform their duties diligently, and adhere to the IMC's policies, regulations and procedures. Staff members are subject to the authority of the Director General and are responsible to him or her in the exercise of their functions.
- 2) Upon appointment, staff shall provide accurate personal information. Any changes to this information must be promptly reported in writing to the Administrative Department. During their term of service, staff shall report any circumstances that may affect the performance of their duties, their appointment relationship, or the reputation of the IMC.

- 3) While staff members' personal views and convictions remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the IMC. Staff shall not engage in external activities that impair their ability to fulfill their responsibilities or damage the reputation or interests of the IMC, nor shall they make inappropriate statements, whether oral or written.
- 4) No staff member may engage in any occupation or employment outside the Secretariat without the approval of the Director General. Where such approval is granted and external remuneration is received, the staff member shall report it in advance, and the Director General shall decide on its treatment, taking into account factors such as conflicts of interest and the use of working time.
- 5) Staff shall disclose any matters involving personal interests to the Director General. They shall not use their position or information obtained in the course of their duties for personal gain or for the benefit of third parties, nor shall they act out of personal motives in a manner that prejudices the lawful rights and interests of others.
- 6) In the performance of their duties, staff shall neither seek nor accept instructions from any government, organization, institution or individual external to the IMC.
- 7) Staff shall comply with basic standards of conduct, treat colleagues with respect, treat others equally, and maintain a professional and cooperative attitude at work. Staff shall not unjustifiably delay or obstruct others in the performance of their duties, nor shall they insult, attack, intimidate or harass others. Work-related disagreements, performance issues or other disputes shall be raised and handled through formal channels.

2.3 EQUAL EMPLOYMENT

- 1) The IMC upholds the principles of fairness, impartiality and equality in employment, and is committed to fostering a respectful and inclusive work environment. Discrimination based on race, color, religion, age, gender, nationality, physical or mental condition, marital or family status, or any other factor is strictly prohibited. Staff members shall enjoy equal opportunities in recruitment, appointment, post adjustment, compensation, career development and benefits in accordance with applicable rules and regulations.
- 2) The Secretariat shall establish and improve an equal employment supervision mechanism. The Director General shall designate a person to receive, investigate and handle complaints relating to equal employment, propose handling or corrective measures, and submit them to the Director General for approval.

2.4 SEXUAL HARASSMENT

- 1) IMC strictly prohibits any form of sexual harassment to safeguard the dignity and legal rights of all staff members. Sexual harassment refers to any unwelcome verbal, written, visual or physical conduct of a sexual nature that causes offense, coercion or humiliation, or creates a hostile or unfriendly work environment.
- 2) Staff members who believe they have been subjected to harassment may report the

matter to the head of the Administrative Department. If the head is involved or fails to respond appropriately, the staff member may report the matter to the Deputy Director General for administration and finance. The IMC shall promptly verify and handle the matter, take necessary measures in accordance with applicable rules and regulations, and strictly protect the privacy of the individuals involved. In serious cases, disciplinary proceedings may be initiated.

- 3) The IMC prohibits retaliation against complainants, witnesses or persons involved in the investigation and handling of complaints. Malicious complaints or intentional provision of false information shall be handled in accordance with applicable rules and regulations.

2.5 USE OF PUBLIC PROPERTY AND FACILITIES

Staff members shall properly use assets, supplies, facilities and services provided by the IMC and shall not use them for non-official purposes. Without approval, staff members shall not appropriate such resources for private use, lend them to others without authorization, or use them for any other non-official purpose.

2.6 HONORS, GIFTS OR PAYMENTS

- 1) Staff members shall not accept any honors, medals, privileges, gifts or payments from any government. Where such items must be accepted for official purposes, they shall be accepted on behalf of the IMC and promptly reported to the Director General, who shall decide on their treatment.
- 2) No staff member may accept any honors, medals, privileges, gifts or payments from any non-governmental source without the prior approval of the Director General.

2.7 INFORMATION AND CONFIDENTIALITY

Staff members shall strictly observe confidentiality obligations. Without the approval of the Director General, staff members shall not make public statements concerning the work of the IMC, nor disclose, leak or improperly use any non-public information of the IMC. Staff members shall not use information obtained during their employment for personal gain or for the benefit of third parties. These confidentiality obligations shall not cease upon termination of the appointment relationship and shall remain in effect until the relevant information is lawfully disclosed or ceases to be valid.

2.8 INTELLECTUAL PROPERTY OWNERSHIP

- 1) The intellectual property rights for research results, technical data, inventions and patents, software products, publications and other materials developed by staff members during their employment that are related to their official duties shall belong to the IMC.
- 2) When publishing such works, staff members shall acknowledge the IMC. Without prior approval, staff members may not authorize others to use, reprint or disseminate such works, nor provide related data or materials to third parties.
- 3) Any authorization, transfer or commercial use of intellectual property must follow the

IMC's established approval procedures.

2.9 DISCIPLINE

- 1) Staff members who violate these Regulations or other IMC management rules may, depending on the seriousness of the circumstances, be subject to measures including a reminder talk, written warning, suspension, or termination of the appointment relationship. Before issuing a written warning, suspension or termination of the appointment relationship, the IMC shall inform the staff member of the relevant facts and reasons, and hear the staff member's statement and defense. Where urgent circumstances arise, or where necessary to protect the interests of the IMC, staff safety or the investigation, temporary measures including suspension may be taken first, followed by timely verification and handling.
- 2) A reminder talk applies to initial or minor violations and may be referenced in annual performance evaluations. A written warning applies to general violations or conduct that remains uncorrected after a reminder. A written warning may be issued directly by the Director General, or upon recommendation from a Deputy Director General or department head, and shall be recorded in the staff member's annual performance evaluation.
- 3) A reminder talk or written warning may be given in any of the following circumstances:
 - (a) violation of the core values of the IMC or basic standards of conduct;
 - (b) failure to comply with work arrangements, unjustified delay, obstruction of others in the performance of their duties, or disruption of normal work order;
 - (c) use of insulting, inappropriate or aggressive words or conduct, or harassment of others;
 - (d) frequent lateness, early departure or absence affecting normal work order;
 - (e) improper use of office resources, or violation of computer and network usage rules;
 - (f) negligence or misconduct causing, or potentially causing, property damage or personal injury to the IMC or others;
 - (g) violation of safety management, confidentiality management or other relevant rules;
 - (h) other violations of these Regulations or IMC management rules that do not reach the level of termination of the appointment relationship.
- 4) Suspension applies where a staff member is suspected of serious disciplinary violations, violations of laws or regulations, or where other circumstances may affect the staff member's normal performance of duties or the interests of the IMC. Upon receiving a suspension notice, the staff member shall immediately suspend the performance of duties and cooperate with the investigation. The duration of suspension and the treatment during suspension shall be determined by the Director General

according to the specific circumstances. If the investigation confirms that no violation occurred, the corresponding salary and benefits for the suspension period shall be paid.

- 5) Where a staff member seriously violates these Regulations or the obligations under the contract of employment, and fails to correct the conduct after being reminded and given a reasonable opportunity to do so, or where the conduct continues to harm the interests of the IMC, the IMC may terminate the appointment relationship in accordance with applicable rules and regulations. Where the circumstances are particularly serious and have an adverse impact, the IMC may, with the approval of the Director General, terminate the appointment relationship with immediate effect. Salary, notice period and severance compensation in connection with termination of the appointment relationship shall be handled in accordance with the contract of employment and the relevant rules of the IMC.
- 6) The appointment relationship may be terminated in any of the following circumstances; where the circumstances are particularly serious and have an adverse impact, the appointment relationship may be terminated with immediate effect:
 - (a) serious violation of the core values of the IMC or basic standards of conduct, causing adverse impact;
 - (b) fighting, or verbal or physical attacks, threats or intimidation;
 - (c) forging or altering IMC records or documents, or materials relating to leave, salary, reimbursement or other matters;
 - (d) theft or misappropriation of property belonging to the IMC or others;
 - (e) intentional damage or destruction of IMC property;
 - (f) unauthorized absence for three consecutive days or more, or failure to return upon expiry of leave without justified reason;
 - (g) use of prohibited drugs or alcohol during working hours, or being affected by drugs or alcohol in a manner that impairs the performance of duties;
 - (h) intentional concealment or covering up of major work errors, or gross negligence or dereliction of duty;
 - (i) illegal possession of weapons, controlled instruments or other dangerous items on IMC premises;
 - (j) serious violation of confidentiality obligations;
 - (k) violation of local laws and regulations that seriously affects the performance of duties, the appointment relationship or the reputation of the IMC;
 - (l) other serious violations of these Regulations, the contract of employment or IMC management rules that warrant termination of the appointment relationship in accordance with applicable rules and regulations.

3. IN-SERVICE MANAGEMENT

3.1 TRAINING AND CAPACITY BUILDING

3.1.1 Language Training

The Secretariat provides a language training subsidy for staff members and their resident dependants, up to a maximum of USD 200 per family. Applicants shall complete the application form truthfully and submit relevant materials, including the name of the training institution and the course arrangements, for approval by the Director General. At the conclusion of the training course, the Secretariat shall organize a language proficiency test. Applicants who fail the test will not be eligible for the subsidy.

3.1.2 Professional Training

The Secretariat encourages staff members to participate in professional training activities, such as the International Mangrove Wetland Lecture and the International Training Workshop on Mangrove Conservation and Restoration hosted by the IMC, to continuously improve their job performance and professional competencies.

3.2 PERFORMANCE EVALUATION

- 1) Staff members are expected to uphold the principles of efficiency, professionalism and integrity. The IMC conducts annual performance evaluations to objectively reflect staff members' performance of duties and work performance, and to promote capacity improvement and work enhancement.
- 2) Performance evaluation is an ongoing process based on year-round management and dynamic supervision. Department heads are responsible for daily guidance and assessment. The annual evaluation interview shall summarize the staff member's performance of duties throughout the year, identify existing issues, and set the direction for improvement.
- 3) Performance is rated across five levels: Excellent, Good, Fair, Average, and Unsatisfactory.
- 4) Upon joining, staff members shall be informed of their job responsibilities, required skills and qualification criteria. The annual evaluation shall take into account input from relevant stakeholders and shall cover the staff member's work achievements, performance of duties and goals for the following year. The department head shall provide an evaluation opinion, which shall be confirmed by the staff member, reviewed by the Deputy Director General in charge, and approved by the Director General. The evaluation results and relevant reward or disciplinary opinions shall be provided to the staff member in writing.

3.3 EXTERNAL EXCHANGES AND ACADEMIC PARTICIPATION

- 1) The IMC encourages staff members to participate in external conferences, seminars and relevant professional or industry activities related to their job responsibilities, in order to showcase work achievements, enhance the IMC's visibility and promote knowledge sharing.
- 2) Staff members invited to deliver keynote speeches, submit papers or participate in

relevant academic exchange activities shall report the invitation in advance to their department head, the Deputy Director General in charge and the Director General for approval. Applications shall be evaluated based on the relevance and necessity of the activity to the work of the IMC and its role in enhancing the IMC's visibility.

- 3) Upon approval, staff members may request support for travel and conference-related expenses in accordance with the relevant rules of the IMC. Any external remuneration received shall be handled as decided by the Director General.
- 4) Where it is necessary for work purposes to join, in the name of the IMC, a professional organization, industry association or cooperation network related to the functions of the IMC, approval shall be sought from the Director General in accordance with applicable procedures. Any membership fees or other related expenses shall be handled in accordance with the financial management rules of the IMC.

4. REMUNERATION AND BENEFITS

Staff remuneration and benefits of the Secretariat consist of salary, insurance and other benefits. For international staff, remuneration and related entitlements shall be determined in accordance with the agreements between the IMC and the Government of the Host Country and the relevant rules of the IMC. For local staff, remuneration and benefits shall be determined in accordance with the relevant laws and regulations of the Host Country, the relevant rules of the IMC and the contract of employment. Staff of the Secretariat may be entitled to relevant benefits made available by the local government under cooperation agreements between the IMC and the local government.

4.1 SALARY

- 1) Staff salaries shall be determined based on post category, staff grade and step. Salaries shall be paid to staff members on a monthly basis.
- 2) Staff members with at least one year of continuous service in the Secretariat may participate in the annual performance evaluation and merit recognition process. Those rated as "Excellent" will be awarded a certificate of commendation from the Director General and may be granted a monetary award of up to one month's base salary.

4.2 SOCIAL INSURANCE

International staff may be entitled to health insurance, pension insurance and other insurance plans. Local staff are enrolled in the Host Country's social insurance system in accordance with applicable laws, which generally covers pension, healthcare, unemployment, work-related injury, and maternity benefits. Specific insurance plans may be determined through consultation, taking into account the staff member's actual circumstances, provided that the relevant laws and regulations of the Host Country and applicable conditions are met.

4.2.1 Healthcare

The IMC provides health insurance for eligible staff members, their accompanying spouses and minor children. The specific scope of coverage shall be implemented in accordance

with the IMC insurance plan.

4.2.2 Pension

The IMC provides pension insurance for eligible staff members according to staff category and type of appointment. The specific scope and standards of coverage shall be implemented in accordance with the IMC insurance plan, subject to compliance with the relevant laws and regulations of the Host Country.

4.3 OTHER BENEFITS

In accordance with internal management rules, resource availability and agreements signed with the local government, the IMC may provide eligible staff members with benefits such as children's education, housing and transportation support. Such benefits shall be coordinated and implemented by the Director General and may be adjusted as appropriate in light of actual circumstances.

4.3.1 Children's Education

The IMC may provide education support for the minor children of eligible staff members in accordance with agreements signed with the local government.

4.3.2 Housing

The IMC may provide housing support for staff members and related benefits in accordance with the agreements signed with the local government.

4.3.3 Transportation

Eligible staff members may apply for transportation subsidies for occasions such as initial appointment, job transfers, regular family visits, and repatriation upon separation. Subsidies shall be determined in accordance with the principle of economy and reasonableness, and reimbursed on an actual-cost basis in accordance with applicable rules.

4.4 EMERGENCY MEDICAL EVACUATION

Where necessary medical conditions are not available at the IMC's location, eligible international staff members and their immediate family members residing in the IMC-designated area may, upon the written recommendation of a qualified medical practitioner, approval by the Director General and consent of the relevant insurance provider, travel to the nearest medical facility capable of providing the necessary treatment.

5. LEAVE

5.1 ANNUAL LEAVE

- 1) Staff members are entitled to 30 days of annual leave per year, calculated on a pro rata basis according to actual service time during the year.
- 2) Annual leave may be taken in units of half a day. Leave of up to 1 day shall be approved by the department head. Leave of up to 3 days shall be approved by both the department head and the Deputy Director General in charge. Leave of more than 3 days shall be approved by the department head, the Deputy Director General in charge,

and the Director General. Leave may only be taken upon approval.

- 3) Annual leave shall be used reasonably in accordance with work arrangements and, as a rule, shall be taken in the year in which it is earned. Unused annual leave may be carried over to the following year, but the cumulative balance may not exceed 60 days. Any days exceeding this limit will be cleared by the end of March of the following year. Upon separation, unused annual leave may be converted into compensation based on daily salary.

5.2 MATERNITY LEAVE

- 1) A female staff member shall be entitled to maternity leave of up to 26 weeks on full pay. The start and end dates may be arranged based on medical recommendations. When applying for maternity leave, the staff member shall submit proof of the expected date of delivery to the department head, the Deputy Director General in charge, and the Director General for approval, and shall register the leave with the Administrative Department for record. Before resuming duty, a medical certificate attesting to the staff member's fitness to resume work shall be submitted.
- 2) A male staff member may apply for paternity leave of up to 4 weeks on full pay within two months of the child's birth. Applications shall include the child's birth certificate and other relevant materials, and follow the same approval process as maternity leave.

5.3 SICK LEAVE

- 1) Staff members who are unable to work due to health reasons may apply for sick leave. Staff members are entitled to 22 days of fully paid sick leave per year. In the first year of service, the entitlement shall be calculated on a pro rata basis according to actual service time; from the second year onwards, it shall be calculated on a calendar-year basis.
- 2) Sick leave may be taken in units of half a day. Leave of up to 1 day shall be approved by the department head. Leave of up to 3 days shall be approved by both the department head and the Deputy Director General in charge. Leave of more than 3 days shall be approved by the department head, the Deputy Director General in charge, and the Director General. Leave may only be taken upon approval.
- 3) A medical certificate shall be submitted upon resumption of duty for any single period of sick leave exceeding 3 days. Where such a certificate is not provided, the corresponding days shall be deducted from annual leave. In exceptional circumstances, the staff member shall promptly explain the reasons to the department head.
- 4) Unused sick leave shall be cleared at the end of each year and shall not be commuted to cash or offset against other entitlements.

5.4 PERSONAL LEAVE

- 1) Staff members may apply for personal leave for personal matters, family matters or special circumstances, up to a maximum of 9 days per year. In the first year of service, personal leave shall be calculated on a pro rata basis according to actual service time;

from the second year onwards, it shall be calculated on a calendar-year basis.

- 2) Personal leave may be taken in units of half a day. Leave of up to 1 day shall be approved by the department head. Leave of up to 3 days shall be approved by both the department head and the Deputy Director General in charge. Leave of more than 3 days shall be approved by the department head, the Deputy Director General in charge, and the Director General. Leave may only be taken upon approval.

5.5 MARRIAGE LEAVE

Staff members who are legally married shall be entitled to marriage leave of no less than 15 consecutive calendar days, including weekends and public holidays. Applications for marriage leave shall be submitted at least 5 working days in advance, together with proof of marriage registration, to the department head, the Deputy Director General in charge, and the Director General for approval, and shall be registered with the Administrative Department for record. Leave may only be taken upon approval.

5.6 UNPAID LEAVE

- 1) Staff members may apply for unpaid leave after their paid leave entitlements have been exhausted. Applicants shall have rendered at least two years of continuous service to the IMC. Unpaid leave shall be approved by the department head, the Deputy Director General in charge, and the Director General. Leave may only be taken upon approval.
- 2) During unpaid leave, the corresponding salary shall be deducted based on the base salary.

5.7 LEAVE RECORDS

The Administrative Department shall be responsible for uniformly registering and maintaining staff leave records.

6. EMPLOYMENT TERMINATION AND SEPARATION

6.1 RESIGNATION

Staff members in the Professional and higher category shall submit a written resignation notice at least 3 months in advance. Staff members in the General Service category shall submit a written resignation notice at least 30 days in advance.

6.2 TERMINATION

Following the probationary period, either the IMC or the staff member may terminate the employment relationship by providing at least 30 days' written notice to the other party. If a contract expires and the IMC decides not to renew it, it is considered a normal termination of the employment relationship. The IMC shall provide written notice at least 30 days in advance and complete the necessary separation procedures in accordance with applicable rules.

6.3 REDUNDANCY LAYOFFS

- 1) If a position is eliminated due to work adjustments, organizational restructuring,

reassignment of responsibilities, or other unforeseen circumstances, the IMC may terminate the employment contract on grounds of redundancy.

- 2) For Professional and higher category staff members, the IMC shall issue written termination notice at least 3 months in advance; for General Service category staff members, written notice shall be issued at least 30 days in advance.

6.4 DISABILITY OR ILLNESS

During the period of appointment, if a staff member is unable to perform their duties due to ongoing illness, or serious disability caused by an accident or illness, and has exhausted the relevant leave and sick leave entitlements, the IMC may terminate the employment contract in accordance with applicable rules.

6.5 DEATH

In the event of a staff member's death, the employment contract shall terminate at the end of the month in which the death occurs. All outstanding salaries and applicable benefits will be paid to the legal heir or designated beneficiary in accordance with the law.

6.6 TERMINATION FOR CAUSE

- 1) If a staff member seriously violates these Regulations or the obligations under the contract of employment, and fails to remedy the situation after being reminded and given a reasonable period to correct it, or if the staff member's conduct continues to harm the interests of the IMC, the IMC may terminate the employment relationship in accordance with applicable rules.
- 2) In cases of particularly serious misconduct with adverse impact, the IMC may, with the approval of the Director General, terminate the employment relationship with immediate effect. The staff member whose employment relationship is terminated with immediate effect shall vacate the post without delay and shall not be entitled to notice-period salary or separation compensation.
- 3) For temporary staff members whose term has not yet expired, the IMC may terminate the employment relationship in accordance with the contract of employment if, after review by the Director General, continued employment is deemed not to be in the interests of the IMC.

6.7 RETIREMENT

Except for the Director General, international staff members shall, in principle, not continue to serve after reaching the retirement age of 65. Any extension of service for international staff members beyond the age of 65 shall be authorized by the Council. Local staff shall retire in accordance with the statutory retirement age defined by the laws of the Host Country.

7. INTERNAL DISPUTE RESOLUTION

- 1) The IMC upholds the principles of fairness and impartiality, and shall establish an internal dispute resolution mechanism to address disputes arising in the course of staff

members' performance of duties and management in a timely and appropriate manner.

- 2) Staff members who have objections to work arrangements, management decisions or other matters relating to the performance of duties may first raise the matter with their department head. If the issue remains unresolved, it may be referred to the Director General. For complex or significant disputes, the Director General may convene a meeting of the Secretariat Standing Committee to review the matter and hear the views of relevant parties; external legal advice may be sought where necessary. After verifying the relevant facts, the Director General shall make a decision and communicate the result to the staff member in writing. After the dispute resolution procedure is completed, the relevant materials shall be filed by the Administrative Department.
- 3) If a staff member still has objections to the decision of the Director General, they may request a review. The review panel consists of three persons: one representative designated by the staff member, one representative designated by the Director General, and an independent chairperson agreed upon by both parties. The review panel shall make a written decision after fully hearing the views of the staff member and the Secretariat and reviewing the relevant materials. The decision of the review panel shall be final, and all parties shall comply with it.
- 4) If the staff member still has objections after completing the internal dispute resolution procedure, the matter may be handled in accordance with the contract of employment, the relevant agreements signed between the IMC and the Government of the Host Country, and the relevant laws and regulations of the Host Country.

8. FINAL PROVISIONS

These Regulations shall enter into force upon consideration and adoption by the Council. The Council may supplement or amend these Regulations upon the proposal of the Director General. In the event of any inconsistency between these Regulations and the Establishment Agreement, the Establishment Agreement shall prevail.