



12 May 2021

Circular No. 7/Rev.1¹

Subject: **Prevention of theft and/or misplacement of personal and United Nations property**

1. Staff of the United Nations Office at Geneva are reminded that they are responsible for the protection and safekeeping of valuable equipment entrusted to them by the Organization and their personal property.
2. Despite numerous circulars on this subject, it appears that basic security prevention rules are not being observed and there has been a growing number of misplacements and/or thefts. In order to check this trend, UNOG staff are requested to follow basic rules for preventing theft, namely:
 - During brief absences from or when leaving the premises, to lock all valuable objects, sensitive documents and small items in office furniture or cabinets;
 - To report via email to investigation-unit.security-unog@un.org the disappearance of any items and any suspicious presence or abnormal behaviour to the Security and Safety Service immediately.
3. Attention is likewise drawn to the procedures to be followed when staff members are required to remove property registered with UNOG from the premises of the Organization for professional reasons or when borrowing in their private capacity. Form GS.55, which requires the authorization and signature of a supervisor, must be filled out and shown to Security Officers when the equipment is removed, except for ICT resources intended for mobile and/or remote working, such as laptops, tablets and mobile phones managed by the UNOG Information and Communication Technology Service and individually assigned.

¹ Cancels and supersedes Circular IC/Geneva/2007/7 of 12 February 2007.

4. Staff are also reminded that under Rule 10.1 (b) of the Staff Rules, they may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the Organization as a result of their actions if such actions are determined to be willful, reckless or grossly negligent.
5. The Security and Safety Service will conduct random checks, and any violation of or failure to comply with this circular will be reported.
6. All supervisors and staff are expected to cooperate in ensuring the safekeeping of the United Nations property and equipment entrusted to them.

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