



# THE FIELD-SPECIFIC ENABLING ENVIRONMENT GUIDELINES

SUMMARY OF KEY RECOMMENDATIONS FOR PERSONNEL

Photo: MONUSCO / Force

The objective of the Field-specific Enabling Environment Guidelines is to provide tailored guidance for personnel in the field, especially in mission settings, to help increase the representation of women and accelerate efforts to reach parity in the UN system.

Each thematic chapter provides a series of recommendations and good examples for the organization, managers and personnel at the individual level. Here you can find a summary of the key recommendations for the personnel.

## Professional and personal life integration

- Familiarize yourself with policies supporting professional and personal life integration and be an example by using them. Seek information via your manager, HR personnel, staff representatives and Gender Focal Points.
- Stay mindful of your own professional and personal life integration needs.
- When organizing meetings, proactively enquire whether any accommodations would facilitate attendance, such as a sign language interpreter, and take into consideration different time zones, if possible.

## Standards of conduct

- Adhere to UN core values and Standards of Conduct for the International Civil Service.
- Be aware of and practice a victim-/survivor-centred approach if informed of possible misconduct. Listen and inform affected individuals of the avenues for advice and assistance in a timely, sensitive and impartial manner and clarify issues of privacy and confidentiality.
- Report possible prohibited conduct and cooperate with investigations, audits and reviews.
- Consult and seek advice from the UN Office of the Ombudsman and Mediation Services, Gender/LGBTIQ+/Disability/Conduct and Discipline Focal Points, as well as other stakeholders, such as UN-GLOBE, as necessary.
- Become an “ally” by using your voice to educate others, call out unacceptable behaviours and act as an active bystander.



Photo: UN Women/Ryan Brown



## Security and safety

- Learn about the local security threats and understand measures to reduce risk. Follow all security and safety policies, guidelines and procedures.
- Complete mandatory training at your duty station, including training that is gender- and disability-specific.
- Provide feedback to your manager or head of office about security and safety threats that you face, measures implemented, and training provided.
- Request Flexible Working Arrangements, if needed, also to maximize security and safety.
- Consider initiating a commuting club so colleagues who would feel safer travelling in groups have a way to do so and with their preferred support persons, if required.

## Occupational safety and well-being

- Foster well-being by creating and participating in support networks such as working parents' support groups, LGBTIQ+ networks, and employee resource groups. Be aware of the health and psychosocial services available.
- Provide feedback when using health and well-being provisions and address potential gaps.
- Initiate and participate in well-being and welfare activities. Stay mindful of your own health and well-being needs and practice self-care, such as by getting proper rest and nutrition, taking time off and seeking and accepting the support of others.

## Recruitment, talent management and retention

- Initiate conversations and seek advice from senior personnel beyond your immediate team to support career development.
- Be aware of required experience and competencies in more senior positions and seek out relevant skills development opportunities. Liaise with your organization's HR and Gender Focal Point to discover talent management, learning and development opportunities.
- Take part in development opportunities such as mentoring or coaching programmes.
- Apply for open positions.

## Leadership, accountability and implementation

- Practice UN values by being sensitive and responsive to gender and diversity issues, verbalize commitments and lead by example, showing support and discussing the importance of gender parity and diversity with your colleagues.
- Include gender equality and enabling environment related targets in your performance framework..
- Volunteer or encourage a colleague to become a Gender Focal Point. Reach out to other Gender Focal Points and/or The Office of the Focal Point for Women in the UN system ([focalpoint.forwomen@unwomen.org](mailto:focalpoint.forwomen@unwomen.org)) to discuss how you can help promote the work of Gender Focal Points and create an enabling environment.

**For further recommendations, please refer to the [Field-specific Enabling Environment Guidelines](#)**