



# Code of Conduct

ADB BUSINESS OPPORTUNITIES FAIR



**ASIAN DEVELOPMENT BANK  
BUSINESS OPPORTUNITIES FAIR 2025**  
16-18 SEPTEMBER 2025 | ADB HEADQUARTERS, MANILA  
QUALITY · INNOVATION · IMPACT





## Purpose

The Asian Development Bank (ADB) is committed in conducting Business Opportunities Fairs where everyone feels welcome, respected, and safe. The ADB BOF follows the highest standards of ethics and professionalism. All participants are expected to act with integrity and respect towards others who are participating in the Fair.

## Applicability

These guidelines apply to all ADB Business Opportunities Fairs whether they are held at the ADB Headquarters (HQ) or in venues or locations other than the ADB HQ. By participating, or engaging in any role during the BOF, participants commit to upholding and adhering to these guidelines.

## Expected Conduct

All persons involved in the ADB BOF are expected to:

|                                                                                     |                                                                                                                                                                                                                                    |                                                                                       |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  | Treat all other participants and stakeholders with respect and dignity.                                                                                                                                                            |  |
|  | Respect the cultural norms of the host country.                                                                                                                                                                                    |  |
|  | Follow all rules and procedures applicable to the event, including relevant health and safety protocols by ADB or the host country.                                                                                                |  |
|  | Comply with requests and instructions issued by ADB organizers, host country organizers, and security staff in their official capacity regarding access to and use of the facilities and conduct within the premises of the event. |  |
|  | Treat official and recognized symbols, including ADB member nameplates, with respect.                                                                                                                                              |  |



## Unacceptable Conduct

Harassment is any unwarranted or unwelcome behavior, verbal, psychological, or physical, that interferes with the event or creates an intimidating, hostile, or offensive environment at the BOF. ADB does not tolerate harassment in any form, including bullying, sexual harassment, and discrimination.

Bullying is a form of harassment consisting of repeated or persistent aggression or other malicious behavior in any form by one or more persons which has the effect of humiliating, belittling, offending, intimidating, or discriminating against another person. It may include persistent, unwarranted, or unconstructive criticism, personal abuse and/or ridicule, either in public or private, which humiliates or demeans the individual targeted, gradually eroding their self-confidence or intending to do so.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature which results in physical, sexual, or psychological harm or suffering to another person, or which is made or suggested to be a condition of employment, promotion, or other personnel action or creates an intimidating, hostile, or offensive environment. Examples of sexual harassment include, but are not limited to:

|                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <br><b>Making derogatory or demeaning comments about a person's sexual orientation or identity</b> |  <br><b>Name-calling or using slurs with a gender or sexual connotation</b>         |  <br><b>Making sexual comments about a person's appearance, clothing, or body parts</b>                                |
|  <br><b>Repeatedly asking a person for dates or for sex</b>                                     |  <br><b>Staring in a sexually suggestive manner</b>                             |  <br><b>Unwelcome touching, including pinching, patting, rubbing, or purposefully brushing up against a person</b> |
|  <br><b>Making inappropriate sexual or lewd anecdotes, jokes, or comments</b>                   |  <br><b>Sending any form of sexually suggestive communication in any format</b> |  <br><b>Sharing or displaying sexually inappropriate images or videos in any format</b>                            |

Discrimination is the inappropriate differentiation between individuals or groups. Such discrimination includes actions and/or decisions based on characteristics such as race, color, nationality, social or ethnic origin, religion or beliefs, language, political or other opinion or affiliation, gender, gender identity, sexual orientation, family or civil status, health status, physical appearance, or physical disability.

Integrity violation means (i) with respect to staff and other persons covered under ADB's Codes of Conduct: a corrupt practice, fraudulent practice, coercive practice, collusive practice, abuse or obstructive practice, or a conflict of interest that was not disclosed and adequately addressed in accordance with ADB's Codes of Conduct or other applicable ADB rules; and (ii) with respect to others: any act which violates [ADB's Anticorruption Policy](#).



## Complaint Process

You may express your concerns about unacceptable conduct to any member of the BOF Secretariat - or by emailing: [businesscenter@adb.org](mailto:businesscenter@adb.org).

Possible integrity violations must be reported directly to the Office of Anticorruption and Integrity (OAI) at: [integrity@adb.org](mailto:integrity@adb.org). In case of doubt and/or if you are not an ADB staff, you have the option to report these concerns to the BOF Secretariat who will redirect your concerns to the OAI.

The BOF Secretariat, and other ADB entities as applicable, will take appropriate action in accordance with applicable policies, regulations, and rules.

Examples of appropriate action may include, but are not limited to:



Issuing a warning or requesting the offender to immediately stop the offending behavior.



Rescinding, cancelling, suspending, or terminating the offender's access to the BOF, or denying registration at BOFs, or both.



Conveying the complaint to any investigative or disciplinary authority with jurisdiction over the offender.



Conveying a report to the employer or entity with jurisdiction over the offender.

You may also seek support from other ADB offices such as the security or medical services at the BOF.



## Protection from Retaliation

**Making a false or misleading report is also considered unacceptable conduct and may lead to the suspension of the participant's access to the BOF, or in the case of ADB personnel, disciplinary or other measures as per the applicable ADB rules and procedures.**



Threats, intimidation, or retaliation against the individual who has reported unacceptable conduct or against parties who have provided information in support of a report of unacceptable conduct will not be tolerated. ADB will take any reasonable appropriate action necessary to prevent and respond to intimidation or retaliation in accordance with its Whistleblower and Witness Protection Policy and related applicable procedures.

## Contact Information

**BOF Secretariat**  
[businesscenter@adb.org](mailto:businesscenter@adb.org)



**ADB's Office of Professional Ethics and Conduct**  
[ethics@adb.org](mailto:ethics@adb.org)



**ADB's Office of Anticorruption and Integrity**  
[integrity@adb.org](mailto:integrity@adb.org)



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