

Ethics

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Code of Ethics of the Social Integration State Agency

The purpose of the Code of Ethics of the Social Integration State Agency (hereinafter - the Agency) is to lay down basic principles and general behavioural norms for officials and employees of the Agency (hereinafter - employees) and to promote the lawful and fair work of employees in the public interest in order to improve the work culture of the Agency and to promote public confidence in the Agency.

The basic principles of professional ethics and behaviour contained in the Code of Ethics is equally binding on the employees, regardless of their position.

Basic principles of professional ethics

In the performance of his or her duties of service or office, the employee shall respect the following basic principles of professional ethics:

1. Integrity and objectivity:

employees are genuine and honest in their professional activities;

employees shall treat their duties in good faith and take appropriate action in any case where there are signs of dishonest behaviour;

employees shall perform their duties without taking advantage of their personal advantage. Employees from natural and legal persons shall not accept or offer gifts or participate in entertainment activities likely to affect their professional activity;

the employees of respect equal and fair treatment of all, without any preferential or unjustified privilege to any person. When examining matters and taking decisions, the employee shall only take into account objective-checked information and act in accordance with regulatory enactments and general principles of law.

2. Fairness:

the employee shall act in a fair manner, respecting the equality of all persons in front of the law, without demonstrating favour or granting unjustified privileges to any of them;

the employee shall not use the information received for the implementation of his or her professional activity in his or her own interests

3. Respect and collegiality:

the relationship between employees is based on respect, assistance, cooperation, trust and support;

the employee is aware that the behaviour and behaviour of each employee constitute the overall image of the Agency.

4. Responsibility:

professional or professional duties shall be carried out responsibly by the employees, using their knowledge, skills and working experience to reach the highest professional level;

the employee is aware of the consequences of his or her actions or inaction.

5. Savings and efficiency:

In the performance of their duties, employees shall make use of all resources at their disposal (materials, financial, intellectual) as sparingly and efficiently as possible, with maximum efficiency.

6. Conflict of interest:

Officials of the Agency in situations where their personal interests are affected or may affect the performance of their duties shall act in accordance with the provisions of the Law On Prevention of Conflict of Interest in the Activities of State Officials, as well as have an obligation to distance themselves from the performance of their duties or the decision-making process in situations where the decision taken or prepared may influence or cause suspicion that the decision is affected the personal or financial interests of the official or members of the family or of the organisation to which the official is associated.

7. Lobbying:

employees of Agency is obliged to:

- publish information about the lobbyist with whom have been held consultations or from which information has been received regarding the matter which falls within the competence of the employee - the given name, surname or name of the person, the legal person represented by them, the process or preparing a specific decision in relation to which lobbying is taking place (if it's not specified then employee should indicate the area to which the proposal is focused) and the consultation with lobbyists (for example - workshop) and the justification for their work. Employee must ensure that this information is placed on the Agency's home page and in the annotation of the draft regulatory enactments;
- provide for all lobbyists involved in the decision-making process with equal opportunities to meet with decision-maker and obtain the necessary information;
- assess any invitation or hospitality offer, taking into account the benefits that offeror might have;
- inform a higher official of the economic interests of his family member if they are or may be related to the performance of his duties.

employees are banned to:

- provide special advantages to one of the lobbyists without respecting the principle of equality, unless it not specified by law or by contract, compared to other stakeholders, including by informing one of the lobbyists on the subject of his interest, providing access to decision-makers or other benefits;
- accept gifts, any invitations, hospitality offer or any other material benefits of a lobbyist or organisation employing a lobbyist for his or his family members, or to an organisation to which he is associated. Other benefits are payment for transport, accommodation, catering services and drinks or any other material benefits;
- mislead the lobbyist that he may have bigger access to officials or he could influence their decisions;
- ask the lobbyist or organisation, employing the lobbyist, to provide material support to the Agency, to the activities organised by Agency or to the organisations with wich the Agency employees are associated;
- represent an individual, merchant or organisation as a lobbyist in a state or local government institution, whether or not for remuneration.

