

CODE OF CONDUCT FOR THE EMPLOYEES OF THE STATE ADMINISTRATION

Prom. SG. 53 of 22 June 2004.

Chapter One.

GENERAL

Art. 1. This Code defines the rules of conduct in public administration and aims to increase public confidence in the professionalism and ethics, and to raise the prestige of the civil service.

Art. 2. (1) The activity of employees is carried out in compliance with the principles of legality, loyalty, honesty, impartiality, political neutrality, responsibility and accountability.

(2) The employee carries out his duties in strict compliance with the legislation of the Republic of Bulgaria by supporting the state policy based on the rule of law.

(3) The employee, depending on the functions it performs, conducts action offers and decisions leading to the elimination of arbitrariness and strengthen confidence in state institutions.

(4) The employee operates competently, objectively and in good faith, seeking to constantly improve work in the interest of citizens.

(5) The employee shall conduct which does not harm the prestige of the civil service, not only in the performance of their duties, but also in his public and private life.

(6) In the performance of his duties an employee must be kind, polite and respectful to everyone, while respecting the rights and dignity and not allow any discrimination.

Chapter Two.

RELATIONS WITH CITIZENS

Art. 3. (1) The employee perform his duties impartially and without bias, creating a level playing field for the situations and people and doing everything possible to be a service available to everyone.

(2) The employee is obliged to protect the data and privacy of citizens, become known in or in connection with the performance of his duties.

Art. 4. (1) The employee performs administrative services lawful, timely, accurately, fairly and impartially. He is obliged to rule on the requests of citizens and provide them with all necessary information to protect their rights and interests in compliance with the Law on Protection of Classified Information Act and the Data Protection.

(2) The official reply to the questions according to the functions it performs, if necessary, redirect people to another employee with the relevant competence.

(3) The employee shall inform citizens about the opportunities for appeal in cases of violations committed by the administration or refusal to perform the administrative service.

Chapter Three.

PROFESSIONAL CONDUCT

Art. 5. (1) The employee shall assist that body of state power with professionalism, impartiality and activity in the development and implementation of state policy and the implementation of decisions taken and the implementation of its powers.

(2) In the performance of his duties, the employee shall conduct that creates confidence in the authorities whose activities support they can trust him and rely on him.

(3) The employee perform his duties honestly and impartially and not allow personal political bias to influence him.

(4) Where the proposals to the state authorities, the officer shall provide all information relevant to making a concrete decision.

Art. 6. (1) The employee shall observe strict hierarchy and to perform the acts and orders of superiors authorities and officials of the administration.

(2) The employee is not obliged to execute an illegal order issued by the established order when it contains obvious to him offense.

(3) The employee may request written confirmation of the official act when the verbal order is contained obvious to him offense.

(4) The employee is not obliged to execute that affects its rights, his spouse, lineal relatives without limitation, collateral to the fourth degree and by affinity to the second degree. In this case he shall immediately inform the body from whom it received the order.

Art. 7. The employee puts in front of his head and honestly the problems faced on the job.

Art. 8. (1) The employee combat acts of corruption and other wrongdoing in public administration.

(2) The employee is not allowed to be placed on financial dependence or other commitment by outside individuals or organizations, as well as to request and accept gifts, money, benefits or other benefits that may affect the performance of his duties on its decisions, or violate his professional approach to certain issues.

(3) The employee may not accept gifts or benefits that may be perceived as a reward for doing work that comes into his duties.

Art. 9. The employee should not express personal opinions in a way that can be interpreted as an official position of the administration in which it operates.

Art. 10. (1) In the performance of their duties the employee protect property entrusted to him with due care and not allowed to use it for personal purposes. The employee shall promptly inform the immediate superior of the loss or damage of property entrusted to him.

(2) The documents and data in the public administration can be used by the employee for the performance of his duties in compliance with the rules on data protection.

Art. 11. The employee is obliged to observe the working time for the performance of its duties.

Chapter Four.

CONFLICT OF INTERESTS

Art. 12. (1) The employee may not participate in the discussion, preparation, making and implementation of decisions when he or related persons within the meaning of § 1 of the additional provision of the Law on Civil Servants are interested in the respective decision or when there is a interested persons causing justifiable doubts as to his impartiality.

(2) In awarding official task, whose fulfillment can lead to conflict between his duties and his private interests, the employee should notify their manager.

(3) An employee who becomes aware of facts and circumstances of such conflict of interest in the administration, which is assigned to take the necessary steps to clarify the matter.

(4) Where an employee has doubts whether an activity is compatible with his duties, he should discuss it with your manager.

Art. 13. (1) The employee may not use his official position to carry out their own personal or family interests.

(2) The employee shall not participate in any transactions which are incompatible with his duties, functions and responsibilities.

(3) The employees who left the state administration must not misuse the information, which has become known in connection with the position they occupied, or the functions they performed.

Chapter Five.

Relationships with colleagues

Art. 14. (1) In relations with colleagues employee show respect and correctness by not allowing behavior prejudicial to the dignity and rights of the individual.

(2) The employee respects the opinion of his colleagues and respecting their right to privacy.

Art. 15. When contradictions between colleagues can not be solved by themselves, they seek assistance from the immediate supervisor.

Art. 16. With his personal behavior and responsibility should the employee gives the example of other officers and senior staff - in terms of their subordinates.

Chapter Six.

PERSONAL CONDUCT

Art. 17. (1) In the performance of their duties and in public life the employee 'behavior should not undermine the prestige of the civil service.

(2) The employee is not allowed in the workplace behavior incompatible with morality.

(3) The employee shall endeavor to avoid behavior in conflict situations, and when they occur aims to stop them as calm and controlled behavior.

(4) The State shall observe decency and type in clothing appropriate to his official position and the institution he represents.

Art. 18. The officer can not participate in the scandalous events that may undermine the prestige of the state administration.

Art. 19. The officer can not exercise the activities referred to in the law as incompatible with his duties and responsibilities and to receive income from such activities.

Art. 20. Officer acquire and manage their property in a way that does not create doubt about the misuse of his official position.

Art. 21. In the implementation of actions in conflict with this Code, the employee should be withdrawn from service.

Chapter Seven.

OTHER PROVISIONS

Art. 22. Failure to comply with the norms of behavior in this Code, employees bear disciplinary responsibility under the Civil Service Law and the Labour Code.

Art. 23. Upon taking office, the immediate superior shall be obliged to familiarize the employee with the provisions of this Code.