

CODE OF ETHICS FOR CIVIL SERVANTS

Preamble

The Code of Ethics for Civil Servants (hereinafter the “Code”) lays down the principles of conduct for civil servants when performing civil service based on generally accepted and applied moral rules and values of social communication.

The Code includes basic rules of civil servant’s conduct to be observed in social contacts with citizens and legal entities, superiors and also other civil servants from the ethical point of view.

Article I General provisions

This Code is issued by the Civil Service Office of the Slovak Republic on the basis of Section 6 paragraph 2 subparagraph s) of Act No. 312/2002 Coll. on Civil Service and on amending and supplementing certain acts as amended by Act No. 131/2002 Coll., Act No. 143/2002 Coll. and Act No. 185/2002 Coll. The Code of Ethics is a set of binding standards for civil servant’s conduct.

Article II General principles

1. While administering civil service a civil servant shall be loyal to the Slovak Republic and observe the Constitution of the Slovak Republic, the statutes, laws, other generally binding regulations and service regulations including the provisions of this Code.
2. Civil servants shall perform tasks resulting from their service position personally, in a responsible manner, on time and duly. Civil servants shall refrain from any conduct that could harm the respect of civil service during the discharge of service duties and outside them.
3. Civil servants shall act in a professional way during the performance of their service tasks. They shall decide on the basis of duly determined facts of the case while ensuring equality of the parties and they shall act in such a way as not to damage the trust of the public in their impartiality and objectivity in decision-making. They shall perform civil service at a high professional standard they deepen by continuous studies.
4. Civil servants shall be honest, fair and follow the principles of courteous conduct in their relations with the public, as well as in their relations with other staff of the service office and staff of other offices.

Article III Conflict of interests

1. Civil servants shall always act in the public interest and shall be obliged to refrain from any action that could result in the conflict of public interest with private interests of civil servants, their significant others or other natural persons and legal entities. They shall have the obligation of informing their superior of any potential conflict of interest immediately.

2. Civil servants shall not engage in any activity that would be in conflict with the due discharge for their service duties.
3. Civil servants shall act in a politically neutral manner and shall support the administration of service office competence.
4. Civil servants shall avoid activities that would damage the trust of the public and of their service office in their capacity to discharge their service duties in an impartial manner.

Article IV **Gifts and other benefits**

1. Civil servants shall not require or accept gifts and any other benefits that could have any influence on their decision-making and professional approach to the matter or which could be considered a reward for work that is their duty. This shall not apply to awards given to the civil servant by the service office for merits and on extraordinary occasions.
2. Awards presented to civil servants on official occasions that could not be refused shall be the property of the Slovak Republic and the civil servant shall have the duty to hand them over to their superior. The head of the service office shall decide on handling with such gift.
3. Civil servants shall not allow to be placed in situations in the context of their civil service employment where they are under the obligation to reciprocate a service or benefit given in a way that would disturb the impartiality and objectivity of their actions and decision-making.

Article V **Abuse of official position**

1. Civil servants shall not abuse benefits resulting from their official position or information acquired during the performance of service tasks to secure any gain in possessions or other benefits for themselves, their significant others or other natural persons and legal entities while performing civil service or after its lapse.
2. Civil servants shall not offer or grant any favours resulting from their position in the civil service.
3. Civil servants must not misuse their position against other civil servants; in particular they shall not exact conduct going beyond the limits of their service duties.
4. The superiors shall not require their subordinates to perform such service tasks that contradict generally binding regulations and service regulations, that are not in the competence of the service office under separate regulations or that are the exclusive competence of the superior; otherwise the subordinate civil servant shall remind the superior of this fact. In case the superior shall insist on the performance of the task they shall have the obligation to inform in writing.
5. Civil servants thinking to be required acting in a manner that is unlawful, incorrect and/or unethical and that would result in bad management or that is otherwise incompatible with this Code shall inform the head of the service office of this fact. If they think that the answer is not proportional to the degree of concern they can report the matter to the Civil Service Office in writing.
6. Civil servants shall not withhold information that should properly be released and shall not provide information which they know to be false or misleading and keep confidential facts learned during the performance of civil service unless this obligation was lifted by the head of the service office or ¹⁾ on the basis of a separate regulation. This obligation shall also continue after the termination of civil service employment relation.

Article VI
Common provisions

1. Civil servants shall protect the property of the State against damage, destruction and abuse. They shall administer entrusted resources in the most effective and efficient manner in compliance with the purpose they were allocated for and shall not abuse them to gain personal benefit.
2. Civil servants shall inform their superiors of any violation of generally binding regulations, service regulations or this Code by other civil servants without undue delay immediately after learning of the violation.

Article VII
Effect

The Code of Ethics for Civil Servants shall come into effect on 31 July 2002.

Lubomír Plai, o.h.
Chairman of the
Civil Service Office

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- 1) Act No. 241/2001 Coll. on protection of classified materials and on amending and supplementing certain other acts, Act No. 211/2000 Coll. on free access to information and on amending and supplementing certain other acts).