

The Code of Conduct of Civil Servants and Public Employees in the Authorities of the Autonomous Province of Vojvodina

("The official Journal of AP Vojvodina", no. 18/2019)

I BASIC PROVISIONS

Code Subject Matter

Article 1

The Code of Conduct of Civil Servants and Public Employees in the Authorities of the Autonomous Province of Vojvodina (hereinafter: the Code) shall regulate the rules of ethic conduct of civil servants and public employees (hereinafter: Employees) in the public authorities of the Autonomous Province of Vojvodina, services and organisations which are founded by the competent authority of the Autonomous Province of Vojvodina within the meaning of the Article 1 of the Law on Employees in the Autonomous Provinces and Local Self - Government Units (hereinafter: authorities of the Autonomous Province of Vojvodina) and the methods of monitoring its implementation.

Article 2

All nouns used in this Code in their male form, which have female form, shall imply and denote their female counterparts.

Objective of the Code

Article 3

The objective of the Code shall be to determine the rules of conduct for the employees in the authorities of the Autonomous Province of Vojvodina, as well as to inform the public about the conduct they have the right to expect of the employees, for the purpose of establishing the relationship of permanent trust of citizens.

II GENERAL PRINCIPLES AND RULES OF CODE

Legality and Impartiality in Work

Article 4

The employee shall perform their duties within the scope of the authority granted and in accordance with the laws and other regulations, the code of practice and provisions hereof.

The employee shall be obliged to approach all parties equally professionally and impartially, in their work, and not give priority to anyone for any reason, except professional ones.

The employee must not, by their behaviour, acts or words, encourage parties to give, i.e. to make them believe that they expect any benefit, that it, they must not undertake any actions and procedures that would put them in dependent position or obligation to return the service to a natural or legal person.

Political Neutrality

Article 5

The employee shall, while performing their duties, adhere to the principles of political neutrality.

The employee must not wear or post signs of political parties, nor their propaganda material, in the official premises of the public authority.

The employee must not affect the political preferences of other employees.

Exercise of Public Interest

Article 6

When making decision, the employee shall be obliged to act in such a way which would enable every party to more easily protect and exercise their rights and legal interests, while ensuring that it is not at the expense of the public interest.

The employee shall be obliged to take into account the public interest when exercising discretionary authority and act within the limits of the law of the given authority and in accordance with the objective the authority is given for.

Prevention of Conflict of Interest

Article 7

The employee shall be obliged to pay due attention to identify actual or potential conflict of interest and take measures prescribed by law in order to avoid a conflict of interest.

While performing their duties, the employee must not allow their private interest to come into conflict with the public interest.

Prevention of Conflict of Interest upon Employment

Article 8

The Head of Human Resources Unit of the public authority or the officer in charge of personnel affairs of the public authority which does not have a human resources unit, shall be obliged to inform a person who is to be employed, beforehand, about the restrictions and prohibitions prescribed by law regulating the prevention of conflict of interest.

Handling Gifts

Article 9

The employee must not accept a gift, nor any other service or benefit for themselves or other persons while performing their duties, except for protocol or appropriate gift of small value which are in accordance with the regulations governing the prevention of conflict of interest in discharge of public office.

If the employee is offered a gift or other benefit, they shall be obliged to refuse the gift or other benefit, i.e. to return the delivered gift, and take actions to identify persons and - if possible - find witnesses and immediately, and no later than 24 hours, make an official note thereof and inform the immediate superior.

If the employee is in doubt whether an offered gift can be considered an appropriate gift of small value, they shall request an opinion from the immediate superior.

Handling Entrusted Resources

Article 10

The employee shall be obliged to use material and financial resources, entrusted to them in discharging their tasks, purposefully, economically and efficiently, exclusively for performing tasks and not for private purposes.

Handling Information

Article 11

The employee may not require access to information that they do not need for performing their duties, and information available to them shall be used in a prescribed manner.

The employee must not communicate in an unauthorised manner the information they have received while performing their duties.

In the performance of their private affairs, the employee must not use the officially available information in order to gain benefits for themselves or for associated persons.

Protection of Privacy

Article 12

In order to protect the privacy, the employee must not disclose personal data from records kept on another employee, except in cases specified by law.

Dealings with the Public

Article 13

When dealing with the public, the employee shall be obliged to: act professionally, kindly and properly; show interest and patience, especially with an ill-educated party; give timely and accurately data and information, in accordance with law and other regulations; provide assistance and provide information on competent authorities for handling requests, as well as on legal remedies for the protection of rights and interests; be governed by the principle of equality and not give privileges depending on any characteristics and personal features of a party; with special care treat persons with disabilities and other persons with special needs; respect the person and dignity of a party.

Dealings with Superiors and Other Employees

Article 14

In relations with superiors, subordinates, other employees, the employee shall act with due care and respect.

The employee shall be obliged to provide necessary cooperation in relation to other employees, not to interfere with the work process, promote professional relations and working atmosphere, and avoid actions that would have detrimental effects on the reputation of the public authority.

Preservation of the Reputation of the Autonomous Province of Vojvodina Authorities

Article 15

The office holder shall be obliged to take into account that their behaviour in a public place does not diminish the reputation of the position and authority and the trust of citizens in the authorities of the Autonomous Province of Vojvodina.

Dress Code in Workplace

Article 16

The employee shall be obliged to dress appropriately and neatly, giving preference to the business attire, avoiding indecent and provocative clothes, and especially when representing the authorities of the Autonomous Province of Vojvodina to other authorities and citizens.

The employee, who is indecently dressed, shall be warned by the immediate superior of the obligation to follow the Code in respect to the dress code in workplace and of the possibility of initiating a disciplinary procedure in case of the repeated violation of the Code.

Protecting the Standards of Conduct and Prohibition of Mobbing

Article 17

The employee who believes that they or another colleague is required to act in a manner that is inconsistent with this Code, shall notify thereof the head of the public authority in writing.

The employee shall not be placed in a disadvantageous position in relation to other employees, or subjected to harassment (mobbing) while performing their duties and exercising their rights in the public authority.

Respecting Work Hours

Article 18

The employee shall be obliged to respect the work hours.

The employee shall be obliged to use the identification card, in accordance with the Decision regulating its usage.

III COMPLIANCE WITH THE CODE PROVISIONS, MONITORING CODE IMPLEMENTATION AND CODE TRANSPARENCY

Compliance with Code Provisions

Article 19

The employees shall be obliged to comply with the code provisions.

The conduct of the employee that is contrary to the Code provisions shall constitute a minor violation of a duty, unless determined by law as severe breach of duty.

All employees and first-time employees in the authorities of the Autonomous Province of Vojvodina shall confirm by giving written statements that they are familiar with the rules of the Code of Conduct.

The statement referred to in paragraph 3 of this Article shall form an integral part of the employee's personal file.

The head of the public authority of the Autonomous Province of Vojvodina shall be responsible for the implementation of the Code.

Citizens can appeal to the head of the Autonomous Province of Vojvodina authority in regard to the violation of the Code.

Monitoring the Code Implementation

Article 20

The authorities of the Provincial Province of Vojvodina shall be obliged to submit a Report on the Implementation of Code Rules to the Provincial Protector of Citizens - Ombudsman, once per year, no later than 31st January for the previous year.

The Report must include: number of employees in the authority, number of lodged appeals of citizens on the conduct of employees, types of violations of the Code indicated in the appeals, information of the initiated disciplinary procedures and pronounced disciplinary measures against employees due to the violation of the Code and the assessment of the compliance with the Code provisions by employees.

All data and information that are processed during the preparation of the Report on the Implementation of Code Rules, shall be submitted without stating data on personal information of employees.

Code Transparency

Article 21

The Code shall be displayed on the notice board in the authorities of the Autonomous Province of Vojvodina.

The Code shall be published on the web page of the authorities of the Autonomous Province of Vojvodina.

IV FINAL PROVISIONS

Article 22

On the date of entry into force, the Code shall supersede the Code of Conduct of Civil Servants and Public Employees in Provincial Authorities ("The Official Journal of APV", no: 54/17)

Article 23

The Code shall take effect on the eighth day after the publishing in the "Official Journal of the Autonomous Province of Vojvodina".