

Code of Ethics of the Municipality Officer at the Municipality Administration of Lom

Chapter 1 Common Clauses

Ar. 1. The present code defines the ethic rules of behavior of the officers of the municipality administration of Lom and aims to strengthen the public trust in the moral and the professionalism of the officers, as well as to increase the prestige of the municipal authority.

Ar. 2. (1) The officer works for the interest of the municipal administration, as his/her behavior is based the principles of lawfulness, loyalty, transparency, candidness, responsibility and accountancy.

(2) The officers are obliged to perform their duties competently, objectively and conscientiously, and ought to strive constantly to improve their work in interest of the citizens. They work for achievement of the most rational and effective consumption of the municipality recourses.

(3) The officers ought to observe their work time and to come at work in time; the leaves of illness must be used only with medical prescription. In case of absence on account of health reasons the officer ought to inform his/her superior. The same is valid in all other cases of absence, no matter what's the cause.

(4) The municipality does not approve the eventual connections of its officers with criminally registered persons.

(5) The officers have no right to agitate with political or religious purposes on their work places.

Chapter 2 Relationships with Citizens

Ar. 3. (1) The officer performs its duties impartially and with no prejudice, and thus creates conditions of equality with the examined cases and the concerned persons, and presents qualitative administrative services, available for all citizens.

(2) The officer is obliged to keep the data and the personal information of the citizens, with which he/she becomes familiar with or apropos performing its professional duties.

Ar. 4. The officer participates in the process of improvement of the administrative services for the citizens and refers with respect, helpfulness, openly and carefully with them. He/she does not provoke with his/her behavior conflict situations, and if such have happened he/she strives to find a solution, controlling his/her manner no matter the circumstances.

Ar. 5. The officer conveys to the citizens the information they need in a defending their rights and interests way.

Ar. 6. The officers answer the questions raised by the citizens in accordance with their professional competence, and if they are not able to answer – directs the citizens to the appropriate officers in the municipality.

Ar. 7. The officers must not make wrong or misleading written or spoken enouncements at matters of professional nature.

Ar. 8. The officers do the administrative servicing in time and with accordance with the law.

Ar. 9. The officers refers to the citizens with respect and good manners, considering their rights and abstaining of discriminative deeds on political, ideological, linguistic, racial, ethnic and religious base.

Ar. 10. The officers are not allowed to take advantage of their professional positions for threatening the citizens or for accomplishing psychical or physical harassment.

Chapter 3

Professional Behavior

Ar. 11. The officer performs his/her functions effectively, in conformity with the law, in correspondence with his/her position characteristic and regarding the public interests.

Ar. 12. The officer performs his/her duties competently and impartially.

Ar. 13. The officer does not use his/her professional position in his/her behalf or in behalf of someone else.

Ar. 14. The officer does not allow corruption in his/her work or in the work of his/her colleagues and counteract at all corruption deeds in the municipality administration.

Ar. 15. The officer does not make personal statements that could be taken for official comments of the municipality.

Chapter 4

Relations with the Colleagues

Ar. 16. (1) The relations of the officer with his/her colleagues are determined by the principles of loyalty, respect, and cooperation. With his/her deeds or public statements he/she don't lower the reputation and the professional activity of his/her colleagues.

(2) The officer respects his/her colleagues' opinion and conforms with their right of personal life.

Ar. 17. Impermissible are insults to be addressed and discriminating attitude between officers of the municipality.

Ar. 18. At implementation of the professional duties, the officers readily help each other, as long as their competence allows.

Ar. 19. An officer who is on high managing position must serve as an example for the other officers with his/her professional behavior, responsibility and loyalty.

Ar. 20. The officer takes into consideration the official hierarchy and strictly obeys the acts of law and decrees of his/her superiors, which on the other side develop clear and correct instructions and orders. In case of unlawful order the officer could claim its written confirmation or to restricts to fulfill it.

Ar. 21. The rising of arguments between the officers of the municipality in presence of citizens is impermissible.

Ar. 22. When the personal confrontations growing between the officers could not be solved by themselves, they are arranged with the help of their direct managers, or if such a consent is impossible – by the higher superior.

Chapter 5

Personal Behavior

Ar. 23. (1) At performing his/her professional duties and in public activities the officer follows a conduct that does not do any harm of the prestige of the administration, and behaves in a way that is law and ethic norms conformable.

(2) The officer keeps modesty and the business like dressing, suitable of his/her professional attitude and the represented by him/her institution.

Ar. 24. The officer acquires and manages his/her personal property and the one of his/her family in a way that leaves no doubt of advantage of his/her professional position.

Ar. 25. The officer must try to increase the effectiveness and the professionalism in his/her work as well as the desire to develop his/her own potential.

Ar. 26. The officer performs his/her financial duties in a not lowering the municipality administration's prestige way. The officers are obliged to declare the data needful for determining their tax debts exactly and in time.

Ar. 27. The officer must inform his/her superior about any cases of malversation or corruption.

Ar. 28. The officer must not perform activities, permitted by the law on the state officer and other legal acts, and also must not take incomes of such activities.

Ar. 29. If information about committed of an officer of the municipality crime is received, the one who has received it should inform the mayor who, in turn should inform the relevant states institutions.

Ar. 30. The officer is obliged to signalize about disturbances and deceptions, or for suspicions about such, connected with accomplishment of projects financed by EU, at the officer dealing with disturbances and the mayor of the municipality.

Chapter 6

Property of the Municipality

Ar. 31. The municipality's property, documents, and data could be used of the officers only in performing of their official duties. The officers keep that and inform timely in case of damage or loss.

Ar. 32. The officers could not take property or documents out of the municipality, except if that are necessary for performing of their obligations.

Ar. 33. The officers are not allowed to use the vehicles of the municipality for not official purposes.

Ar. 34. When the official phones, faxes, copy machines, stationery, and Internet are used, the officers must keep the limits, determined in the internal rules and orders of the municipality.

Ar. 35. All documents created of the officers in connection with their professional duties are considered property of the municipality, if the officers quit their jobs.

Chapter 7

Confidentiality

Ar. 36. The officer does not announce the information and the facts with which he/she become familiar with while performing his/her duties or if they are confidential.

Ar. 37. Using information, acquired in accomplishment of the professional duties of the officer of the municipality for personal benefits is totally forbidden. The officers are obliged to keep the official secret.

Ar. 38. The officers who have quit their jobs in the municipality must not misappropriate with the information that became known because of or in connection with the position that they had occupied, or with the functions that they had formerly performed.

Chapter 8

Conflict of Interests

Ar. 39. A conflict of interests appears when the private interests of the officer (usually economical) contradict seriously or creates reasoned suspicions for conflict with his/her official obligations or responsibilities. These interests refer also for relatives, copartners, or organizations in which the officer performs different activity that puts him/her in a conflict situation in regard of the interests of the municipality.

Ar. 40. When the officer is engaged with a task and its realization could bring a conflict, or suspicion for a conflict between his/her official duties and his/her private interests, he/she timely informs his/her direct manager.

Ar. 41. The officer should not do what is not allowed directly to him from the name of his/her family or his/her relatives.

Chapter 9

Receiving of Money and Gifts

Ar. 42. Demanding or receiving of services, money or other goods with value from outside sources, other officers or subordinates at the time of performing of the professional duties of the officer is impermissible. The receiving of gifts jeopardizes the officer's objectivity.

Ar. 43. The officer must not accept offers for buying goods and services with discount, except in cases when such offers are given for all other consumers.

Ar. 44. The officer doesn't allow to be put in position of financial dependence or other obligation with adventitious persons and organizations that could compromise his/her objectivity at performing of his/her official duties.

Other Decrees

§ 1. Here presented code of ethics is brought into attention of all municipality officers against signature as a guarantee for acquaintance and accomplishment. With his/her signature the officer declares that he/she agrees with the code of ethics and will obey it.

§ 2. At inobservance of the norms of behavior in the present code of ethics the officers bears disciplinarian responsibility, in accordance with the law on the state officer and the labor code.

§ 3. The present code of ethics is ratified of the mayor of the municipality of Lom by order № 433 / 26.10.2009 and is in validity of the date of its ratification.