

FISCAL DISCIPLINE COUNCIL

INTERNAL REGULATION

RĪGĀ

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The Code of Ethics of the Fiscal Discipline Council

I General Questions

1 The purpose of the Code of Ethics (hereafter – the Code) of the Fiscal Discipline Council (hereafter – the Council) is to determine and strengthen norms of professional ethics and general principles of conduct to improve the professional culture of the Council and increase public trust in the Council.

2 The principles, norms and suggestions of conduct and professional ethics are binding for members of the Council and members of the Secretariat (hereafter – employees) regardless of position and duration of employment.

3 The Code contains values and principles that should be followed by all Council employees when fulfilling their duties.

II Principles of Ethical Conduct

4 Independence and neutrality:

4.1 Employees are independent and neutral in their actions and decisions, and follow the Satversme of the Republic of Latvia and other external and internal normative acts, and the norms outlined in the Code;

4.2 Employees are independent in their decisions and professional conduct, are not influenced by their political, party or organisational affiliation and dissociate themselves from any personal interests and external influences (such as other individuals, organisations and political, religious and social groups). When making decisions, the employee is guided only by diligently researched material, evidence and facts;

4.3 Employees are required to be unbiased in their public pronouncements and not allowed to adversely affect the reputation of the Council.

5 Integrity and Objectivity:

5.1 Employees are fair in their dealings with others, respect their equality before the law and do not give preferential treatment or unmerited privileges;

5.2 Interpersonal fairness is the basis of the relationship between employees;

5.3 Employees' evaluations are based on the actions of a person, and the consequences thereof, rather than his/her personality or intentions;

5.4 Employees are law-abiding and act in a professional manner that is compliant with normative acts and general principles of the law;

5.5 Employees consider questions individually and conscientiously;

5.6 Precision when interacting with colleagues and society in general is a mark of respect and attentiveness.

6 Openness and loyalty:

6.1 In their professional conduct, employees respect both external and internal normative acts and are transparent and open when dealing with the public. Employees do not engage in, or allow the concealment of, unlawful acts;

6.2 When making public pronouncements in their professional capacity, employees express, explain and clarify the opinion of the Council, except in the cases specified in section 14.6. In formal communication with representatives of mass media and the public in general employees always state their full name, the institution they represent and their position within the organisation;

6.3 Employees take care that their actions and the opinions and attitudes they express reflect favourably upon the reputation and prestige of the Council;

6.4 Employees take responsibility for the dissemination of incorrect information that harms the public image of the Council;

6.5 Employees are loyal towards the Council and respect its objectives in compliance with the provisions and regulations of the Council;

6.6 Employees are mindful of professional and legal requirements when respectfully communicating with other people;

6.7 In their professional capacity employees always give precedence to the interests of the state above his/her own private interests;

6.8 Employees do not engage in activities that can interfere with his/her ability to carry out his/her professional duties or compromise the Council.

7 Confidentiality:

7.1 Employees do not divulge information that is not public and has been received while carrying out his/her duties, and do not break the law by revealing such information for purposes that are unrelated to his/her professional duties, or with the intentions of furthering his/her own interests or harming another person or institution. Employees abide by the rules governing confidentiality and data protection in the Council;

7.2 Employees do not allow that the information they have received while carrying out their duties is used for personal gain. This also includes any benefit that a third party can derive from any such information.

III Ethics and Conduct

8 Employees are polite and proper when communicating with colleagues, visitors, other institutions and the public in general. Employees do not tolerate any attempts to offend the dignity and honour of their colleagues. Employees are not arrogant or

authoritative towards their colleagues and carefully and professionally consider the opinions of others.

9 Employees collaborate and assist their colleagues in fulfilling their professional duties, and do not abuse their trust. Employees avoid arrogant and authoritative behaviour and management styles, and act in accordance with democratic and collegial norms.

10 Employees are open and kind towards visitors, professional partners and the public in general. When replying to professional correspondence and telephone calls, employees are helpful and answer questions that have been posed to them. If an employee is unable to provide an answer to a question that does not fall within his/her purview, he/she suggests a colleague or institution who would be competent to answer questions of this nature.

11 Employees refrain from directly or indirectly accepting gifts, discounts, entertainment offers, or expressions of gratitude or benevolence if these can be construed as gifts that can shed doubt on the objectivity of the Council or the execution of any of its duties and tasks. Employees are permitted to accept gifts in their professional dealings if these are specified in the law “On the prevention of conflict of interest in the work of state officials”.

12 Employees refrain from combining duties if these can be construed as potential or real conflicts of interest that prevent the Council from fulfilling its duties or functions. Employees do not engage in commercial activity that can result in a conflict of interest.

13 Employees use the property of the Council in a manner that is as economic and rational as possible and do not allow others to use it for personal gain. Employees limit the use of internet, telephone and other material resources for purposes that are unrelated to their professional duties.

14 Employees have the following rights and duties:

14.1 To make independent decisions or participate in collective decision-making, based on their position and professional competence;

14.2 To obtain information necessary for the completion of tasks and duties;

14.3 To refuse to complete any task that violates normative acts or the Code;

14.4 To freely express and argue for their opinion, based on their position and professional competence;

14.5 To show initiative and improve upon a procedure or course of action;

14.6 To receive an adequate appreciation and show of respect for their work;

14.7 To have right of privacy;

14.8 To address issues of professional interest and consider the opinion of others in an atmosphere of mutual respect, honesty, understanding and collegiality;

14.9 To act in accordance with generally accepted norms of behaviour both during working hours and after them, acknowledging that the conduct of each individual employee reflects upon the image as a whole;

- 14.10 To follow professional etiquette and culture and build social trust with appropriate behaviour, outward appearance and posture;
- 14.11 To foster collegial relations among employees;
- 14.12 To resolve conflicts constructively;
- 14.13 To refrain from participating in intrigues and starting destructive groups with other colleagues;
- 14.14 To inform colleagues on issues and share experiences that could be useful to other employees;
- 14.15 To honestly admit to unethical conduct and correct their mistakes;
- 14.16 To do everything in their power to prevent unlawful activities of other Council employees.

IV Ethical Conduct of Council Members

15 Council members have the following rights and duties:

- 15.1 To refrain from actively participating in political parties or organisations whose ideologies contradict the principles of the Fiscal Discipline Law and the Stability and Growth Pact;
- 15.2 In cases where the issues discussed in the Council concern the professional activity of a Council member, said member does not participate in the vote on this issue and refrains from voicing his/her opinion on this matter in the name of the Council.

V Closing Questions

16 All Council employees are responsible for abiding by the Code.

17 The Chairman of the Council or his/her deputy forms an Ethics committee with no fewer than three members, appointed from among the employees of the Council, to review written complaints against the conduct of an employee.

18 The Ethics committee develops regulations, that govern it and determines the procedures for reviewing written complaints against the conduct of an employee that violates the norms laid out in the Code.

Fiscal discipline council secretary

D.Kalsone

I.Jermacāne