

***Municipal Code of Ethics of Officials  
of Executive Bodies of Artemivsk City Council***

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**Section I**

**General provisions of the Municipal Code of Ethics of Officials of Executive Bodies of Artemivsk City Council.**

1. Norms of the Municipal Code of Ethics of Officials of Executive Bodies of Artemivsk City Council (hereinafter – the Code) are universal and shall be followed by officers of Artemivsk City Council and its executive committee occupying positions falling within the category of positions in local self-government bodies pursuant to the Law of Ukraine «On Service in Local Self-Government Bodies» No.2493-III of 07.06.2001.

2. A local self-government official of Artemivsk City Council (hereinafter – an official) shall take appropriate measures for his or her activity to correspond to the ethical requirements established by the Code.

3. Observance of the norms of the Code by an official is obligatory at annual assessment, certification, enlistment in the pool of candidates, appointment to a new post, issue of a reference or testimonial letter.

4. In his or her activity, an official shall be guided by the Constitution of Ukraine, the Laws of Ukraine «On Service in Local Self-Government Bodies», «On State Service», «On Fighting Corruption», other regulatory-legal acts, this Code and general rules of behaviour of a state servant.

5. Knowledge of the provisions of this Code is added to the list of requirements to candidates for vacant positions in executive bodies of Artemivsk City Council and to the list of requirements at certification of servants. The personal file of every official shall, along with a Notice of special limitations established by the Laws of Ukraine «On State Service» and «On Fighting Corruption» concerning enrolment for state service and state service itself, and the Oath of a local self-government official with a personal signature, include the Municipal Code of Ethics of Officials of Executive Bodies of Artemivsk City Council.

## **Section II**

### **Moral and ethical principles of professional activity of officials.**

1. An official enjoys appropriate official powers at discharge of organisational-executive and consultative-advisory functions.

An official is obliged to serve the territorial community of the city of Artemivsk, showing ethical behaviour, aware that service in local self-government bodies envisages:

- combination of local and state interests;
- rule of law and legitimacy;
- humanism and social justice;
- publicity;
- priority of human and civil rights and freedoms;
- equal opportunities for citizens' access to service in local self-government bodies with account of their business, moral qualities and professional training;
- professionalism, competence, initiative, honesty, devotion to work;
- legal and social protection of officials;
- protection of interests of the territorial community of the city of Artemivsk;
- financial, material and technical support for service at the expense of the local budget funds;
- independence of the human resources policy in the territorial community of the city of Artemivsk.

2. An official shall not admit influence of personal interests, interests of his family members or other persons on the discharge of his or her official duties, if such interests do not coincide with tasks of local self-government bodies or contradict them.

3. At discharge of official duties, an official shall build relations with citizens on the basis of trust, respect and impartially treat different political and religious convictions, avoid any acts violating the standards of ethical behaviour.

4. An official shall continuously work for the improvement of his or her professional level, discharge his or her professional duties displaying initiative, creative approach and fidelity to principles, effectively use the working time.

5. An official shall not conceal from citizens information that according to regulatory-legal acts may or should be properly disseminated, intentionally delay it, give untrue and incomplete information, and shall reason and explain decisions taken by him or her.

6. An official shall be principled and exacting to himself/herself, colleagues, citizens, respect rights, legitimate interests, honour, dignity, reputation of people.

7. An official shall advocate professional honour and dignity, both personal and of the colleagues, not commit dissemination of untrue information and biased criticism concerning them, have neat business-like appearance.

### **Section III** **Basic rules of behaviour of officials.**

#### **3.1. Rights of officials of executive bodies of Artemivsk City Council.**

An official shall be entitled to:

- adequate, safe and healthy working conditions;
- timely reward for the work;
- protection against biased assessment of the results of his or her work;
- protection against unlawful pressure with the purpose of passage of decisions running contrary to the norms of the effective legislation of Ukraine;
- respect for personal dignity, fair and respectful treatment by superiors, colleagues and citizens;
- career promotion in line with professional education, results of work and certification;
- social and legal protection;
- obtain in accordance with the procedure established by the legislation from concerned bodies of state power, bodies of power of the Autonomous Republic of Crimea and local self-government bodies, enterprises, institutions, organisations, irrespective of their subordination and forms of ownership, public associations, individuals materials and information necessary for the discharge of their official duties;
- in accordance with the procedure and within the limits established by the law, obtain information about the materials of his or her personal file and get acquainted with other documents dealing with his or her service in local self-government bodies, obtain explanations from heads of local self-government bodies and give personal explanations;
- demand official investigation with the purpose of refutation of ungrounded, in his or her opinion, accusations or suspicions regarding him or her.
- when discharging his or her powers, officials shall have legitimate grounds for protection against improper interference by elected deputies, protection against abuse of powers by their superiors, protection against any unlawful acts concerning them, including actions relating to their activity in the field of fighting corruption,

- and any public actions undermining their impartiality and honesty as servants;
- officials may unite into associations and have other social rights;
  - discharge their professional duties with impartiality and diligence;
  - officials shall bear no responsibility for decisions of their superiors or elected deputies if they did not take part in their passage or objected them;
  - officials shall bear no responsibility for damage inflicted to the municipality if they prove that they did all they could to prevent such damage;
  - officials may refuse to execute decisions running contrary to the law;
  - procedures of employment and promotion of officials shall rest on the principles of equal access to public service, personal advantages and open competition;
  - candidates for a position may appeal against a decision of the competent bodies concerning admission to testing or testing results;

### **3.2. Duties of officials of executive bodies of Artemivsk City Council:**

Officials shall:

- work honestly, abide by the law, rules of ethics and established hierarchy;
- be unbiased, responsible, fair and dedicated to their cause;
- provide for proper, effective and economic use of resources entrusted to them for the attainment of public interests;
- be politically neutral at discharge of their duties and not try to break legal procedures, decisions and acts of public authorities;
- properly discharge their duties, dedicating all their capabilities, skills, fairness and knowledge only to the benefit of the community and circumstances of the concerned affairs;
- respectfully and politely treat citizens, superiors, colleagues and inferiors;
- abide by the principles of good governance and promote administrative ethics;
- know their rights and duties;
- guarantee discharge of their duties and exercise of their rights carefully and to the benefit of the public; not behave despotically with respect to any person, group of persons or organisation, and display due regard of legitimate rights, duties and interests of others;
- try to avoid any conflict of interests;
- always behave so as to maintain and promote confidence of citizens in the impartiality, probity and effectiveness of the local authorities;
- avoid situations forcing an official to give preference to third (specific) parties;
- not use their standing to give unlawful preferences to third parties or influence other persons for personal benefit;
- abstain from giving preferences to other persons, including former officials, and privileged or preferential access to administrative bodies;
- support, in line with their powers, effective operation of local self-government bodies;
- observe human and civil rights and freedoms;
- keep state secrets, information of citizens that became known to them in connection with the discharge of official duties, and other information not subject to disclosure according to the law;

- continuously improve organisation of his work, enhance professional skills;
- diligently perform his official duties, display initiative and creative approaches in his work;
- respectfully treat citizens and their applications to local self-government bodies, care of the high level of culture, communication and behaviour, image of local self-government bodies and officials;
- avoid acts or inaction that can damage the interests of local self-government and the state;
- show sincere interest and good will talking to citizens and colleagues;
- build his or her work on the principles of mutual trust and respect for people, irrespective of age, social status, party affiliation;
- treat any problem of a visitor or colleague as reasonable, be able to orientate in the current situation, be unbiased in the analysis of events;
- be regardful in the process of getting information, use it abiding by the principle of confidentiality, not to harm individuals and legal entities, not use it for personal benefit;
- be responsible for the discharge of entrusted duties, strictly observe the terms and procedures when handling applications of citizens and solving city problems;
- ensure protection of rights, freedoms and personal dignity of individuals, promote competence in civil law;
- lead a healthy way of life, maintain optimal physical and mental shape, be cool-headed and quiet, avoid manifestations of discourtesy and disregard;
- be always ready to render possible assistance;
- seek enhancement of competence, professional development and self-perfection;
- be able to literately and clearly reason his or her stand based on deep analysis of the situation, knowledge of the effective legislation of Ukraine, and proceeding from the interests of residents of the city of Artemivsk;
- seek to settle conflict situations by means of search of a compromise;
- be guided in everyday work by the interests of residents of the city of Artemivsk as a whole;
- an official shall be aware that a position in the executive bodies of local self-government in the city of Artemivsk means demonstration of trust of the Artemivsk city territorial community;
- an official shall continuously improve organization of his or her work on the principles of justice, promote by his or her acts, actions, behaviour confidence of citizens in the legitimacy of acts and decisions of local self-government bodies, encourage voluntary observance of requirements of the law in the field of state service by local self-government officials;
- announce membership in organisations that may run contrary to their official duties or proper exercise of their powers of servants of local self-government bodies of Artemivsk City Council;
- abide by a business dress code;
- avoid being late at work and business meetings.

### **3.3. Limitations on the exercise of official powers:**

- an official shall not assist, using his or her official status, individuals and legal entities engaged in business activity with the purpose of unlawful receipt of material benefits, services, preferences or other advantages for that;
- an official shall not engage in business activity directly, via intermediaries or fronts, acts as an attorney of third parties when handling affairs at local self-government bodies, and hold more than one office (except research, teaching, creative work);
- an official shall not personally (except cases where a state servant discharges functions of management of shares (stocks, shareholdings) owned by the state and represents interests of the state in the board of a company or the audit commission of a business entity), via intermediaries or fronts be a member of the board or other executive bodies of enterprises, credit and financial institutions, business entities, organisations, unions, associations, cooperatives engaged in business activity;
- an official shall not spread information of private and family life, home addresses and telephones of employees or other officials without the consent of the latter, except cases envisaged by the Constitution of Ukraine.

#### **Section IV**

##### **Conflict of interests.**

**Conflict of interests** means any relationship that does not meet the interests of the state or can hamper unbiased discharge of official duties.

- an official shall not use his or her official status for improper satisfaction of personal or financial interests of his own or his/her family;
- an official shall, including by virtue of his or her post and in accordance with the law, declare business, commercial or financial interests or activities aimed at gaining financial benefit, which may give rise to a conflict of interests. In a situation of a possible conflict of interests between duties and private interests of local self-government officials of the city of Artemivsk, they shall take appropriate measures for limitation or removal of such conflict of interests;
- an official shall not engage in activities prohibited by the legislation and shall refuse from engagement in other activities not prohibited by the effective legislation if this may result in a conflict of interests;
- avoid, as far as possible, situations involving an actual or probable conflict of interests and situations where they can bring discredit upon themselves as officials;
- not engage in any activities or act as a mediator, or occupy a post, paid or not, inconsistent with proper performance of his or her duties or that can damage performance of his or her duties; in case of a doubt about the appropriateness of activity, they shall get advice from their superiors;
- while exercising the general rights and duties provided in the Constitution, see to it that any personal involvement in political activity or political debate does not result in disclosure of state secrets or information concerning an official.

## **Section V**

### **Non-receipt of reward (gifts).**

Local self-government officials of the territorial community of the city of Artemivsk shall not seek or get, directly or indirectly, any gifts and other benefits that can have an effect on the exercise of their functions, duties, or assessments.

Reward (gift) means material benefits, services, preferences or other advantages, including acceptance or receipt of items (services) by means of their purchase at a price (rate) substantially below their actual (true) value, as well as the cost of services unlawfully obtained from citizens in connection with the performance of his or her official duties.

1. An employee performing official duties shall not:
  - ask or force any persons to render reward (gifts) to himself/herself or other persons;
  - accept, directly or indirectly, reward (gifts) for passage of decisions, commitment of acts falling within his or her powers, or inaction to the benefit of himself/herself or other persons;
  - give, directly or indirectly, reward (gifts) to other persons, including his or her superiors, for their performance of any actions or non-performance of actions (inaction) to the benefit of himself/herself or other persons.
2. A reward (gift) is considered to be given directly, if the reward (gift) was obtained by persons who are close relatives or other persons, provided an employee was aware of that and was interested in its receipt.

## **Section VI**

### **Public control of observance of the Municipal Code of Ethics of Officials of Executive Bodies of Artemivsk City Council.**

Citizens may submit to local self-government bodies in the city of Artemivsk, in accordance with the procedure established by the law, applications concerning violations of ethical norms of behaviour by employees. The results of review of applications by local self-government bodies in the city of Artemivsk shall be made known to citizens who submitted such applications.

Local self-government bodies in the city of Artemivsk shall sum up and analyse applications concerning violations of ethical norms of behaviour by employees and regularly inform the public of the results of their review.

Review of facts of violation of the requirements of this Code by officials shall be vested in the commission of ethics.

For violation of the norms of behaviour established by this Code, officials of local self-government bodies shall bear disciplinary responsibility in accordance with the procedure provided by the Law of Ukraine “On Service in Local Self-Government Bodies”.

Non-observance of the requirements of this Code shall be viewed as violation of the Oath of a local self-government official.

## **Section VII**

### **Internal control of observance of the Municipal Code of Ethics by officials of local self-government executive bodies of Artemivsk City Council.**

Local self-government bodies are responsible for their actions before voters, the public opinion, administrative courts.

Superiors shall prevent unethical behaviour of subordinate employees through regular arrangements aimed at encouragement of professional ethics of the personnel, first of all, training, information support, enlightenment and control of observance of the norms of this Code by employees.

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