

ETHICAL CODE OF EMPLOYEES OF THE CZECH STATISTICAL OFFICE

PREAMBLE

The purpose of the Ethical Code of Employees of the Czech Statistical Office (hereinafter as “the Code” and “the Office”) is to determine and support required standards of conduct of employees in relations to the public and to their colleagues and legality in relation to bylaws valid in the Office. It is a matter of professional honour of any employee of the Office to respect ethical principles and to obey the Code.

The Code sense is to create, maintain and reinforce trust of the public in the Czech Statistical Office and in public administration in general. The way to achieve this objective is to create and maintain good interpersonal relations in between employees of the Czech Statistical Office and the public represented, first of all, by respondents of statistical surveys as well as users of the outcome information, yet also mutual interpersonal relations among employees of the Office.

The employee adheres to established ethical principles, supports ethical conduct in an active manner, and contributes to the formation of an anticorruption environment. The employee is aware that an ethical fault of an individual affects public administration as a whole.

ARTICLE 1

LEGALITY

- (1) The employee fulfils and performs tasks in accordance with the Constitution of the Czech Republic, with acts and other regulations, and with legislation of the European Union, as well as with international treaties, which the Czech Republic is bound to.
- (2) While performing tasks of public administration the employee acts within the extent of the competencies legally delegated to the Office and in accordance with the Office scope, and obeys internal acts of management.
- (3) The employee intervenes in rights of persons in respective cases solely under conditions defined by law and in the inevitable extent.

ARTICLE 2

PROFESSIONALISM

- (1) Performance of public administration is a public service. The employee performs public administration activities at a high professional level, which the employee improves by continuous studying. The employee performs public administration at the highest possible level of politeness, understanding, and willingness, and with no prejudice and in accord with the principles of equal opportunity with no respect to race, age, sex, nationality, religious affiliation, ethnicity, or any other characteristic. The employee does not allow any discrimination or harassment. The employee is personally accountable for quality and results of his/her work and for development of his/her professional knowledge.
- (2) The employee performs activities of the state statistical service and public administration obeying the valid professional (e.g. Code of European Statistics adopted by the European Statistical System Committee) and ethical standards, in accordance with the Office scope, mission, and vision. A high quality state statistical service requires their employees to be professional, objective, independent, unbiased, impartial, and polite and conducting in honest way.
- (3) The employee adheres to principles of law and moral following from the European cultural and historic heritage, and conducts in sense of untouchable values of human dignity and freedom, respects and is loyal to the Czech Republic as well as the Office and other employees of public administration.

ETHICAL CODE OF EMPLOYEES OF THE CZECH STATISTICAL OFFICE

(4) The employee conducts in an open, correct and collegial manner with other colleagues as well as employees of other bodies of public administration, respects knowledge and experience of his/her colleagues and other professionals and uses them in an effective manner for his/her professional growth. The employee enables young or newly hired employees to have access to the methods applied and assists them in adopting of the best practices. The employee is open to reviewing and evaluating of his/her work techniques within a professional debate.

(5) The employee conducts public relations applying an individual approach, with the highest possible politeness, openness and willingness and with no prejudice. When carrying out statistical surveys the employee respects privacy of the respondents, pays attention to adequacy of administrative burden of statistical surveys on respondents, informs the respondents about the reasons for data providing including their own interests and on how confidentiality of these data is ensured.

(6) The managerial employee shall set a good example to subordinated employees in adhering to the Ethical Code. In relation to the subordinated employees the managerial employee respects their rights as personalities and their right to information. The managerial employee shall enable them to participate in decision making and creates a space for their creative potential and abilities application. The managerial employee shall care about objective evaluation of respective employees and about their just rewarding.

ARTICLE 3

UNBIASED, INDEPENDENT AND TRANSPARENT CONDUCT

(1) The employee strives his/her conduct is objective, unbiased, impartial and independent, and therefore the employee uses and supports the use of such work methods, which lead to obtaining of objective results. While doing data collection, their processing, analysing, interpreting, and publishing the employee adheres to principles of objectiveness and impartiality, does not intentionally mislead either the public or the Office employees and is obliged to draw the user's attention to limits of reliability and usability of the data published. The employee may neither prefer any personal or group interests nor let be influenced by positive or negative relations to concrete persons or views. The employee shall avoid anything, which could jeopardise trust in his/her impartiality and is not in accordance with public interest.

(2) In identical or similar cases the employee conducts the way there are no differences formed in between respective procedures, which are not justifiable by objective facts as, namely, concrete circumstances of the given case.

(3) The employee acts to parties of legal relations in an objective manner the way not to mislead them on their rights and duties. The employee informs them in an understandable manner and carries out all evaluations in professional, objective, just, and transparent manner, with no emotions, and with no pursuit of his/her personal benefits and always in accordance with legislation.

ARTICLE 4

TIMELINESS AND EFFECTIVENESS

(1) The employee deals with all job matters in a responsible manner, with no unnecessary delays, and within the preset periods. If the periods are not formally determined, the employee adheres to periods usual for the given type of task.

(2) While fulfilling ordered tasks the employee performs the way no unnecessary expenditure is incurred. The employee uses effectively all available resources and sources dedicated to the task fulfilment.

ETHICAL CODE OF EMPLOYEES OF THE CZECH STATISTICAL OFFICE

ARTICLE 5

CONFLICT OF INTEREST

- (1) The employee by his/her behaviour prevents situations in which he/she would be exposed to potential conflict of his/her private interests and the interest of his/her position. The private interest includes any advantage for him/her, for his/her family, intimates or relatives and for legal or natural entities which the employee has had some business or political relations.
- (2) The employee does not participate in any activity which is not in compliance with duly performance of his/her job duties or limit such performance. The employee also restrains from such dealing which could affect in negative way his/her reputation of an employee of public administration and thus also a reputation of the Office in work hours as well as outside the work hours.
- (3) In case the employee is in doubt the acts are compatible with his/her contribution to performance of the state statistical service he/she shall discuss the matter with his/her line manager.

ARTICLE 6

ANTI-CORRUPTION CONDUCT

(1) The employee, in relation to performance of his/her job, may neither receive nor request gifts, services or other favours (hereinafter as "the gifts") for him/her or for somebody else, or in any other way allow tasks in public administration delegated to him/her, objective evaluation of the matter, and impartial decision making are influenced.

Favours, which are not capable to affect the duly performance of the duty, including recurring little gifts from the same donor, or in the same matter within a short time period, if their value has exceeded the sum of CZK 300, are considered gifts as well.

Performance of mere social favours or minor services, performances provided at social occasions or occasions established by protocol, if they are adequate to the occasion by their purpose and value, little promotional subjects and gifts, which the employer provides his/her employees with, are not considered gifts.

The employee shall inform his/her line manager on the gift offer in writing (giving name or names and surname of the donor, gift description, reason, for which the offer was made, and the reason, for which he/she did not receive the gift).

- (2) The employee makes conduct, while fulfilling tasks delegated to him/her within the field of public administration, the way he/she would not get into a position in which he/she would be committed or feel to be committed to repay a service or favour which he/she was given before.
- (3) The employee shall avoid any relation of mutual dependence and influence of other persons, which could put his impartiality in jeopardy. In case the employee expects an appointment, meeting or negotiations pose a risk of corruption, fraud or feature elements of lobbying, the employee performs such appointment, meeting, or negotiations in the presence of, at least, one his/her co-worker.

The employee shall inform his/her line manager on the appointment, meeting or negotiations in writing (giving name or names and surnames of the persons, who he/she has dealt with, or potentially names and surnames of other persons, who were present at the appointment, meeting, or negotiations, and further giving a description and purpose of the appointment, meeting, or negotiations and potentially the reason, for which the employee expects a risk of corruption or fraud).

ETHICAL CODE OF EMPLOYEES OF THE CZECH STATISTICAL OFFICE

- (4) Any corruptive dealing or suspicion for such dealing of which the employee learnt in a trustworthy manner the employee is obliged to communicate to his/her line manager or to a body active in criminal proceedings. Furthermore, the employee is obliged to report any offering or obtaining of unfair advantage with no delay.
- (5) In any case when a doubt could arise if the employee proceeds in accord with this article the employee informs his/her line manager and follows his/her instructions.
- (6) Should the employee give a right notice of a suspicious and non-ethical conduct such his/her act shall not bring any negative impacts to him/her in terms of his/her labour-law relations.

ARTICLE 7

MANAGEMENT OF ALLOCATED RESOURCES

In accordance with legislation the employee makes all efforts to provide for maximum effective and economic management and use of financial resources and equipment, which have been allocated to him/her, as well as services, which he/she has been provided with. The employee manages the resources delegated to him/her in an effective and economic manner. The employee also appeals to his/her co-workers in this sense. The employee in active manner prevents uneconomic use of resources, once he/she finds such conditions.

ARTICLE 8

SECRECY

- (1) The employee thoroughly meets requirements of protection of data confidentiality as established by general as well special acts.
- (2) The employee keeps in secrecy facts about which he/she learnt in relation to fulfilling of his/her tasks of public administration and which could cause damage to or endanger activities of the employer. The employee applies all necessary measures to provide for protection of personal, confidential, and individual data and keeps the pledge of secrecy.
- (3) The employee shall keep in secrecy facts he/she learnt when performing official activities namely personal data or confidential information within the scope defined by legislation, unless he/she is released from this obligation in accordance with legislation even his/her contract of employment has been terminated.

ARTICLE 9

KEEPING THE PUBLIC INFORMED

While fulfilling his/her tasks the employee provides true and complete information in accordance with legislation. Information on the Office activities, fulfilling of its functions, as well as other information dedicated to the public shall be communicated on behalf of the Office by the employee, who is nominated for such activities. Every employee makes maximum efforts to avoid incorrect interpretation or misinterpretation of statistical findings due to his/her negligence or intentionally. When communicating with media, if the employee represents the Office employees or is given as the Office employee, the employee strictly adheres to the principle to make expressions solely on facts following from the professional activities of the Office and restrains from any comments, which may be considered expression of his/her personal opinions or which could deal with direct or indirect evaluation of results of activities of any other concrete entities.

ETHICAL CODE OF EMPLOYEES OF THE CZECH STATISTICAL OFFICE

ARTICLE 10

PUBLIC ACTIVITIES

- (1) While performing public administration activities the employee conducts in a way which is politically impartial.
- (2) The employee shall not perform such public activities which could infringe trust of citizens into his/her ability to fulfil the Office tasks in an unbiased and impartial manner. Political or any other public activities of the employee may not put guarantee of the state statistical service impartiality in jeopardy.

ARTICLE 11

REPRESENTING THE OFFICE

- (1) At work the employee wears clothing adequate to his/her job and appropriate to esteem of his office. The employee selects a wearing style suitable to maintain a good reputation and esteem of the Office within the internal and external contacts with clients and partners of the Office. For this purpose the employee chooses a formal wearing style taking into account the expected wearing style of the counterparty (the employee does not wear especially clothes or footwear of purely leisure or sport character as, for instance, shorts, sport sandals, or home footwear). In other cases the employee shall choose a wearing style suitable to the respective type of the job performed and the nature of negotiations inside or outside the Office.
- (2) The employee deals with every person tactfully and in adequate manner and respects the person's personality. At any negotiation or conduct the employee deals tactfully and in a way respecting dignity.
- (3) The employee in his/her conduct and behaviour supports the good name, trustworthiness, and esteem of the Office and the state statistical service. The employee in his/her private life also avoids such activities, behaviour, and conduct, which could undermine the public trust in public administration and in the Office. The employee conducts the way his/her behaviour contributes to building of a good reputation of the Office.

ARTICLE 12

ADHERENCE TO THE CODE PRINCIPLES

It is a duty of any manager to adhere to and observe the adherence to the Code principles within his/her competence. In case the Code principles are infringed the manager shall apply appropriate motivation tools to fix the conditions.

ARTICLE 13

JOINT PROVISIONS

- (1) For purposes of this Code the following applies:
- a) the employee shall mean a civil servant performing duty at a civil service position at the Czech Statistical Office and the employee performing work on the basis of a labour law relation with the Czech Statistical Office;
 - b) the managerial employee, line manager, or manager shall mean the superior in sense of Section 9 (1) and (3) of the Act No 234/2014 Sb on the Civil Service as amended (hereinafter as "the Act on the Civil Service") and manager in sense of Section 11 of the Act No 262/2006 Sb, the Labour Code as amended (hereinafter as "the Labour Code");
 - c) the employer shall mean a civil service body in sense of Section 10 (1) f) of the Act on the Civil Service and the employer in sense of Sections 7 and 9 of the Labour Code; and
 - d) work performance shall mean performance of the duty pursuant to Section 5 of the Act on the Civil Service and performance of work under a labour law relation with the Czech Statistical Office.

ETHICAL CODE OF EMPLOYEES OF THE CZECH STATISTICAL OFFICE

(2) This Code forms a civil service regulation in sense of Section 11 of the Act on the Civil Service and, at the same time, forms an internal regulation in sense of provisions of Section 305 of the Labour Code.

(3) This Code was, in accordance with provisions of Section 132 (2) d) of the Act on the Civil Service and Section 287 of the Labour Code, negotiated with the Office Committee of the Trade Unions of the Czech Statistical Office, which expressed its consent with on 12 April 2017.

Prague, 18 April 2017