



Pursuant to Article 12 of Law No. 08/1-017 on Agency for the Prevention of Corruption (*Official Gazette No. 19, of 21 July 2022*), the Director of the Agency for the Prevention of Corruption, on 5 July 2024, approves:

CODE OF ETHICS AND CONDUCT FOR OFFICIALS OF THE AGENCY FOR THE PREVENTION OF CORRUPTION

Article 1 Purpose

1. The Code of Ethics and Conduct for employees of and persons engaged by the Agency for the Prevention of Corruption (hereinafter "the Agency") contains principles and rules, which regulate the conduct of employees in the Agency, in the exercise of their duties and outside of it, with the aim respecting the mandate and maintaining the authority of the Agency.
2. The Code of Conduct, as a legal document, provides information and guidelines that will support its effective implementation.

Article 2 Scope

1. The standards and rules of conduct defined by this Code apply to all employees without exception.
2. For the purpose of this Code, the term employee means employees of the Agency, including external experts and interns.

Article 3 Basic principles of work in the Agency

1. Employees in the Agency are obligated to implement the basic principles of the Agency's work, including but not limited to the following:
 - 1.1. legality;
 - 1.2. integrity;
 - 1.3. professionalism;
 - 1.4. independence;
 - 1.5. impartiality;
 - 1.6. confidentiality;
 - 1.7. non-discrimination; and



1.8. transparency.

Article 4
Legality

The employees of the Agency exercise their work duties on the basis of the Constitution, the law, international agreements that are part of the legal order of Kosovo, as well as bylaws, including those of the Agency.

Article 5
Integrity

1. Employees of the Agency must act in accordance with the highest standards of personal and professional integrity, mutuality and truthfulness, as well as professional conduct at work.
2. All the time during their work, they must maintain the integrity and independence of the institution from any kind of influence on the work from inside or outside the Agency.

Article 6
Independence

1. The employees of the Agency must act with full responsibility and independence, without any influence from various stakeholders, institutions, political parties or natural or legal persons.
2. The employees of the Agency must act with high responsibility and accountability, to have professional, educational and human conduct in relation to everyone, as well as at all times to take care of seriousness, reliability and sincerity towards work and the institution.
3. The employees of the Agency must fulfill their obligations impartially, adhering to the legal provisions in force.

Article 7
Professionalism

1. The employees of the Agency must be aware of the Agency's mission and perform their duties in accordance with professional ethical standards.
2. The employees of the Agency must be careful and refrain from unethical or unprofessional conduct which would negatively affect the professional image and reputation of the Agency.



3. The employees of the Agency must perform their duties and responsibilities with loyalty, good faith and maximum dedication, ensuring and promoting public appreciation for the credibility and reliability of the institution's work.
4. The employees of the Agency must act at all times with competence and professionalism, in harmony with the legislative policies of the institution, respecting the rules and legal procedures in force.
5. The employees of the Agency must have knowledge of the amendments of the internal policies of the institution as well as the decisions from the higher hierarchy which can affect the work of each of them in the Agency.
6. The employees of the Agency must respect the institutional hierarchy and act in accordance with the highest standards of ethics and professionalism, and refrain from any form of misconduct contrary to applicable laws, regulations and policies.
7. The employees of the Agency must refrain from harmful actions and conducts whereby they, acting in their own favor/interest or that of third parties, violate the Agency's principles and legal rules, which may affect the institution's reputation.
4. The employees of the Agency must contribute on the basis of professional knowledge and share with colleagues their knowledge regarding the improvement of work practices as well as the development of institutional policies on the basis of ethics and integrity.

Article 8 Impartiality

1. The employees of the Agency must act with impartiality, professionalism and objectivity at all times, respecting applicable laws and regulations.
2. The employees of the Agency must refrain from any situation that could affect the making of the right decisions, to the detriment of the performance of official duties.
3. The employees of the Agency must act with determination, professionalism and responsibility, without being influenced by any kind of pressure or influence from inside or outside the Agency, which could call into question the objectivity, impartiality or professionalism of handling the given situation.

Article 9 Confidentiality

1. The employees of the Agency are obligated to treat all information during their work with great care and confidentiality and in no case should information be shared with the rest of the unauthorized staff, or with third parties outside the institution, except in the case of justified legal requirements, or when sharing or accessing information with others is for official purposes and as such is guaranteed and protected by special law.



2. The employees of the Agency should not reveal information that may prejudice the issues that are in the administrative investigation procedure in the Agency.
3. The employees of the Agency must protect the confidentiality of all information provided during the exercise of official duties in accordance with the applicable legislation on protection of personal data.
4. The employees of the Agency must at all times maintain the confidentiality related to the work, during and after the working hours. Confidentiality by the Agency's employees will be maintained even when they are no longer part of the Agency's staff.

Article 10 **Non-discrimination**

1. The employees of the Agency must avoid any kind of discrimination between officials or other parties on the basis of ethnicity, religion, gender, race, social origin, genetic features, language, political opinion, physical disability, sexual orientation, age, etc.
2. While performing their duties and responsibilities, the employees of the Agency must apply the principle of equal treatment, so that parties who are in the same situation are treated in the same way.

Article 11 **Transparency**

1. The employees of the Agency must perform their duties in a transparent manner.
2. The employees of the Agency must maintain the confidentiality of the information they possess, according to the limitations of applicable legislation.

Article 12 **Abuse of official duty**

1. The employees of the Agency should not in any situation use their official position, directly or indirectly, for their personal benefits or interests, either for themselves or for someone else.
2. The employees of the Agency should not make promises of favors on behalf of the Agency.
3. The employees of the Agency should not misuse assets, documents or information entrusted to them for the fulfillment of their professional duties.



4. The employees of the Agency must work towards the maintenance and promotion of high work standards, not exploiting their official position or the relationships created during the performance of official duties, to influence the procedures conducted as part of administrative investigations in the Agency.

Article 13

Conflict of interest

1. The employees of the Agency must avoid conflicts of interest that affect the exercise of professional discretion and impartial judgment.
2. The employees of the Agency should not use their official duties for private or personal interests for themselves or others, which affect or may affect the impartiality or objectivity of the performance of their official duties. In case of a conflict of personal or general interest, the official of the Agency must act in accordance with the general interest.
3. All the rules and principles for the employees of the Agency in terms of preventing situations of conflict of interest are determined by the Agency's Regulation on Prevention of Conflict of Interest, which are valid and apply equally for the purposes of this Code.

Article 14

Gifts and favors

1. The employees of the Agency must not accept from any other person or entity gifts of monetary value, other gifts or favors, which contradict the law and the internal rules on acceptance of gifts from official persons, with the exception of protocol or occasional gifts, such as determined by applicable legislation.
2. The employees of the Agency must not ask for or accept gifts, favors or any other benefits either for themselves or for family members, which affect or seem to affect the impartiality of the performance of their duties, or are or seem to be a reward for the performance of official duty.

Article 15

Standard rules of etiquette

1. The employees of the Agency are obligated to respect the Code and the legislation in force, to maintain a high standard of conduct at all times inside and outside the working hours, so that their conduct does not damage their personal image and that of work, which can then damage the image and trust in the work of the Agency.
2. The employees of the Agency must perform official duties with care, professionalism, integrity and impartiality.



3. The employees of the Agency must use the working hours productively and in accordance with the duties and responsibilities they have.
4. The employees of the Agency must adhere to the highest ethical and professional standards in order to achieve expected results with their work.
5. The employees of the Agency must act politely with colleagues, as well as with the parties who address the Agency, taking care of their rights, obligations and respecting their personality.
6. The employees of the Agency must preserve and protect the information provided during the performance of official duties and not to benefit from any information provided during their work.
7. The employees of the Agency must act correctly in such a way as to increase the confidence and professional reputation of the Agency.
8. The employees of the Agency must show honesty in their work and in relation to colleagues and external parties.

Article 16

Standards and work rules of unit leaders

1. During work management and supervision, unit leaders must ensure efficient and continuous management and supervision of the performance of the work and duties of their subordinate staff in timely, reasonable and fully responsible basis.
2. Unit leaders must ensure a healthy working environment and act as motivators and examples for their subordinate staff.
3. Unit leaders must respect the dignity, personality, ideas and initiatives, as well as to promote the cooperation of the officials they lead, while preserving the right to decision-making.
4. Unit leaders must protect the rights of the staff they lead and are not allowed to violate and limit their rights in any way.
5. Unit leaders must must evaluate the conduct of their staff in an equal, objective and efficient way and not favor any employee.
6. Unit leaders must provide staff with equal opportunities for career development, professional advancement and motivation for effective work.
7. Unit leaders must require staff to respect working hours.



8. Unit leaders must ensure the implementation of legality and work rules of the organizational unit they lead and manage, the efficient performance of tasks from the mission and scope of work of the organizational unit they lead, as well as the continuous improvement of work policies in organizational and operational terms.

Article 17

Courtesy and intercollegiate cooperation

1. The employees of the Agency must show respect and courtesy to each other, in order to create a healthy and cooperative atmosphere of work.
2. The employees of the Agency must be careful and treat each other with consideration and correctness, protecting the personality of each employee, regardless of ethnicity, religious, political belief, status, gender, health and family status.
3. The employees of the Agency should not use offensive words or display incorrect conduct which can be considered as discriminatory or unequal treatment towards each other.
4. The employees of the Agency must avoid unwarranted negative criticism of colleagues in verbal, written and electronic communications, including derogatory comments referring to colleagues' level of competence or their attributes.
5. The employees of the Agency must have discipline at work, and to act politely and correctly towards each other, regardless of their position.
6. The employees of the Agency must respect the hierarchy institutional and perform work duties according to work plans and policies.
7. The employees of the Agency must respect each other's work and work together to increase efficiency and effectiveness at work.
8. The employees of the Agency must be an example of courtesy and motivation both in professional and personal terms in collegial relationships between employees and leaders and vice versa.
9. The employees of the Agency must at all times maintain official communication and cooperate with each other on various official work issues.

Article 18

Sexual harassment

1. The employees of the Agency must avoid any unwanted or inappropriate verbal, non-verbal or physical conduct of a sexual nature, with the purpose of violating the



dignity or that violates the dignity of the person, creating an intimidating, hostile, degrading or humiliating environment.

2. For any conduct according to paragraph 1 of this Article, the Agency employee, in addition to criminal responsibility under the Criminal Code, is not excluded from disciplinary responsibility in the Agency.

Article 19

Agency employees and external parties

1. The employees of the Agency must promote cooperation in all areas related to the Agency's mandate, with all institutions and public authorities, local and international organizations, civil society, etc.
2. The employees of the Agency must promote cooperation with law enforcement institutions related to the Agency's mission to prevent corruption, by exchanging information and facilitating any form of cooperation.
3. The employees of the Agency may not represent the Agency without permission or authorization from the Director of the Agency.
4. The employees of the Agency must represent the Agency with dignity in meetings, tables, conferences, working groups or commissions and law enforcement institutions, respecting the mandate of the institution, the dress code, as well as the responsibilities according to applicable legislation.
5. Employees of the Agency in every representation of the Agency must respect their official duties and responsibilities, and express only the official institutional position.
6. Before any representation in the media, tables, international and local conferences, working groups and similar events, the employee prepares a written concept/presentation, which is approved by the Director of the Agency or the unit/official authorized by him.
7. After each representation, the officer prepares a written report including, but not limited to: the topics discussed, the participants, the position of the Agency, and other issues that should be considered by or notified to the Agency.

Article 20

Agency employees and the media

1. The Director of the Agency authorizes the employees of the Agency who can communicate with the media on behalf of the Agency in addition to the competent officer for communication, information and education.



2. The employees of the Agency may not make public statements or provide information and other documents if they are protected by law, or if they do not have permission or authorization.

3. The employees of the Agency must not reveal confidential information or the identity of the reporters in relation to its mandate, in accordance with applicable legislation.

Article 21

Working hours

The employees of the Agency must use the working hours effectively for the performance of official duties. This time is not used for any other purpose, except in cases where its use for other purposes is officially authorized, in accordance with applicable legislation.

Article 22

Dress standards

1. The dress and appearance of the Agency's employees must be serious and dignified for the representation of the Agency inside and outside it.
2. The employees of the Agency must be dressed in an appropriate and orderly manner, in accordance with the tasks and workplace, so that their appearance and attire do not affect the image of the institution.
3. In official meetings, conferences and tables inside and outside the country, the official (business) dress code must be respected.
4. Inappropriate clothing is considered:
 - 4.1. Clothes with pictures, large logos or slogans;
 - 4.2. Jeans, except for plain ones;
 - 4.3. Sports clothing (tracksuits and sneakers);
 - 4.4. Transparent clothing;
 - 4.5. Blouses with very open necklines;
 - 4.6. Sleeveless or very short clothes above the knees,
 - 4.7. Open sandals.

Article 23

Violations of the Code of Conduct

1. Failure to comply with the rules established under this Code is considered a disciplinary violation and is sanctioned according to applicable legislation.
2. The categorization of disciplinary violations is determined according to the relevant provisions of the law on public officials.



Article 24

Enforcement and disciplinary measures

1. The Human Resources Management Unit is obligated to inform every employee on the Agency, as well as every new employee upon employment in the Agency, the obligations arising from this Code, which must be complied with by all.
2. Everyone employed in the Agency is obligated to comply with the rules and standards defined under this Code and are hence informed of its provisions and any eventual amendments thereof.
3. The provisions of this Code are part of the terms of employment at the Agency. Their violation is cause for taking disciplinary measures.
4. Agency employees who violate the rules and principles defined in this Code, when their actions do not constitute a criminal offense, are punished with disciplinary measures, according to the procedure defined in the legislation on the status of civil servants.
5. The direct supervisor of the Agency employee is responsible for checking whether his subordinate applies the rules sanctioned under this Code and proposes disciplinary measures for violations thereof.

Article 25

Monitoring the Code of Conduct

1. The Human Resources Management Unit of the Agency will monitor the implementation of the Agency's Code of Conduct.
2. In case of a dispute regarding the disciplinary measure imposed against an employee of the Agency, the employee may submit a complaint to the Independent Supervisory Council, as a competent body for reviewing and handling requests and complaints of public officials of institutions.
3. Requests and complaints related to the implementation of the Code of Conduct may be submitted by all employees of the Agency.

Article 26

Final provisions

1. The provisions of this Code are mandatory for all employees of the Agency.
2. Every employee of the Agency shall upon commencing work signs a statement whereby agreeing with the provisions of this Code.



Article 27
Repeal

Upon entry into force of this Code, Code No. 03/ 2013 of Ethics for Anti-Corruption Agency Employees of 28 October 2013 shall be repealed.

Article 28
Entry into force

This Code enters into force on the day of signature.

YII BULESHKAJ

Agency for the Prevention of Corruption