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Pursuant to Article 49, paragraph 1 and Article 55, paragraph 1 of the Law on Organization and Operation of State Bodies ("Official Gazette of the Republic of Macedonia" no. 58/00, 44/02, 82/08, 167/10, 51/11 and "Official Gazette of the Republic of North Macedonia" no. 96/19, 110/19, and 121/24), and relating to Article 54 of the Law on Preventing Corruption and Conflict of Interest ("Official Gazette of the Republic of Macedonia" no. 12/19), Article 8 of the Law on the System of Internal Financial Control in the Public Sector ("Official Gazette of the Republic of Macedonia" no. 255/24), the Minister for Inter-Community Relations adopted the following

CODE OF ETHICS FOR EMPLOYEES IN THE MINISTRY FOR INTER-COMMUNITY RELATIONS

I. BASIC PROVISIONS

Article 1

This Code of Ethics shall lay down the ethical standards and rules of conduct for the employees of the Ministry for Inter-Community Relations (hereinafter referred to as: MOZ)¹

This Code of Ethics represents a set of professional standards and values that apply equally to all levels of the organizational structure of the MOZ by all employees of the MOZ, within the premises of the MOZ.

¹ The Macedonian acronym for the Ministry for Inter-Community Relations

This Code of Ethics expands upon the fundamental principles and values of honest, conscientious, and acceptable management and behavior, the enhancement of professional relations in the workplace, the promotion of teamwork, the prevention of corruption, the avoidance of conflicts of interest, the protection of classified information, and other unlawful and unethical behaviors and activities.

The provisions of this Code of Ethics are in accordance with the Constitution of the Republic of North Macedonia, international humanitarian law, the positive legal regulations in the Republic of North Macedonia, and the competencies and functions within the MOZ.

Employees of the MOZ who act contrary to the provisions of this Code of Ethics are subject to appropriate accountability in accordance with the applicable legal and sub-legal regulations.

OBJECTIVE

Article 2

The objective of this Code of Ethics is to preserve and enhance institutional integrity, affirm and improve the professionalism and reputation of employees and to strengthen trust among citizens in the MOZ.

APPLICATION

Article 3

Employees shall apply the ethical standards and rules of conduct in their relations with colleagues and supervisors, in their interactions with clients and citizens, in relation to the workplace and the MOZ, as well as in their private life and public conduct, in accordance with this Code of Ethics and applicable legal regulations.

GENDER SENSITIVITY

Article 4

This Code of Ethics takes a gender-sensitive approach and is equally applicable to both women and men within the MOZ.

II. ETHICAL STANDARDS AND RULES OF CONDUCT

Professionalism

Article 5

This Code of Ethics supports the high professional conduct of employees, which includes compliance with applicable legal regulations and is based on work competencies, rules, procedures, timeliness, independence, accuracy, awareness, protecting the reputation of the MOZ, safeguarding the reputation of the profession, promoting teamwork, deepening acquired knowledge, and everything that enhances relationships with colleagues, supervisors, clients, and society in general.

Employees shall be obligated to perform their tasks and duties in accordance with applicable legal regulations, orders, guidelines, and directives received from their supervisors, in a manner that does not jeopardize their personal reputation or the reputation of the MOZ.

Employees should avoid activities that could have a negative impact on the reputation of the MOZ outside of working hours.

In their private life, employees shall not use their official title, access pass, or position within the MOZ.

In participation in training, education, professional development, and activities in an international context, employees of the MOZ shall be obligated to represent the profession and the MOZ with dignity.

Impartiality

Article 6

Employees shall act impartially in their behavior and work, without prejudice and without the intent to achieve personal gain or ambition.

Through their impartiality and efficiency in their work, employees must always contribute to building trust in themselves and preserving and enhancing trust in the MOZ. When making decisions or performing work tasks, employees shall not be guided by incorrect, unjust, or unreasonable assessments of the factual situation due to prejudice, career advancement ambitions, or conflicts of interest.

Democratic Values and Non-Discrimination

Article 7

Employees shall promote democratic values and the rule of law through their behavior and work. Employees shall ensure the realization of constitutionally guaranteed rights to equality and shall avoid discrimination on the basis of: age, gender, ethnic or social origin, language, religious or racial affiliation, political beliefs, marital or family status, disability, sexual orientation, or any other grounds.

Respect for Integrity

Article 8

Employees shall promote values such as truthfulness, honesty, and fairness through their personal example, remaining consistent in their actions and principles. Employees shall be committed to maintaining the highest professional standards and personal conduct in a manner that preserves public trust in the MOZ. Integrity involves adhering to strong principles and morals, which are reflected in every action of the employees.

Conflict of Interest

Article 9

Employees, in the performance of their duties, shall respect the principles of preventing conflicts of interest and shall fully advocate for the interests of the MOZ and its strategic goals. To this end, situations that could lead to a conflict of interest are to be avoided. Employees shall avoid activities that could be interpreted as an abuse of authority. They shall not use their official position to gain unlawful benefits and shall avoid conflicts of interest.

Avoidance of Corrupt Behavior

Article 10

Corruption is the misuse of official rights and powers for the purpose of achieving unlawful material benefit. MOZ strongly opposes any attempt to influence professional values or the personal integrity of employees, and any inappropriate actions will be dealt with in accordance with applicable legal regulations. Employees shall not accept or request gifts, services, assistance, or any other form of material or financial benefit in the course of performing their duties. Through their honest, consistent, and high-quality work, employees contribute to the efficient functioning of the MOZ.

Any gift received during the performance of work duties, whether domestically or abroad, must be reported to the supervisor if it exceeds the value set by applicable legal regulations.

Political Activities

Article 11

Employees shall perform their duties with political neutrality, without advocating for or expressing their political beliefs while carrying out their official responsibilities, and shall not engage in political activities that may undermine public trust. Employees shall not display or impose their political affiliation on others.

Political party symbols, in any form, shall not be displayed within the premises of the MOZ.

III. CONDUCT OF EMPLOYEES IN THE MOZ

Conduct at the Workplace, in Private Life, and in Public

Article 12

Employees shall not refuse to perform their duties at the workplace to which they are assigned, except in cases determined by law, internal rules, and procedures, while respecting the chronological order and the urgent nature of handling cases.

Employees shall respect working hours, adhering to the established start and end times of the workday, as well as the designated break periods. Employees shall register their working hours upon arrival and departure from the workplace.

During working hours, employees shall wear security passes, which must be visibly displayed while on the premises. They shall also be obligated to register each entry and exit to and from the official premises or present their passes upon request by authorized personnel. Any absence from work, inability to attend, or early departure from the workplace shall be reported to the supervisor or approved in advance. Employees shall pay attention to hygiene, appearance, and dress code, ensuring that their attire is formal, modest, and acceptable, in accordance with professional norms, and does not create an impression of impropriety or undermine the reputation of the MOZ. The wearing of overly short, tight, revealing, or vulgar clothing that contains inappropriate content, slogans, or accessories, and is intended for sports, recreational, or other types of activities, is not permitted within the MOZ. Employees shall not bring or consume alcohol or psychoactive substances in the workplace. Smoking is prohibited within the premises of the MOZ, except in designated smoking areas. Activities that disrupt the work process, as

well as vulgar, offensive, inappropriate, and aggressive behavior, attacks, threats, discriminatory conduct, mobbing, sexual harassment, and any other activities that violate human rights and the law, are not permitted in the workplace.

Employees shall ensure cleanliness and orderliness in the workplace, shared spaces and facilities, security and administrative zones, and other areas.

In their personal life, employees shall not engage in conduct that could jeopardize their personal reputation, the reputation of the profession, or the MOZ.

Regarding participation in public events, social media, or other forms of communication, employees are not restricted from expressing their own opinions, which are constitutionally guaranteed. However, they are expected to refrain from making inappropriate comments based on race, ethnicity, religion, gender, social status, or any other grounds. This especially applies to employees in senior management positions within the MOZ and to those responsible for public relations, as their actions may impact the reputation of the MOZ.

Employees shall avoid any behavior, actions, or activities that conflict with legal and ethical standards and that could undermine the reputation and trust in the MOZ.

Behavior towards colleagues and supervisors

Article 13

Employees shall foster a spirit of mutual respect, appreciation for diversity, solidarity, cooperation, and teamwork. The privacy and discretion of colleagues and supervisors shall be respected. Communication and collaboration shall be

conducted in a manner that upholds dignity and personal integrity, contributing to a positive atmosphere, tolerance, transparency, and mutual understanding. Supervisors are obligated to set an example of ethical conduct for their subordinates.

Supervisors are responsible for monitoring the implementation of this Code of Ethics, identifying shortcomings in the work process, and taking measures in cases of violations of the ethical standards and rules established by this Code of Ethics and in accordance with applicable legal provisions.

Behavior towards clients

Article 14

Employees shall treat clients in a professional, respectful, and courteous manner, using a calm tone and official, clear, and understandable language. Communication with clients shall be in accordance with the respect for their right to privacy and the protection of personal data.

Use of Material Assets and Resources

Article 15

Employees to whom material assets and resources are entrusted shall handle them effectively, efficiently, and economically, using them exclusively for official purposes. Any defects or obstacles in their use must be reported to their supervisors without delay. Any deliberate or negligent behavior towards material assets and resources will be subject to appropriate disciplinary action, in accordance with applicable legal and sub-legal provisions. Official vehicles and telephones (both landline and mobile) shall be used exclusively for official purposes and duties,

in accordance with the internal regulations of the MOZ.

Behavior during participation in training, professional development, education, international events, and other activities in an international context

Article 16

Employees shall avoid any behavior or activities that contradict the provisions of this Code of Ethics during participation in training, professional development, education, international events, or other activities in an international context that may harm the interests or reputation of the MOZ. They shall adhere to the provisions of this Code of Ethics, as well as other applicable national and international laws and norms. In public appearances, employees shall express only the official positions of the MOZ in accordance with the relevant regulations, granted authorizations, and this Code of Ethics.

Handling of Information

Article 17

Taking measures and actions to ensure the security and protection of information, especially classified information, by the creators and users within the MOZ in accordance with the Law on Classified Information, is a fundamental aspect of this Code of Ethics. The duty to protect and maintain the confidentiality of information continues even after extended justified absence, after a change in the workplace, and after the termination of employment on any grounds. In order to ensure the lawful use of information and prevent unauthorized disclosure or publication and security breaches, the information assigned for the performance of work tasks

shall not be used for private purposes, misappropriated, or shared with unauthorized individuals. Copies, reproductions, and translations of classified documents, classified at the level 'Strictly Confidential' and lower, may be made by the user and under their constant supervision, for which appropriate records must be kept. Information classified at the level 'State Secret' may not be copied, except in special cases, for urgent purposes. If the transmission of the information occurs electronically, only email and internet addresses registered with the MOZ may be used, and actions must be in accordance with the classification system for classified information and the applicable legal and sub-legal regulations. Classified information must not be sent electronically over a network connected to the internet, but only on a closed network.

Familiarization of New Employees with the Code of Ethics

Article 18

Every individual who establishes an employment relationship with the MOZ for the first time must be familiarized with the provisions of this Code of Ethics by their supervisor.

Publication

Article 19

This Code of Ethics is posted on the notice boards of the MOZ and is published on the website of the MOZ.

IV. FINAL PROVISIONS

Entry into force

Article 20

This Code of Ethics shall enter into force on the day of its adoption.



Министер / Ministër
Иван Стоилковиќ

Подготвил / Përpiloi:
Контролирал / Kontrollloi:
Одобрил / Miratoi:
Превел / Përktheu: