

**THE ORDER 114 OF
THE PRIME MINISTER
OF 11TH OCTOBER 2002**

In due consideration of the fundamental criteria for the exercise of State obligations in offices of the governmental administration, as expressed in Article 153 (1) of the *Constitution of the Republic of Poland* and in Article 1 of the Civil Service Act of 18 December 1998 (*Dziennik Ustaw* 1999, No. 49, position 483, No. 70 position 778 and No. 110, position 1255, No. 102, position 1116, No. 111, position 1194, No. 128, position 1403 No. 154, position 1800 and *Dziennik Ustaw* 2002, No.150, position 1237) and the necessity for the complete fulfilment of said obligations during the activities of the civil service;

In order to set procedural standards that should be followed by civil servants and civil service employees and assist them in the proper satisfaction of those standards, in accordance with societal and citizen's expectations;

And taking into consideration Recommendation of the Council of Ministers of the Council of Europe no. R/2000/10 of 11 May 2000 on the *Model Code of Conduct for Public Officials*;

Upon the petition of the Head of the Civil Service that was submitted after consultation with the Civil Service Council:

§ 1

The Civil Service Code of Ethics, as an annex to the order, is hereby enacted and conscientious adherence thereto is advocated.

§ 2

The Head of the Civil Service has been charged with disseminating this code among civil servants and civil service employees, with examining its usage in practice and clarifying and interpreting the resolutions of the code in light of actual practice.

The Prime Minister

THE CIVIL SERVICE CODE OF ETHICS

§ 1

Public Administration is an authority in the service of the rights of citizens and the law in general. The civil service corps member shall treat his work as a public service; he/she shall always bear in mind the common good of the Republic of Poland and her democratic system; he/she shall protect the justified interests of each individual and in particular:

1. He/she shall act so that their activities may provide a paragon of the rule of law and contribute to increase the citizens' confidence in the State and its authorities.
2. Constantly aware of the service he/she owes to the public in their work, he/she shall perform it in the respect of the dignity of others and with a sense of their own dignity.
3. He/she shall remember that their conduct provides a testimony of the Republic and her authorities and contributes to the image of the civil service.
4. He/she shall give priority to the public good over their own and their environments' interests.

§ 2

The civil service corps member shall perform their duties reliably and in particular:

1. He/she shall work conscientiously, striving to achieve the best results in their work and considering it their duty to perform their assignments in a discerning and judicious way.
2. He/she shall be creative and show an active approach to their assignments, with the best will, and shall not be confined with following their very letter.
3. He/she shall not shirk making difficult decisions and the responsibility for their conduct, he/she shall know that the public interest requires well-considered and effective activities, carried out in a resolute way.
4. He/she shall not follow their emotions in the investigation of the cases and he/she shall be ready to accept criticism, recognise their errors and correct their consequences.
5. He/she shall meet all their obligations in the respect of law and the procedures prescribed.
6. He/she shall make a rational use of public property and resources, with care and constant readiness to account for their actions in that respect.
7. He/she shall be loyal to the office and their superiors and ready to execute all official instructions, while taking care to prevent any infringement of the law or error.

8. He/she shall show reserve in expressing in public his opinions on the work of their office or other offices and state authorities.
9. He/she shall understand and accept that the work in the public service means the approval to the limitations of the rule of confidentiality of information on both their professional and private life.

§ 3

The civil service corps member shall take care to enhance their competencies and in particular:

1. He/she shall constantly develop their professional knowledge necessary to ensure them the best possible performance in their work within the office.
2. He/she shall strive to be fully aware of the legal texts and all factual and legal circumstances of the cases he/she encounters.
3. He/she shall be willing to use the knowledge of their superiors, colleagues and subordinates, and should he/she lack specialised knowledge – to use the competencies of experts.
4. He/she shall always be ready to provide a clear – essential and legal - justification for their decisions or conduct.
5. When performing joint administrative assignments he/she shall be concerned about the quality of their content and good interpersonal relations.
6. In situations of discordant opinions he/she shall aim at an agreement based upon objective argumentation.
7. He/she shall be kind to the people, prevent or relieve tensions at work, respect the rules of correct behaviour towards everyone.

§ 4

The civil service corps member shall be impartial in the execution of their assignments and duties and in particular:

1. He/she shall show discernment and caution, striving to exclude suspicions of any relationship between the public and private interest.
2. He/she shall not undertake any work or occupation that might interfere with their official duties.
3. He/she shall not accept any form of payment for his public pronouncements when related to the post he/she holds or the duty he/she performs.
4. In the administrative proceedings he/she conducts, he/she shall ensure equal treatment to all the parties involved, without surrendering to any pressure and accepting any obligations originating from family, acquaintance, work or other relations.
5. He/she shall not accept any material or personal advantages from the persons involved in the cases he/she conducts.

6. He/she shall not display their familiarity with persons who are publicly known on account of their political, business, social or religious activities and shall avoid opportunities to promote any groups of interest.
7. He/she shall respect the citizens' right to information, having in mind the transparency of public administration, while preserving the confidentiality of information protected by law.
8. He/she shall accept limitations of possibility of being employed in the future by persons whose cases have been handled by his employing office.

§ 5

In the execution of his assignments and duties the civil service corps member shall be politically neutral and in particular:

1. He/she shall implement the strategy and programme of the Government of the Republic of Poland in a loyal and reliable way, regardless of their own convictions and political opinions.
2. When drafting proposals of administrative actions, he/she shall provide their superiors with objective advice and opinions, in accordance with their best will and knowledge.
3. He/she shall not manifest their political opinions and sympathies, and if he/she is a civil servant, he/she shall not arrange and belong to any political party.
4. He/she shall openly keep their distance from any political influence or pressure that might lead to partiality in action and shall not engage in activities that could serve party purposes.
5. He/she shall be concerned about the clarity and transparency of their relations with persons performing political functions.
6. He/she shall not take part in strikes or actions of protest that might interfere with the operations of the office.
7. He/she shall fight off political influence upon the recruitment and promotion in civil service.