

Pursuant to Article 6, paragraph 2 of Law on Public Officials and Employees (“Official Gazette of MNE”, No. 39/11) and Article 20 of Ethical Codex for Public Officials and Employees (“Official Gazette of MNE”, No. 20/12) Ministry of Health enacted

ETHICAL CODEX

Subject and Aim of Ethical Codex

Article 1

The Ethical Codex of Ministry of Health (hereinafter: Ethical Codex) constitutes set of standards and professional behaviour in performing work activities of civil servants and employees of Ministry of Health (hereinafter: the employees) to which employees are obliged to abide.

The aim of Ethical Codex is to maintain, confirm and improve dignity and reputation of civil servants and employees and to strengthen the confidence of citizens in work of Ministry of Health.

The Use of Ethical Codex

Article 2

The employees shall perform their activities with congruous respect of Montenegro Constitution, international agreement, laws, standards and rules in line with this Codex.

The employee, who is empowered to make decisions in Ministry of Health (hereinafter: the Ministry), upon deciding, shall act in the framework of his empowerment, taking into account public interest.

Anti-discrimination

Article 3

The employee while performing his work activities must not mislead into unequal position another employee with regard to the accomplishment of his rights and obligations on the basis of race, color of skin, nationality, social or ethnic origin, or relation with the minority nation or minority community, language, religion or belief, health condition, disability, sexual orientation, age, income, marital or family status, membership or assumption on membership to the political party or other institution or on the basis of any other personal characteristic.

Loyalty, professionalism and courtesy

Article 4

The employee shall be loyal to the state and shall perform its work responsibly, honestly and efficiently, according to the professional standards.

In relation to clients, Minister and senior management team of organizational units, the employee shall act with due care, respect, courtesy and dignity.

The employee shall perform his work according to the Law and in the framework of defined rules and procedures and shall ensure accomplishment of rights and obligations of clients-legal entities and individuals (hereinafter: service users).

Procedure in dealing with service users

Article 5

While performing work ,in relation to the service users , the employee shall:

- act fairly, politely and kindly, and his opinion shall be based on objectivity, impartiality and legality;

- act professionally and constructively, showing interest and patience, particularly in relation to the illiterate clients;
- provide information timely and accurately, in line with the Law and other regulations;
- take into account the principle of equity, according to Article 3 of this Codex;
- respect personality and dignity of service users.

Human relations between employees

Article 6

The employee shall maintain good human relations and cooperation, not just in sectoral level ,but also at the level of Ministry, highly regarding and respecting the best practices through professional communication.

Conflict of interest

Article 7

The conflict of interest occurs when the employee has personal interest by which he influences or try to influence on fairly or objectively performance of work.

The personal interest of employee means material or other benefit for himself personally , his family, close cousins, friends or other legal entities or individuals with whom he has private, business or political contact or cooperation.

a) Avoiding the conflict of interest

In order to avoid conflict of interest while performing work, the employee is obliged to :

- inform himself about ways in which could occur possible or real conflict of interest ;

- undertake adequate activities in order to avoid conflict of interest;
- inform management team on each possible or real conflict of interest and to note in written form nature, characteristics and extent of conflict of interest;
- request exclusion of performing work which could cause conflict of interest, and to be excluded from responsibility if he performs this work ;
- act in line with order given by its senior in a way that excludes him from performance of work activities which can cause conflict of interest.

b) Statement on conflict of interest

The employee shall make statement on existence of conflict of interest and its nature, upon the request of senior on the occasion of taking his employment at Ministry or during his employment there.

The employee must not allow that his personal benefit influence on legal, objective and fair performance of work.

The employee shall not use advantages of businesses which he performs for achievement of personal benefit and shall avoid each possible or real conflict of interest and shall point if he recognizes existence of conflict of interest in other employees.

Performance of other jobs

Article 8

The employee must not perform outside working time activities which are not respectable or which performance would offend reputation and interest of Ministry. In case that the employee cannot evaluate situation independently, it is needful that, he addresses to its direct supervisor, in written form with aim to obtain adequate advice.

The employee is obliged to behave in such way which will ensure that public opinion on fair and efficient work of Ministry is maintained and improved.

The employee shall sustain, out of working time, from behavior which may have negative impact on reputation of Ministry.

Access to information

Article 9

The employee is obliged to provide accurate and complete information on issues for which is empowered to provide in the framework of work which he performs, except if in such way would be revealed the content of document to which access is restricted in line with law.

The employee shall not request, while performing his work, access to information which he does not need in his work and information that are accessible to him, he will use in adequate way.

The employee is obliged to keep business secret to which he has access in his performance of work.

Reporting non-ethical requests

Article 10

The employee who regards that he is asked to act in a way which is unadequate, non-ethical or to act in some other way which is not in line with Codex is obliged to report such request to its direct supervisor and to act in accordance with Law.

The employee is obliged to report to its direct supervisor any breach of rules and principles of Codex by other employees.

Gifts and offers

Article 11

The employee must not request payment of fees for performance of work which is not envisaged by law.

The employee must not request or receive gifts, offered benefits, privileges or any other personal benefit or benefit to his close cousins, friends or other legal entities and individuals with whom he accomplishes private, business or political contact

and cooperation (this not refers to the gifts which are envisaged by Law on prevention of conflict of interest).

If the employee in performing his work is offered the gift, privilege or any other benefit, he is obliged to:

- refuse such gift, privilege or other benefit,
- identify the person who had made that offer, if it is possible,
- return given gift, except in case that this gift have to be used as the evidence in legal procedure,
- suggest the witnesses on given offer or gift,
- report on given offer to his senior,
- make official note on given offer or gift, offered privilege or any other benefits,
- continue with performance of his work in adequate manner.

Protection of property and assets

Article 12

The employee shall care, as good householder, on more efficient and more economic governance and use of material and financial assets, which are entrusted to him in performance of work, and shall prevent their illegal use.

The employee is obliged to undertake necessary protection measures, entrusted work assets, equipment and objects and is obliged to prevent possible occurrence of material damage in Ministry.

Managerial officials

Article 13

The managerial officials, respectively, direct supervisors, shall point to the errors in work of employee to the head of authority or to the employee empowered by head of authority, by which work they administers, and shall undertake adequate measures in relation to procedures which are not in accordance with provisions of this Codex.

The employees referred to paragraph 1, shall highlight the significance of regulations and rules and by his personal conduct will show proper ethical

behaviour to other employees, and shall undertake adequate measures for prevention of corruptive and other forms of illicit demeanour.

Relation between direct supervisor and employee

Article 14

Direct supervisor, in relation to the employees, in performance of his work, should:

- act fairly and honestly, with due care and respect towards employee,
- appreciate fair suggestions,
- provide protection against threats, attacks and other ways which could offend integrity of employee,
- ensure keeping of privacy of the employee,
- create conditions for professional education and improving, promotion, work culture and advancement of social care for employee.

Attitude of employee towards co-workers

Article 15

The employee, in relation to his attitude towards co-workers while performing his work is obliged to :

- ensure needed cooperation,
- advance working environment and fair human relations through his behaviour,
- ensure continuous performing of work,
- avoid activities which will annoy other employees and which may have negative impacts on work and functioning of Ministry,
- respect personal and other characteristics of his co-workers.

The employee must not provide privileged access to the persons who terminated their employment at the Ministry, neither they may use official documentation and information of Ministry, two years after termination of their employment in Ministry.

The employee must not neglect performance of his work because of employment outside of Ministry. The expectation of obtaining another employment outside of Ministry must not cause possible or real conflict of interest. The employee is obliged to report duly information on his new employment or another employment offer to his head of authority or to person empowered by head of authority.

Work environment and dress code

Article 16

The employee should be dedicated to advancing of work conditions and his working environment should ensure to the employee adequate assets for work in healthy environment.

The employee is obliged to dress properly and in accordance with his work (dress code) and to protect reputation of Ministry by his personal behaviour.

Generic language

Article 17

The terms used in this Codex in masculine imply the same expressions in feminine.

Infringement of ethical codex

Article 18

The employee shall be disciplinary responsible for any infringements of standards and rules of Ethical Codex ,in line with the Law.

Ethical codex shall enter into force on the day of adoption and it will be published on the web page of Ministry.

MINISTER,
Prof. dr Budimir Šegrt

Number: 51-389/2015

Podgorica, June 22,2015