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2011

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2012

- **12/01/2012 14:00** Internal ethics workshops On the horns of a dilemma: a practical approach to ethics - Half-day workshops on 27 January (EN), 16 February (FR), and 15 March (EN)
- **16/01/2012 11:17** On the horns of a dilemma: a practical approach to ethics Register for the Ethics workshops in our DG! Next half-day session on 27 January
- **31/01/2012 09:27** Acceptance of gifts Do you know when you can accept business or work-related gifts and when to declare them?
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- **20/03/2012 12:25** New guidelines on gifts and hospitality for Commission staff Is the acceptance of a small desk calendar or a cup of coffee really likely to create an impression of partiality? What about working lunches?

16/03/2010 10:59



16/03/2010 10:59

Professional Ethics
A new code on
Professional Ethics for DG
JLS

*During your career in the Commission as an official, temporary agent, contract agent or seconded national expert (SNEs), you may be faced with ethical issues and will need to consult the appropriate and current legislation or practice in the field in question – says **Jonathan Faull** in his foreword to the new code for Professional Ethics for DG JLS. The code is there to help you find answers in doubtful situations regarding ethics and protect yourself against malicious allegations from third parties.*

The code is available on the [ethics page](#) of JLSnet. Have a look at it!

Have you got doubts about a conflict of interest, a mission or an external activity? Do you want to talk about them with an expert?

Feel free to contact DG JLS' Ethics Correspondent!

Contact [Ethics Correspondents](#)

Unit [Unit A3](#)

Policies [Ethics and Conduct](#)

Related [MyIntracomm's Ethics page](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/HR_News/NewCodeEthics160310_03012012.aspx

06/10/2010 15:56



06/10/2010 15:56

Internal ethics trainings
On the horns of a dilemma: a practical approach to ethics - Half-day workshops on 28 October (EN) and 29 November (FR)

Come to our workshop and learn from real cases:

- Invitation to participate in a work-related conference: all registration fees and travel expenses are paid by the organizer
- Invitations to dinner and events during a mission
- Giving a lecture as a paid guest speaker at a conference Etc.

When?

- English on Thursday, 28 October from 14:00 – 17:00, LX46, Fortescue room
- French on Monday, 29 November from 14:00 – 17:00, LX46, Fortescue room

Registration

- [Registration via Syslog](#)

IMPORTANT! This half-day workshop fulfils the requirements of the obligatory one-day course at DG HR!

Contact [Ethics Correspondents](#)

Unit [SRD.02 - Human Resources](#)

Policies [Ethics & conduct](#)

Related [Case studies related to Ethics and Integrity at work](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/Training_News/Ethicstraining20101006_07042011.aspx

20/10/2010 10:42



20/10/2010 10:42

Ethics quiz **Take the ethical dilemma quiz! What would you do?**

General guidance: What should you do when faced with an ethical dilemma?

Nearly every ethical situation is unique and although it is not possible to provide a ready-made response for every situation there are nevertheless certain steps which the member of staff should follow when faced with such an ethical question/dilemma:

- ✓ Take the time to reflect on the problem
- ✓ Define the situation
- ✓ Evaluate the information received – is more detailed information required?
- ✓ Discuss the issue with others including your immediate superior
- ✓ Seek advice from experts and in particular the local ethics correspondents
- ✓ Decide on a solution to the given situation

Come to our half-day workshop on Ethics and learn from real cases

28 October (EN) and 29 November (FR)

[Registration via Syslog](#)

IMPORTANT! This half-day workshop fulfils the requirements of the obligatory one-day course at DG HR!

Test your ethical reflexes!

Question 1

I have recently completed a survey on sensitive working matters in our DG. The following night I went to dinner with an old friend and I told him stories on my findings on how incompetent some Units in my DG were, naming persons, units and details of findings.

The next day I was called by the Directorate General in his office. Apparently his daughter was on the next table. After that, I have learned my lesson on handling confidential information.

Which ethical principle I primarily breached?

1. Independence
2. Impartiality
3. Objectivity
4. Circumspection - reflect before you act

Ethics tip

- ✓ Circumspection – stopping and reflecting on the possible consequences and implications of potential actions, showing a degree of moderation and conducting yourself at all times with a due sense of proportion and propriety.
- ✓ A sense of responsibility - As a member of staff, or former member of staff, you have an obligation not to disclose, without authorisation, information to which you have been exposed in the course of your work, unless that information has already been made public or is accessible to the public (Article 17 of the Staff Regulations).
- ✓ You may have to deal with sensitive information in the course of your work. Such information must be treated with the utmost discretion.

Question 2

Your brother has a shop in Brussels, and you help him in the shop through the Sales period. You enjoy it and decide to help him every Sunday morning. You don't get paid for it.

1. Of course, I can do so without asking the permission of the Commission.
2. I should first obtain the permission of my hierarchy.
3. I only need to obtain the permission of my hierarchy and DG ADMIN if I get paid.
4. Don't know.

Ethics Tip

For all officials and other staff in active service, article 12b of the Staff Regulations establishes an obligation to obtain permission before engaging in any activity, whether paid or unpaid, outside the Communities.

Reasons:

- ✓ Interference with duties

- ✓ Conflict of interest
- ✓ Circumspection – Damage of the public image of the Commission

Question 3

You agree to take part in a conference in Paris as a panel member just days before the summer holidays. The conference organiser is so thankful for your assistance that he presents you with a lovely basket of goodies as you are leaving for the train station. The value of the basket is about €100.

1. Of course, I accept the basket because I don't want to be impolite.
2. I accept the gift, indicating to the donor that I must ask permission to keep it on my return to Brussels.
3. I refuse the gift.
4. Don't know.

Ethics tip

Gifts - be transparent and think of the consequences

- ✓ Generally do not accept gifts
- ✓ Rule - No acceptance of gifts of more than €50
- ✓ If you are offered any gifts, favours or donations with a combined value of more than €50 in any given year and you propose to accept them, you must apply to your appointing authority (your Director-General or, if you are a Director-General, the Commissioner to whom you report) for permission to do so, giving a justification.

Question 4

You participate in an important committee meeting. A major decision is taken. At noon, just when you leave the meeting to join your Unit's lunch, you get a phone call from a journalist. He asks you what has been decided.

1. I invite him for lunch immediately and tell him about the decision.
2. I ask him to call the Commissioner's spokesperson.
3. I tell him I don't know.
4. Don't know.

Ethics tip

What should you do if contacted by a journalist? As a general rule, DG Communication and the Spokespersons' Service are responsible for contacts with the media. Especially, where a request is of a political nature, you should refer the journalist directly to the Spokespersons' Service, giving him or her, if necessary, the contact details.

Contact [Ethics Correspondents](#)

Unit [SRD.02 - Human Resources](#)

Policies [Ethics & conduct](#)

Related [Register for the Ethics training in Syslog](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/TopNews_Library/EthicsQuiz20101020_07042011.aspx

23/11/2010 09:05

23/11/2010 09:05

Learning & Development News

Take a look at the upcoming trainings offered in our DGs... Places are still available for a number of trainings next week!



FEATURED TRAINING: On Monday of next week (29/11) our colleagues from SRD.02 have organised an internal **Ethics and Integrity workshop** based on practical case studies. Places are still available!

In this workshop you can learn from real cases and examples. It will take place in the afternoon and it fulfills the requirement of the mandatory DG HR one-day ethics training. The session will be held in French.

Registration via Syslog.



Learning & Development News

29 November
INTERNAL



TRAINING

Ethics and Integrity in FR

Where: LX46 00/72 (Fortescue)

Registration via [Syslog](#)

Questions, suggestions, comments...?

Email us **HOME-JUST LEARNING & TRAINING**

Find out more on the [Learning & Development pages on our intranet](#) or on [MyIntracomm](#)

Contact [HOME-JUST LEARNING & TRAINING mailbox](#)

Unit [SRD.02](#)

Policies [Learning & Development](#)

Related [Learning & Development pages on MyIntraComm](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/Training_News/LDNews2_0101122_07042011.aspx



13/12/2010 11:52


Can I accept gifts?
As we buy and receive gifts from friends and family, a key question is raised: what about business or work-related gifts?

The holiday season is here again! As we buy and receive gifts from friends and family, a key question is raised: what about business or work-related gifts?

According to the Staff Regulations, we should not accept gifts, favours, donations, or payments from governments or any other source outside the institution without obtaining prior permission from the Appointing Authority. As a general rule of thumb, we would recommend that you decline all offers that have more than merely symbolic value (such as diaries, calendars, small desk items, etc.).

In any case, if you are offered any gifts, favours or donations with a combined value of more than €50 from a single source in any given year and you want to accept them, you must apply for permission, giving a justification and [using this form](#). Keep in mind that when considering the €50 limit you have to count in any lunch, drinks, or dinner invitations offered earlier this year, in addition to any gifts which that person or organisation wishes to give you now.

Questions?

- [Check the ethics' rules about gifts on MyIntracomm](#)
- Download the [DG HOME & DG JUSTICE Code on Professional Ethics](#)  for more detailed explanations and other ethical questions
- Contact our [Ethics Correspondents](#)

Contact [Ethics Correspondents](#)

Unit [SRD.02](#)

Policies [Ethics & conduct](#)

Related [DG HOME & DG JUSTICE Code on Professional Ethics](#)

http://myhomeaffairsnet.jls.cec.eu.int/Other_News/Gifts20101213.aspx

14/02/2011 15:27



14/02/2011 15:27

Learning & Development News

Take a look at upcoming trainings!



Learning & Development News

22 February
INTERNAL TRAINING



On the horns of a dilemma: a practical approach to ethics
Half-day Ethics & Integrity workshop in **English**
Where: LX46, Fortescue (00/072)
When: 22/02, 9:30 – 12:30
Registration via SYSLOG

Questions, suggestions, comments...?

Email us **HOME-JUST LEARNING & TRAINING**
Find out more on [our intranet](#) or on [MyIntracomm](#)

Contact	HOME-JUST LEARNING & TRAINING
Unit	SRD.02
Policies	Learning & Development
Related	Syslog

http://myhomeaffairsnet.jls.cec.eu.int/Training_News/LDNews20110214.aspx



01/07/2011 10:18

IDOC 2010 Annual Report **Tackling negligence, non-compliance and wrongdoing**

The [2010 Activity Report](#) of the Investigation and Disciplinary Office of the Commission (**IDOC**) has just been published, and summarises IDOC's activities, including inquiries, pre-disciplinary hearings and disciplinary procedures.

IDOC was set up in 2002, with the aim of ensuring that officials or former officials of the European Commission comply with obligations and duties reported in the Staff Regulations.

How does IDOC work?

The Investigation and Disciplinary Office of the Commission (IDOC) has two main tasks:

- conducting administrative inquiries instructions from the appointing authority to verify whether any obligation as laid down in the Staff Regulations has been breached
- conducting disciplinary procedures once there is evidence that an obligation has been breached

What can happen in case the breach is proven after inquiry by IDOC?

Disciplinary actions range from a warning recorded in the personnel file for 18 months for minor violations to warnings recorded for 6 years for more serious breaches, deferment of advancement, downgrading, removal from post and reduction of pension entitlements.

Are there many cases of violations/disciplinary actions in the Commission?

In total, **19 disciplinary sanction decisions** were taken, including one dismissal. In addition, **five (non-disciplinary) warnings** were addressed to the individuals concerned.

What kind of cases does IDOC examine?

In 2010, the cases examined by IDOC dealt with, among others:

- abusive behaviour intended to achieve undue financial benefits
- alleged cases of harassment
- acceptance of unauthorised gifts
- abusive use of informatics and telephone equipment of the Commission
- behaviour constituting a legal offence

Why is it important for us to know this?

Giving visibility to the report within the Commission is of utmost importance to inform staff of the consequences of negligence or lack of compliance, and the administrative procedures one might go through in case of non-compliance with staff obligations. Such information is a vital part of our ethics strategy geared towards the prevention of wrongdoing.

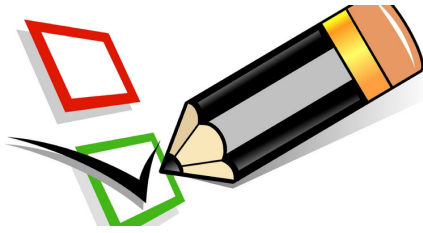
Contact [Ethics Correspondents](#)

Unit [Ethics and Conduct](#)

Policies [Read the IDOC report for 2010](#)

Related [Learn more about IDOC](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/Other_News/IDOC_2010_Report_20110107_30082011.aspx



14/09/2011 11:25

Ethics – test your knowledge!
Take the quick test and find out how much do you know about it

How much do you know about Ethics? Here's a quick way to test some basic knowledge:

Question 1.

Your brother owns a small restaurant in Brussels and business is not going too well, so he has had to cut some staff to save money. Weekends, however, are busy so you offer to help him out by manning the bar every Saturday evening for free. Which statement below applies?

- (a) It is a family issue and the work is not being paid, so no permission is required.
- (b) The work is unpaid, but before engaging in it, I have to ask for permission.
- (c) I only need to request authorisation from my hierarchy and report to DG HR if I get paid.
- (d) I am allowed to work for a few weeks without seeking permission, but if it goes on for over 6 months, I will need to report it.

Question 2.

You have been invited to teach students a course on European affairs at your former university. This will involve over 60 hours (but less than 100) of teaching per academic year.

- (a) Before the activity, I must seek permission from the Director-General of DG HR.
- (b) Before the activity, I must seek permission from my own Director-General.
- (c) The person I need to seek permission from depends on my grade.
- (d) Verbal agreement or an email from my line manager is enough as long as I use flexitime or annual leave to cover my absences.

Question 3.

The same university offers a net amount of 5,600€ for the teaching activity mentioned in the previous question.

- (a) I must declare the amount of 5,600€ in order to be able to accept it.

(b) I must declare the amount of 5,600€ but I can only keep the maximum amount of 4,500€ and must turn the rest over to the Commission.

(c) I can accept a reimbursement of max. 4,500€ and consequently I declare and accept 4,500€.

(d) I declare only a part of the amount received, which I calculate by subtracting my travel, food, accommodation and other expenses linked to the trip from the 5,600€.

Questions adapted from [DG REGIO Ethics quiz](#)

Contact [Ethics Correspondents](#)

Unit [Ethics & conduct in our DGs](#)

Policies [Ethics on MyIntraComm](#)

Related [Ethics & Integrity training session](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/Activities_News/Ethics_test_20110915_13112011.aspx

04/11/2011 12:09



TRAINING SESSION

04/11/2011 12:09

Interesting training courses on ethics

Enrol in the masterclass and managers session on 9 November

Ethical behaviour in turbulent times

A masterclass for all staff given by Dr Alan Richter

When: 9th November

Where: Guimard 0/1, 9h30 - 12h30

[Enrol via Syslog](#)

Content:

Why is it important to show a correct ethical behaviour at all times? How can we ensure that we maintain the highest ethical standards? What factors come into play in making an ethically correct decision? What is the latest thinking on these issues? Dr Alan Richter addresses these and other questions in his master class on 9 November. Dr Richter has worked closely with many international organisations, including the UN and WHO and has worked extensively in the area of benchmarking.

The business case for ethical behaviour

A session for managers given by Dr Alan Richter

When: 9th November

Where: Guimard 0/1, 14h00 - 16h00

[Enrol via Syslog](#)

Content:

Managers make difficult decisions every day to ensure that their staff perform at the highest level. However, decisions always have an ethical component. Dr Alan Richter will discuss how to lead ethically and how to bring an ethical dimension to the many dilemmas that managers face every day. Come to this special session to see how you can improve your management effectiveness through an appreciation of the ethical imperatives.

Contact [Ethics Correspondents](#)

Unit [Ethics and Conduct in our DGs](#)

Policies [Ethical behaviour for all staff - Enrol here](#)

Related [Ethical behaviour for managers - Enrol here](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/Training_News/ethics_trainigns_2011_03012012.aspx

12/01/2012 14:00



12/01/2012 14:00

Internal ethics workshops
On the horns of a dilemma: a practical approach to ethics - Half-day workshops on 27 January (EN), 16 February (FR), and 15 March (EN)

Come to our workshop and learn from real cases:

- Is it ok if all registration fees and travel expenses are paid by the organizer of a work-related conference?
- Can one accept invitations to dinner and events during a mission?
- Giving a lecture as a paid guest speaker at a conference?
- And many other ethical questions

When

Three sessions will be offered:

- Friday, 27 January, 9:00 – 12:30 (EN)
- Thursday, 16 February, 14:00 – 17:00 (FR)
- Thursday, 15 March, 9:00 – 12:30 (EN)

Registration

- [Registration via Syslog](#)

IMPORTANT! This half-day workshop fulfils the requirements of the obligatory one-day course at DG HR!

Contact [HOME-JUST LEARNING & TRAINING](#)

Unit [SRD.02](#)

Policies [Ethics & conduct](#)

Related [Register in Syslog](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/Training_News/Ethicsworkshop20120112_12032012.aspx

16/01/2012 11:17



16/01/2012 11:17

On the horns of a dilemma: a practical approach to ethics

Register for the Ethics workshops in our DG! Next half-day session on 27 January

On the horns of a dilemma: a practical approach to ethics

As a Commission staff member you may or may not have had ethical dilemmas so far. If you had, why not try and find the correct answer to them? If you did not have any yet: are you sure you haven't missed anything regarding professional ethics? To give you a flavour of what an ethical dilemma can be:

- ✓ You are a Commission official and a huge Beatles fan. In the evenings after work and on weekends, you do research on the Beatles and also are a member of a local Beatles association. You have grown to become a respected expert in the field, and sometimes get invited to give presentations or speeches on the Beatles. You are also in talks to publish a book on the topic and thinking of starting a blog. Is this allowed?
- ✓ Your brother owns a small restaurant in Brussels and business is not going too well, so he has had to cut some staff to save money. Weekends, however, are still busy so you offer to help him out by manning the bar every Saturday evening for free. Is this just a family issue, where no permission from the Commission is needed?

Want to know the right answers?

REGISTER FOR THE ETHICS & INTEGRITY WORKSHOP IN OUR DG!

On the horns of a dilemma: a practical approach to ethics

Three sessions:

27 January, 9:00 – 12:30 (EN)

16 February, 14:00 – 17:00 (FR)

15 March, 9:00 – 12:30 (EN)

Where: Fortescue room, LX46

[Register in Syslog](#)

The course has been customised for our DGs, incorporating the input from our managers as to which cases are most relevant and likely to come up at DG HOME and DG JUST.

Please note that these half-day workshops fulfil the DG HR requirement (one-day session) for newcomers!

Contact

Unit

Policies

Related [Register in Syslog](#)

http://myhomeaffairsnet.jls.cec.eu.int/ArchivedDocs/Training_News/Ethicsworkshops20120116_16032012.aspx



31/01/2012 09:27

Acceptance of gifts



Do you know when you can accept business or work-related gifts and when to declare them?

Do you know when you can accept business or work-related gifts and when to declare them?

According to the Staff Regulations, we should not accept gifts, favours, donations, or payments from governments or any other source outside the institution without obtaining prior permission from the Appointing Authority. As a general rule of thumb, we would recommend that you decline all offers that have more than merely symbolic value (such as diaries, calendars, small desk items, etc.).

In any case, if you are offered any gifts, favours or donations with a combined value of more than €50 from a single source in any given year and you want to accept them, you must apply for permission, giving a justification and [using this form](#). Keep in mind that when considering the €50 limit you have to count in any lunch, drinks, or dinner invitations offered earlier this year, in addition to any gifts which that person or organisation wishes to give you now.

Questions?

- [Check the ethics' rules about gifts on MyIntracomm](#)
- Download the [DG HOME & DG JUSTICE Code on Professional Ethics](#)  for more detailed explanations and other ethical questions
- Circulation sheet to be used [Gifts/cadeaux](#) 
- Contact our [Ethics Correspondents](#)

Contact [Ethics Correspondents](#)

Unit [SRD.02](#)

Policies [Ethics & conduct](#)

Related [DG HOME & DG JUSTICE Code on Professional Ethics](#)

http://myhomeaffairsnet.jls.cec.eu.int/Other_News/Gifts20120131.aspx

15/03/2012 13:20



15/03/2012 13:20

Ethics workshop for managers
Comment promouvoir le haut
niveau de standards éthiques à
la Commission? Next week
Thursday, 22 March, in GUIM
0/1, 14:00-16:00

Comme nous le savons tous, les standards éthiques élevés sont indispensables pour le fonctionnement efficace de la Commission. Mais comment les promouvoir? Un bon management est une des réponses à ce problème.

Si vous souhaitez en savoir plus sur l'éthique professionnelle vue de l'extérieur et clarifier certaines questions liées à ce domaine, Alain Gillette sera à votre disposition. Ce membre de la Commission pour la transparence financière dans la vie politique est un ancien Conseiller maître de la Cour des Comptes (Paris), un ancien Directeur de l'audit externe de l'ONU (Commissariat aux comptes) et un ancien Conseiller spécial de la Commission sur des questions d'audit, éthique et lutte contre la fraude (2006-2010).

Inscriptions via Syslog: [S'inscrire](#)

http://myhomeaffairsnet.jls.cec.eu.int/Training_News/Ethicstraining20120314.aspx



20/03/2012 12:25

New guidelines on gifts and hospitality for Commission staff

Is the acceptance of a small desk calendar or a cup of coffee really likely to create an impression of partiality? What about working lunches?

New guidelines on gifts and hospitality for

Commission staff

An official should not accept any favour, gift or payment from sources outside of the institution without the permission of the Appointing Authority (usually a Director-General). But does this correspond to reality? Is the acceptance of a small desk calendar or a cup of coffee really likely to create an impression of partiality? What about working lunches? Are there situations in which a refusal would be impolite or socially awkward? To date, information on these matters has been available, but not consolidated. The new guidelines seek to provide – in one single document – pragmatic and down-to-earth advice to staff. [[Read the full article in Commission en direct – 09/3 à 15/3/12](#)]

Read the [Guidelines on gifts and hospitality](#)

Main elements of the guidelines

Gifts

Hospitality

The general prohibition on accepting a gift without authorisation remains.

Principles:

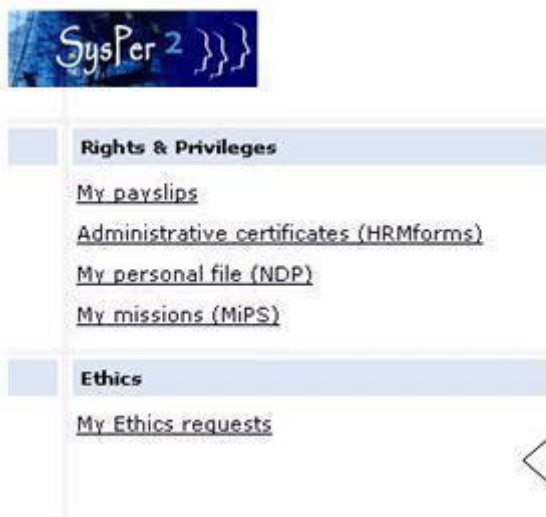
- Gifts should only be accepted if in line with or if required by social, courtesy or diplomatic usage. If such a **gift** is **worth less than €50**, authorisation will be assumed to have been granted by the Appointing Authority and no additional approval is needed.
- **Gifts** of this nature which are valued **between €50 and €150** require the explicit prior permission of the Appointing Authority.
- **No gift worth more than €150** should be accepted as it will not be authorised.

The general prohibition on accepting hospitality without authorisation remains. It can only be accepted if in line with or required by social, courtesy or diplomatic usage.

Principles:

- Prior permission of the Appointing Authority is presumed to be granted in cases of **hospitality in the form of lunches or dinners** strictly linked to the function of the official and where approval has been sought.
- Prior permission of the Appointing Authority is also presumed in respect of **occasional offers of simple meals, refreshments, snacks**, etc.
- | In **any other situation** where the staff member considers that he/she should accept an offer of hospitality, the explicit prior approval of the Appointing Authority should be sought.

An **accumulation of even low value gifts or offers of hospitality** can pose significant problems in regard to how the official or agent is perceived and should not therefore take place.



A new module gifts/hospitality in Sysper2

A new module has recently been created in [Sysper2](#) for requests of prior permission concerning gifts and hospitality. All requests should from now on be introduced through it.

If the Appointing Authority refuses authorisation or if you refuse a gift, the latter should be returned to the source with an accompanying letter if possible, or to OIB: OIB.OS.1 - DAV 1 1/255.

These presents, as well as the refused presents which could not be returned to sender, will be allocated to a charitable work chosen by OIB.

More information regarding [Ethics on the intranet](#)

See the [Gifts/hospitality page on MyIntracomm](#)

Contact: [Ethics Correspondents](#) in DGs HOME & JUST

http://myhomeaffairsnet.jls.cec.eu.int/HR_News/Hospitality20120320.aspx