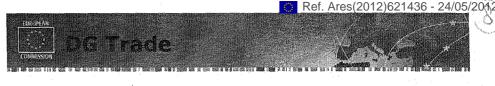


DG TRADE'S NEW CODE ON ETHICS AND INTEGRITY

Jens Schaps, Director A, DG TRADE

28/103/2008





The Objectives are twofold:

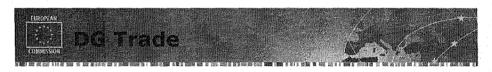
- Take a renewed look at the Ethics framework in place to fit with the specific needs in DG TRADE
- Respond to requests from staff to clarify the rules as they stand for the moment and to ensure professionalism and excellence in DG TRADE

DG Trade

Awareness-raising

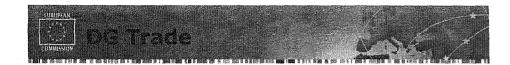
The Code improves the:

- <u>Understanding</u> of Staff Regulations and other rules relating to Staff conduct
- Prevention of wrongdoings
- · Protection of staff in working relations and delivery of work
- Recognition and Minimising potential risk situations



Ethics is not optional !

- The Code applies to all DG TRADE personnel and the Cabinets staff
- It incorporates the Statement of principles adopted by the Commission
- Introduction course + compulsory training
- Creation of a:
 - DG Trade Steering Committee on Ethics and Information Security
 - Ethics Correspondent (in A/1)
 - Ethical Compliance Officer (in A/1)



3 sources of ethics

(5 "R's" of Ethics)

- ➤ Rules
- > Responsibility/Results (individual level)
- > Respect/Relationships (collective level)
- > The Code should lead to a self regulating system



Chapter 1 - General obligations

Key principles: (as stipulated in articles 11-22a of SR)

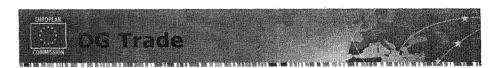
- Independence and Loyalty
- Duty to represent the Commission's views
- Respect of colleagues
- Efficient use of Commission resources
- Private life in all dignity
- Quality of Service/Professionalism



Chapter 2 - Conflict of interest

Be aware of situations that possibly compromise on your independence or impartiality

- Family ties, personal friendships
- · Gifts, favours and donations
- · External activities and remuneration
- · Political affinities and national influences
- Holding financial interests



Chapter 2 - Conflict of interest

Gifts, favours and donations - the most discussed issues:

It is recommended to decline all such offers that have more than merely symbolic value - all others bear the risk of potential Conflict of Interest (Art 11,12)

Possible exceptions:

- Gifts/favours ≤ € 50 per year from one single source may be accepted;
- Gifts/favours > € 50 per year from one single source require prior authorisation

Covers business meals until further clarification/guidance is provided by DG ADMIN based on College decision

⇒ Be Transparent and consider consequences!

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Chapter 2 - Conflict of interest

Outside activities - another important case:

- Paid or unpaid, all outside activities require in advance permission (Art 12b SR)
- Permission might be refused if the activity impairs the independence and/or is detrimental to the work of the Commission
- The net amount should not exceed a ceiling of € 4,500 per years
- This also applies to staff having left the active service!

⇒ Be Transparent and consider consequences!

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Chapter 2 - the Ethical dilemma

- Your specific Situation might not always be covered by the textbook
- At a first glance, it is not always obvious what is right or wrong
 - > Which choice to make?
 - > How to act?
- In doubt, reporting is the professional way out!

⇒ Be Transparent and consider consequences!

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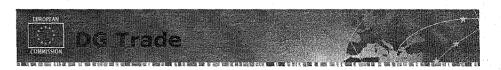


Chapter 3 - Reporting Improprieties

Duty to report suspected serious wrongdoing to:

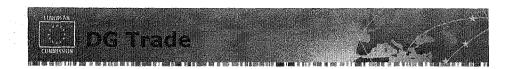
- Immediate Superior/Director General and/ or SEC GEN
- OLAF
- Address President of Commission, Court of Auditors, Council or EP or Ombudsman only if own Institution/ OLAF have not taken action within 60 days

(Art 22a Staff Regulations)



Chapter 4 – Outside Contacts

- Circumspection and Discretion, also after leaving service (Art. 12, 17 & 18 SR)
- Publications and speeches on <u>professional and</u>
 <u>EU matters</u> Inform! + declare remuneration if any in your mission order! (Art. 17a SR)
- Remuneration for publications and speeches on other matters: no limit of € 4,500, no prior authorisation

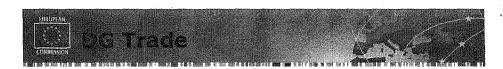


Chapter 4 - Third parties

- Be Transparent: inform about external contacts and ask for instructions for media contacts avoid moment of glory!
- Be aware of possible Risks which create Conflicts of Interest and damage our Public Image
- Register for Interest Groups
- **Ethical Reflex:**

"Is my behaviour risking the Commission's position?"

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Conclusion 1:

Management and staff are aware of and share:

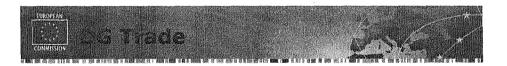
- > Appropriate ethical and organisational values
- > Uphold these through their own behaviour and decision-making

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Conclusion 2 : Management

- Sets the good example
- Creates an environment of responsibility and respect
- Rewards good behaviour
- Ensures compliance with the rules



Conclusion 3:

Your individual responsibility:

- > Analyse the situation
- > Consider the consequences
- > Check (Rules, Hierarchy, A/1, DG ADMIN)
- > Take action
- > Evaluate

⇒ Be Transparent and consider consequences!