



Brussels  
HR.F.5.001/MC

**SENSITIVE\***: *Staff Matter*

## NOTE FOR THE ATTENTION OF Ms VICKY CANN

**Subject: Your application for access to document – Ref EASE 2023/3721**

Dear Ms Cann,

We refer to your e-mail dated 28 June 2023, in which you make a request for access to documents, registered on 29 June 2023, under the above-mentioned reference number.

You request access to “the most up to date version of *'Practical Guide for staff on ethics and conduct' or similar guides to ethics for Commission staff.*”

Having examined your request under Regulation (EC) No 1049/2001, please be informed that my services have identified the following two documents:

1. *Practical Guide for Staff on Ethics and Conduct* (August 2019),
2. *European Commission Ethics Guide* (September 2019).

I kindly draw your attention to the fact that the requested documents have been already released to your organization, CEO, following the request for access to documents: GESTDEM 2020/4871.

Nevertheless, we enclose a pdf. electronic copy of the requested documents. You may reuse them free of charge for non-commercial and commercial purposes provided that the source is acknowledged, that you do not distort the original meaning or message of the documents. Please note that the Commission does not assume liability stemming from the reuse.

In accordance with Article 7(2) of Regulation (EC) No 1049/2001, you are entitled to make a confirmatory application requesting the Commission to review this position.

Such a confirmatory application should be addressed within 15 working days upon receipt of this letter to the Secretary-General of the Commission at the following address:

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**SENSITIVE**

European Commission

Secretariat-General

Transparency, Document Management & Access to Documents (SG.C.1)

BERL 7/076

B-1049 Bruxelles

or by email to: [sg-acc-doc@ec.europa.eu](mailto:sg-acc-doc@ec.europa.eu)

Yours sincerely,

Ewoud SAKKERS  
Head of Unit

c.c.: [HR-ETHICS@ec.europa.eu](mailto:HR-ETHICS@ec.europa.eu);  
[HR-ACCESS-TO-DOCUMENTS@ec.europa.eu](mailto:HR-ACCESS-TO-DOCUMENTS@ec.europa.eu)

Annexes:

Practical Guide for Staff on Ethics and Conduct (August 2019),

European Commission Ethics Guide (September 2019).