



Romania – Bulgaria



CODE OF CONDUCT

INTERREG VI-A ROMANIA-BULGARIA

Approved on 28th of February 2023 (MC Decision 2/28.02.2023)

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FOREWORD

This Code of Conduct sets the principles and values to which the **staff of all structures** of the Interreg VI-A Romania-Bulgaria, **national controllers, applicants and project partners** must declare adherence to.

Our goal is to create an organizational culture based on ethics, values and a climate which is proper for professional activities.

This Code of conduct shall apply to the **staff of all structures** of the Interreg VI-A Romania-Bulgaria, **national controllers, applicants and project partners**.

The Programme structures are:

-  Managing Authority,
-  National Authority,
-  Joint Secretariat,
-  Audit Authority,
-  Monitoring Committee.

In case activities of the programme structures and control are externalized, the contracting entities shall be responsible with sharing this Code of Conduct and ensure that its provisions are taken on board.

All **contracted experts** shall observe the provisions of this Code of Conduct.

This Code of Conduct sets the minimal requirements and represents the general framework for further developments, if the case.

This Code of Conduct is not a substitute for the normative acts and regulations in force applicable to the staff, but complements them.

The regulatory framework consists of:

- +** **The legal provisions in force applicable at EU and national level** (e.g. EU Financial Regulation, Commission Notice Guidance on the avoidance and management of conflicts of interest under the Financial Regulation 2021/C 121/01C/2021/2119, Regulation (EU) 2021/1059 on specific provisions for the European territorial cooperation goal (Interreg) supported by the European Regional Development Fund and external financing instruments, Romanian Constitution, Emergency Ordinance no.57/2019 regarding the administrative code, Law no.7/2004 regarding the Code of conduct for civil servants, Law no.78/2000 for the prevention, discovery and sanctioning the deeds of corruption),
- +** **The internal institutional rules**, if available (e.g. Internal Code of Conduct for Ministry of Development, Public Works and Administration, Rules set at Programme level through different documents (PIM, manuals etc.) or for different committees (Rules for procedure for Monitoring Committee members, etc.),
- +** **Provisions of internal working procedures.**

The behaviour and the actions of the all parties involved in the Programme management must be governed by the provisions of this Code of Conduct.



It is the responsibility of each of us to ensure that we are familiar with, and comply with all the provisions of the Code. In this respect each of us will sign a Declaration of compliance.

OUR PRINCIPLES AND VALUES

We shall conduct our work based on the following principles and values:

Programme
interest

Prevalence of
Public Interest

Zero Tolerance to
Fraud!

Professionalism

Impartiality

Integrity

Respect

Loyalty

Openness and
transparency

No political parties

1. We shall devote ourselves fully to the performance of our duties in the interest of the Programme and of the public.
2. We shall play a full and active role in the performance of the management of the Programme.
3. We shall fulfil our duties with responsibility, competence, efficiency, fairness and conscientiousness, at all times in the interest of the Programme.
4. We shall behave and perform our duties with independence, integrity, dignity, loyalty, respect and discretion.
5. We shall observe the highest standard of ethical conduct.
6. We shall act with dignity and shall not act or express ourselves, through whatever medium, in a manner which adversely affects the public perception of our independence, integrity or the dignity of the Programme.
7. We shall ensure the full access to public interest information and transparency of the use of the funds.
8. We shall be politically equidistant and shall restrain ourselves from taking side of any party.
9. We shall avoid any situation which may generate a conflict of interest or which may be perceived as such. A conflict of interest arises when a personal interest may influence our independence when performing our duties. Personal interests include, but are not limit to, any potential benefit or advantage to you or your spouse, partner or direct family.



GENERAL CONDUCT

Use of Programme funds (public funds)

1. We have the duty to ensure the safeguarding of Programme funds and the proper custody of assets which have been funded by the Programme.
2. We must take appropriate measures to ensure the Programme resources are efficiently, economically and effectively used (e.g. avoid waist of paper, printing, stationaries, unnecessary business travel etc.).
3. We must not misuse official resources for personal gain or political purposes.
4. Any of us should report the detection of fraud risks that may occur within the Programme.

Safeguarding of Programme funds
Efficiency and effectiveness
Zero Tolerance to Fraud

Conflict of interest

Declaration of interest
Inform

1. We shall recuse ourselves from any decision and from participation in a discussions, debate or vote in relation to a matter that may generate a conflict of interest or which may be perceived as such.
2. We shall sign the declaration of conflict of interest (set by the Programme rules, internal working procedures and national legal provision).
3. We shall inform our superior of any situation that falls under the conflict of interest as soon as we become aware of it.

Confidentiality and discretion

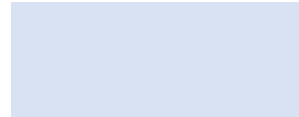
1. We must not misuse information gained in the course of our activity within the Programme for personal gain or for political purpose.
2. We must not disclose any information which is confidential in nature or which is provided in confidence. This duty continues to apply after you left your institution/structure/completion of the project/contract etc. (after your relation with the Programme ended).
3. We shall refrain from disclosing what is said at meetings of the Programme or project.
4. We are responsible for the proper handling and any external transmission of any sensitive, classified, confidential documents.

Confidentiality of information
No disclosure of information or documents (confidential, sensitive, classified)

No comments



5. We shall not make any comments that would call into question a decision taken at the level of the Programme or which may harm the Programme.



Integrity, gifts and hospitality

Integrity

No gifts accepted

No money accepted

No hospitality accepted

1. We shall not accept any gifts or hospitality that might, or might reasonably appear to, compromise our personal judgement or integrity or place us under an improper obligation, except in accordance with the diplomatic and courtesy usage, where the case.
2. Exceptional, we may accept a gift only if in line with or required by social, courtesy or diplomatic usage. In case our internal rules does not foreseen a limit of the gift value, a reasonable limit should not overpass the threshold of 50 Euro¹. In this respect it is important to highlight that this threshold does not mean you should consider yourself in the liberty to accept and accumulate gifts.
3. We shall declare any gifts, according to the internal rules, within 30 days of their receipt, any gifts which we have received free of charge in the course of protocol work in the performance of our duties or office.
4. We must never canvass or seek gifts or hospitality.
5. We must always refuse offers of any sum of money or valuable gifts.
6. For the sake of transparency we should inform our institution, preferably in written form, that gifts or sum of money have been offered and refused.
7. We are responsible for our decisions on the acceptance of gifts or hospitality and for ensuring that any gifts of hospitality accepted can stand up to the public scrutiny and do not bring the Programme into disrepute.

Political activity

1. In our role, we should be and seen to be, politically impartial.
2. We shall abstain from all controversial political activity, from making political statements or engage in any

No political activity

Politically impartial

¹ For example in the Communication to the Commission, Communication from Vice-President Sefcovic to the Commission of Guidelines on Gifts and Hospitality for staff members (SEC(2012)167final), page 5 *it is mentioned a gift worth up to 50 euro.*



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political activity when performing our tasks within the Programme.

Social media

Confidentiality

Integrity

Discretion

1. Social media is a public forum and the same considerations of the Code apply as would to speaking in public or writing, either officially or in a personal capacity.
2. When engaging with public social media, we shall at all times respect confidentiality, financial, legal and personal information.
3. Where any personal social media accounts used by us make reference or link to our role in the Programme or to the Programme, we shall take care to ensure that it is clear in what capacity we are acting.

WORKING ENVIRONMENT

1. We will treat any colleague/staff from the Programme structures, partners, controllers or within any other organisation/structure contracted to provide services or those with whom we came into contact, with courtesy and respect.
2. We shall restrain ourselves from any declaration or behaviour that may take the form of harassment, bullying and discrimination, including:
 - + Verbal or physical abuse or threats,
 - + Unwelcome remarks, gestures or physical contact,
 - + The display or circulation of offensive, derogatory or sexually explicit pictures or other materials, including by email and on the Internet,
 - + Offensive or derogatory jokes or comments (explicit or by innuendo).

Respect

Courtesy

Friendly environment



DECLARATION²

VERSION 1

FULL NAME:

INSTITUTION/STRUCTURE:

PROJECT NAME (if applicable)

JEMS CODE:

SERVICE CONTRACT NO (if applicable)....

I hereby declare that:

- I took note of the provisions of the Code of Conduct set at Interreg VI-A Romania-Bulgaria Programme level.
- It is my responsibility to be familiar with, and comply with all the provisions of the Code.

Signature.....

VERSION 2

INSTITUTION/STRUCTURE:

PROJECT NAME (if applicable)

JEMS CODE:

SERVICE CONTRACT NO (if applicable)....

I hereby declare that:

- I took note of the provisions of the Code of Conduct set at Interreg VI-A Romania-Bulgaria Programme level.
- It is my responsibility to be familiar with, and comply with all the provisions of the Code.

Full name	Signature
Person 1	
Person 2	

² This declaration should be filled in by all the members of the Programme structures (as mentioned in Foreword), controllers, Programme partners, external experts contracted within the Programme or projects). This declaration can be jointly signed, also (see version 2).

