



**ETHICAL CODE OF CONDUCT OF POLICE OFFICIALS OF STATE INVESTIGATION  
AND PROTECTION AGENCY**

Istočno Sarajevo, September 2010

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## **INTRODUCTION**

### **General provisions**

Ethical Code of Conduct of police officials of the State Investigation and Protection Agency (hereinafter referred to as: the Code) stipulates standards and rules of conduct of the police officials of the State Investigation and Protection Agency (hereinafter referred to as: the Agency), the manner they approach their work and other duties and issues important for this field.

The Code sets out ethical and legal guidelines for professional performance of duties of police officials.

The Code is harmonised and adopted upon the model of Police Ethical Code of Conduct adopted by all police agencies in Bosnia and Herzegovina.

The Code is harmonised with the standards of the European Code of Police Ethics adopted by the Council of Europe.

### **Objective of the Code**

Objectives of the Code are:

- a) to explain what is expected of a police official in certain circumstances and what can happen if he/she does not comply with the prescribed rules of conduct
- b) to define conduct of a police official in certain situations
- c) to improve protection of human rights and freedoms through collective and individual responsibility in application of laws
- d) to promote good relations between police and citizens, efficient cooperation with other agencies, local communities and non-governmental organisations.

### **Rules of Conduct**

The public expects from a police official a lawfulness of his/her actions, professionalism, integrity, and impartiality. In order to maintain public trust, it is important to eliminate all doubt that other motives are behind the actions of police officials as well as that rules of conduct as defined by the Code are applied both on and off duty.

The rules of conduct are defined under the following Chapters of the Code:

1. The responsibility of police officials to abide by the Code and the law
2. Relations with citizens and tasks of police officials
3. Mutual relations and relations with other law enforcement agencies
4. Guidelines for conduct of police officials when performing official actions
5. Education and professional training
6. Accepting gifts, hospitality and other benefits
7. Impartiality, avoidance of conflict of interests and incompatibility of functions
8. Conduct in relation to finances
9. Confidentiality and use of official information
10. Working environment
11. Final provisions.

## **CHAPTER 1**

## ***The responsibility of police officials to abide by the Code and the law***

### **1.1. General rules**

1.1.1. A police official shall abide by the law and Code, maintain high standards of conduct off- and on-duty and shall not damage a reputation of the Agency with his/her conduct.

1.1.2. The Code sets out the basic framework of conduct rules during performance of official duties and defines values to be observed.

1.1.3. A police official shall demonstrate a sound judgment, open attitude, maturity, integrity, communication skills and, where appropriate, leadership and management skills. In addition, police official shall demonstrate a good understanding of cultural and social issues as well as issues of local community.

1.1.4. By applying current laws and bylaws, a police official shall comply with the rules set out in the Code.

### **1.2. Conduct of police officials**

1.2.1. A police official shall have a personal responsibility to obey the law and Code and he/she is expected to:

- Perform duties carefully, diligently, professionally, and with integrity and impartiality
- Use working time productively and in accordance with the delegated tasks and duties and to carry out the delegated tasks
- Adhere to the highest professional and ethical standards and to seek to achieve more than the expected minimum in terms of the expected results
- Become familiar with the Code and the established rules and by signing the Form 1, which is an integral part of this Code, a police official shall confirm that he/she has read, understood and accepted the Code with the rules set out there
- Adhere to applicable laws and bylaws
- Treat kindly his/her counterparts and citizens observing their rights and obligations and to respect their personality
- Avoid unnecessary and excessive expenditure and use of entrusted resources
- Keep the official and protected information and not to produce and pursue the benefit in relation to any official information obtained during work and in conjunction with the work,
- Conduct in a way that encourages and enhances the professional and any other reputation of the Agency.

1.2.2. In performing his/her duties, a police official shall respect and protect human dignity and human rights of citizens. The police official shall treat all citizens equally and act exclusively on professional grounds, not representing, protecting or undermining the interests of any political party, registered organisation or association, or any constituent people or others in Bosnia and Herzegovina.

### **1.3. Integrity**

1.3.1. Integrity is basic feature characterising personality of a police official who shall demonstrate the integrity in his/her work, in relations with citizens, management and other staff.

1.3.2. A police official shall handle official documents and records of the Agency and other agencies with full attention, lawfully, truthfully and shall fill in the records accurately including all types of forms of human resources department and forms pertaining to handling of the entrusted resources.

1.3.3. If a police official receives a reimbursement or part of the reimbursement for which he/she knows or thinks it does not belong to him/her and the reimbursement is related to the work in the Agency, as well as in the case of observed errors in the calculation of his/her salary, he/she shall immediately notify a relevant financial management department of the Agency thereof.

#### **1.4. Criminal, misdemeanour, internal and disciplinary proceedings**

1.4.1. In performance of official duties as well as in a private life, a police official shall act in accordance with the law. Initiation of criminal investigation, issuing indictment and specifically a confirmation of indictment as well as initiation of internal or disciplinary proceedings against the police official may lead to a temporary suspension from the tasks and duties or suspension from the Agency. The Agency and police official have a special responsibility in the implementation of the law.

1.4.2. A police official for whom there is a grounded suspicion of perpetration of a criminal offence shall be subject to internal proceedings in accordance with the laws and bylaws governing internal procedures and disciplinary liability, regardless of the outcome of the criminal proceedings.

1.4.3. A police official shall promptly notify the immediate superior of any criminal proceedings pending against him/her as well as of every misdemeanour. In a statement about the penal sanctions enclosed as a Form 3 (Annex A2) which is an integral part of this Code, the police official shall indicate all penal sanctions which have been imposed against him, except those deleted from the records and traffic misdemeanours.

1.4.4. A police official shall not use his/her official position or relationships established during the performance of official duties, as well as inappropriately influence or interfere with any investigation carried out by the Agency, other agencies or competent authorities.

#### **1.5. Other responsibilities of police officials**

A police official shall without delay notify his/her immediate superior or Internal Control Department of any knowledge of violation of official duties or that the conduct of any employee of the Agency has the elements of the crime.

#### **1.6. Responsibilities of Superiors**

1.6.1. A superior shall ensure in the monitoring of operations, that a police official to whom he/she is a superior, fully understands and abides by the laws and rules set out in the Code.

1.6.2. A superior:

- Ensures the application of legality and regularity in the work as well as the effective execution of tasks within the scope of the organisational unit she/he supervises and continuously improves its organisational and operational efficiency;
- Issues lawful commands within the existing authority and ensure their efficient and professional execution by the police official to whom he/she is a superior;
- In the scope of his/her duties and powers continuously controls the execution of tasks and duties of a police official to whom he/she is a superior, requires lawful, proper and timely execution of duties and tasks, thereby improving mutual accountability and discipline of the police official in the performance of his/her official duties and tasks
- Applies the prescribed disciplinary procedures in the case of a violation of official duty by a police official
- Documents every violation of the rules within the Agency including unsatisfactory work performance and takes the measures provided for by the law
- Respects the dignity and reputation of a police official and within the limits of his/her authority and capabilities ensures exercising of status rights and interests defined by the law, and serves as an example to others with his personal work and conduct
- Continuously builds and strengthens mutual trust among police officials.

## **1.7. Responsibility of the Agency regarding the Code**

1.7.1. In addition to the obligation to ensure adoption of the Code and its application, the Agency shall be required to:

- inform the public of rules of conduct set out in the Code (via web site or another appropriate manner),
- ensure that an employed police official as well as a police official who has just established employment relationship is familiarised with the Code,
- monitor standards of conduct and harmonise them with the identified needs taking into account systematic problems.

## **C H A P T E R 2**

### ***Relations with Citizens and Tasks of Police Officials***

#### **2.1. General rules**

The citizens expect that the procedure of exercising their rights and obligations in the Agency is lawful, fair, professional and confidential. In order to ensure high standards of conduct, it is necessary to adopt a courteous and professional attitude in dealing with citizens.

#### **2.2. Obligations of police officials**

In performing his/her duties, a police official shall behave in conformity with the law - fairly, courteously and carefully as well as provide all possible assistance to citizens in fulfilling their obligations and exercising the rights they are entitled to.

#### **2.3. Objectives of the police**

The main objectives of the police in a democratic society governed by the rule of law are:

- maintenance of public peace and law enforcement in a society,
- protection and respect of fundamental personal rights and freedoms, particularly those contained in the European Convention on Human Rights,
- prevention and fight against crime,
- detection of crime,
- Providing assistance and service to citizens.

#### **2.4. Dressing Standards**

2.4.1. Dressing and appearance of a police official should reflect professionalism. Clothes should always be harmonious, clean, tidy and suitable for a work to be performed and generally accepted standards.

2.4.2. A police official wearing a police uniform shall be required to take care of his/her professional appearance and adhere to certain rules regarding the uniform wearing. Police uniform must be clean and tidy (ironed), belt and utility belt properly tightened and all the buttons buttoned up.

2.4.3. When not performing tasks and duties within his/her competence, a police official shall neither wear a police uniform or some of its parts nor use them when performing private obligations.

2.4.4. A police official who in the performance of official duties and tasks does not wear a police uniform shall be required to take care of the professional appearance and adhere to certain rules regarding dressing. Police official shall come to work neat, clean and appropriately dressed.

2.4.5. A police official who do not wear a police uniform in the performance of official duties and tasks are forbidden to come to work in T-shirts, sleeveless shirts, shorts and bermudas, above-knee length skirts, jeans, sports clothing and footwear as well as slippers.

2.4.6. A police official shall adhere to bylaws prescribing in detail the obligations of employees with regard to appearance and dressing.

## **2.5. Identification and introducing**

2.5.1. A police official shall introduce himself/herself in verbal, written and telephone communication.

2.5.2. While performing official duties and in a direct contact with citizens the police official shall have an official identification card and a police badge to use for establishing his/her identity, if necessary.

2.5.3. The only exception to the rule above is in a case when carrying official identification card and police badge may threaten security of a police official or when a supervisor have given special order not to carry the official identification card and police badge because of certain circumstances related to the work.

## **2.6. Complaints against police officials**

2.6.1. Citizens may file complaints about conduct of a police official if they consider that she/he does not comply with the law and bylaws.

2.6.2. All complaints shall be handled immediately and objectively respecting the confidentiality of the received information.

## **2.7. Manner of filling complaint against police official**

2.7.1. In order to maintain public trust, a complaint about the work of a police official may be submitted in the following manner:

- in writing
- orally for the record
- by telephone
- as an anonymous complaint
- electronic mail and
- via mailbox for complaints.

# **C H A P T E R 3**

## ***Mutual relations and relations with other law enforcement agencies***

### **3.1. General rules**

3.1.1. Police official shall continuously build and improve mutual trust and create good interpersonal relations.

3.1.2. A conversation between police officials shall be conducted in a manner to reflect proper mutual relations and not to defend anyone's dignity.

3.1.3. Official conversations shall be conducted in a normal voice tone and not in the presence of strangers.

3.1.4. Police officials shall address each other officially by last name and "Mr" and "Ms" with obligatory mentioning of function – duty they perform in the Agency. Also, police officials may address each other by "colleague" when there is a mutual consent to address each other by first name.

3.1.5. A police official shall respect the independence and impartiality of the court and shall neither place an obstacle to legitimate judgments and judicial decisions nor hinder their execution.

3.1.6. Police improves a functional and adequate cooperation between police officials and members of other law enforcement agencies.

## **CHAPTER 4**

### ***Guidelines for Conduct of Police Officials when Performing Official Actions***

- 4.1. A police official and every police activity must respect everyone's right to life.
- 4.2. A police official shall not do, induce or tolerate any act of torture or inhuman or degrading treatment or punishment under any circumstances.
- 4.3. A police official may use force only when it is strictly necessary and only to the extent necessary to achieve a legitimate goal.
- 4.4. A police official shall check the legality of official actions he/she intends to take.
- 4.5. A police official shall execute properly issued orders of a superior and refrain from executing illegal orders. The police official shall report unlawful orders without any fear of sanctions.
- 4.6. A police official shall perform his/her duties in a fair manner guided by the principles of impartiality and non-discrimination.
- 4.7. A police official shall intervene into the individual's right to privacy only when necessary and only for the purpose of achieving a legitimate goal.
- 4.8. The collection, storage and use of personal data by the police shall be governed in accordance with the provisions of the Law on Personal Data Protection, international principles for the protection of personal data and will be specifically limited to the extent that is necessary to achieve the legitimate, established and specific aims and objectives.
- 4.9. While performing his/her official duties a police official shall bear in mind fundamental human rights such as freedom of thought, conscience, religion, expression, peaceful assembly, movement and peaceful enjoyment of property.
- 4.10. A police official shall treat with integrity and respect all citizens with special regard to the position of individuals belonging to a particularly sensitive group.
- 4.11. A police official shall be in a position to provide evidence about his/her police status and official identity in the course of any intervention.
- 4.12. A police official shall oppose all forms of corruption in the police and notify his/her supervisor and other relevant bodies about corruption in the police.

## **CHAPTER 5**

### ***Education and Professional Training***

- 5.1. A police official shall be professionally developed and trained. Professional development and training shall be necessary for acquiring knowledge, positions, skills and adopting behaviour required for performing police tasks and duties, which is also in line with internationally adopted standards on the protection of human rights and freedoms.
- 5.2. A police official shall take part in educational activities in training courses and seminars.
- 5.3. General police education shall be focused on being as open to the society as possible.
- 5.4. A police official shall develop personal capacities expressing sound judgement, openness, integrity and communication skills.
- 5.5. A permanent duty of a police official is professional development and adoption of social values as special values of police profession.
- 5.6. A police official may engage in scientific and pedagogical work, public work in artistic, sports, humanitarian and other organisations whose scope of work is not in conflict with the interests of service.
- 5.7. Practical training at all levels on the application of force and its limitations shall be based on principles contained in laws, international treaties and European convention covering this domain.

## **CHAPTER 6**

## ***Accepting Gifts, Hospitality and other Benefits***

### **6.1. Accepting Gifts**

6.1.1. When performing official duties, in contact with the public and business entities in some cases, a police official may be in a situation to be offered a gift or hospitality as a standard practice in business contacts. A refusal of such services can be unpleasant, but it is necessary to establish balance between a required level of providing services to parties and high moral standards set before a police official. In order to ensure professional standards, it is necessary to behave according to the rules of the Code. An evident position that a police official is opposed to any type of bribery and corruption is of crucial importance.

6.1.2. A police official shall not accept a gift or hospitality of any kind, except:

- when a gift is of insignificant value, given as a usual sign of appreciation in business relations;
- when a gift is presented in a public forum, seminar or during a visit, when a refusal would cause an unpleasant situation;
- when hospitality is identified with being a good host (e.g. business lunches, etc.).

6.1.3. In all cases of offering and accepting gifts or hospitality, a police official shall inform an immediate superior in writing by filling out Form 5 (Addendum 5), which is an integral part of this Code.

### **6.2. Other Gratuitous Benefits, Discounts or Services**

All other benefits, discounts or services provided to the Agency by business entities can be accepted only on behalf and for the benefit of the Agency.

## **CHAPTER 7**

### ***Impartiality, Avoidance of Conflict of Interest and Incompatibility of Functions with Duties of Police Officials***

#### **7.1. General Rules**

7.1.1. When performing an official duty, a police official shall act impartially and avoid any situation that calls to question his/her impartiality or raises suspicion of the conflict of interest.

7.1.2. Conflict of interest occurs when a police official, while performing his/her duty, works with individuals, enterprises and other entities he/she is privately familiar with, with whom he/she is in friendly relations or shares private interests.

7.1.3. A police official shall inform an immediate superior about a conflict of interest occurring while performing official duties and ensure that the position of a police official does not lead to a situation that might bring entities with whom he/she is in such a relationship into a privileged position compared to other entities.

7.1.4. With the aim of preventing situations that might lead to a conflict of interest, a police official shall submit a Statement on the Conflict of Interest set out in Form 6 (Addendum G1), which is an integral part of this Code

#### **7.2. Participation in Business Interests of the Agency**

A contract on a business relationship with the Agency cannot be concluded by a police official of the Agency or entity with which a police official has a proprietary or personal interest.

#### **7.3. Police Officials Involved in Public Procurement Procedure**



7.3.1. In a public procurement procedure on behalf and for the benefit of the Agency, a police official shall not ask for benefits from participants in the public procurement or make promises for a rapid conclusion or implementation of the contract in relation to such procedure.

7.3.2. A police official cannot take part in the procedure of a contract conclusion on behalf and for the benefit of the Agency for public works, delivery, funding or insurance with a company with which the police official had private business collaboration in the past two years. In case the Agency should conclude a contract on public works, delivery, services, financing or insurance with a company with which the police official had private business collaboration in the past two years, he/she shall refrain from taking part in the decision making procedure and taking action with reference to the execution of the contract.

7.3.3. A police official assigned to take part in the procedure of a contract conclusion set out in Paragraph 2 of this Article shall fill out a Statement on Conflict of Interest contained in Form 6 (Addendum G1), which is an integral part of this Code.

#### **7.4. Conduct in Situations indicating Conflict of Interest**

7.4.1. Conflict of interest can occur when private interests of policed officials are competitive with or contrary to interests of the Agency. "Private interests" include proprietary and other interests of police officials and interests of the following persons:

- close family members of a police official,
- personal friends of a police official,
- clubs and associations of which a police official is a member,
- all other groups of people with whom a police official maintains personal or social relations,
- persons to whom a police official owes gratitude or obligation in any way.

7.4.2. Situations of conflict of interest can lead to corruption or other abuse, thereby damaging interest and reputation of the Agency. Usual situations of conflict of interest to be avoided are:

- taking part in a procedure for employment, promotion or appointment of a committee member making decisions on a promotion of a family member, relative or personal friend of a police official;
- taking part in a selection procedure for training courses or study visits in the country or abroad, if one of the candidates under consideration is a family member, relative or personal friend of a police official;
- taking part in a tender evaluation procedure if one of the bidders under consideration is a family member, relative or a personal friend of a police official;
- taking part in control of a business entity's operations, with which a family member or friend is employed or in which family members or friends of a police official have a proprietary interest;
- taking part in negotiations for the benefit of the Agency for procurement of goods or services from suppliers who are relatives or friends of a police official;
- taking part in decision making on the assignment of a contract to a company with which, during decision making on the contract assignment, a police official is in negotiation on employment and termination of employment in the Agency.

7.4.3. A police official shall have a personal responsibility to avoid situations that might lead to conflict of interest.

#### **7.5. Settlement of Conflict of Interest**

8.5.1. As a rule, conflict of interest shall be settled by filling out the Statement on the Conflict of Interest in Form 5 to be submitted to an immediate superior, which also sets out instructions to the police official on conduct in this situation. If the immediate superior finds that he/she is in no capacity

to resolve this situation independently, he/she will request further instructions from the Head of the Agency and appoint another employee for this issue until that time.

## **7.6. Incompatibility of Functions with Duties of Police Officials**

7.6.1. A police official cannot be a member of political parties or follow advice and instructions by political parties.

7.6.2. A police official shall refrain from any political activity, he/she cannot be a leader of a political organisation, cannot hold office, except in an executive security authority if prescribed so by the law, cannot be a candidate of a political party, and:

- publically support or publically oppose to any candidate for any public function,
- make speeches on behalf of a political party,
- attend political rallies in uniform, except when performing his/her duties,
- collect funds for any political organisation or candidate for a public function.

7.6.3. For performing any additional activity beyond the scope of service performed within the Agency, pursuant to the Law, he/she shall request and receive an approval. If an additional activity is allowed, it needs to be ensured that during the performance of such activities conflict of interest does not occur or that performance of such activities does not have adverse effects in terms of performing official duties. As a rule, all additional activities can be performed outside working hours and premises.

7.6.4. In case of incompatibility of functions and duties, a police official shall fill in the Statement on Incompatibility set out in Form 7 (Addendum G2), which is an integral part of this Code.

## **7.7. Property and Activities**

7.7.1. If a police official invests into shares, other securities or otherwise invests his/her money, he/she shall not be a member of a Steering or Supervisory Board to a company in which he/she invested the money, or otherwise be involved in making business decisions. Likewise, he/she shall not use information obtained while performing official duties with the aim to protect private interests or interests of close persons.

# **CHAPTER 8**

## ***Conduct in Relation to Finances***

8.1. A police official shall use his/her money wisely and make effort not to assume obligations he/she is not in capacity to meet. It needs to be ensured that personal financial issues do not affect the performance of duties at work and integrity of a police official.

8.2. A police official shall meet obligations to community, such as payment of taxes, contributions and other financial liabilities.

# **CHAPTER 9**

## ***Confidentiality and Use of Official Information***

### **9.1. General Rules**

9.1.1. The Agency expresses full willingness to provide objective information to the public about its activities, without disclosing confidential information, i.e. information classified to some level of secrecy.

9.1.2. A police official shall not disclose information obtained while performing his/her duty without a proper approval. This rule refers to all documents, records and electronically stored information. Police officials are also required to protect privacy of the citizens.

9.1.3. Methods of abuse of official information are:

- information disclosure,
- use of information for personal benefit,
- use of information for a benefit of individuals or business entities or achievement of unlawful objectives,
- use of information obtained from confidential records for personal interests or interests of third persons and
- erasure, modification or destruction of official records.

9.1.4. Taking previously mentioned actions, as well as other actions constituting unauthorised use of confidential official information, shall be strictly prohibited.

## **9.2. Legislative Obligations**

9.2.1. Performance of official duties and handling official information shall be carried out pursuant to provisions of the Law on Police Officials of BH, Law on Freedom of Access to Information in Bosnia and Herzegovina, Law on the Protection of Secret Data, Law on the Protection of Personal Data and other current Laws and bylaws.

## **9.3. Obligation of Discretion**

9.3.1. A police official shall not take part in the development of scientific or expert works or research projects containing positions or opinions on political issues, in case that positions and opinions expressed in such works can explicitly or implicitly be understood as positions and opinions of the Agency.

9.3.2. A police official shall refrain from giving inappropriate public comments, particularly:

- comments and expressions of a negative opinion on politics of the institutions of Bosnia and Herzegovina, Entities and Brčko District BH,
- comments on programmes in the development or implementation of which the police official also takes part,
- statements or opinions that could be interpreted as official comments and
- criticism on the method of managing the Agency and the work of its Management.

9.3.3. Participation in anonymous surveys requesting a police official to state his/her opinion on issues mentioned above shall not be regarded a violation of the Obligation of Discretion.

## **9.4. Relations with Media**

9.4.1. Only an authorised police official can communicate with the media and speak on behalf of the Agency on issues within the competence of the Agency. A police official authorised to communicate with the public shall act carefully and forward correct information and clear messages, timely, in a uniform and coordinated manner.

9.4.2. A police official shall not engage into conversation with representatives of the media on issues referring to the work of the police official without the approval by the Head of the Agency or other authorised person, who will provide him/her support in this sense if it is necessary that he/she communicates with the public.

9.4.3. Public interest in personal situations in which a police official can find himself/herself can sometimes affect the work of the Agency. If a police official finds himself/herself in such a situation, he/she shall inform an immediate superior about this as soon as possible.

9.4.4. A police official shall never and in no circumstances, in situations set out in this Article, disclose information that is secret data.

## **9.5. Speeches and Presentations using Official Information or Experiences**

9.5.1. If a police official is in a situation to make a speech or presentation in front of a group (lectures, seminars and similar gatherings) and to this end he/she needs to use official information or experience, he/she shall obtain the approval from the Head of the Agency.

9.5.2. Prior to obtaining an approval for taking part in official meetings on behalf of the Agency, a police official shall present the contents of the speech or lecture to the Head of the Agency. The approval shall be issued if the Head of the Agency evaluates or approves that such a speech or lecture is in line with objectives and policy of the Agency.

9.5.3. If a police official should wish to make a speech in an organisation or at a meeting not related to his/her position of an employee of the Agency, in whose work he/she participates privately, and if he/she needs to use official information or experience on such an occasion, he/she shall request an approval from the Head of the Agency. The approval shall be provided under the following conditions:

- the speech takes place outside official working hours,
- it does not require the use of the Agency's resources and
- information is suitable for disclosure, accurate and reflecting the policy of the Agency.

9.5.4. A police official shall never and under no circumstances, in such situations, disclose information that is a secret data.

## **9.6. Union Representatives in Contact with the Public**

9.6.1. Police officials acting as union representatives shall be authorised to speak in public on behalf of the Union without requesting an approval from the Head of the Agency.

# **CHAPTER 10**

## ***Working Environment***

### **10.1. General Rules**

10.1.1. A police official shall have the right to a healthy and safe working environment, without discrimination and disturbance, enabling him/her to meet a personal objective and objective of the organisation.

10.1.2. A good working environment is the one with emphasised:

- justice, impartiality and non-discrimination,
- safety and provision of support to the employees,
- non-consumption of alcohol and other intoxicants,
- non-disturbance and non-discrimination,
- respect for individual differences and cultural and ethnic diversity,
- provision of genuine feedback on working results and promotion opportunities and
- cooperation between employees in a decision making process.

### **10.2. Justice, Impartiality and Non-Discrimination**

10.2.1. Commitment to justice, impartiality and non-discrimination is of key importance for maintaining the standard of impartiality, ethical conduct and responsibility. A police official shall assume an active role in providing circumstances that ensure there is no impartiality, discrimination and disturbance of any kind in his/her working environment.

### **10.3. Health and Safety at Work**

10.3.1. A police official shall have the right to a healthy and safe working environment. He/she needs to take seriously his/her responsibilities in terms of safety issues, and all reasons for concern in terms of health issues need to be reported immediately to his/her immediate superior.

10.3.2. The Management of the Agency shall be responsible for providing a safe working environment.

#### **10.4. Narcotics Abuse**

10.4.1. The Agency will not tolerate any police official taking part in import, export, possession, trafficking or use of illegal narcotics or other illegal substances. Actions of a police official related to import, export, possession, trafficking or use of narcotics or other illegal substances shall result in the initiation of disciplinary and criminal proceedings.

10.4.2. If a police official should have information that any of the employees are involved in the above mentioned activities, he/she needs to report to the immediate superior the employee that the possessed information refer to without delay.

#### **10.5. Alcohol Consumption**

10.5.1. A police official shall not be allowed to consume alcoholic drinks during working hours. The consumption of alcoholic drinks outside working hours shall not cause temporarily reduced capacity or complete incapacity to perform the official duty.

10.5.2. If for any reason and under any circumstances while performing the official duty a police official should be under the influence of alcohol, he/she shall inform an immediate superior without delay and request to be temporarily relieved of duty.

10.5.3. A police official driving a motor vehicle or handling technical devices shall particularly refrain from alcohol consumption.

10.5.4. It shall be strictly prohibited to consume alcohol within all the official premises of the Agency, except when it is approved for special occasions.

#### **10.6. Smoking**

10.6.1. The Agency shall have the obligation to ensure healthy and safe working environment to the employees, by providing separate premises for police officials who consume tobacco products, pursuant to the Law governing this issue.

10.6.2. A police official shall not smoke in areas where it is prohibited and in public places when wearing a uniform or other official marking.

## **CHAPTER 11** *Final Provisions*

### **11.1. Gender Equality**

11.1. Terminology used in this Code refers to both genders.

### **11.2. Entry into Force**

11.2.1. This Code shall enter into force on the day after the date of its adoption.

Number: \_\_\_\_\_

**DIRECTOR**

Istočno Sarajevo, \_\_\_\_\_ 2010

Mirko Lujčić