



Republika e Kosovës

Republika Kosova/Republic of Kosovo

Akademia e Drejtësisë/Akademija Pravde/Academy of Justice

The Steering Council of the Academy of Justice,

Pursuant to Article 10, paragraph 1, sub-paragraph 1.1 of Law No. 05/L-095 on Academy of Justice, as well as Article 6, paragraph 3 of Law No. 08/L-294 on amending and supplementing Law No. 08/L-197 on Public Officials;

Being aware that the ethics of conduct of officials is of particular importance for the Academy of Justice in Kosovo, and taking into consideration that Academy officials contribute significantly to strengthening public trust in the services provided by the Academy, it is necessary that officials, while exercising their duties, act in a manner that protects and promotes public trust in the integrity and effectiveness of the institution.

Based on the principles of honesty, impartiality, correctness, respect for confidentiality and avoidance of conflicts of interest or appearance of improper conduct, which guide the Academy of Justice.

Aiming to promote ethical conduct and establish standards of moral integrity and guidelines for appropriate personal and professional conduct of Academy officials and to enhance the prestige and image of the Academy of Justice;

Taking into consideration that proper ethical conduct and the perception of proper ethical conduct are essential for the performance not only of officials but also reflect the performance of the Academy of Justice, at the meeting held on date July 30, hereby approves the following:

CODE OF ETHICS AND CONDUCT OF OFFICIALS OF THE ACADEMY OF JUSTICE

Article 1

Purpose

The Code of Ethics aims to determine the standards of conduct and ethics of Academy officials, based on the fundamental values and principles of the Academy of Justice, such as: independence, impartiality, integrity, accountability, transparency and professionalism.

Article 2

Scope

1. The Code of Ethics contains rules of conduct and ethics, which shall be mandatory for all Academy officials. This Code does not replace, but complements other acts regulating this field.
2. The Code of Ethics is adapted to the position of Academy officials and the responsibilities assigned to them, by providing concrete reference points for the manner of acting in office and in private life.
3. This Code applies to:
 - 3.1 civil servants with special status at the Academy (hereinafter referred to as Academy officials);
 - 3.2 trainers and mentors;
 - 3.3 training participants;
 - 3.4 persons employed by private organisations that provide services to the Academy;
 - 3.5 employees and experts contracted by the Academy for the provision of certain services;
 - 3.6 interns.

Article 3

General principles

1. Academy officials will exercise their duties and responsibilities in accordance with the general and fundamental principles of professional ethics, set forth in this Code, as well as with the legal and sub-legal provisions in force.
2. The officials of the Academy, while exercising their duties and responsibilities, must:

- 2.1. Respect high standards of professional and personal conduct;
 - 2.2. Perform their duties with impartiality, professionalism, responsibility and care;
 - 2.3. Avoid any behavior or situation that may compromise or call into question their professional integrity, impartiality and credibility;
 - 2.4. Respect and adhere to the Constitution, laws and by-laws in force;
 - 2.5. Perform their duties and responsibilities in accordance with the job description and the institutional mandate of the Academy.
3. The specific forms of misconduct of Academy officials, set forth in this Code, are not comprehensive and do not exclude liability for other conduct that conflicts with the principles of professional ethics, integrity, and standards of conduct expected of Academy officials.
4. In cases where an Academy official is faced with circumstances in which it is not clear how he should act, he is obliged to discuss the dilemmas with his supervisor.

Article 4

Legality

1. The Academy official is obliged to exercise his/her functions and perform his/her duties in full compliance with the Constitution, laws, sub-legal acts and relevant instructions, as well as with the ethical standards related to his/her duty.
2. The official shall ensure that his/her actions, decisions and conduct are always in accordance with the applicable legislation and do not violate any right or legitimate interest of third parties.
3. The official shall not implement orders or instructions that are contrary to the law and is obliged to notify his/her superior of any request that contradicts legal and ethical principles.
4. The official shall be personally responsible for his/her actions and decisions that violate the law or exceed the competences defined by legal and sub-legal acts.

Article 5

Integrity

1. The exercise of official duties by Academy officials shall be carried out with honesty, impartiality and a clear conscience, respecting the fundamental principles of justice, professional ethics and moral norms.
2. Academy officials are obliged to act in accordance with legal provisions, avoiding any conflict of interest and any influence from personal interests, external pressures or interference by third parties.
3. Integrity means that the official acts consistently, responsibly and serves as an example of ethical conduct within and outside the institution.

Article 6

Professionalism

1. Civil servants of the Academy of Justice shall exercise their duties with a high level of competence, dedication and ethical conduct, regardless of external challenges or pressures.
2. During the performance of professional duties, Academy officials shall demonstrate respect, care, patience, fairness and conscience in relation to others, always acting within the defined deadlines.
3. The Academy official shall refrain from any unethical or unprofessional conduct that may harm professional prestige, the dignity of personnel or the image of the institution.
4. The Academy official shall serve his/her duty with a sense of loyalty and commitment, acting in good faith and with full responsibility, in order to promote public appreciation and trust towards the Academy of Justice.

Article 7

Non-discrimination

1. The Academy official is obliged to perform his/her duties impartially and without prejudice, respecting the equality and dignity of every person.
2. Any form of discrimination, whether through words, actions or conduct, based on national, racial, gender, religious affiliation, age, health condition, orientation, political beliefs or economic and social status, shall be prohibited.

3. The Academy of Justice, within the scope of its institutional responsibilities, is committed to ensuring a working and training environment free from any form of discrimination, harassment or unfair treatment, promoting equality, respect and understanding at all organizational levels.

Article 8

Impartiality

1. The Academy official shall act impartially while exercising his/her professional duties and shall objectively apply the rights and procedural guarantees of all parties.
2. The treatment by the Academy official shall be carried out impartially, without distinction based on a person's national, racial, gender, religious affiliation, physical disability, age, economic status or political beliefs.
3. In cases where situations arise that may affect the impartiality of the official, the latter shall immediately inform the relevant supervisor, with the purpose of avoiding a conflict of interest or any possible influence.
4. Academy officials shall not display bias or predisposition to favor a party or a particular outcome in the assessment of matters, in order not to undermine the general interest or the rights of other parties.

Article 9

Transparency

1. Transparency shall be one of the fundamental principles of work at the Academy of Justice and shall imply open, honest and accessible action for the public in exercising official functions.
2. Academy officials is obliged to ensure that actions, decisions and processes are documented and communicated in a clear and understandable manner, in accordance with the applicable law and sub-legal acts.
3. Lack of transparency in the performance of duties shall be considered a violation of public trust and institutional integrity.

Article 10

Accountability

1. Accountability shall imply personal and institutional responsibility for actions and decisions undertaken during the exercise of functions at the Academy of Justice.
2. Every official and person engaged at the Academy is obliged to be accountable for his/her duties and for the manner of their fulfilment, in accordance with the law and the ethical standards of the institution.
3. The exercise of functions shall be carried out in a professional, responsible and efficient manner, ensuring that every action is justified and measurable in relation to the assigned responsibilities.

Article 11

Avoidance of conflict of interest

1. The Academy official shall not allow his/her private interest to conflict with the exercise of public duty or function. He/she is obliged to avoid any conflict of interest, whether actual, potential or apparent, and shall not benefit unfairly from his/her official position.
2. During the exercise of his/her functions, the official shall manage personal and professional matters in a manner that avoids situations that may create or be perceived as a conflict of interest.
3. The official is obliged, in order to avoid a conflict of interest, to:
 - 3.1. identify any possible conflict of interest;
 - 3.2. immediately inform the relevant supervisor of any circumstance that may present an actual or potential conflict of interest;
 - 3.3. withdraw from any involvement in matters, cases, procedures or activities that may bring personal benefit or harm to his/her interests, those of family members or close persons;
 - 3.4. refrain from accessing or using documentation and information related to a matter in which he/she has a personal, business or family interest, in order not to undermine integrity and public trust in the institution.
4. If the official conceals or fails to report a circumstance that may present a conflict of interest, such conduct shall be considered a serious violation of ethical norms. If another

official is aware of the existence of such a conflict, he/she is obliged to immediately report it to the relevant supervisor or the responsible body within the Academy.

5. The direct supervisor and governing bodies shall undertake all necessary measures to prevent and avoid the appointment or involvement of persons in positions where a conflict of interest may arise, ensuring objective assessment and without favoritism.

6. The Academy official shall respect the Law on Prevention of Conflict of Interest and the applicable legal provisions on public service.

Article 12

Confidentiality

1. The Academy of Justice official is obliged to treat with full confidentiality all information and documents possessed during the exercise of his/her duties, respecting legal provisions and institutional rules for maintaining confidentiality.

2. The official shall not disclose, use or distribute information obtained during the performance of professional duties for personal or unauthorized purposes.

3. Confidential information may only be discussed for legitimate reasons related to duty and only with authorized persons, avoiding any intentional or unintentional disclosure of sensitive data. Disclosure of confidential information shall be carried out in accordance with the law and the internal rules of the institution.

4. The official is prohibited from obtaining or attempting to obtain information for which he/she has no authorization or lawful access.

5. The official is obliged to undertake all necessary measures to ensure the confidentiality and security of information for which he/she is responsible or has knowledge.

6. The obligation to maintain confidentiality is not limited only to working hours, but continues outside working hours and after termination of the employment relationship with the Academy.

Article 13

Effectiveness and efficiency

1. Academy officials shall exercise their activities in an effective and beneficial manner for the institution, aiming to achieve measurable and sustainable results.

2. They shall use resources in a reasonable, economical and sustainable manner, ensuring simple and efficient implementation of administrative procedures.

3. In the performance of daily duties, officials shall avoid unnecessary delays, encourage cooperation between units and contribute to achieving the objectives of the Academy in the public interest.

CHAPTER II RULES OF CONDUCT

Article 14 Conduct of Academy officials

1. Academy officials shall, in the performance of their duties, be guided by the principles of integrity, professional independence, accountability, and honesty.

2. Academy officials are obliged to perform their duties and responsibilities with fairness, professionalism, and efficiency.

3. Academy officials shall use financial resources and public assets in a fair, responsible, and transparent manner.

4. Academy officials shall not misuse their official position for personal gain or for the benefit of any other person.

5. Academy officials are obliged to preserve the dignity of the institution and contribute to strengthening public trust in it.

6. In the exercise of their functions, Academy officials shall act independently and impartially, without being influenced by external interests or pressures of any kind.

7. Academy Officials shall perform their duties in an open and accountable manner, ensuring transparency, communication with citizens and relevant organizations, as well as lawful oversight of their work.

Article 15
Reporting and protection against violations

1. The Academy official is obliged to report any act, order, or situation that is contrary to legal provisions and to the Code of Ethics to the competent authority, in accordance with the applicable legislation.
2. The Academy official shall avoid any action that may hinder fair and effective decision-making in the process of drafting and implementing institutional policies.
3. The Academy official shall not misuse the reporting procedure to advance personal interests or to damage the reputation of others without reasonable grounds.
4. In addition to the obligation to report, the Academy Official shall actively contribute to the prevention of violations by providing suggestions for improving processes, internal control, and institutional oversight.

Article 16
Freedom of association

1. The Academy official shall have the right to be a member of political parties, political organizations or associations, as well as religious communities, in accordance with the applicable legal provisions.
2. The Academy official shall not engage in political or religious activities within the Academy or while performing official duties.
3. The Academy official shall avoid any active involvement in political activities during working hours at the Academy and shall not participate in activities that may jeopardize, or appear to jeopardize, his/her impartiality as a civil servant.
4. No Academy official shall be discriminated against or denied any rights on the grounds of political affiliation, political beliefs, or religious beliefs.
5. The Academy official shall have the right to engage in trade union activities and to be a member of trade unions, in accordance with the applicable law.

Article 17
Conduct of the Academy official towards citizens

1. In the performance of his/her duties, the Academy official shall:

1.1. Act professionally, while respecting the principle of equality and avoiding any discriminatory conduct towards external parties;

1.2. Respect the rights of external parties and refrain from restricting those rights, except where such restriction is provided for by law;

1.3. Communicate in a restrained and considerate manner, paying particular attention to elderly persons and persons with disabilities;

1.4. Present himself/herself in a proper, responsible, and clear manner during direct communication or through other forms of communication with external parties;

1.5. Ensure that his/her communication is professional, clear, and respectful, while observing institutional ethics and respecting the dignity of the individual;

1.6. Ensure that verbal, written, and electronic communication is conducted in accordance with the institutional hierarchy and the standards of official communication;

1.7. Communication through the official e-mail shall be permitted only for purposes related to the performance of official duties and shall be professional and well-structured;

1.8. During electronic communication with external parties, the Academy official shall copy (CC) the immediate supervisor and the Executive Director, for the purpose of ensuring institutional information and coordination.

Article 18
Conduct of the Academy official towards supervisors

1. The Academy official shall implement the operational policies established by the management, and his/her conduct shall be fully compliant with the applicable legislation.

2. The Academy official shall perform his/her duties in accordance with the work plan and the objectives established by the management.

3. The Academy official shall present any issues arising during the performance of his/her duties and discuss them with the management in order to identify the most effective solutions.

4. In the event of the appointment of a new member of the management, the Academy official shall ensure that accurate and timely information is provided on all matters, thereby ensuring the continuity of work within the relevant area of the institution.

Article 19

Conduct of the management towards officials

1. The management shall be an example of proper conduct for the officials it manages and shall respect the rules of conduct during the performance of his/her duties.

2. The management shall respect the dignity, personality, ideas and initiatives of the Academy officials he/she manages, while encouraging cooperation and preserving the right to decision-making.

3. The management shall motivate Academy officials to perform their duties with quality and within the required timeframes, promoting mutual respect, good cooperative relations and a good example in providing services to external parties.

4. The management shall protect the rights of Academy officials and shall not, in any manner, violate or restrict their rights.

5. The management shall assess the conduct and work performance of Academy officials equally, objectively and efficiently, avoiding any form of favoritism.

6. The management shall provide Academy officials with equal opportunities for career development, professional advancement and motivation for effectiveness at work.

7. The management shall ensure that Academy officials comply with working hours.

Article 20
Conduct of Academy officials towards staff

1. In the performance of their duties, Academy officials shall treat one another with courtesy, regardless of nationality, religious beliefs, political beliefs, gender, health condition or family status.
2. Academy officials shall respect one another's work and cooperate in order to enhance the efficiency and quality of work.
3. Academy officials shall ensure that they do not obstruct their colleagues in the performance of their regular duties.
4. Any criticism of colleagues shall be responsible, constructive and professional.
5. Relations among Academy officials shall be based on mutual respect and on preserving the dignity and personality of every official.

Article 21
Conduct of Academy officials towards the media

1. An Academy official shall not disclose information relating to his/her work or the activities of the Academy without prior authorization from the Executive Director or a person authorized by him/her.
2. An Academy official shall not disclose classified information, official secrets or confidential data relating to his/her work or to the institution.
3. Official communication with the media and public statements on behalf of the Academy may be made only by officials authorized by the Executive Director.
4. Every public statement shall be based on verified facts and shall not undermine the integrity, impartiality or credibility of the institution.
5. Any public criticism of members of the management shall be based on verified information and, where possible, shall first be submitted to the relevant supervisor.
6. Academy officials shall refrain from using offensive, threatening, degrading or discriminatory language in any form of public communication.

7. All public communication shall be accurate, professional and consistent with the principles of confidentiality, data protection and the institutional interest.

Article 22

Activities outside the institution

1. External activities of an Academy official shall mean any engagement outside the institution, whether remunerated or non-remunerated, carried out on a regular or periodic basis.
2. An official shall not engage in any external activity that interferes with the performance of his/her official duties or undermines the achievement of the Academy's objectives.
3. For every engagement outside the institution, the official is obliged to notify his/her supervisor in advance.
4. An official's participation in trade union activities, representation of colleagues, as well as teaching, research and training activities shall be permitted, provided that such activities do not interfere with the performance of official duties and are not incompatible with the nature of the official's work.

Article 23

Gifts

1. An Academy official shall not accept gifts or other benefits for himself/herself or members of his/her family in connection with the performance of official duties, except for protocol gifts or occasional gifts, in accordance with the relevant provisions of the Criminal Code of the Republic of Kosovo and the applicable Law on Prevention of Conflict of Interest in Discharge of a Public Function.
2. Protocol gifts shall mean gifts presented by representatives of foreign states and international organizations during official visits and similar occasions.
3. Where an occasional gift is not of a personal nature, it shall immediately become the property of the Academy.
4. An Academy official shall not accept monetary gifts.

5. Every gift received by an Academy official shall be declared and registered with the Academy official responsible for maintaining the register of gifts.

6. An Academy official is obliged to inform his/her supervisor in writing of every gift offered or given without prior notice or under special circumstances. Where the official is a member of the management of the Academy, he/she is obliged to notify the Anti-Corruption Agency.

Article 24

Response to the offering of undue advantages

1. Where an Academy official is offered or promised, directly or indirectly, an undue advantage that may influence the impartial and proper performance of his/her official duties, the official is obliged to:

1.1. immediately reject such offer or promise;

1.2. attempt to identify the person or entity that made the offer or promise;

1.3. immediately report the case to his/her supervisor and to the unit responsible for human resources;

1.4. continue the normal performance of his/her official duties.

2. Where the offer or promise of an undue advantage contains elements of a criminal offence, the case shall immediately be referred to the Anti-Corruption Agency and the competent law enforcement authorities.

Article 25

Rules of conduct of an official in the performance of duties

1. The Academy official shall not use his/her position or function to encourage, order or compel any other person to perform actions that result in financial benefits or other benefits of personal interest for himself/herself, his/her family members or relatives.

2. The official is obliged to act honestly and independently, avoiding any situation that may create a conflict of interest or an unjustified perception of personal benefits.

3. The official shall refuse any offer or attempt of undue benefit in connection with his/her duty and shall immediately report any incident to the relevant supervisor or the competent body within the Academy.

4. Any violation of the above obligations shall be considered a serious violation of the Code of Ethics and may be subject to disciplinary measures provided by the applicable legislation.

Article 26

Management of state property

1. The official of the Academy shall carefully manage the state property assigned for the exercise of his/her functions. He/she is not permitted to use such property for personal reasons or individual benefits.

2. The official of the Academy may not use state property as a means or asset for the development of personal economic or unlawful activities.

Article 27

Identification card

Every official of the Academy is obliged to wear the identification card of the institution they represent in a visible place throughout the entire working hours.

Article 28

Working hours

1. The official of the Academy shall respect and use working hours in accordance with the applicable legal provisions.

2. Working time may not be used for other purposes, except where its use for other purposes is officially authorized and in accordance with the legal provisions.

Article 29
Appearance of the Official

1. The official of the Academy shall maintain a serious and appropriate appearance during the exercise of duties, in order to reflect professionalism and represent the institution with dignity.
2. Appearance includes attitude, conduct and the manner of communication with colleagues, citizens and external parties.

Article 30
Dress Code of the Official

1. The official of the Academy shall wear appropriate, clean and dignified clothing during working hours and official meetings, in accordance with the nature and responsibilities of the position he/she exercises.
2. Types of inappropriate clothing include, but are not limited to:
 - 2.1 Shirts and blouses that do not cover the entire waist area;
 - 2.2 Short skirts that do not correspond to the serious nature of the work;
 - 2.3 Revealing or transparent clothing.
2. In informal cases, but during working hours, the official may use less formal clothing, while always maintaining professionalism and respect for the institution.

CHAPTER III

FINAL PROVISIONS

Article 31

Implementation

1. The relevant personnel unit or the official responsible for Human Resources is obliged to inform all officials of the Academy about the rules of conduct established in this Code, which officials are obliged to respect.
2. Violation of the provisions of this Code constitutes a disciplinary violation and serves as a basis for initiating the procedure for imposing the relevant disciplinary measures, in accordance with the applicable legislation.
3. The direct supervisor of the official is responsible for:
 - 3.1. Monitoring the implementation of the rules established in this Code by the official under his/her supervision;
 - 3.2. Proposing and/or undertaking the necessary disciplinary measures for every identified violation of this Code.

Article 32

Application of the Code to other categories

1. The relevant personnel unit or the official responsible for Human Resources is obliged to inform all other participants in the Academy (trainers, mentors, training candidates, persons employed by private organizations, contracted experts and interns) about the rules of conduct and ethics established in this Code, which they are obliged to respect during their activities at the Academy.
2. Violation of the provisions of this Code by the persons referred to in paragraph 1 constitutes a disciplinary, contractual or legal violation and serves as a basis for initiating the relevant procedures in accordance with the applicable legislation and contracts in force.
3. The supervisor or the person responsible for managing other categories shall be responsible for:

- 3.1. Monitoring the implementation of the rules established in this Code by the persons under his/her direction or responsibility;
- 3.2. Proposing and/or undertaking the necessary disciplinary, contractual or legal measures for every identified violation of this Code.

Article 33
Entry into Force

This Regulation shall enter into force on the day of its approval.

Fejzullah Rexhepi

Chairman of the Steering Council

Academy of Justice