

STATE COMMISSION ON INFORMATION SECURITY

**ETHIC CODE
OF THE PERSONNEL OF THE STATE COMMISSION ON INFORMATION
SECURITY**

Sofia, 2009

Chapter One

GENERAL PROVISIONS

Art. 1. This code governs the ethic standards and rules of conduct for the personnel of the State Commission on Information Security (SCIS) and aims to increase the public confidence in their professionalism and moral, as well as to raise the prestige of the administration.

Art. 2. (1) The personnel of the SCIS perform their activities by respecting the principles of legality, loyalty, honesty, impartiality, political neutrality, competence, objectivity, responsibility, accountability and non-discrimination.

Legality

(2) 1. The employee of the SCIS shall perform his/her official duties by implementing strictly the Constitution of the Republic of Bulgaria, the international agreements in compliance with art. 5, para 4 of the Constitution, the Classified Information Protection Act and the other legal and sub-legal acts in the Republic of Bulgaria;

2. The employee of the SCIS shall co-operate for the implementation of a state policy based on the principles of the constitutional state as a whole and of the state policy for the protection of classified information in particular.

Loyalty

(3) The employee of the SCIS performs activities and makes proposals and decisions that eliminate arbitrariness and stabilize the confidence in state authorities, depending on the functions which he/she executes.

Honesty

(4) The personnel of the SCIS shall be a model of honest and responsible conduct.

Impartiality

(5) The employee of the SCIS shall perform his/her activities in an objective and conscientious manner, by aiming to accumulate, analyze and evaluate all the facts and circumstances, without being influenced by personal or other interests.

Political neutrality

(6) The employee of the SCIS shall not allow personal or other political affiliation to influence his or her activities.

Competence

(7) The employee of the SCIS shall perform his/her activities in a competent, objective and conscientious manner by aiming constantly to ameliorate the activities in the interest of the citizens and the state.

Objectivity

(8) The employee of the SCIS shall take notice of all the important factors, shall evaluate the relevance of each of them and shall exclude those that are irrelevant when making a decision.

Responsibility

(9) The employee of the SCIS shall follow a conduct in the interest of society, which does not harm the prestige of state service, not only in the performance of official duties but in social and personal life as well.

Accountability

(10) The employee of the SCIS performs his/her activities in a manner that makes his/her actions and the results of the work done clearly visible.

Non-discrimination

(11) The employee of the SCIS shall treat everyone in a polite, correct and respectful manner by recognizing the rights and dignity of the personality and shall not allow any discrimination, based on nationality, sex, race, skin colour, ethnic or social background, genetic features, language, religion and beliefs, political or other views, affiliation to national minority, property, background, physical disadvantages, age or sexual orientation.

Chapter Two

INTERCOURSE WITH CITIZENS

Art. 3. (1) The employee of the SCIS shall execute his or her functions in an impartial and unprejudiced manner by creating conditions for equality of the treatment of cases and people in order everyone to have access to service.

(2) The employee shall protect the citizens' data and personal information that have been disclosed to him/her during execution of official duties.

Art. 4. (1) The employee of the SCIS performs administrative services in a legal, duly, exact, conscientious, and impartial manner. He/she shall pronounce on citizens' requests and shall provide to them all the necessary information with regard to the protection of their rights and interests under the provisions of the Classified Information Protection Act and of the Personal Data Protection Act.

(2) The employee of the SCIS responds to the extended questions in compliance with the executed functions and when necessary he or she shall direct the citizens to another employee who possesses the necessary competence.

(3) The employee of the SCIS shall inform the citizens on the possibilities of appealing in case of violations made by the state administration or denial of provision of administrative service.

Chapter Three

PROFESSIONAL CONDUCT

Art. 5. (1) The employee of the SCIS assists the state authority by high professionalism, impartiality and activity in the development and conduct of the state policy for the protection of classified information, as well as in the execution of the decisions made and in the exercise of its powers.

(2) When executing his/her official duties, the employee of the SCIS shall follow a conduct that builds up confidence in the authorities the activities of which he/she assists that they can confide and rely on him/her.

(3) The employee of the SCIS executes his/her official duties in an honest and impartial manner by not allowing his/her political affiliations to influence him/her.

(2) When making a proposal to the SCIS or other state authorities, the employee provides all the information relevant to the making of a concrete decision.

Art. 6. (1) The employee of the SCIS shall respect the official hierarchy and shall implement strictly the acts and orders of the higher authorities and employees of the administration.

(2) The employee of the SCIS shall not implement an illegal order, issued by the standing order when it contains an infringement of the law that is obvious to him or her.

(3) The employee of the SCIS may ask for a written confirmation of a verbal order that contains an infringement of the law that is obvious to him/her.

(4) The employee of the SCIS shall not be obliged to implement an order that concerns his or her rights, the rights of a spouse, and relatives of direct line without limitation, of lateral line up to fourth degree and of marriage line up to second degree inclusive. In such case he shall be obliged immediately to inform the authority from which the order has been received.

Art. 7. The employee of the SCIS shall present honestly and clearly the problems he/she comes across during the working process in front of his/her superior.

Art. 8. (1) The employee of the SCIS shall counteract to corruption and other unlawful acts at the SCIS.

(2) The employee of the SCIS shall not allow to be placed on financial dependence or another commitment by outside entities or organizations and shall not allow to ask for or to accept presents, favours, money, benefits or other profits that may influence the execution of his/her official duties, decisions or may disturb the professional approach to certain issues.

(3) The employee of the SCIS shall not accept presents or profits that may be regarded as a reward for the execution of his/her official duties.

Art. 9. The employee of the SCIS shall not express personal opinions in a way that they may be interpreted as an official position of the SCIS.

Art. 10. When executing his/her official duties, the employee of the SCIS shall preserve the property entrusted to him or her with the care of a good owner and shall not allow this property to be used for personal benefit.

(2) The documents and the data at the SCIS shall be used by the employee only for the execution of official duties in compliance with the information protection rules.

Art. 11. The employee of the SCIS shall be obliged to observe the working time and to use it for implementation of the tasks assigned to him or her.

Chapter Four

CONFLICT OF INTERESTS

Art. 12. (1) The employee of the SCIS shall not be allowed to take part in the discussion, preparation, making and executing of decisions when the employee or persons connected to

him or her by the meaning of § 1 of the additional provisions of the Civil Servant Act have an interest in the relevant decision or have relations with the interested persons that raise reasonable doubt in the employee's impartiality.

(2) When being assigned an official task that may raise a conflict between employee's official duties and personal interests, the employee of the SCIS shall be obliged to inform his/her superior in due time.

(3) The employee of the SCIS, to who have been disclosed facts and circumstances for an existing conflict of interests at the SCIS, shall undertake the actions necessary for clarifying the issue.

(4) When the employee of the SCIS has doubts about the compatibility of certain activity with his/her official duties he/she shall discuss the issue with his/her superior.

Art. 14. (1) The employee of the SCIS shall not use his /her official position to serve personal or family interests.

(2) The employee of the SCIS shall not participate in any trans actions incompatible with his/her position, functions and obligations.

(3) The employees, who have given up their position at the SCIS, shall not misuse the information disclosed to them with regard to the position they have occupied or the functions they have executed.

Chapter Five INTERCOURSE WITH COLLEAGUES

Art. 14. (1) The employee of the SCIS shall treat his/her colleagues with respect and correctness by not allowing conduct that may infringe the dignity and rights of the person.

(2) The employee of the SCIS takes into consideration the opinions of his/her colleagues and complies with their right of privacy.

Art. 15. (1) The employees of the SCIS shall aim to avoid conflicts between them and conflicts between employees in the presence of an outside observer shall be unacceptable.

(2) When conflicts between colleagues cannot be resolved by themselves, they shall seek the co-operation of their immediate superior.

Art. 16. The employee of the SCIS shall set an example for the other employees by personal conduct and sense of responsibility, as the superiors shall set such an example for their subordinates.

Chapter Six PERSONAL CONDUCT

Art. 17. (1) The employee of the SCIS shall keep up a conduct that does not undermine the prestige of the state authority, in the execution of professional duties as well as in social life.

(2) The employee of the SCIS shall not allow conduct incompatible with good morals at his working place.

(3) The employee of the SCIS shall seek to avoid conflict situations in his conduct and if conflicts arise the employee shall aim to discontinue them by taking control of behaviour and keeping presence of mind.

(4) The employee of the SCIS shall follow the decency and the official appearance in the outfit in accordance with his/her official position and with the state authority that he/she represents.

(5) The employee of the SCIS shall not disseminate information about the salaries at the SCIS.

Art. 18. The employee of the SCIS shall not participate in disgraceful manifestations with which he/she may undermine the prestige of the state authority.

Art. 19. The employee of the SCIS shall not exercise activities that in accordance with the legislation are incompatible with his/her duties and responsibilities and shall not receive incomes from such activities.

Art. 20. The employee of the SCIS shall acquire and manage his/her property in a manner that does not raise any doubts of abuse with official position.

Art. 21. The employee of the SCIS shall give up his/her position if performing actions incompatible with the conduct under this Code.

Chapter Seven OTHER PROVISIONS

Art. 22. The personnel of the SCIS shall bear responsibility under the Code for conduct of the servants in the state administration if not following the provisions of this Code.

Art. 23. The immediate superior shall be obliged to disclose the provisions of this Code to the employee of the SCIS when he/she initially assumes office, under signature in accordance with Appendix 1.

STATE COMMISSION ON INFORMATION SECURITY

STATEMENT

by

.....
(three names)

Position:.....

Directorate:.....

As an employee of the SCIS

I AM ACQUAINTED WITH

The Ethical Code of the personnel of the State Commission on Information Security.

Date.....

Signature.....