



### **Recommendation by the Head of the Civil Service on promoting culture of integrity in the civil service**

While fulfilling his duty of ensuring compliance with the rules of the civil service<sup>1</sup>,  
the Head of the Civil Service

recommends the following:

1. **To include ethics and integrity training in the induction training programme** (Annex 1). Participation in ethics training should be compulsory for all persons holding public office for the first time.
2. **To include ethics and integrity training in the list of general training courses as the training compulsory** for all civil service corps members every 3-4 years including:
  - 2.1 those occupying senior positions in the civil service (Annex 2) and
  - 2.2 those not occupying senior positions in the civil service (Annex 3);
3. **To conduct anonymous self-assessment of the integrity of the organisation by its employees on a regular basis (at least once in 2-3 years)** (Annex 4);
4. **To inform the Head of the Civil Service about the activities undertaken during the previous year and aiming at promoting culture of integrity** at the office including activities resulting from the said *Recommendation by the Head of the Civil Service*.

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<sup>1</sup> Art. 15, item 1 of the Civil Service Act of 21 November, 2008 ((Journal of Laws of the Republic of Poland) Dz.U. 2016.134S, consolidated text) and section 11(1)(1)(e)-(f) of the Ordinance No. 70 of the Prime Minister of 6 October 2011 on the Guidelines for Compliance with the Rules of the Civil Service and on the Principles of the Civil Service Code of Ethics ((Official Gazette of the Republic of Poland) M.P.2011.93.953).

Annex 1<sup>2</sup>

The proposed ethics and integrity training programme together with training materials for new starters in the civil service.

Annex 2<sup>2</sup>

The proposed ethics and integrity training programme together with training materials for civil service corps members occupying senior positions in the civil service.

Annex 3<sup>2</sup>

The proposed ethics and integrity training programme together with training materials for civil service corps members not occupying senior positions in the civil service.

Annex 4<sup>2</sup>

Example of a self-assessment form on the organisation's integrity.

/Stamp:/ Dobrosław Dowiat-Urbański, Head of the Civil Service /Signature/

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<sup>2</sup> Annexes available only in Polish language at: <https://www.gov.pl/web/sluzbacywilna/zalecenie-szefa-sluzby-cywilnej>.