



**Guidelines of the Head of the Civil Service
on the Work Standards of the Ethics Advisor
in the Civil Service**

I. Introduction

The Head of the Civil Service ensures the compliance of principles of civil service in the civil service corps. In this regard, he points out the function of the ethics advisor (hereinafter referred to as the advisor) as particularly important in building awareness and an ethical culture in the office.

These guidelines are intended to promote the advisor's role within the entire civil service corps and to harmonize the standards for the implementation of the advisory function.

It is addressed in particular to Directors General / Heads of the Office, ethics advisors and members of the civil service corps.

II. Function of the Advisor

Who is an Advisor?

1. An advisor is an office employee that:
 - is characterized by an impeccable ethical attitude, high personal culture and communication skills,
 - enjoys the trust of office employees,
 - does not act as a disciplinary ombudsman or deputy ombudsman and does not perform audit or control tasks in the office,
 - has agreed to take up the position of the advisor

Why to Appoint an Advisor?

2. The advisor supports the Director General / Head of the Office in building and promoting a culture of integrity in the Office. He realizes this task in particular by advising the employees of the office how to properly understand and observe the principles of the civil service and the ethics of the civil service corps.

Rules for Performing Advisory Function in the Office

3. The advisor shall report directly to the Director General / Head of the Office on the tasks connected to his or her function.
4. The advisor shall provide an employee who addresses him/her:

- advice which does not constitute a legal opinion,
 - ensure anonymity and confidentiality of the information provided, with the exception of information legally required to be disclosed.
5. The advisor provides advice to employees to the extent of his or her knowledge and with best intentions. He does not make decisions for the employee, nor is responsible for the decisions that the employee has made or will make.
 6. The advisor may be granted a task allowance or a bonus from the awards fund for performing advisory tasks.

Grounds for Advisor's Work in the Office

7. The Guidelines set out general principles that regulate advisor's work in the Office.
8. The Director General/Head of the Office may introduce detailed rules concerning the appointment and functioning of the advisor in his Office.

Nomination of the Advisor

9. It is good practice for office employees to choose their advisor in direct, general and secret elections.
10. The Director General / Head of the Office appoints an employee to serve as an ethics advisor for a period of 5 years.
11. It is good practice to appoint such a number of ethics advisors that is necessary for the proper performance of the advisor's duties.
12. No later than 30 days before the end of the period referred to in point 10, the Director General / Head of the Office organizes elections of the advisor or chooses a new employee to act as an advisor.
13. Within 30 days after the election, the Director General/Head of the Office appoints the selected person as an ethics advisor in the office .

Dismissal from the Advisory Function

14. The Director General / Head of the Office shall dismiss the advisor in case:
 - the employee resigns from his post as an advisor,
 - of failure to meet the conditions listed in point 1, first, second and third indents.
15. Upon dismissal of the advisor, the Director General/Head of the Office shall immediately inform other employees about the decision and within 30 days organize the election of another advisor or choose an employee to serve in that capacity.

III. Tasks of the Advisor

Ethics Advisor:

Provides Advice to Employees:

1. Advises and supports employees in case of ethically questionable issues. This may be done either during face-to-face meetings or by means of communication available in the office, in a confidential and anonymous way.

Plans one's Activities:

2. Agrees with the Director General / Head of the Office an action plan for building and promoting a culture of integrity in the Office.
3. Reports to the Director General / Head of the Office on the implementation of the tasks.

Promotes the Culture of Integrity

4. Promotes the principles of the civil service and the principles of ethics of the civil service corps among the employees of the office, using, e.g. the intranet, electronic mail and other forms of communication available in the office.
5. Raises ethical awareness of employees through informational and educational activities, e.g. by organizing or delivering training programs as part of the induction training or ongoing professional training of office employees.
6. Cooperates with those responsible for preventing undesirable phenomena in the office, i.a. mobbing, unequal treatment and corruption.

Identifies Areas for Improvement

7. Conducts anonymous self-assessment of the organization's culture of integrity among its employees, at least once every 3 years, and later presents the Director General / Head of the Office with the results of this survey together with recommended measures aimed at improving and promoting the culture of integrity in the Office.
8. The advisor shall cooperate with the Director General / Head of the Office in situations that raise his or her reasonable doubt as to compliance with civil service or ethics principles, while adhering to the principles for fulfilling the advisory function referred to in Part II of the Guidelines.
9. Cooperates with persons/organizational units responsible for risk analysis performed as part of management control of ethics.
10. Prepares or gives opinions on draft internal regulations detailing principles and standards of ethics.

IV. Rights of the Advisor

The advisor, due to the nature of one's function, has the right:

- to set one's own schedule when fulfilling advisor's tasks,
- to the best of one's knowledge, express independent opinions on the principles of civil service and ethics of the civil service corps,
- to consult with others on a confidential basis in order to provide professional advice,
- to refuse further advice if available measures have been exhausted,
- to refuse to advise when impartiality cannot be ensured,
- to improve one's competencies to the extent necessary to properly perform the tasks of an advisor.

V. Obligations of the Advisor

The advisor is obliged:

- to adhere to the principles of ethics of the civil service corps and the principles of civil service, with particular regard to the principle of integrity and impartiality,
- to respect the dignity and privacy of those seeking advice,
- not to take actions that could undermine confidence in the civil service,
- to increase one's knowledge in order to be able to perform one's tasks properly.

VI. Resources

The Director General / Head of the Office should enable effective performance of advisor's tasks. In particular, the advisor shall be provided with:

- a place where he can freely and confidentially interview employees,
- the information necessary to perform the tasks,
- the opportunity to develop and improve the competencies required for fulfilling one's tasks.

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