

SPECIAL INVESTIGATION SERVICE OF THE REPUBLIC OF LITHUANIA

February 2001
CODE OF ETHICS

I. THE MAIN PROVISIONS

1. The Code of Ethics of the staff of the Special Investigations Service of the Republic of Lithuania (hereinafter referred to as the Code of Ethics) shall lay down the rules of conduct and interaction which must be followed by all the staff members of the Special Investigation Service (hereinafter referred to as the STT) while performing their professional duties at work or operating outside the office.
2. The purpose of the Code of Ethics is to create a fruitful and favourable work environment in the STT, develop respect of the STT staff towards their co-workers and other persons, raise the esteem of the STT staff that guard and protect the individual, society and the state from corruption, prevent corruption and disclose it.

II. THE MAIN CONCEPTS USED IN THE CODE OF ETHICS

3. The Code of Ethics shall employ the following concepts:
 - 3.1. *The STT staff* are STT officers and other civil servants working in the STT;
 - 3.2. *The STT officer* is a civil servant appointed to a certain position at the Special Investigation Service to discharge the functions of a government official, endowed with administrative powers appropriate to his or her position in relation to persons under or beyond his or her control;
 - 3.3. *public interests* means the public's expectations with regard to impartial and just decision-making of the persons in central or local public service;
 - 3.4. *private interests* means private economic or non-economic interest of persons in central or local public service (or their close relative) which may effect their decision-making in the discharge of their official duties;
 - 3.5. *conflict of interests* means a situation where persons in central or local public service, when discharging their duties or carrying out instructions, are obliged to make a decision or

- participate in decision-making or carry out instructions relating to their private interests;
- 3.6. *defamation* is an intentional false communication, either published or publicly spoken, that injures another's reputation or good name;
- 3.7. *STT leadership* is the STT director and deputy directors;
- 3.8. *close relatives* are parents (adopted parents), children (adopted children), natural brothers and sisters, antecedents, grandchildren and a spouse.

III. GENERAL PROVISIONS

4. The STT staff shall:
- 4.1. respect and observe the Constitution of the Republic of Lithuania, laws and other legal acts, perform all the duties and obligations of the citizen of the Republic of Lithuania;
- 4.2. honour their oath and consider it trust put in them by the Republic of Lithuania;
- 4.3. protect the honour and prestige of the STT;
- 4.4. act in a manner that does not degrade or discredit the name of an STT employee;
- 4.5. not abuse office while dealing with colleagues or other persons;
- 4.6. respect the Constitutional rights and freedoms, shall not infringe or restrict the rights and freedoms of other persons, with the exception of exercising the authority of the STT officer provided by law;
- 4.7. abstain from comments about specific tasks or assignments carried out by themselves or their colleagues, as well as about their personal and professional relations; shall express grounded criticism in a tactful manner;
- 4.8. be an example of civic behaviour while making decisions or taking actions;
- 4.9. irrespective of their personal interests, perform all the social and moral duties when they witness or participate in a crisis situation (e.g. accident, crime or similar incident), i.e. call appropriate bodies for help or investigation, secure the place to the extent where it is possible for appropriate bodies to examine it best, minimise the effect of consequences, ensure that the persons in need of immediate medical assistance would receive it;
- 4.10. be guided by universally acceptable norms of ethics and be an example of conduct, discipline, and culture for other persons;
- 4.11. communicate with people in a respectful and polite manner, be patient, well-mannered, accurate and punctual, shall exhibit great care about the appropriateness of their language and as well as neat appearance;
- 4.12. abstain from excessive drinking, consumption of narcotic or psychotropic substances;
- 4.13. take care of their family, relatives and be a good example for their children;
- 4.14. be health-conscious;
- 4.15. be interested in cultural life and, when possible, take part in various cultural events, devote time for general, professional and cultural self-education.

- 4.16. When the health or life of an STT employee or other person is under threat, or in case of a grounded suspicion that a professional mission could fail, an STT employee may violate some of the provisions of this chapter, without violating other legal acts, provided that such violation can be justified by objective and well-grounded motives.

IV. CONDUCT OF THE SIS STAFF WHILE PERFORMING PROFESSIONAL DUTIES

5. When performing their professional duties, the STT staff shall be guided by the Constitution of the Republic of Lithuania, the Law on the Adjustment of Public and Private Interests in the Public Service, Law on Civil Service, other legislation, international treaties of the Republic of Lithuania, the Code of Ethics; besides that, the STT officer shall observe the Law and the Statute on the Special Investigation Service of the Republic of Lithuania.
6. The STT staff shall:
- 6.1. act in a way that does not violate the principles of lawfulness, the rule of law, equality, openness and confidentiality;
 - 6.2. safeguard state and official secrets, as well as keep confidentiality of information sources;
 - 6.3. be attentive and careful to ensure the rights and lawful interests of detained persons, shall not preach them, remain composed;
 - 6.4. while performing their duties, inflict no influence upon others by expressing their political or religious, racial beliefs, sexual orientation, social standing, shall refrain from agitation;
 - 6.5. objectively assess the information conveyed by a person suffering from stress, shock or in a helpless state;
 - 6.6. when making decisions, reach for the essence of the matter, avoid hastiness and superficiality;
 - 6.7. try to be self-critical, assume responsibility for the mistakes made and make every effort to correct them;
 - 6.8. make every effort to perform their work following the principles of goodwill, decency, dignity, morality, integrity, mutual respect, trust and objectivity;
 - 6.9. develop documents in line with the requirements of legislation and other legal acts, as well as the rules on filing documents and the proper language usage;
 - 6.10. raise their professional qualification by gathering personal experience, reading specialised books, taking part in various seminars, training courses, etc.
 - 6.11. encourage initiative of legal entities and natural persons to implement corruption prevention measures;
 - 6.12. respect the freedom of speech of every individual, as well as the right to receive and disseminate information, implement them in accordance with the Constitution of the Republic of Lithuania, Law on the Special Investigation Service, Statute of the Special

- Investigation Service, Law on Public Information, Law on Civil Service, Law on State and Professional Secrets, as well as other laws and legal acts of the Republic of Lithuania;
- 6.13. when carrying out their tasks, co-operate with the other institutions and organisations of the Republic of Lithuania;
 - 6.14. produce their credentials (badge or authority card) only when performing their professional duties and only in compliance with the procedure established by legal acts, also shall keep them with great care;
 - 6.15. the STT officer shall keep and use a weapon strictly in compliance with the established procedure and conditions.

V. INTERACTION OF THE STT STAFF WITH THEIR COLLEAGUES

7. The STT staff shall:
 - 7.1. be guided by the principle of professional solidarity;
 - 7.2. interact with their colleagues in a respectful and tactful manner; remember the principle that every person has the right to have their own opinion concerning any matter;
 - 7.3. promote mutual trust and avoid any forms of harassment: humiliation, insult, backbiting, defamation, derogation, downgrading the importance of colleague's work or property;
 - 7.4. when performing their tasks and orders, provide all the information to their colleagues that the latter should possess in accordance with their job profile;
 - 7.5. be eager to share their expertise with those whose qualifications and work experience are modest;
 - 7.6. refrain from interfering with the colleagues' work, exhibit no curiosity, unless grounded, over the cases or intelligence examined by the colleagues, shall not intentionally or otherwise mislead them;
 - 7.7. provoke no situations at which a colleague would feel compelled to disclose information to a person who should have had no access to it.

VI. ADJUSTMENT OF PUBLIC AND PRIVATE INTERESTS OF THE STT STAFF

8. The STT staff shall:
 - 8.1. act in a way that their family, social or other relations would not jeopardise the Service (their work) or interfere with their direct duties;
 - 8.2. upon discovering that they should take certain actions against their family members, relatives, colleagues or business partners, - inform their immediate chief or the STT leadership about the occurring actions in writing;
 - 8.3. not surrender themselves to the unlawful influence of government authorities, officials, mass media, the general public or individuals;

- 8.4. accept no gifts, services or other forms of amiability if such behaviour is an attempt to exert influence;
- 8.5. in case of a potential conflict of interests – refrain from using funds or services provided by legal or natural persons, taking part in any financial or commercial activity by abusing office, or using the expertise gained at work for personal gain.

VII. ADDITIONAL REQUIREMENTS FOR THE SIS LEADERSHIP

9. The STT leadership shall:
 - 9.1. put their efforts at creating good and friendly working environment, forestall conflicts, eliminate causes for differences, treat their subordinates with respect;
 - 9.2. try to divide workload equally to have the best use of the potential and professional qualifications of each STT employee;
 - 9.3. show no likes or dislikes for the STT staff, assess their subordinates objectively;
 - 9.4. encourage the STT staff to express their opinion, listen to what they have to say;
 - 9.5. show appropriate appreciation of the professional achievements of the STT staff, publicly announce the names of most distinguished employees;
 - 9.6. express their reproofs over the mistakes and failures of the STT staff in a tactful manner.

VIII. FINAL PROVISIONS

10. Observation of the Code of Ethics shall be an honourable duty of every STT employee.
11. Monitoring of the observation of the Code of Ethics shall be carried out by the heads of the STT structural units.
12. Each STT employee shall be held responsible for the violation of any of the requirements of the Code of Ethics in accordance with the procedure established by law.
13. Where any requirements of the Code of Ethics have been violated, an internal investigation shall be carried out in accordance with the established procedure.
14. Disputes relating to disciplinary penalties imposed for the violation of the Code of Ethics shall be settled in the manner established by law.

COMMITMENT

I,

(name)

an employee of the Special Investigation Service of the Republic of Lithuania, have read the Code of Ethics of the Staff of the Special Investigation Service of the Republic of Lithuania and concur to its provisions and am COMMITTED to act in accordance with the requirements of the Code of Ethics and be held responsible for their violation.

Date: _____

(signature)

NOTE: *this COMMITMENT shall be stored in the personal file of the SIS employee.*