

GSC GUIDE TO ETHICS AND CONDUCT

The GSC Guide to Ethics and Conduct aims to raise awareness of the principles governing the standards of conduct and behaviour expected of all GSC staff. These principles are founded on the GSC's values of professionalism, a sense of shared purpose and impartiality, and on the legal frameworks and internal instructions applicable to all staff. The purpose of the Guide is to provide general guidance for staff members in fulfilling their duties and obligations.

The Guide contains links to the relevant rules and instructions as well as various resources giving more detailed guidance.

1. Integrity

- Act solely with the interest of the European Union, the European Council and the Council in mind.
- Live up to the high expectations European Union citizens have of staff of European institutions.
- Refrain from any action or behaviour that might reflect adversely upon your position or institution.

2. Responsibility

- Carry out your duties responsibly, efficiently, promptly and to the best of your ability, complying with internal rules and procedures.
- Use your time at work effectively and use the means and resources provided properly.
- Reply to requests by citizens in an accurate and timely manner.
- Never use or disclose information coming to your knowledge in confidentiality in the performance of your duties.
- React if any illegal or irregular activity comes to your attention.

3. Loyalty

- Be loyal to your institution, superiors and colleagues.
- Cooperate with delegates and colleagues from other European Union institutions efficiently and to the best of your ability.
- Always treat delegates and colleagues with respect, communicate with them clearly and politely and provide them with assistance and information necessary to perform their duties.
- Managers are expected in particular to foster a positive work environment and make sure the work is fairly distributed and well organised.

4. Independence

- Determine your actions solely by duty to serve the European public interest and never be influenced by any other interest, whether private, political, national or other.
- Refrain from dealing with matters that could directly or indirectly concern your personal interest or the interest of your spouse, partner or other family members.
- Do not engage in unauthorised outside activity and do not accept favours or benefits that could jeopardise your impartiality.
- Avoid conflicts of interest also after leaving the service.

5. Impartiality

- Treat the public, delegates and colleagues with equal respect, regardless, inter alia, of their nationality or political convictions.
- Work without bias with persons of diverse nationalities, ethnic origins or faiths and avoid making assumptions based on stereotypes.

6. Objectivity

- Base your actions and decisions on a thorough analysis of the facts.