



---

REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

**CODE OF ETHICS  
OF  
INSTITUTE OF STATISTICS <sup>1</sup>  
(INSTAT)**

**Tirana, May 2019**

---

<sup>1</sup> Non official translation



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

**Table of Contents**

Premise.....	4
CHAPTER I.....	4
GENERAL PROVISIONS .....	4
1. Purpose.....	4
2. Field of action .....	5
3. Definitions.....	5
4. General principles .....	6
CHAPTER II.....	7
BASIC CONDUCT STANDARDS.....	7
5. Integrity.....	7
6. Impartiality.....	8
7. Prudence.....	8
8. Ethics.....	8
9. Ethical behavior .....	8
CHAPTER III .....	9
ETIQUETTE INSIDE THE INSTITUTE OF STATISTICS .....	9
10. Duty to be loyal to the institution.....	9
11. Appearance in the workplace, courtesy and respect .....	9
12. Diversity.....	10
13. Responsibility .....	10
14. Use of INSTAT property, equipment and resources.....	10
15. Clarifying personal problems and conflicts .....	11
16. Retribution .....	11
17. Privacy .....	11
18. Work-Family Balance .....	12
CHAPTER IV .....	12
USE AND DISSEMINATION OF INFORMATION .....	12
19. Use and dissemination of classified information .....	12
20. Media relations, public declarations and publications .....	13
CHAPTER V .....	13



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

CONFLICTS OF INTEREST.....	13
21. Conflicts of interest.....	13
22. Obligation to declare information about oneself.....	14
CHAPTER VI.....	15
INSTAT DIRECTOR GENERAL ETHICS, BASIC ETIQUETTE STANDARDS AND PERSONAL INTEGRITY .....	15
23. Director General as head of INSTAT .....	15
24. Honesty and impartiality.....	15
25. Non-discrimination .....	15
26. Public appearances.....	16
27. Independence .....	16
28. Political impartiality.....	17
29. Use and dissemination of non-public information .....	18
30. Conflicts of interest.....	18
CHAPTER VII.....	18
OTHER EXTERNAL ACTIVITIES .....	18
31. Employment outside INSTAT .....	18
32. Other outdoor activities.....	19
33. Gifts, entertainment, rewards for employees .....	20
34. Nepotism.....	21
35. Implementation of working hours.....	21
CHAPTER VIII .....	22
THE SUPERVISORY STRUCTURE OF ETHICS .....	22
36. The Supervisory Structure of Ethics .....	22
37. Declaration of acknowledgment of obligations arising from the application of the rules .....	23
38. Implementing provisions.....	23
39. Publication and entry into force.....	23



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

## Premise

In accordance with Law no. 17/2018 "On official statistics", Law no. 152/2013 "On the civil servant" as amended, Law no. 9367, dated 07.04.2005 " On the prevention of conflict of interest in the exercise of public functions " as amended, Law no. 9131, dated 08.09.2003 "On the rules of ethics in public administration", by laws that regulate ethics issues, as well as based on international standards of ethics and integrity of employees, this code is drafted on ethics and professional conduct of employees of the Institute of Statistics.

Sometimes, the employee may find that appropriate behavior in a given situation is not clear. This code can help with what can be decided to be done by the employee in many, but not all situations. When the employee is skeptical about the ethical implications of an action, he or she may seek advice before acting.

And he should always ask himself (about his actions):

- Are they legal?
- Do you feel he is acting right?
- Do his actions negatively or positively affect him or the Institute of Statistics?
- What would a reasonable person think about his actions?
- Would he feel embarrassed if others were acquainted with the action he was committing?
- Is there any other action that does not highlight an ethical conflict?

## CHAPTER I

### GENERAL PROVISIONS

#### 1. Purpose

(A) This Code is intended to serve as a guide for all INSTAT staff, related to day-to-day or consistent decision-making actions with the mission, the principles that guide us and our core values. It does not claim to contain all the answers regarding any ethical problems that may arise. The Code is not a substitute for common sense and does not eliminate various regulations implemented by INSTAT. It serves as a linking bridge between daily desires and actions and expresses a sense of commitment to the mission of INSTAT. The Code is also a tool to encourage discussions about ethics and improve attitudes or reactions at work (those reactions related to ethical dilemmas and ambiguities).



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

(B) The goals of INSTAT require that everyone who works for this institution, respects or enforces the highest standards of ethics. The INSTAT staff shall have responsibility to contribute to the good governance of the INTSTAT and help to improve the image and keep up its good name.

(C) INSTAT shall strive to promote and maintain a positive work environment, so as to support ethical behavior within it. The Head of INSTAT shall actively encourage ethical dialogue, provide guidance or advice through programs, training materials or other resources, as well as shall ensure that INSTAT internal systems, policies and procedures are in full compliance with the ethical goals of this very important institution.

(D) Failure to comply with the rules required by this Code and the rules or regulations of INSTAT related to it, makes ground for disciplinary action by the Institution. When violations are considered serious (i.e. repetitive), they can also cause the termination of employee's relations with INSTAT. Everyone has the right to present his point of view regarding the cause of the termination of relations and, in case of disagreement; he/she has the right to appeal against the relevant decision.

(E) The rules and principles set forth in this Code shall be binding for all INSTAT employees, regardless of the level and hierarchy of the function they exercise.

## **2. Field of action**

The rules and principles set forth in this Code shall be binding for all INSTAT employees, regardless of job position level, hierarchy and function that they exercise.

## **3. Definitions**

3.1 "Staff" – In INSTAT, the term "staff" shall mean the total number of its employees, unless specified otherwise.

3.2 "Ethics" - Ethics shall help the head of the institution and its staff to define the roles and responsibilities, both in relation to oneself and colleagues, with partners or with the institution.

3.3 "Ethical behavior" - Ethical behavior is not a passive process, but requires that INSTAT staff make conscious choices and the same decisions, as well as judge in a sound manner, in accordance with the INSTAT values, materialized in this Code.



3.4 "Integrity" - In INSTAT, the word "integrity" shall mean honesty, correctness, fairness and loyalty to work, colleagues and the institution. The employee is required to act with integrity throughout his or her official activity and avoid any behavior that might otherwise present him or INSTAT.

#### **4. General principles**

4.1 The principle of legality. The INSTAT employee should implement the Constitution of the Republic of Albania, ratified by international agreements and domestic legislation, in compliance with the competencies he covers.

4.2 The principle of impartiality, professional honesty, financial independence and effectiveness.

In exercising his function, the employee should be impartial, fair, reasonable and independent. He should avoid any action, arbitrary inaction or any preferential treatment, as well as be uninfluenced by any other personal, political, family and social interests.

4.3 Collaborate in group work, based on sincerity and mutual trust.

4.4 Enable the development of others, respecting diversity.

4.5 Encourage to take over and face challenges and responsibilities.

4.6 Objectivity.

In exercising his function, the INSTAT employee, should consider the relevant factors and give each of them the appropriate weight in his final attitude, excluding any element that shall not correspond to the concrete work process.

4.7 Transparency and accountability. INSTAT employee, if required by public interest and when this is not contrary to the law, shall inform and respond, when appropriate, for all his activity as a public official.

4.8 Conflict of interest. The INSTAT employee should prevent, as well as take all measures to terminate conflicts between his public duties and private interests.

4.9 Function non-abuse.

The INSTAT employee shall exercise his function and power only for the purpose given by the legislation in force. He shall avoid using his function for purposes that have no legal basis or are not motivated by any public interest.



## CHAPTER II

### BASIC CONDUCT STANDARDS

As INSTAT staff members, employees are required to apply the highest ethical conduct, consistent with the values of integrity, impartiality and prudence. Employees should even try to avoid any inappropriate behavior. In the performance of their duties, the staff is obliged to remain, above all, loyal to INSTAT, its objectives, goals and principles.

#### 5. Integrity

5.1 INSTAT shall respect the privacy of the employee with no interference to his personal life, or his behavior inside and outside the workplace. INSTAT shall attach great importance to the implementation by its employees of all laws and bylaws in force, as well as shall avoid any actions that may be perceived as misuse of the image of INSTAT and its staff; carelessness in this regard shall be reflected in the employee's relationship with the Institute of Statistics.

5.2 INSTAT shall also be attentive towards indecent, universally expressed behavior, regarding domestic violence or abuse of family members.

5.3 If concerns about the employee's behavior outside the workplace have been addressed to the institution by a third party, then INSTAT shall inform the employee, regarding the problem in question, and will seek further clarification from him about it, to examine cases, if dealing with violation of ethical rules, to the detriment of the institution's image.

5.4 It is not the duty of INSTAT to determine whether the employee has violated or not the laws in force, whose object is not that of the official statistics; this belongs to the court. However, if INSTAT receives an order to fulfill a legal obligation from the court or any other authority, which has the executive power of a financial obligation related to withholding a portion of the salary of a member of its staff, it shall enforce that.



## **6. Impartiality**

6.1 INSTAT staff shall act impartially. Every employee should take care that the expression of his personal views and considerations does not compromise or appear to compromise the results of the tasks assigned or INSTAT interests.

6.2 The official behavior of the employee shall always be characterized by objectivity and professionalism.

## **7. Prudence**

7.1 As an INSTAT staff member, the employee shall demonstrate the utmost prudence with his actions, as well as be reticent in the statements he makes, in accordance with his status in INSTAT.

7.2 The employee should avoid participating in any activity that is in conflict with INSTAT interests or that could damage its reputation.

7.3 The employee should respect and maintain the confidentiality of information gained or made available to him, as a result of position in the official hierarchy or being part of INSTAT staff.

## **8. Ethics**

At INSTAT, ethics means that the staff shall:

- Support, both formally and informally, the spirit conveyed by the principles, the rules and guidelines applicable to INSTAT;
- Promote accountability;
- Eliminate disrespect for others, injustices and dishonesty;
- Encourage dialogue, open and unbiased discussions;
- Work honestly and learn from past mistakes;
- Respect the basic standards of conduct both inside and outside INSTAT environment;
- Be proud of what has been achieved and how it has been achieved;
- Be modest of what can be improved and how it can be done.

## **9. Ethical behavior**



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

During work, the employee shall keep in mind the following basic instructions:

- He should always act honestly, diligently, and impartially when applying assigned tasks;
- Never disclose or use any information privately classified, provided through individual work for or at INSTAT;
- Never transmit statistical information or indicators outside INSTAT, without being officially announced publicly by the institution;
- Never provide information to unauthorized people on the way of processing and producing statistical data, unless they are made public by the institution itself;
- Avoid outdoor activities, which can reasonably be perceived as a conflict of interest;
- Always treat others professionally and politely.

### CHAPTER III

#### ETIQUETTE INSIDE THE INSTITUTE OF STATISTICS

The core values of impartiality, integrity and prudence should guide all aspects of employee behavior at work.

##### **10. Duty to be loyal to the institution**

The employee must respect his position and be independent, not accepting any guidance regarding the performance of his official duties from any source other than INSTAT.

##### **11. Appearance in the workplace, courtesy and respect**

11.1 The appearance of the employee in the workplace must be appropriate and such as to express:

- a) constant care and seriousness for his visual side;
- b) the necessary level of his personal hygiene;
- c) meeting the necessary clothing requirements in the premises of INSTAT according to the internal regulations of the institution and other norms in force;
- d) attention to the way of communication and attitude in the premises of INSTAT.

11.2 The employee should treat colleagues (whether superior, equal or subordinate) with courtesy and respect, and should not harass them (physically or verbally). During work, the



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

employee should also avoid those behaviors that, although not reaching the level of harassment or abuse, can create an atmosphere of unfriendliness or fear.

11.3 All those words or behaviors that unreasonably interfere with everyone's work or that create a frightening (threatening), unfriendly and insulting work environment will be considered as harassment and will be treated as such. An open and reliable workplace environment is essential for the effectiveness of the work of the employee in the Institute of Statistics as well as to maintain the morale of the staff.

11.4 All the unwanted sexual attempts (advancements), requests for sexual favors, or other behaviors (physical or verbal) of a sexual nature which unreasonably interfere with work, condition employment or create an offensive, unfriendly or intimidating work environment will be considered sexual harassment and will be treated as such.

## **12. Diversity**

12.1 Due to the nature of INSTAT, as an institution of public administration, and due to the value that this administration gives to diversity, the INSTAT employee must act with tolerance, sensitivity, respect and impartiality towards the culture and education of other persons, who do not have the same with him.

12.2 INSTAT will take action to any abusive behavior, which will be considered offensive to the environment or to specific persons.

## **13. Responsibility**

13.1 The employee must maintain the framework of the authority given to him by the function.

13.2 The employee remains responsible for the tasks he delegates to others.

13.3 The employee exercises appropriate supervision and control over everything related to his duty.

## **14. Use of INSTAT property, equipment and resources**

14.1 Property of the Institute of Statistics is considered any movable and immovable property that is in use, enjoyment and disposal of INSTAT.

14.2 During the employment relations in the Institute of Statistics, the employee must protect and preserve the property of the institution, including the official documentation.



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

14.3 In order to use the resources available to them as efficiently as possible, the employee must dedicate his working time only to the official activities of the Institute of Statistics.

## **15. Clarifying personal problems and conflicts**

15.1 The relevant direct superiors have a responsibility to be available to subordinate staff members who seek to raise issues or concerns in confidence (in privacy) and to handle such situations with sensitivity and impartiality.

15.2 The relevant direct superiors must create such an atmosphere that subordinate staff members feel free to use (without fear of retribution), existing institutional ways for solving problems or conflicts of any kind, as well as to express concerns about problematic or conflicting situations where they are or may be, not only regarding their relations within INSTAT, but also further.

## **16. Retribution**

16.1 Deterioration suffered as a result of unfounded and frivolous accusations discourages staff from behaving and enforcing high ethical standards.

16.2 INSTAT protects its staff in cases where they become the object of unfounded allegation by anyone who remains dissatisfied as a result of their regular performance of duty.

16.3 Freedom and responsibility to raise problems, issues or concerns is essential to empower staff and maintain integrity as an institution. Consequently, INSTAT will protect his staff from retaliation of any kind, including those incurred as a result of attitudes held in the event of various problems and concerns. This responsibility to protect staff members within the institution applies to persons who infringe or retaliate against staff in the performance of their duties.

16.4 Complaints for revenge are taken seriously and clarified immediately.

## **17. Privacy**

17.1 INSTAT respects the privacy of its staff.

17.2 Confidential information (including personal files, medical records, information related to various inquiries, and also disciplinary measures), will not be allowed to be misused, will not be disclosed and will be allowed to be known only by authorized persons.

17.3 The Institute of Statistics safeguards the confidentiality of any information in accordance with the relevant bylaws.



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

17.4 INSTAT respects the privacy of employees at workplace and will not demand to change their personal behavior until these behaviors will not harm the results of work, or when they go against the internal regulation of the institution.

## **18. Work-Family Balance**

18.1 INSTAT respects the work-family balances as a challenge to achieve the predetermined objectives and appreciates the efforts and passion of every employee to preserve these relationships.

18.2 INSTAT will make every effort to create the best possible internal environment, in order to support the employees to achieve the most effective balance between work, family and personal life.

## **CHAPTER IV**

### **USE AND DISSEMINATION OF INFORMATION**

#### **19. Use and dissemination of classified information**

19.1 INSTAT employees have the responsibility to safeguard the security of any information classified, provided by the Institute of Statistics or produced by it.

19.2 To avoid any unauthorized disclosure of information, the employees should be careful in the way they use it.

19.3 The basic principle of the rules and instructions regarding information security is that classified information can be passed on to staff members only in accordance with law no. 17/2018 "On official statistics" or with regulatory acts related to the classification of statistical and confidential information in INSTAT.

19.4 It is not allowed to receive and provide information for various benefits or when it is a cause for conflict of interest during the employment relationship at the Institute of Statistics.

19.5 During the employment relationship with Institute of Statistics, the employees if unauthorized by law or according to international agreements, where INSTAT is a party, must not:

- a) allow the disclosure or publication of non-public information, gained during the performance of their duties;
- b) use or allow that this information be used for personal benefit.



## **20. Media relations, public declarations and publications**

20.1 If not authorized you must not give, publish or provide for public use material relating to the policies or activities of the Institute of Statistics or any other matter relating there to and not classified as information for publication. While you should avoid any public behavior that may be interpreted or related, in any way, to your position at the Institute of Statistics. The status of an employee in INSTAT requires discretion and tact.

20.2 Before responding to or starting off a contact with the press regarding a policy or INSTAT activity, or any other related matter, you should consult with your direct superior, who, as per the rule, should consult with the person authorized to communicate with the media, before you are allowed to carry out your request.

20.3 INSTAT is the owner of all written materials that you produce in the performance of your official duties and has the right to publish such work in a way that it considers appropriate. The same approval is required for papers prepared during your free time or before you were a staff member of the Institute of Statistics, if the topic of your paper relates to the Institute of Statistics or its activities.

## **CHAPTER V**

### **CONFLICTS OF INTEREST**

#### **21. Conflicts of interest**

21.1 The employee of the institution must take concrete measures, in accordance with Law No. 9367, dated 07.04.2005 "On the prevention of conflict of interest in the exercise of public functions", as amended and the Code of Administrative Procedures, for the prevention, avoidance and resolution of conflict of interest in the exercise of his duties.

21.2 Conflict of interest means the state of conflict between the public duty and the private interests of the staff, in which he has direct or indirect private interests that affect, may affect or seem to affect the performance of duties in an incorrect way of his public responsibilities and duties.

21.3 In no case, the employee's opinions, suggestions, proposals, conclusions and decision-making should be intended for the purpose of moral, professional or material achievement, for himself or his family.



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

21.4 In no case, the employee should accept or request, directly or indirectly, material goods, gifts, preferential treatment, promises, for himself or his family, due to the function he performs. In the case of protocol gifts, they should be reported immediately to the direct superior or the human resources structure.

21.5 The employee, in case he/she finds out that he/she is in conditions of conflict of interest, must notify the superior, and then proceed with a reasoned resignation for the state of conflict of interest. In no case should the resignation serve as an avoidance of complex cases or cases treated in the media.

21.6 The employee must always act in the interest of the Institute of Statistics and in support of its Mission. As such, employees should avoid conflicts - or even their appearance - between their interests and responsibilities derived from being part of the staff of the Institute of Statistics.

21.7 Whenever circumstances arise in which, the exercise of the duty becomes impossible due to a conflict of interest for the employee or related persons, he must inform in writing the superior and the General Directorate of Support Services and Coordination.

21.8 Verification of various situations, which can be considered as conflict of interest is done by a commission appointed by the Director General of INSTAT. This commission drafts the report on the qualification of the relevant circumstances (whether or not they constitute a conflict of interest) and then submits it to the Director General.

## **22. Obligation to declare information about oneself**

22.1 The employee must declare any business or financial interest that he or a close member of his family has (as defined in article 15), which may be in obvious conflict with the duties he performs in the Institute of Statistics. The employee must declare everything to the superior or to the officially appointed person for such problems. Supervisors or relevant officers must make a written material on this information to verify the statement made by the employee in question.

22.2 If the employee is unsure about how well the information he / she declares matches what he / she is obliged to declare, he / she should seek further explanations in the Human Resources Sector. INSTAT may require certain categories of its staff to declare periodically and confidentially (reserved) in their file all financial activities and interests according to a form (model) approved in advance. These statements are analyzed by a person appointed by the Director General of INSTAT.



## CHAPTER VI

### INSTAT DIRECTOR GENERAL ETHICS, BASIC ETIQUETTE STANDARDS AND PERSONAL INTEGRITY

#### 23. Director General as head of INSTAT

23.1 The Director General, as head of INSTAT, aims to convey the highest values and to realize the mission of the institution in order to further strengthen the integrity, transparency and professionalism.

23.2 The Director General recognizes and implements unconditionally the rules set out in this Code of Ethics, taking the necessary measures and enabling to the management staff a strong immunity to conflicts of interest and conduct to the detriment of the public interest as well as to improve the culture of awareness of staff on the application of basic principles of ethics.

23.3 The Director General shall periodically ensure the implementation of the provisions of this Code, by contacting directly and mainly with the Supervisory Structure of Ethics.

23.4 The Director General should aim to implement the best public administration standards and experiences regarding the principles of etiquette and communication culture among INSTAT employees. He must, through his behavior, motivate the work and dedication of the staff to perform the assigned tasks as well as possible.

#### 24. Honesty and impartiality

24.1 The Director General must always behave in order to maintain and increase the trust of citizens in honesty, impartiality and effectiveness of work in the Institute of Statistics.

24.2 Honesty and impartiality are defined as the conduct of the Director General, in an honest and impartial manner, without being influenced by his private interests and without making distinctions in the exercise of public office and without making INSTAT assets and resources available for the purposes of other outside the nature of the activity of the institution.

#### 25. Non-discrimination

25.1 The Director General, during the exercise of his duties, is prohibited from any kind of discrimination related to gender, race, color, ethnicity, language, gender identity, sexual orientation, political, religious or philosophical beliefs, economic, educational or social status,



REPUBLIKA E SHQIPËRISË  
INSTITUTI I STATISTIKAVE

pregnancy, affiliation, parental responsibility, age, family or marital status, civil status, place of residence, health status, genetic predisposition, disability, belonging to a particular group or for any other reason, to INSTAT employees.

25.2 During the exercise of his duties, the Director General is not allowed to take actions against employees, as follows:

- Offensive behavior;
- Hostile or denigrating behavior;
- Use of insults and jokes;
- Creation of unjustified facilities / obstacles;
- Comments regarding lifestyle or any other cause that may constitute discrimination;
- Unjustified requests during the exercise of duty;
- Creating confidentiality with certain persons, which may harm the interests of other persons.

## **26. Public appearances**

26.1 The Director General, in public appearances, must be honest in what he says "words are believed and people create trust". He must offer cooperation and ensure co-responsibility for everything that is said or done in communication content, ensuring the achievement of balances in different situations, depending on the way things are said.

26.2 The Director General is successful in communication when the ethics in speech has accomplished the effectiveness, truthfulness and reliability of the message it conveys. He should avoid calls with names and other offensive language forms (e.g. the opposite sex, the weaker sex, etc.).

26.3 INSTAT is the owner of the right of all written materials that the Director General produces during the performance of his official duty and has the right to publish such work in a way that he deems appropriate.

26.4 Press releases relating to the policies or activities of the Institute of Statistics or any other related matter shall be prepared and / or consulted with the person authorized to communicate with the media.

## **27. Independence**

27.1 In accordance with the law "On official statistics" the Director General, when exercising power and performing the tasks assigned to him, should not seek or receive instructions from government institutions, other central or local public units to fulfill these tasks. He, too, should



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

not be influenced by any other entity that seeks to influence him to interfere in the activity of the Institute of Statistics.

27.2 Following the principle of independence of the Director General is incompatible with seeking, receiving or accepting from any other source, any benefit or even any reward in exchange for a sum of money (even in the form of a gift), which may have been promoted by the Director General, as a result of the position he holds in the decision-making hierarchy of the Institute of Statistics.

27.3 Any other activity of the Director General, which is performed outside his duties defined in the law "On official statistics", should not have a negative impact on the obligations he has to the Institute of Statistics and should not damage its image. In scientific or academic articles, the Director General should clarify that the article has been drafted personally and does not represent the official position of the Institute of Statistics.

27.4 The Director General's relations with groups representing other interests shall not conflict with the independence and integrity required by his position at the Institute of Statistics.

## **28. Political impartiality**

28.1 Not with standing the approved organizational guarantees to minimize political pressure, the Director General is responsible for self-identifying situations where personal political views may impair the professional independence of INSTAT staff and where employees' political views and activities may jeopardize the reputation and the reliability of INSTAT work.

28.2 Involvement in political activities may affect the leadership performance of the Director General to perform his duties impartially as well as damage the image and credibility of the public towards the Institute of Statistics. The Director General is not allowed to join or participate in political activities throughout the term of office as head of INSTAT. Apparent independence is as important as de facto independence, in terms of participation in public political activities, public expression of political views or candidacy for election to public office, which can be perceived by interested parties as an impact on the ability of INSTAT- it to produce impartial and transparent statistics.

28.3 During and after working hours, the Director General must not display, verbally or through symbols (clothing / accessories), his political convictions, and must not take any action, which can be considered as propaganda in favor of one or several political parties.

28.4 Prior to and during election campaign periods, the Director General shall establish a monitoring structure to ensure the non-involvement of the institution's staff in the activities of the political parties during working hours, as well as to make available to these political parties other assets and resources that the institution has.



## **29. Use and dissemination of non-public information**

29.1 Based on the law No.17/2018 "On official statistics" is required not to allow the disclosure or publication of non-public information by the Director General. This should be taken into account, in particular, in speeches or public statements and media relations, regarding the publication of statistical information that has not yet been officially disclosed to the public.

29.2 The Director General must take all necessary measures to ensure that even the persons who have access to information they possess, comply with the obligations set out in law for non-disclosure or publication of non-public information.

## **30. Conflicts of interest**

30.1 The Director General must avoid any situation that gives rise to a conflict of interest. A conflict of interest arises when the Director General has personal interests, whether commercial or not, which may or may not affect the impartial and objective performance of his duties. The personal interests of the Director General shall mean the creation of a potential benefit for himself, for his family and for other relatives related by gender relations up to the degrees defined in special provisions of this Code.

30.2 The Director General shall not use, whether directly or indirectly, the non-public information available or known by reason of his duty to conduct or run personal financial transactions, himself or through third parties.

30.3 The Director General shall not, during the exercise of his duty and the period after the end of the mandate, publish the non-public information with which he is acquainted during the performance of his duty in the Institute of Statistics.

## **CHAPTER VII**

### **OTHER EXTERNAL ACTIVITIES**

#### **31. Employment outside INSTAT**

31.1 INSTAT employee shall not have another employment, regardless of having remuneration or not, without the prior written approval of the Director General of INSTAT.



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

31.2 With the approval of the Director General of INSTAT, during the employment relationship, the employee may be allowed to engage in activities outside INSTAT, with or without reward, in cases when:

31.3 He is appointed as a member of the collegial bodies of state institutions or when engaged as part of other public bodies.

31.4 He commits in lecturing, teaching or writings related to his work.

31.5 Teaching lecturing, speaking or writing, related to work (service) employees when:

- a) these activities are performed as part of the official activity of the employee;
- b) the invitation to deal with these activities is made to the employee, mainly and primarily due to the position at INSTAT;
- c) the invitation or offer for a reward is made by the person or entity, whose interest is related to the work of the employee;
- d) the information provided by the employee is largely non-public;
- e) the subject being treated is closely related to the work that the employee is currently performing or has performed until a year ago;
- f) the subject being treated is closely related to any INSTAT announced or ongoing program or activity.

31.6 In no case shall the performance of this activity damage the reputation of the institution, violate the independence, dignity and moral and professional integrity of the employees.

## **32. Other outdoor activities**

32.1 The employee shall seek INSTAT permission to have another employment, business activity or free profession outside it. INSTAT shall not object to such activities that:

- a) do not interfere with the employee 's ability to do the job at INSTAT properly;
- b) are in accordance with INSTAT rules, regarding the conduct of its staff;
- c) do not create conflict of interest.

32.2 The employee's request to engage in an external activity shall be clear and sent to the Human Resources Sector, together with the approval of the direct superior of the employee. In some cases, especially for activities related to speaking or publicizing Code of Ethics 19 outside INSTAT, the employee's request needs to be made clear for the Directorate of Communication and Publications.



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

32.3 Employees shall participate in voluntary activities of a certain community having a charitable character without taking prior consent. However, if the employee has suspicions that an activity he intends to participate may be inconsistent with the above-mentioned criteria, the employee shall be consulted in the relevant monitoring unit that implements ethical relationships, before participating in it.

### **33. Gifts, entertainment, rewards for employees**

33.1 During the employment relationship at INSTAT, the employee shall not be allowed to request or accept, directly or indirectly, gifts, rewards, favors, entertainment, loans, credits or anything else that has monetary value, from people or entities that:

- a) have or seek to secure benefits in the administrative proceedings, in contractual relations or in any other financial relationship with INSTAT;
- b) perform transactions or activities supervised by INSTAT;
- c) have interests that are substantially affected by the performance or non-performance of official duties of INSTAT employee.

33.2 During the employment relationship at INSTAT, the employee may accept small food items in non-frequent cases. Such benefits are allowed even when offered at meetings, lunches or dinners, as part of the program of activities organized by INSTAT.

33.3 The employee shall never ask for gifts or favors related to his duties at INSTAT. As a rule, the offered gifts shall not be accepted. A small symbolic, promotional or encouraging gift may be accepted. But clearly its worth shall not exceed ten thousand ALL. In such cases, the employee may take it without declaring. If the value of the gift is bigger than ten thousand ALL, it shall be declared together with its approximate value. The gift shall be returned for an assessment of whether there are questions about its value.

33.4 During the employment relationship at INSTAT, the employee shall not be allowed to request contributions from other employees, to make a gift to a superior, giving donation to the latter or accept a gift from the lowest paid employee.

33.5 The employee shall be allowed to receive spontaneous gifts, given voluntarily on special occasions, such as marriage, birthday, retirement, job termination or in cases of disease and death. These types of gifts, as a rule, are limited to the inner circle of associates. Supervisors shall not be allowed to claim contributions from employees that are under their supervision, for any circumstances.



## **34. Nepotism**

34.1 Employees, who themselves or their spouses are close relations (pre-born, post-born, brothers, sisters, uncles, grandchildren, nieces, nephews) or close in-law relations (father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepfather or stepmother), shall not be allowed to work at INSTAT.

34.2 If the employee has blood ties or in-law relation, as defined in point 22.1 of this article, and is currently employed at INSTAT, is not allowed to work in these organizational units, if:

- a) they have ongoing connection in the execution, processing and termination of work operations at INSTAT;
- b) through the above-mentioned connections, they can create facilities or benefit conditions, as defined in these rules.

34.3 During the employment relationship at INSTAT, the employee shall not be allowed to recommend or influence the procedures of recruitment (employment) of INSTAT staff, when the post is conditioned by blood ties, as above-mentioned.

34.4 During the employment relationship at INSTAT, the employee shall not be allowed to participate or influence in the process of promotion and salary rise of the employee, with whom he is related as above-mentioned, in the process of giving rewards, awarding rights to qualifications and specializations or granting any other benefits.

34.5 The employee shall be obliged to notify his superior, in cases when he is aware that people of the above-mentioned connections are also employed at INSTAT. In this case, the Director General of INSTAT shall decide to transfer one of them.

34.6 During the period of employment at INSTAT, if blood or marriage ties are established as in the relations defined in point 1 of this article, they shall be communicated to INSTAT Director General, who shall decide whether or not to transfer one of the employees.

## **35. Implementation of working hours**

35.1 During the employment relationship at INSTAT, the employee should effectively use his working time, only for his job. The working time should not be used for any other purposes, except when its use for other purposes is authorized in accordance with applicable laws and regulations.



REPUBLIKA E SHQIPËRIË  
INSTITUTI I STATISTIKAVE

35.2 The employee should not seek out, encourage or allow his subordinates to use their working time for purposes, other than those required by duty, and for which they have an authorization under applicable laws and regulations.

35.3 The employee must not use his position for private benefits, to support any products, services or private financial institutions of his friends or other people with blood ties up to the second degree. Also, the employee must not use his position to support any people, to whom he is privately connected (including non-profit entities).

35.4 The employee must not be allowed to use or permit the use of his position, of the official title or any other authority related to their function, in such a way as to incite or coerce another person, including subordinates; to do any financial favor (or of any other kind) to friends and people, to whom he has blood ties up to the second degree, or to whom the employee is unofficially related.

35.5 The employee shall not be allowed to use his official position to hinder the activity of third parties or to harm them for personal reasons.

## CHAPTER VIII

### THE SUPERVISORY STRUCTURE OF ETHICS

#### 36. The Supervisory Structure of Ethics

36.1. With the authorization of the Director General of INSTAT, the Supervisory Structure of Ethics is defined, within which, and according to the hierarchy is the Head of Human Resources and the Director of Finance and Projects, in charge of human resource management.

36.2. The Supervisory Structure of Ethics, case by case, but also periodically, reports to the Director General of INSTAT, the cases found in violation of the Code of Ethics.

36.3. The Supervisory Structure of Ethics based on reports, but also acts on initiative, initiates the disciplinary procedure, in accordance with the legislation and bylaws in force.

36.4. Every employee of the institution is obliged to cooperate and report to this Structure.

36.5. For each reported case, or initiated on initiative, the Ethics Supervisory Structure must compile a special report which it submits to the Director General of INSTAT in the form of a notice or a proposal for disciplinary action.



### **37. Declaration of acknowledgment of obligations arising from the application of the rules**

At the beginning of each year, the employee must complete the statement of confidentiality and a statement stating that he is familiar with and implements the obligations set out in this code, as well as other obligations set out in the approved Internal Regulation of the Institute of Statistics.

### **38. Implementing provisions**

38.1. Any action taken by the employee, even if not expressly provided by the provisions of this Code, but has the same or similar consequence, is considered a violation of this Code.

38.2. Violation of the rules set out in this Code, in full implementation of the provisions set out in the law on Civil Servant, the Internal Regulation of the institution, constitutes a reason for initiating disciplinary actions.

38.3. The Human Resources Department is obliged to inform the employees at the moment of employment of the obligations deriving from this Code of Ethics and that its provisions must be respected throughout the employment relationship in INSTAT.

### **39. Publication and entry into force**

39.1. This Code of Ethics enters into force immediately and is mandatory for all INSTAT employees.

39.2. The Code of Ethics is published on the official website of INSTAT within 5 days from its entry into force.

39.3. Code of Ethics approved by Decision no. 390 Prot., Dated 13.03.2017 is repealed.

BOARD OF DIRECTORS

Approved on May 23, 2019