

APPROVED
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**Code of Ethics for Civil Servants of the Republic of Kazakhstan
(Rules of service ethics of civil servants)**

1. General provisions

1. Performance of civil service is an expression of special trust from society and the state and sets high requirements to the morality and ethics of civil servants.

Society expects that civil servants will use all their efforts, knowledge and experience in their professional activities and serve their homeland, the Republic of Kazakhstan, with an impartial attitude and integrity.

In their activities, civil servants shall be committed to the policy of the First President of the Republic of Kazakhstan - the Leader of the Nation Nursultan Nazarbayev and implement it in a consistent manner.

2. In accordance with the Constitution of the Republic of Kazakhstan, laws of the Republic of Kazakhstan dated November 23, 2015, “On Civil Service of the Republic of Kazakhstan”, dated November 18, 2015, “On countering corruption”, generally accepted moral and ethical standards, this Code of Ethics for Civil Servants of the Republic of Kazakhstan (the Rules of the Service Ethics of Civil Servants) (hereinafter - the Code) establishes the basic requirements for the morality and ethics of civil servants, as well as basic standards for their conduct.

The Code is aimed at enhancing public confidence in government bodies, creating a high culture of relations in the civil service and preventing cases of unethical behavior of civil servants.

3. The heads of state bodies, in the central executive bodies - executive secretaries of the central executive bodies or officials who are vested with the powers of the executive secretaries of the central executive bodies in the established order, and in the absence of the executive secretaries of the central executive bodies or the specified officials - the heads of the central executive bodies ensure compliance with the requirements of this Code, placement of the text of this Code in the buildings of state bodies in places accessible for public viewing.

4. A civil servant shall be acquainted with the text of this Code in writing within three days after entering the civil service.

2. General Standards of Conduct

5. Civil servants shall:

1) facilitate strengthening the unity of the people of Kazakhstan and interethnic harmony in the country, respect the state and other languages, traditions and customs of the people of Kazakhstan;

2) be honest, fair, modest, comply with generally accepted moral and ethical standards and show polite and proper attitude in dealing with citizens and colleagues;

3) ensure the legality and fairness of their decisions;

4) ensure transparency in decision-making affecting the rights and legitimate interests of individuals and legal entities;

5) resist actions detrimental to the interests of the state, hindering or reducing the performance of state bodies;

6) improve their professional level and qualifications for efficient performance of official duties, comply with the restrictions and prohibitions established by the laws of the Republic of Kazakhstan;

7) avoid giving rise to criticism from society by their actions and behavior, prevent prosecution for criticism, use constructive criticism to eliminate shortcomings and improve their performance;

8) avoid using their official position to influence the activities of state bodies, organizations, civil servants and other persons when resolving issues of a personal nature;

9) avoid spreading information that is not true;

10) ensure safety of state property, use the entrusted state property, including vehicles, in a rational and efficient manner and only for official purposes;

11) strictly observe official discipline, fulfill their official duties in a conscientious, impartial and efficient manner, use working time rationally and efficiently;

12) on an ongoing basis, take measures to improve the quality of provided public services, fully focusing on the needs of the population as consumers of public services;

13) prevent misconduct and other offenses for which the law provides disciplinary, administrative or criminal liability.

14) comply with business etiquette and the rules of official conduct.

The appearance of a civil servant in the performance of his/her official duties shall help enhance the credibility of the state apparatus, comply with the generally accepted business style, which is characterized by officiality, modesty and neatness.

6. Civil servants shall not use their official position and related opportunities in the interests of public and religious associations, other non-profit organizations, including for promotion of their attitude to those organizations.

Civil servants, including those in senior positions, shall not demonstrate openly their religious beliefs to co-workers or force subordinate civil servants to participate in the activities of public and religious associations and other non-profit organizations.

3. Standards of conduct while off-duty

7. While being off-duty, civil servants shall:

1) adhere to generally accepted moral and ethical standards, prevent cases of antisocial behavior, including being intoxicated at a public place, offending human dignity and public morality;

2) show modesty, not emphasize and not use their official position when receiving relevant services;

3) avoid statutory non-compliance, associated with infringement on public morality, order and security, and not involve other citizens in committing unlawful, antisocial actions.

4. Standards of conduct in service relations

8. In service relations with colleagues, civil servants shall:

1) facilitate development and strengthening of business and friendly relations and constructive cooperation in the team;

2) suppress or take other measures to prevent violations of the service ethics by other civil servants;

3) refrain from discussing personal and professional qualities of colleagues discrediting their honor and dignity in the team;

4) avoid actions (inaction) that impede the performance of colleagues' duties.

9. In relations with subordinate employees, leaders shall:

1) serve as a model of impartiality, justice, unselfishness and respect for the honor and dignity of a person by their behavior;

2) ensure compliance with the principles of meritocracy, not give preference on the grounds of kinship, fraternity and personal loyalty when solving personnel issues;

3) show fairness and objectivity when assessing their performance and applying incentive measures and penalties;

4) take measures aimed at ensuring occupational health and safety, creating safe and necessary conditions for efficient activity, as well as creating a favorable moral and psychological environment that excludes any form of discrimination and infringement on the honor and dignity of civil servants;

5) avoid using official position to influence their activity when solving unofficial issues;

6) avoid forcing commitment of illegal acts, as well as acts incompatible with generally accepted moral and ethical standards;

7) prevent unfounded accusations, rudeness, humiliation of dignity, tactlessness and incorrect behavior against them.

10. Civil servants in lower-level positions shall:

1) when executing instructions of managers, provide only objective and reliable information;

2) immediately inform the management and the ethics commissioner about cases of violations of service ethics and disciplinary offenses that have become known to them and that discredit the civil service;

3) prevent actions (inaction) that impede the fulfillment of legitimate instructions of the leader;

4) avoid showing personal loyalty towards the management, desire to obtain benefits and advantages through their job opportunities.

5. Standards of conduct related to public speaking, including in the media

11. Public speeches on the activities of a state body are given by its head or authorized officials of the state body.

Civil servants shall conduct discussions in a correct manner, without undermining the authority of the civil service.

12. Civil servants shall not express their opinion on state policy and official activities in public if it:

1) does not comply with the key focus areas of state policy;

2) discloses official information that is not subject to publication;

3) contains unethical statements addressed to government officials, government bodies, and other civil servants.

13. Civil servants shall not make any publications on behalf of a state body on issues not related to the state policy, activities of the state body and civil servants. Materials on pedagogical, scientific and other creative activities can be published by a civil servant only on his/her own behalf as an individual.

14. If an unreasonable public accusation of corruption is brought against a civil servant, s/he shall take measures to refute it within one month from the date of discovery of such an accusation.
