

Interreg



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A decorative graphic element consisting of a green line that curves into a blue line, which then curves back into a green line, all set against a white background.

CODE OF CONDUCT OF VENETO REGION EMPLOYEES

(Annex A of Regional Government Deliberation No. 38 dated 28th January 2014)

ABSTRACT

Courtesy translation

Art. 6

Communication of financial interests and conflicts of interest

1. Without prejudice to the transparency requirements as provided for by laws or regulations, the employee, at the time of his/her assignment to the Regional organization, informs in writing the manager of all his/her relations, also through an intermediary, about collaboration or consultation, however named, with private entities, including companies or non-profit organizations, in any way paid or free of charge, that the same person has or has had in the last three years, specifying:

- a) if first-hand, or his/her relatives, the first or second degree relatives, the spouse or the cohabitants, still have financial relationships with the person with whom he/she has had the aforementioned collaborations;
- b) if such relationships have taken place or are taking place with subjects who have interests in activities or decisions related to the Regional organization that they belong to, limited to the practices entrusted to him/her.

2. The employee refrains from taking decisions or performing activities related to his/her duties in situations of conflict, even potential, of interests in which personal interests are involved, or of his/her spouse, cohabitants, first and second degree relatives within. The conflict may concern interests of whatever nature, even not patrimonial, such as those deriving from the intention of supporting political, trade union's or hierarchical superior's pressure.

3. Potential conflicts are considered the ones in which the employee's financial interests, or interests of other nature, could conflict or interfere with the public interest linked to the activities and functions assigned to him/her.

Art. 7

Obligation to refrain

1. The employee refrains from taking part in the adoption of decisions or activities that could involve not only his/her own interests and of his/her first or second degree relatives, or of the spouse or cohabitants, but also interests of:

- a) people with whom he/she has frequent contact and relationships
- b) subjects and organizations with which he/she or his/her spouse has pending case or serious enmity or significant credit or debit relationships



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- c) subjects or organizations of which he/she is a legal guardian, trustee, prosecutor or agent
- d) bodies, even not recognized associations, committees, companies or production plants of which he/she is administrator, manager, director, or in which he holds corporate positions and/or legal representation.
2. The employee refrains from taking part in any other case where there are serious reasons of opportunity and convenience.
3. The employee must communicate in advance his/her situation to the manager of the structure that he /she belongs to, who, previous assessment of the situation within 20 days, must reply in writing to the employee, relieving him / her from duty and entrusting the same, on the basis of the prescribed procedures, to others or, in the absence of appropriate professionals, by taking it to him/herself.
4. When the director of Regional organization to which the employee belongs to believes, on the basis of the received communication, that the situations of conflict of interest that integrate the conditions for application of the obligation to refrain referred to this article do not exist, he /she motivates the reasons that allow to the employee to perform the task anyway and informs the employee about them with a specific communication, taking care also to inform the Office for management of disciplinary proceedings and person responsible for corruption prevention of the results of the carried out assessment.
5. The obligation to refrain of the employee is mandatory up to possible different decision of the organization's manager to which he/she belongs to.
6. The employee who become aware, for official purposes, of circumstances that could give rise to situations of conflict of interest also potential, that could lead, for another employee, to the obligation to refrain, is required to inform promptly the director of the organization to which the employee belongs to, in order to allow to it the assessment referred to previous paragraphs.
7. In the event that the conflict concerns the director, it is up to the person in charge for the corruption prevention to decide on the initiatives to be taken.

Art. 14

Contracts and other negotiation deeds

1. In carrying out the procedures for the selection of the contractor, for closing of agreements and deals and for entering in binding contracts on behalf of the administration, as well as in the execution phase of the same deals and contracts, the employee does not rely on third parties mediation, nor does he/she correspond or promise to anyone an income for this mediation, nor to facilitate or for having facilitated



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the conclusion or execution of the contract. This paragraph does not apply to cases in which the administration has decided to use professional mediation.

2. The employee doesn't conclude, on behalf of the administration, contracts for procurement, supply, service, financing or insurance with companies with which he/she has entered into private contracts or received other benefits, in the previous two years, with the exception for those concluded in compliance with art. 1342 of the Civil Code. In the event that the administration concludes contracts for procurement, supply, service, financing or insurance with companies with which the employee has entered into private contracts or received other benefits in the previous two years, the latter has the obligation to refrain from participating to take decisions and participate to the activities related to the execution of the contract, delivering a written report related to this abstention to be kept among office deeds.

3. The employee who concludes agreements or deals or who contract for private purposes, with the exception of those concluded pursuant to art. 1342 of the Italian Civil Code, with natural or legal persons with whom it has concluded, in the previous two years, contracts for procurement, supply, service, financing and insurance, on behalf of the administration, he/she informs in writing the manager of the organization that he / she belongs within 30 days from the signature of the same.

4. If the manager find him/herself in the situations under paragraphs 2 and 3, he/she informs in writing the Head of human resources Dpt. and/or the person in charge for corruption prevention.

5. The employee who receives, from natural or legal persons participating in negotiation procedures in which the administration is one of the parties, complaints in oral or written form about the work of the office or of its collaborators, immediately informs usually in writing, his/her hierarchical superior as well as the person in charge for corruption prevention.

