

Caution: Gifts of money are never customary in a place, and must not be accepted. Gifts and perks over a longer period of time from one and the same person are not allowed either.

Invitations to dinner are to be declined (exception: participation in the interests of the service for representation purposes). Coffee and cake or sandwiches during meetings of longer duration are customary and thus permitted.

Hospitality gifts count among **honorary gifts**; it is permissible to accept them; however, the authority must be notified thereof without delay. Honorary gifts must be forwarded to the authority (exception: gifts of negligible or merely symbolic value).

Perks, discounts or advantages granted to “anybody” or entire enterprises, or those negotiated by the Staff Council, are unproblematic. However, we refuse perks based on our official capacity and will not demand any.

Secondary occupation

We consider our service for and at the BMI as main occupation. Any secondary occupation is an exception and must in no way represent an obstacle to our service tasks. There must not even be a semblance of bias. Also, secondary occupations must not put any other service interests at risk (BMI Secondary Occupation Regulation, Federal Law Gazette II No. 84/2016).

Ban on mobbing

We pay particular attention to mutual respect and esteem in our interactions among colleagues. We do not tolerate any aggrieving or discriminating behaviour, nor any offensive or other undesirable or uncalled-for actions.

Correct behaviour after any misbehaviour

BMI staff is aware of the fact that mistakes can happen. In case of an occurrence we act quickly; we acknowledge mistakes we have made; this is what helps us and our organization grow and learn from our mistakes.

Support and advice

Find the complete BMI Code of Conduct

→ on the Internet at
<http://www.innensicher.at/>

→ on the Intranet at
<http://www.bmi.intra.gv.at/Compliance/>

For any questions contact your **immediate superior**.

Additionally, each respective authority has their designated **Compliance Officers** (COs) who will readily provide advice and support. Please find a list of COs on the Intranet at
<http://www.bmi.intra.gv.at/Compliance/default.htm>

Chief Compliance Officer (CCO) Albert Koblizek will also be happy to assist with answers and advice.

Email to BMI-I-1-a@bmi.gv.at

Corruption reporting centre

Federal Bureau of Anti-Corruption

Bundesamt zur Korruptionsprävention und Korruptionsbekämpfung (BAK)

Federal Ministry of the Interior
1010 Vienna, Herrengasse 7
Telephone no. + 43-(0)1-53126-6800
Email to BMI-IV-BAK-SPOC@bak.gv.at
<http://www.bak.gv.at>

Whistleblowing

Whistleblower system by the Public Prosecutor’s Office for Combating Economic Crime and Corruption (WKStA)

<https://www.bkms-system.net/wksta>

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CODE OF CONDUCT FOR THE FEDERAL MINISTRY OF THE INTERIOR

**OUR VALUES.
OUR APPROACH.**

CODE OF CONDUCT FOR THE FEDERAL MINISTRY OF THE INTERIOR

Information note

What is the Code of Conduct good for?

The Code of Conduct is intended to assist BMI staff with their daily duty routine. It contains **binding rules for** staff behaviour regarding **contact with population, colleagues and superiors**. Its purpose is to help **avoiding misconduct** and protecting from **consequences pursuant to civil service law and penal law** any misconduct might entail.

We see the Code of Conduct as **oath** to legally and humanely correct behaviour taken **by the entire police and administrative enforcement staff**.

Our values

Following values govern our actions:

- **Rule of law** (We fulfil our duty exclusively based on the rule of law)
- **Loyalty** (We are respectful, supportive and reliable in all our interactions)
- **Quality** (Our work fulfils high standards of quality; transparency, credibility and reliability)

Our guidelines

Our actions aim at the completion of tasks solely **in compliance with the law**. In our exercise of competence we adhere to the principle of proportionality. We are aware of the fact that in case of punishable misconduct we are liable for our actions pursuant to civil service law and penal law.

We are under **obligation of discretion**. What is in the line remains in the line.

Our actions are objective and neutral. If there is any close relationship to clients, official acts in their regard must be carried out by **unbiased colleagues**.

Best practice is to politely refuse to accept any **gifts or other advantages** offered. In case of honorary gifts you must notify your superior.

You must notify the administrative authority of any **secondary occupation**; also, secondary occupations must not lead to any conflict of interest with your employment at the Ministry.

If we use **social media** on the job or privately we take care to behave correctly. We must be aware of our position as

members of the authority and the obligation of discretion it entails. We know that any messages or forum posts will spread quickly, and that after publication, they are out of our control and might allow insights and conclusions as to our professional activity and duty routine in general. To divulge your identity might bring about grave consequences (in particular for BMI staff).

Guidelines for interaction among colleagues

Observing **human rights** is of particular concern to all of us. In professional interactions we treat each other with **respect**; we appreciate **open discussions** and offer **constructive criticism**. We assume full responsibility and we **help each other** to reach our goal.

Our strengths are **social skills** and **expertise**. In our professional environment there is no room for any kind of harassment or discrimination such as mobbing or stalking.

We, the **senior officials**, actively assume our responsibilities and we are open to staff concerns. We value the knowledge and experience of our staff. We make our decisions comprehensible and even transparent, if necessary. We actively acknowledge positive performance.

Our legal framework

Fulfilment of duty in compliance with the law

We comply with all the laws.

Obligations regarding general behaviour

The people trust that we take up and fulfil our tasks in a correct manner.

We take care that our appearance is professional, that we communicate respectfully, that our clothes/uniforms are correct and our behaviour is exemplary. This holds true for professional and private environments if the situation is such that conclusions as to who is our employer can be drawn. In case of private concerns we introduce ourselves as private persons and do not reap advantages from our official capacity.

Obligation of discretion

Information obtained on duty must not be divulged or distributed. We keep secret any and all facts we learned about on duty (such as facts regarding official acts, photographs, etc.) which we are obligated to keep secret. We are bound by this obligation even within the authority.

If we get summoned before court or an administrative authority and the matter is work-related, in principle, we are obligated to ask our employer authority in advance to release us from the obligation of discretion so that we may make a statement. Exception: Members of the executive body in the service of penal justice and on behalf of administrative authorities they represent do not need to get releases.

Any requests by media representatives are to be forwarded to the service in charge of public relations.

Bias

We are aware that in the fulfilment of duty we must not seek to fulfil our own interests, or the interests of persons related to us. Our actions must always be as objective as possible. In cases where we are biased we need to find a replacement or notify our superiors (except in case of imminent danger).

Acceptance of gifts

In principle, we refuse to accept gifts, in a polite but determined manner. It is also inadmissible to demand, accept, or accept the promise of an advantage.

It is admissible to accept following advantages:

- Low-value tokens customary in the particular place or country
- Honorary gifts
- Gifts offered at events the participation in which is in the interests of the service (obligation to represent)
- Gifts for charitable purposes; the staff member concerned, however, must not exert any specific influence on these purposes