Code of Conduct for Civil Servants

Chapter One
General Provisions

Basis

Article 1
This Code of Conduct is enacted on the basis of the provisions of the Civil Servants Law in order to regulate the affairs and conduct of civil servants.

Article 2
The purpose of this Code is to provide a regulation of the rules of conduct for civil servants, including improved procedures for the discharge of professional affairs, public service, law enforcement, rigidity, individual integrity and neutrality, prevention of discrimination, promotion of transparency, accountability, effectiveness and fruitfulness in the assigned duties.

Chapter Two
Duties and Obligations

Professional Performance

Article 3
In order to perform professional duties in a more effective manner, a civil servant shall:

1- Be present in the workplace within the specified hours;
2- Abstain from involvement in any action that may cause disruption in the exercise of official duties;
3- In accordance with terms of reference and work plan, execute duties efficiently and make necessary efforts in this regard;
4- Strive to upgrade skills and professional knowledge of and relevant subordinates.

Public Service

Article 4
In order to provide quality services to the public a civil servant has the following obligations:

1- Decent behavior and appropriate treatment of people without consideration of tribal, ethnic, gender, religious, sectarian differences, political beliefs, physical appearance, and/or marital status.
2- Special care to meet the needs of children, amputees, disabled, women and the elderly.

3- Provide necessary information to the clients concerning procedures of civil services to assist in gaining easier access to services.

4- Adopt necessary measures to solve problems of the public, where necessary.

**Strengthening Rule of Law**

**Article 5**

(1) In order to help strengthen the rule of law, a civil servant shall:

1. In the area of duties, observe and implement provisions of law, regulations and other legislative documents.
2. Discharge duties in accordance with the respective terms of reference and procedures.
3. Obey the lawful orders and instructions of the superior directors.

(2) If a civil servant is forced to implement an illegal order of a superior director, the civil servant shall, through administrative procedures, report the issue to the relevant superior officers before execution of the order, and if not satisfied, the civil servant shall inform the Independent Appeals Board of Independent Administrative Reform and the Civil Service Commission.

(3) If a civil servant becomes aware of an illegal action of other civil servants, he/she shall inform the relevant director about the issue.

**Rigidity, Dignity and Neutrality**

**Article 6**

In order to maintain rigidity, dignity and neutrality, a civil servant shall:

1- Abstain from misusing the position or information the civil servant gains during exercise of the official duties in favor of relatives and/or friends.

2- Avoid accepting or providing gifts or any other material or immaterial interests from relatives, friends, relevant director, colleague and/or subordinates.

3- Avoid using equipment or facilities of the organization for personal purposes or taking government properties out of the organization without prior permission from the relevant authority of the organization.

4- Avoid expressing opinion, in public or workplace, which may appear supportive or apposing to a particular group of society.
5- Abstain from the following activities which may damage the integrity and neutrality of his/her duty:
   - Establishing or managing a commercial firm which is party to a deal with the government.
   - Paid or unpaid work commitment with a commercial firm which is a party to a deal with the government.
   - Give or obtain loan or have monetary affiliation with a person or an organization.

6- Avoid holding contract or mediating in a contract on behalf of the government, with a person or an organization which has family member or working relationships with the civil servant’s relatives or friends.

7- Avoid accepting or demanding a gift while making a contract with a contracting party, candidate or their legal representatives on behalf of the government to alter terms and conditions of the contract or to reprioritize one party on the other.

8- Abstain from participating in activities and official decision makings in which the civil servant may hold a personal interest.

9- In the course of duty, avoid encouraging or forcing colleagues and clients to show support or opposition in favor of or against a political party or political figures.

**Transparency and Accountability**

**Article 7**
To ensure transparency and accountability, a civil servant shall:

1- Provide precise information concerning discharge of duties to the relevant director or other relevant authorized officials.

2- In the course of duty, avoid exposing confidential information unless directed by an authorized officer.

3- Refrain from expressing an opinion, providing documents, or interview with the mass media, unless authorized to do so. In this case, exposure of all types of data and information shall be factual and without personal opinion.

4- While joining a civil service office, provide written information about incomes, properties and related debts.

5- Refrain from maintaining improper relations with national or foreign organizations.

**Effectiveness and Fruitfulness**

**Article 8**
To ensure work effectiveness and fruitfulness, a civil servant shall:
1- Use properties and resources of the government in a logical and coordinated manner taking into account the principle of frugality.

2- Abstain from involvement in activities that may result in waste of time and government property.

3- Take active part in taking precautions to improve work effectiveness and fruitfulness.

Chapter Three
Miscellaneous Provisions

Signing Statement of Commitment

Article 9
At the time of appointment, a civil servant shall sign the attached Annex 1 Statement of Commitment.

Discipline

Article 10
Anyone infringing upon the provisions of this regulation shall be disciplined in accordance with the provisions of Disciplinary Regulation.

Enforcement

Article 11
This regulation shall be considered applicable after one month of its publication in the Official Gazette.
Annex (1)

Statement of Commitment

I (                    ) S/O (                      ) ID No. (                        ) resident of
(                                           ) hereby state with full awareness that I will remain loyal
to the Islamic Republic of Afghanistan and will be ready to serve my country with all
my ability in accordance with the provisions of law, regulation and terms of reference.

I have read this Code of Conduct for Civil Servants and I will observe its provisions
while performing my duties.

Name of civil servant/ service worker

Signature:

Date:    /   /1365