



**The following benefits had better be refused:**

- Accepting an invitation to an expensive gourmet restaurant
- Contributions of considerable value
- Acceptance of benefits that may infringe on the objective discharge of the official's office
- Acceptance of contributions that might cause third parties to believe that the official is biased
- Acceptance of invitations by enterprises that are in legal dispute with the Federal Ministry of Defence and Sports
- Invitation to events that are to take place in a dubious environment
- Invitation to events together with other persons that do not have representation tasks
- Invitation to events the programmes of which go beyond normal costs
- Invitations to short holidays (if staying expenses, etc. are paid by external persons or lobbyists)

**■ Advice and practical help**

Additional questions to the topics briefly touched herein are to be found in the full text publication "Code of Conduct of the Federal Ministry of Defence and Sports". Should any specific question arising not be answered satisfactorily, do not hesitate to contact your superior or the respective competent office.

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▶ **Code of Conduct**

of the  
Federal Ministry of Defence and Sports



Information Handout



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## ■ Purpose of the Code of Conduct

The Code of Conduct is to assist all members of the Ministry in their daily duties and to act, be that with their colleagues or with external persons, in accordance with the law and the principles of openness, sincerity, transparency and fairness.

The Code of Conduct is, in essence, an instrument to prevent corruption and is intended to help understand that acting which is unobjectionable under the law may become a problem as well.

## ■ Four questions of ethics

should be considered when the legal guidelines allow for room for interpretation:

- Can I tell my superiors, colleagues, friends and family members openly about what I am doing?
- Would it be okay for me if superiors, colleagues, friends and family members acted in the same way as I do?
- Is a benefit, for example, offered to a larger group of persons (company discount)?
- Would I also gain the benefit if I had a different position in the organisation?

## ▶ When assessing ethical behaviour, one should always use one's common sense.

If you have to answer one of these questions with a NO, you should immediately stop that particular action and inform a superior, as appropriate.



## ▶ Being self-critical of one's own acting!

### ■ Accepting gifts

In many cases CORRUPTION starts with the ACCEPTANCE OF GIFTS.

Check yourself when it comes to accepting gifts:

- Would I accept these gifts also if witnesses were present?
- How would a third party perceive the acceptance of the gifts? Would I accept the gift if I read about this in the next day's newspaper?
- Would my accepting the gift cause to diminish the general public's confidence in the objectivity of the Federal Ministry of Defence and Sports?
- What is the motive for the contribution to me?
- Does my behaviour create the impression that I am susceptible to gifts?
- Could I make myself liable to prosecution?

## ▶ If in doubt, report to your superior! Turning a blind eye is also punishable!

### ■ Sponsoring

Sponsoring is the exchange of services on a quid pro quo basis. The public administration is given financial means or non-monetary resources, while the sponsoring entity gains in prestige by way of measures that are good publicity.

There will be no sponsoring if there is no publicity effect toward the public; therefore, central core tasks of state administration are to be covered by financial means of the state in order to safeguard objectivity.

## ■ Procurement

Federal procurement is a sensitive domain of public administration. The procurement process is to follow the subsequent principles:

- Transparency,
- „Four-eyes“,
- Separation of functions,
- Minimum information,
- Objectivity, and
- Confidentiality



## ■ Secondary employment

Secondary employments that

- obstruct the carrying out of one's work duties or
  - may create the impression of one being biased or
  - put significant work-related interests at risk
- may **not be exercised**.

Also observe the MoDS directive on inadmissible secondary employments!

## ■ Representation



Participation in events for representation purposes within the framework of one's duty is not considered as a benefit. As a matter of principle, accepting invitations to lunches or dinners will not make you liable to prosecution. Such invitations serve to maintain the contact with partners.