



REPUBLIKA E SHQIPËRISË
MINISTRY OF INTERNAL AFFAIRS
AGENCY FOR THE MANAGEMENT OF SEIZED AND CONFISCATED ASSETS

CODE OF ETHICS

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AGENCY FOR THE MANAGEMENT OF ASSETS SEIZED AND CONFISCATED

(Approved by Order No. ____, date _____ of the Chief Administrator)

Article 1

Purpose

The code of ethics for the employees of the Agency for the Management of Seized and Confiscated (hereinafter AAPSK), aims to establish the principles and rules of ethics of the professional conduct of AAPSK employees, to ensure high professional integrity, impartiality, and independence in the exercise of the public function performed by the employee.

Article 2

Scope of application

The rules and principles set forth in this Code are mandatory for all AAPSK employees to implement, regardless of the hierarchy of the function they perform.

Article 3

General principles

1. In performing his function, every employee/staff member respects and correctly implements the laws and subordinate acts in force, the internal orders and instructions, thereby demonstrating high moral and professional integrity, fully functioning to maintain the reputation and image of the institution.
2. The AAPSK employee must act independently from a political standpoint and not hinder the implementation of policies, decisions, or legal actions of the authorities of the public administration;
3. In performing his duties, the employee must be honest, impartial, efficient, taking into account only the public interest;
4. The AAPSK employee must be courteous in relations with citizens, with superiors, his colleagues and subordinates;
5. Under no circumstances, regardless of the workload, the employee should not issue official documents outside the office premises without first confirming it with the titleholder and/or superior of the institution;
6. The AAPSK employee must not act arbitrarily to the detriment of any person or organization and must show proper respect for the rights and personal interests of third parties;
7. The AAPSK employee must not allow his private interests to conflict with his public position, avoid conflicts of interest and must never exploit his position in favor of his private interest;
8. The AAPSK employee must always behave in such a way that public trust in integrity, impartiality, and effectiveness of the public service is maintained and increased;
9. The AAPSK employee must maintain the confidentiality of the information he possesses, without violating the implementation of obligations arising from law no. 78/2023 for some additions and amendments to law no. 119/2014 "On the right to information".

Article 4

Independence and Impartiality

1. In exercising his functions, the employee must take measures to protect his independence from internal or external influences.

2. Under no circumstances and for no reason should the employee accept instructions or suggestions regarding the performance of his official duties, from any other source, except the institution where he/she exercises his/her function.
3. In any case, opinions, suggestions, proposals, conclusions, and decisions must be closely related only to the purpose of the function performed by the employee, and in no case exceeding this purpose.
4. The employee respects the dignity of every person, without discrimination and prejudice against ethnic and national affiliation, social status, wealth, age, physical ability, religious belief, gender, political views, sexual orientation, or any other condition that constitutes grounds for prejudice and biased treatment.

Article 5 Conflict of interest

1. A conflict of interest is a situation in which an employee has such a personal interest, that affects or may affect the impartiality or objectivity of the performance of official duties.
2. The personal interests of the employee include any preference for themselves, family, relatives up to the second degree, individuals or organizations with which the employee has or has had business or political connections. A conflict of interest also includes any type of financial obligation or civil obligation of the employee.
3. When the employee is aware that such a situation exists, he is obliged to:
 - a. verify if there is a current potential conflict of interest;
 - b. take the necessary steps to avoid such a conflict;
 - c. immediately inform, on his own initiative, the direct supervisor and the human resources unit about the current or potential conflict of interest;
 - d. in case of doubt about the situation in a conflict of interest, to consult with the direct supervisor directly and/or with the human resources unit of the institution;
 - d. to comply with any final decision not to participate in the decision-making process or to relinquish the advantages caused by the conflict.

Article 6 Prohibitions on benefits and avoidance of conflicts of interest

1. The employee of the institution must take concrete measures, in accordance with Law No. 9367, dated 07.04.2005 "For the prevention of conflicts of interest in the exercise of public functions amended and the Code of Administrative Procedures for the prevention, avoidance, and resolution of conflicts of interest in the performance of his duties.
2. Under no circumstances should the opinions, suggestions, proposals, conclusions, and decisions of the employee be intended for moral, professional, or material gain, for themselves or for their family members. material gain, for themselves or for their relatives.
3. The employee, if he finds himself in a conflict of interest situation, must notify the supervisor, and then proceed with a reasoned resignation regarding the conflict of interest situation. In no case should the resignation serve as an evasion from complex cases or cases that are media-covered.
4. The direct supervisor, with the support of the Human Resources Sector, based on the data that he has, takes the necessary measures to avoid appointing an employee to positions in which conflicts of interest may arise or where employees should not be assigned tasks that may

lead to the emergence of a possible conflict of

interest. 5. The avoidance of conflicts of interest is done in accordance with the Code of Procedures Administrative.

6. The employee, who has such interests, whose continued possession of them would pose a real risk for the emergence of conflicts of interest and would lead to continuous exclusion from his official activity or inability to perform official duties, must renounce or transfer these interests, in such a way that the possibility of conflict of interest is avoided.

Article 7

External activities

By external activities of the employee, we mean any kind of regular or occasional activity, that requires the engagement of the AAPSK employee whether for profit purposes or not that the employee develops outside of official duties.

Article 8

Prohibition of external activities

1. The exercise of external activities, in any case, will be done in accordance with the sub-legal acts issued in implementation of the regulation of the field of external activities. In any case, the employee must follow the procedure established in the sub-legal acts and take measures so that the performance of external activities does not cause obstacles or delays in the performance of the function he carries.
2. The AAPSK employee should not engage in an external activity that hinders the performance of his official duty or that requires a mental or physical commitment that makes it difficult to perform the task, or is a continuation of this duty, which undermines in any way, the image of the AAPSK employee.
3. In case of doubt about the qualification of an activity as permissible or not, the employee is advised with the Human Resources Sector, which referring to the legal framework in force where the rules for classifying an external activity as permissible are defined or not, determines whether the activity that the AAPSK employee performs is permissible or not.

Article 9

Permission for external activities

1. The performance of external activities must be notified in advance to the direct supervisor of the employee of AAPSK and the Human Resources Structure.
2. Activities, within the framework of union activities or employee representation or teaching activities, are permissible when they do not hinder the performance of the duty.

Article 10

Gifts and favors

1. The AAPSK employee should not request or accept gifts, favors, hospitality or any other benefit or avoidance of possible losses, as well as promises for them, for himself, the family, relatives, persons or organizations with whom he has relationships, that influence or seem as if they influence the impartiality of the performance of the duty, or are or seem to be a reward for the manner of performing the official duty.

2. Point 1 of this article does not apply in the case of ordinary invitations, traditional hospitality, symbolic or traditional gifts of goodwill, which do not create doubts about the impartiality of the employee.

3. In case of doubt about the impartiality of benefits, the employee is advised to consult with the Sector of Human Resources of the institution.

Article 11

Response to offers

1. If an employee is offered an unfair advantage, he must:

- a. refuse it, without needing to accept it to use as evidence;
- b. try to identify the person making the offer;
- c. avoid long contacts with the person who made the offer, but knowledge of the reason for which the offer is made, may serve as evidence;
- ç. if the gift cannot be refused to be returned to the sender, it must be kept, used as little as possible and reported immediately to the direct supervisor;
- d. have witnesses, if possible, colleagues who work with him;
- dh. report the attempt, as soon as possible to his supervisor or to the Sector of Human Resources.

e. continue working normally, especially regarding the issue for which the advantage of unfairly has been

offered. 2. The Council of Ministers determines the value of gifts that can be accepted by the employee and the method of managing gifts that cannot be returned.

Article 12

Employee obligations

1. The employee of AAPSK should not use or allow the use of his official position, in such a way as to encourage or coerce any other person, including subordinates, to gain any financial benefit or any other type of personal interest.

2. In exercising public functions, in any case the employee must maintain a high level of professionalism, to ensure that he is updated with unified work practices, with the experience and best practices of peer institutions; to actively participate in courses, seminars, and activities aimed at increasing professional capacities.

Article 13

Public property

1. Employees must protect and preserve the property of the institution, including official documentation. The employee must not use or allow the use of property that the institution owns or has in use, for any purpose other than carrying out approved activities, in accordance with the applicable legal and sub-legal acts.

2. The employee must use the resources provided by the job position only for the performance of his duties and not for personal purposes.

Article 14

Working hours

The employee must use work time effectively for the completion of official tasks. This time is not used for any other purpose, except in cases where its use for other purposes is officially authorized, in accordance with the applicable legislation.

Article 15

Employee ethics and appearance

1. The employee of AAPSK must maintain integrity, dignity, and stay away from any action, attitude, or behavior that may undermine the good name of the employee and the institution he represents.
2. The employee must be dedicated to performing his functional duties, implementing the official schedule accurately, using work tools specifically for the performance of his duties, as well as to take measures for an ethical appearance in clothing.
3. Employees of AAPSK are required to adhere to ethical standards during working hours.
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4. The employee must be courteous in relationships and in written and verbal communication with superiors, colleagues, and subordinates, as well as to respect the principles of ethics according to the legislation in force.
5. The employee's appearance at work must be appropriate and such that it expresses care and ongoing seriousness for the visual aspect and meeting the necessary requirements of clothing in the institution's premises according to the approved rules in force by the AAPSK Chief Administrators referring to the mandatory visible distinguishing signs.
6. During the time they are in the AAPSK premises, all employees must wear the identification card of the AAPSK employee placed on the upper garment according to the approved model.
7. The use of the internal phone line for private purposes is not allowed, except in cases of urgent family matters.
8. All employees who have a distributed mobile number or whose expenses are covered by the institution, are required to keep this number functional throughout the working hours.
9. In all AAPSK premises, the consumption, possession of drinks is strictly prohibited, alcoholic and smoking.
10. In daily communication within the institution, employees must respect the hierarchy. During communication, every employee must be characterized by ethics and mutual respect.
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11. Verbal communication in the AAPSK premises should not be done loudly.

Article 16

Use of information

1. Under no circumstances, due to the function performed by the employee, should he use or misuse the information he possesses, exceeding the purpose for which he was informed.
2. Under no circumstances and in no situation, the employee should not give information to other people inside and outside the institution, the information he possesses, except in cases where authorized by the superior.
3. The employee who, due to his function, is informed of the personal data of subjects, is obliged to maintain the confidentiality of this data throughout the entire period that

exercises the function in the institution, but also later, in accordance with the provisions made in the current legislation for the protection of personal data.

4. The employee must ensure that the control of data, their verification, the collection of information, the review of supporting documents and correspondence with other institutions, is in accordance with the purpose for which this information is requested or collected, and not beyond it.

Article 17

Supervisor-subordinate relationships and relationships with colleagues

1. In exercising his powers, the employee must adhere correctly to the structure organizational according to the level of hierarchy defined in it.

2. The employee must be communicative with colleagues, show respect for them, regardless of the level of hierarchy and must not harm colleagues or subordinates morally, ethically and professionally.

3. The employee must cooperate with colleagues and subordinates in the performance of tasks functional, provide complete and accurate information when requested and at no time should dictate and must not exert pressure on the decision-making of his colleagues and subordinates.

4. The employee must be characterized by communication ethics, both inside and outside the office environments.

Article 18

Relationships and communication with citizens

1. In every case, the employee must respect the dignity and personality of the citizen who presents to the institution.

2. The employee must correctly implement the legal obligations in the performance of his function in relation to the citizen.

Article 19

Relationships with public institutions, the media, civil society and organizations international

1. In the established relationships with public institutions in our country, with the media, civil society and international organizations, the employee must take measures that, in no case and for any reason, communication should not be initiated by the employee, but with authorization from the head of the institution.

2. The employee must avoid any kind of public behavior that could be interpreted or related to in any way, with his position in the institution.

3. Employees carry the identification tools of AAPSK, at all times during the exercise of their duties.

Article 20

Implementing provision

1. The Human Resources sector is obliged to inform the employee, at the moment of employment of his, the obligations arising from this code of ethics that must be respected by the employee.

2. The employee is required to act in accordance with this code and for this reason is informed about its provisions and any changes or additions.
3. The employee should seek advice from the Human Resources Sector of the institution when he is unsure about how to act. The Human Resources Sector of the institution, for special cases, is also advised by the Department of Public Administration (if he is part of the civil service).
4. The provisions of this code are part of the employment conditions of the employee. Violation of them becomes grounds for disciplinary measures.
5. The direct supervisor of the employee is responsible for checking whether he complies with the rules set out in this code and to propose or take appropriate disciplinary measures for his violations.

Article 21

Disciplinary measures

1. Any action taken by the employee even if not explicitly provided for by the provisions of this Code, but has the same or similar effect, is considered a violation of this Code.
2. Violation of the rules established in this Code, in full compliance with the provisions of provided in the Labor Code, the Internal Regulation of the institution, constitutes grounds for the initiation of disciplinary proceedings.
3. Ignorance of the code does not excuse the employee from responsibility and the aforementioned sanctions. aforementioned.

Article 22

Entry into force

This Code comes into force immediately and is mandatory for all administration of AAPSK, including all employee categorizations.