

APPROVED

by order of the Director of Klaipėdos valstybinė
kolegija / Higher Education Institution
No. V1-161, dated November 13, 2023

ANTI-CORRUPTION RULES OF CONDUCT FOR EMPLOYEES OF KLAIPĖDOS VALSTYBINĖ KOLEGIJA / HIGHER EDUCATION INSTITUTION

SECTION I GENERAL PROVISION

1. The Anti-Corruption Rules of Conduct for Employees of Klaipėdos valstybinė kolegija / Higher Education Institution (hereinafter referred to as the “KVK/HEI”) (hereinafter referred to as the “Rules”) establishes standards of anti-corruption conduct, requirements, instances of corruption-related risks, and actions to be taken when such risks arise.

2. The purpose of these rules is to promote the KVK/HEI values, define standards of conduct that employees must adhere to, help create a work environment that fosters trust, and ensure lawful relationships with clients, students/auditors, and to foster fairness, honesty, respect for others, and civic responsibility.

3. Compliance with the provisions of these Rules is mandatory for all employees and members of the KVK/HEI governing bodies (the KVK/HEI Council and the Academic Council) (hereinafter referred to as “employees”).

4. The terms used in these Rules shall be understood as defined in the Law on the Prevention of Corruption of the Republic of Lithuania, the Law on the Reconciliation of Public and Private Interests of the Republic of Lithuania, the KVK/HEI Policy on Creating an Environment Resistant to Corruption, and other legal acts.

SECTION II NORMS OF ANTI-CORRUPTION CONDUCT FOR EMPLOYEES

5. In performing their duties, employees are guided by the following principles of conduct and ethics: responsibility, openness, efficiency, creativity, flexibility, loyalty to the state, selflessness, honesty and impartiality, decency, respect for people and the state, professionalism, fairness, openness, and transparency.

6. KVK/HEI staff adhere to the following code of conduct:

6.1. operates transparently and openly, ensuring that its activities and objectives are transparent and that key documents are publicly available;

6.2. the interests of the state and the public good are upheld; the rights, duties, and powers granted are not abused (through action or inaction); they are not used for selfish purposes, for non-work-related interests, or in violation of laws or other legal acts; the rights and powers granted are not exceeded; no arbitrary actions are taken; measures are taken to stop such conduct; and this is reported in accordance with the procedure established by the KVK/HEI;

6.3. the workload is distributed among employees in an objective manner and work performance is evaluated, while any actions that could give rise to doubts about impartiality are avoided;

6.4. unethical and/or biased conduct, forgery, destruction, or concealment of documents, fraud, misappropriation or embezzlement of the KVK/HEI assets, disclosure of confidential information, and all other criminal acts of a corrupt nature as defined by the applicable laws of the Republic of Lithuania (e.g., bribery, influence peddling, blackmail, or other actions aimed at benefiting oneself or another person), measures shall be taken to stop such conduct, and this shall be reported in accordance with the procedures established by the KVK/HEI;

6.5. employees must avoid conflicts of interest between private and public interests, disclose private interests and in the event of an actual or potential conflict of interest, report it and recuse themselves in accordance with the procedures set forth in the Rules;

6.6. conduct is impeccable, leaving no room for the assumption that non-transparent or biased behaviour, nepotism, cronyism, or other relationships of direct subordination or control – which create opportunities for favourable decisions to be made regarding employees related by kinship or family ties – are tolerated;

6.7. employees are encouraged and motivated to act with integrity and to report corruption and other violations in accordance with the Procedure for Submitting and Investigating Reports of Violations at KVK/HEI;

6.8. public procurement is conducted transparently, in accordance with the principles of equality, non-discrimination, mutual recognition, proportionality, and impartiality, and with the rational use of funds;

6.9. no pressure is exerted on colleagues to force them to refrain from lawful actions or to perform unlawful actions for their own benefit or that of others;

6.10. communicate and act responsibly so that actions are not interpreted as a suggestion or an invitation to offer a bribe;

6.11. gifts are not accepted (*for more detailed information, please refer to the Institution's Procedure for the Transfer, Evaluation, Registration, Storage, and Display of Gifts Received in Accordance with International Protocol or Traditions, as well as Gifts Intended for Representational Purposes*);

6.12. the property of the state and the KVK/HEI is used in compliance with the law.

SECTION III DECLARATION OF PRIVATE INTERESTS AND REQUIREMENTS FOR RECUSAL, MONITORING

7. In accordance with the Law on the Reconciliation of Public and Private Interests of the Republic of Lithuania, employees who hold positions or perform functions specified in Annex 1 are required to declare their private interests. These employees must comply with the restrictions and obligations set forth in the Law on the Coordination of Public and Private Interests of the Republic of Lithuania. KVK/HEI employee submitting the declaration is responsible for the timely submission of the declaration of private interests and the accuracy of the information provided therein.

8. KVK/HEI staff members holding the positions or performing the functions listed in Annex 1 must, no later than 30 calendar days from the date of their appointment or election to the position or assignment to perform the functions (members of the procurement commission, procurement experts, and procurement initiators must submit a declaration of private interests by the date of participation in procurement procedures) shall declare their private interests by submitting a declaration of private interests in the PINREG system. Employees who have not submitted a Declaration are not entitled to participate in procurement procedures and must be removed from their respective positions.

9. If, before assuming or while performing certain duties, it becomes clear to an Employee that the performance of those duties involves his or her private interests, thereby giving rise to a conflict of interest, the Employee must recuse himself or herself from such duties. An Employee recusing themselves from duties must submit a recusal notice to their immediate supervisor via the KVK/HEI document management system (DBSIS) using the prescribed form. The immediate supervisor must make a decision within 2 business days (by marking approval or rejection in the DBSIS document management system).

10. If a conflict of interest arises while an Employee is participating in the activities of a working group, committee, consultation, or other similar activity in which decisions are made collectively, the Employee must verbally inform the chair of the working group, committee, or other

body of the potential conflict of interest. The fact of recusal and the reasons for it must be recorded in the protocol.

11. Department heads/deputy directors are responsible for recusing employees from the decision-making, preparation, and deliberation of certain matters if they present a conflict of interest, and for ensuring that recused employees do not participate in the preparation, deliberation, or adoption of decisions.

12. The person responsible for creating an anti-corruption environment review and analyses the data in the declarations, monitors them, and, upon identifying deficiencies in the declarations, informs the employees and sets a deadline for rectifying the deficiencies. If the person determines that the employees have not rectified the deficiencies, and (or) upon identifying a real risk of a conflict of interest, immediately informs the employee's immediate supervisor and submits a proposal to the Director to initiate an investigation into the employee's possible failure to comply with or improper compliance with the requirements of the Law or the Rules.

SECTION IV COMPLIANCE AND MONITORING

13. An employee is deemed to have violated the Rules if he or she has made a decision and/or taken any other action contrary to the provisions of the Rules or has tolerated unethical conduct or unlawful actions by other employees. A violation of the Rules may be established only after an investigation conducted by a Commission formed by order of the Director.

14. The decision regarding the liability of an employee who has violated the Rules shall be made by the Director of the KVK/HEI or his or her designee, after reviewing the Commission's findings and recommendations.

15. A violation of these rules may be considered a serious breach of employment duties and may result in liability as provided for by the laws of the Republic of Lithuania.

SECTION V FINAL PROVISIONS

16. The rules are approved by the director of the KVK/HEI

17. The review of the rules is initiated by the person responsible for creating an anti-corruption environment.

18. New and current KVK/HEI employees are familiarised with the Rules.

19. In cases where an employee's conduct is not governed by the provisions of these Rules, he or she must comply with the requirements set forth in other KVK/HEI regulations and national laws.

LIST OF PERSONS DECLARING PRIVATE INTERESTS

In accordance with the Law on the Reconciliation of Public and Private Interests of the Republic of Lithuania, the following persons are required to declare their private interests to the KVK/HEI:

Persons holding these positions:

- 1.1. members of the Council and the Academic Council;
- 1.2. director;
- 1.3. deputy directors;
- 1.4. heads of centres;
- 1.5. heads of departments;
- 1.6. heads of divisions/offices.

2. Persons performing these functions:

- 2.1. persons performing the duties of a member of the procurement committee;
- 2.2. simplified procurement contractors;
- 2.3. persons performing the functions of procurement experts;
- 2.4. persons performing the functions of procurement initiators.

(Sample Report Form)

NOTICE OF RECUSAL

20 _____
(date)

Knowing that Klaipėdos valstybinė kolegija / Higher Education Institution employees are prohibited from participating in the preparation, consideration, and adoption of decisions related to their private interests, or from otherwise influencing or attempting to influence such decisions, or from performing other related duties, I recuse myself from

(briefly describe the types of decisions—whether regarding their preparation, consideration, or adoption—or the types of duties from which one recuses oneself)

My participation in the preparation, consideration, or adoption of the decisions may give rise to a conflict of interest because

(briefly describe the reasons for recusal)

I am submitting a notice of recusal _____

(provide the first name, last name, and email address of your direct supervisor)

EXAMPLES OF POTENTIAL CORRUPTION RISKS AND HOW EMPLOYEES SHOULD RESPOND TO THEM

To help employees identify situations that may give rise to corruption risks while performing their assigned duties and to provide information on the necessary actions to take in such cases, the following hypothetical scenarios are presented. It should be noted that every situation that arises in the course of work is unique and different and therefore should be assessed on a case-by-case basis.

Scope of functions, areas where corruption may occur (this list is not exhaustive)	Example
The functions performed are related to public procurement procedures	You will receive a direct offer or a hint from a representative of a public procurement participant or from other individuals associated with the participant (friends, etc.) regarding the performance or non-performance of certain actions: 1. regarding the possibility of receiving monetary compensation; 2. regarding the opportunity for you or your family members to use certain services for free or at a discount; 3. regarding reimbursement for any expenses, you or your family members have incurred or plan to incur; 4. regarding the possibility of future employment for you or your family members with the public procurement participant or its affiliated legal entities; 5. for the purpose of obtaining some other benefit for you or your family members. If you encounter these situations, follow the steps outlined in Figures 1 and 2 (below).
Your duties involve decision-making, or you could influence decision-making within the organization, or third parties believe that you can influence decision-making.	You receive, either directly from a person with a direct interest in a specific decision or through intermediaries, an offer or a hint regarding the possibility of receiving monetary compensation or some other direct or indirect benefit in exchange for taking or refraining from taking certain actions (for example, taking action to expedite a specific decision, recusing oneself from the decision-making process, making the desired decision, influencing other agency employees involved in the decision-making process, etc.). In the course of your duties, you participated in making a decision or decided yourself, and after the decision was made, the person to whom the decision applied wishes to give you money or other material benefits, either directly or through intermediaries, as a token of gratitude. Please take the following steps If you encounter these situations, follow the steps outlined in Figures 1 and 2 (below).
Influencing a colleague or colleagues, or other individuals, to engage in unlawful conduct.	A colleague or other person is trying to pressure you into abandoning lawful actions or committing unlawful acts for their own benefit or that of others.

	If you encounter these situations, follow the steps shown in Figure 5 (below).
Functions performed and duties carried out that may involve conflicts of interest.	Employees who hold positions or perform functions listed in Annex 1 may find themselves in a conflict-of-interest situation when, in the course of their duties (or assignments), they are required to make (or participate in making) a decision that relates to: 1. work performed by them or their close relatives at other companies, institutions, and organizations, self-employment, or under copyright agreements; 2. their membership, connections, and positions in companies, institutions, organizations, or foundations, or those of their close associates; 3. financial or moral obligations of the individuals or their close relatives to other persons, or other civil relationships; 4. gifts and services received by them or their close associates from other persons or provided to them by such persons (except for gifts received in accordance with international protocol or traditions, as well as gifts intended for representation purposes, which were lawfully received while performing their official duties); 5. disagreement by them or their close associates with the views of other individuals or groups, or conflict or competition with other individuals or groups; 6. the employment of their close relatives at the KVK/HEI; 7. in other cases where they make or participate in making a decision that involves their own private interests or those of their close relatives. If you encounter these situations, follow the steps outlined in Figures 4 and 5 (below).

EMPLOYEES' RESPONSE TO ANTI-CORRUPTION MEASURES

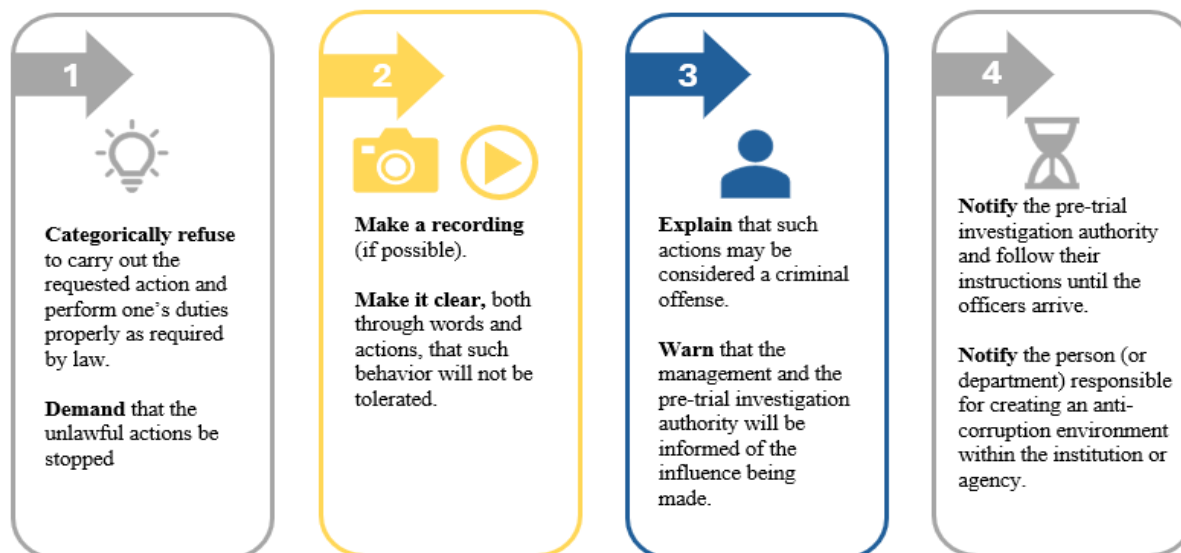
1. Flowchart. Steps an employee should take upon receiving an offer to accept a bribe in exchange for performing or failing to perform their duties.



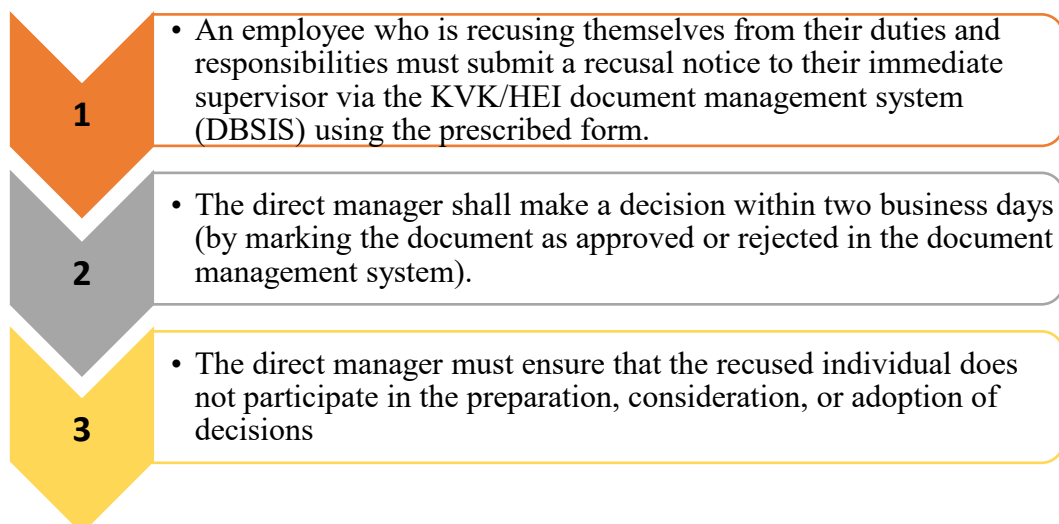
2. Flowchart. An employee's actions upon receiving a bribe.



3. Flowchart. Steps an employee should take if a colleague or another person pressures them to engage in unlawful conduct.



4. Flowchart. Steps an employee should take if they face a conflict of interest while performing their duties or functions.



5. Flowchart. Steps to be taken by an employee if a conflict of interest arises while the employee is participating in the activities of a working group, committee, or meeting.

