

RULES OF CONDUCT AND ETHICAL STANDARDS AT THE OFFICE OF THE HIGH INSPECTOR OF JUSTICE

CHAPTER I GENERAL PROVISIONS

Article 1 Object

The object of this regulation is to determine:

- a) the rules for the implementation of the principles and standards of ethical conduct by the officials/employees of the Office of the HIJ, in the exercise of their duties with integrity, correctness, objectivity, effectiveness, impartiality, professionalism, transparency and honesty, in compliance with the principle of proportionality and equality, in the service of the public interest;
- b) the rules for classifying an outside activity as permissible;
- c) the value of the gifts that may be accepted by the official/employee and the manner of administering the gifts that may be returned.

Article 2 Scope

The provisions of this regulation are binding on non-magistrate inspectors, the members of the Cabinet, civil servants and administrative employees. Magistrate inspectors are also subject to the rules laid down in this regulation, in so far as other legal provisions on matters governing ethics do not provide otherwise.

Article 3 General principles of professional conduct and ethics

- 1. In addition to the obligations laid down by law, every official/employee of the Office of the HIJ must, in the performance of their functions, respect the principles of professional and ethical conduct set out below:
 - a) the protection of the public interest, respecting the Constitution, the legal framework and the lawful rights and interests of citizens;
 - b) the avoidance of any private interest, which consists in avoiding any direct or indirect benefit, monetary or otherwise, for themselves or for third parties, in the exercise of their function;
 - c) impartiality, which consists in performing their functions in compliance with the principle of equality and in avoiding discrimination against citizens, civil society organisations or interest groups;
 - ç) loyalty, which consists in performing their duties in fulfilment of the objectives of the HIJ and of the structure to which each employee belongs;
 - d) correctness as regards the strict observance of official working hours and of the job description, the fulfilment of the lawful orders of superiors, regular reporting on work and the implementation of the approved regulations in force;

- dh) good conduct, which consists in behaving with respect towards the head of the institution, superiors, colleagues, subordinates and the public;
- e) the provision of the information requested by any individual, in accordance with the legal provisions and procedures in force;
- ẽ) responsibility for the function or duty performed and the fulfilment of duties with professionalism, using the appropriate knowledge, skills and experience;
- f) compliance with the rules governing health, hygiene and safety at work.

CHAPTER II

RULES FOR THE IMPLEMENTATION OF THE PRINCIPLES OF ETHICS

Article 4

Performance of duties in accordance with the legislation in force and in a politically independent manner

1. Every official/employee of the Office of the HIJ, in compliance with the principle of performing duties in accordance with the legislation in force, of political independence and of not obstructing the implementation of the policies, decisions or lawful actions of the HIJ, is obliged to follow and apply the following rules:
 - a) To apply correctly and faithfully the law and the general orders of the High Inspector of Justice, and the division of competences within the Office of the HIJ, bearing in mind the protection of the public interest;
 - b) The exercise of functional duties, guaranteeing the fundamental rights and freedoms of the human being;
 - c) Taking the measures necessary to prevent unlawful acts and informing superiors and/or referring to the competent authorities any case of abuse, theft, fraud, corruption or other offence that may be identified in the exercise of duties;
 - ç) If the official/employee of the HIJ suspects that a superior has given an unlawful order, they shall immediately inform, as the case may be, the High Inspector of Justice or the Secretary General and request confirmation of it in writing. The official/employee of the Office of the HIJ shall be required to comply with a written order, unless compliance with such order would constitute a criminal offence.
 - d) Depending on the work position, the official/employee of the Office of the HIJ may be a member of political parties and of gatherings of a political character, within the limits laid down by law;
 - dh) The public administration official is permitted to take part in gatherings, meetings, assemblies and rallies of a political character, or to express publicly their political convictions or preferences, in so far as this does not conflict with the legislation in force;
 - e) The official/employee of the Office of the HIJ shall distance themselves from any political influence or pressure that may lead to bias in the fulfilment of their duties.

Article 5

Performance of duties with honesty, impartiality and efficiency, and the preservation and enhancement of public trust

1. The official/employee of the Office of the HIJ shall rigorously apply the obligations arising from the principle of performing duties with honesty, impartiality and efficiency, having regard solely to the public interest. In order that their conduct serves to preserve and enhance public trust in the honesty, impartiality and effectiveness of the public service, the official/employee is obliged to follow and apply the following rules:
 - a) to act with high moral and professional integrity in the exercise of their duties;
 - b) to behave in such a way as to reflect honesty, to promote high ethical and moral values and principles and to encourage the other officials/employees of the Office of the HIJ to act in accordance with these values;
 - c) to contribute to enhancing the dignity of the institution and to guaranteeing the preservation and strengthening of public trust in the justice system;
 - ç) to be impartial, trustworthy, transparent and effective, carrying out their functional duties with discipline and on time, in compliance with the public interest;
 - d) to make effective use of working time for the performance of functional duties, contributing to improving the performance of the Office of the HIJ.
2. In the exercise of their duties, the official/employee of the Office of the HIJ:
 - a) follows and applies the principle of debureaucratisation and efficiency, ensuring that administrative procedures are conducted as quickly as possible, that costs are reduced and that legal time limits are observed;
 - b) based on their professional experience, gives objective views and opinions, guaranteeing that the public interest and that of the Office of the High Inspector of Justice remain inviolable;
 - c) examines carefully all requests from individuals and provides the respective replies to them and provides the reply within a reasonable time limit. Any delay in the fulfilment of duties must be justified;
 - ç) follows and prepares the matters assigned to them according to their importance, priorities and/or chronological order, in fulfilment of their functional duties.
3. Matters which the official/employee, in cooperation with their superior, assesses to be outside the competence of the Office of the High Inspector of Justice shall be forwarded without delay to the competent institution, informing the applicant, in accordance with the provisions of the Code of Administrative Procedures.

Article 6

Professional rights of the officials/employees of the Office of the HIJ

1. Every official/employee of the Office of the HIJ has the following rights:
 - a) the right to promotion, in accordance with the conditions and criteria laid down by law;
 - b) the right to respect for their professional and personal dignity;

- c) the right to professional development through education or training, in the country or abroad;
- ç) the right to perform their duties in appropriate, safe and hygienic conditions;
- d) the right to a salary for the performance of their duties, in accordance with the legislation in force;
- dh) the right to form and join trade unions and professional associations whose purpose is to protect their interests;
- e) the right to paid annual leave, and to other leave with or without pay;
- ë) the right to strike, except for inspectors who hold the status of magistrate;
- f) and any other right recognised by the legislation in force.

Article 7

Conflict of interest and respect for the personal rights and interests of third parties

1. In compliance with the principle of not allowing private interests to conflict with public office, of avoiding conflicts of interest, of not exploiting public office for private interest, of not carrying out arbitrary acts and of respecting the personal rights and interests of third parties, the official/employee of the Office of the HIJ is obliged to follow and apply the following rules:
 - a) to avoid any situation of conflict of interest in the fulfilment of their duties, by declaring in advance, on a case-by-case basis, their private interests to the responsible authority of the institution and by complying with the provisions of the legislation on the prevention of conflicts of interest in the exercise of public functions, in particular where they:
 - i. supervises or use public funds;
 - ii. conclude service or investment contracts;
 - iii. represent the institution in relations with third parties.
 - b) to avoid engaging in activities which constitute, may constitute or will constitute a conflict of interest of any kind, as laid down in the legislation in force on conflicts of interest;
 - c) to avoid situations, acts and conduct which harm or may harm the image of the High Inspector of Justice. The following, among others, constitute harm to that image:
 - i. associating with private persons who may have interests connected with the activity of the High Inspector of Justice or of the officials/employees of the Office of the High Inspector of Justice, or associating with private persons involved in unlawful activities;
 - ii. engaging in exaggerated behavior in bars, premises, restaurants, parks and/or other public places;
 - iii. the consumption of alcoholic beverages during working hours and smoking in places other than the place designated in accordance with the order of the High Inspector of Justice;
 - iv. frequenting premises, activities or places that are unworthy and that may harm or cast doubt upon their moral standing;
 - v. the improper use of the media and of social networks;

- vi. the taking and publication, in any form whatsoever, of photographs/videos of themselves, of colleagues, of the work premises or of work processes, for purposes unrelated to work or to official activities.
2. In relations with the public, during an administrative procedure, the official/employee of the Office of the HIJ shall guarantee respect for and protection of the rights of the persons involved in it, as effectively as possible. They shall inform the parties of their rights and obligations and warn them of the legal consequences of their actions or omissions.
 3. The unit or official responsible for handling matters relating to conflicts of interest shall in every case act in accordance with the legislation in force on the prevention of conflicts of interest and with the regulation “On the prevention of conflicts of interest in the exercise of public functions and on the declaration of assets and financial obligations at the Office of the High Inspector of Justice”.

Article 8

The use of official information and the maintenance of its confidentiality

1. In compliance with the principle of maintaining the confidentiality of the information in their possession and of its use, the official/employee of the Office of the HIJ is obliged to follow and apply the following rules:
 - a) guaranteeing the provision of information to the public, in accordance with the provisions of the legislation on the right to information, in so far as that information is not prohibited from being provided;
 - b) maintaining the confidentiality of the information in their possession, without prejudice to the fulfilment of the obligations arising from the legislation governing the right to information on official documents;
 - c) not using for private purposes the information in their possession by reason of their duties;
 - ç) protecting, safeguarding and not disseminating official information, including after leaving their post, for a period of 2 years, as well as, in the case of confidential information, in accordance with the time limits laid down by the legislation in force;
 - d) respecting the principle of confidentiality in the publication and transmission by the official/employee, through various means of communication, of personal recollections relating to the duty they have performed or perform;
 - dh) not distributing or publishing official documentation administered at the Office of the High Inspector of Justice without the prior authorisation of superiors, except for the materials published on the official website of the institution under the transparency programme.
2. The former official/employee of the Office of the High Inspector of Justice must not represent any person or organisation in a dispute or commercial relationship with the Albanian public administration, for a period of 2 years after leaving their post, in respect of the duty they performed or in continuation of it.

3. Where a new duty begins within the 2-year period laid down in point 2 of this Article, the former official/employee must inform the human resources unit at the HIJ at least 2 (two) weeks before taking up the duty, of their intention to enter into another employment relationship.
4. The human resources unit shall examine the information provided in order to determine whether or not the nature of the activity falls within the conditions laid down in point 2 of this Article and shall notify the official/employee in writing of its decision within 5 (five) working days of receipt of the request.
5. Exempt from the notification under point 3 of this Article are activities relating to:
 - a) charitable or humanitarian activities;
 - b) activities arising from political, trade union and/or philosophical or religious convictions;
 - c) cultural activities;
 - ç) the simple management of assets or holdings or of personal or family property, in a private capacity;
 - d) academic activity;
 - dh) employment in the public administration;
 - e) similar activities.

Article 9

Conduct in relations with the public, superiors, colleagues and subordinates

1. The official/employee of the Office of the High Inspector of Justice, in compliance with the principle of ethical conduct in relations with the public, superiors, colleagues and subordinates, is obliged to follow and apply the following rules:
 - a) in relations with the public, the official/employee of the Office of the High Inspector of Justice treats all citizens with courtesy, keeping them waiting as little as possible and serving them promptly, with culture and quality;
 - b) communication shall be characterised by ethics, courtesy and mutual respect. Verbal and non-verbal communication (body language, gestures, tone of voice, manner of looking, keeping physical distance, etc.) must be correct, without the use of offensive or prejudicial language, for any reason or cause whatsoever. In the work premises it is not permitted to communicate in a loud voice or to use inappropriate expressions;
 - c) the superior shall promote the professional development of the official/employee of the Office of the High Inspector of Justice in an impartial and inclusive manner, by providing opportunities for qualification and continuous career progression;
 - ç) the creation of appropriate conditions for newly recruited officials/employees, for the most effective exercise of their duties, by giving them the necessary assistance through advice, guidance and the exchange of information, with a view to their training and adaptation at the Office of the High Inspector of Justice;
 - d) compliance with the rules and procedures concerning internal official communication, in writing, by electronic means or verbally, according to the hierarchy and accountability, in accordance with the provisions of the internal regulation;

- dh) the entry and exit of the official/employee into and from the premises of the Office of the High Inspector of Justice shall take place in accordance with the established official working hours, except where, for objective reasons, the superior/head of the institution authorises otherwise;
- e) during official working hours, the official/employee of the Office of the HIJ must not frequent premises other than their workplace, except in cases required by the exercise of their functional duties;
- ë) the official/employee of the Office of the HIJ may use a private mobile telephone where this does not hinder the performance of their duties. Its use during meetings and work sessions is prohibited;
- f) the official mobile telephone must be used by the official/employee of the Office of the HIJ only for work purposes. They are obliged to keep it switched on during official working hours and in the exercise of their duties, with a view to maintaining uninterrupted communication;
- g) participation in an activity, meeting or work session, conference, etc., outside the institution, abroad or outside the city in which their place of work is located, shall take place by informing in writing the direct superior, the head of the institution and the human resources unit;
- gj) the official/employee is obliged to safeguard and protect the property, work tools, equipment and goods administered by the institution, as well as the official documentation, and to take measures for their use solely for official purposes. In the event of a malfunction of inventory items and/or of the office, they must immediately notify their superior and the support services unit.

Article 10

Appearance at work and dress

1. The appearance at work and the dress of the official/employee of the Office of the HIJ must be dignified and formal, in keeping with the function they perform. Dress must meet the standards of professionalism and modesty, avoiding the creation of an unseemly impression and harm to the image of the Office of the High Inspector of Justice. Appearance at work must be with:
 - a) clean, ironed, simple and tidy clothing, without large prints (not torn, unstitched or faded), appropriate and acceptable, as follows:
 - i. for male officials/employees, dress must consist of trousers, a shirt and a tie, in colors that match the outfit and in formal, non-extravagant styles;
 - ii. dress for female officials/employees must consist of formal skirts or trousers, or dresses of an acceptable length, shirts and blouses without low necklines, without large prints of motifs, inscriptions or extravagant symbols; with heels no higher than 8 cm;
 - iii. casual clothing (jeans) is permitted only on Fridays, but at work meetings outside the institution the official/employee of the Office of the HIJ must appear in formal dress.
 - b) clean, polished and well-kept shoes;

- c) the colours used in clothing/shoes should preferably be coordinated and not strongly contrasting; light colours are also preferred, with as few motifs or figures as possible;
 - ç) accessories (bags, scarves, belts, necklaces, earrings, bracelets, watches, rings) with simple colours and symbols that are suited to the formal nature of the work;
 - d) clean and tidy hair, so that it does not cover the employee's face during work. For male employees it must be cut short, and those who wear a beard/moustache must ensure that these are tidy and kept short;
 - dh) clean hands and nails of an acceptable length, so as not to create loud noises when using the keyboard, distracting attention, and causing difficulties in the rapid processing of actions when using the keyboard;
 - e) an identification item (badge), which is to be worn and used by all staff throughout official working hours;
2. All officials/employees of the Office of the HIJ must take care of their personal hygiene and outward appearance.

CHAPTER III

SPECIFIC PROVISIONS FOR THE HIGH INSPECTOR OF JUSTICE

Article 11

The High Inspector of Justice

1. In addition to what is provided for in Chapters I, II, IV and V of this regulation and in Law no. 115/2016 "On the governance institutions of the justice system", as amended, Law no. 96/2016 "On the status of judges and prosecutors in the Republic of Albania", as amended, and the Internal Regulation of the Office of the HIJ, the High Inspector of Justice shall achieve the objectives of ethics with honesty and diligence through appropriate organisational conduct, displaying appropriate and impartial behaviour, and shall serve as a model for the officials/employees of the institution, in order to promote the highest standards at the Office of the High Inspector of Justice.
2. The High Inspector of Justice:
 - a) ensures that the resources of the Office of the HIJ are used in accordance with the destination and the purposes for which they have been made available;
 - b) ensures that state budget funds are not used to organise celebrations for the officials/employees of the Office of the HIJ;
 - c) establishes correct relations with subordinates and collaborators;
 - ç) allocates the duties of officials/employees appropriately, with a view to the effective management of the Office of the HIJ;
 - d) takes measures to prevent the dissemination of inaccurate and untrue information and news concerning the organisation, activity, functioning or officials/employees of the Office of the HIJ;
 - dh) offers, applies and disseminates best practices, with a view to increasing public trust in the justice system.

3. Where the High Inspector of Justice becomes aware of a situation of unlawfulness which constitutes disciplinary misconduct, they shall take the necessary measures, by referring the matter to the disciplinary commission, or to the competent bodies where the misconduct constitutes a criminal offence.
4. The High Inspector of Justice may not perform other duties that are incompatible with the public function they hold, or activities that reduce the performance of the institution they lead.
5. The provisions of this Article shall also apply to the Deputy High Inspector of Justice, for as long as they exercise the function of the High Inspector of Justice, in accordance with the provisions of Article 205 of Law no. 115/2016 “ On the governance institutions of the justice system’, as amended.

CHAPTER IV

RULES FOR THE CLASSIFICATION OF OUTSIDE ACTIVITIES

Article 12

Outside activities

1. An outside activity of the official/employee of the Office of the HIJ means any regular or occasional activity which requires the engagement of the official/employee of the HIJ, whether for profit or not, and only where that engagement does not become an obstacle to the fulfilment of their official duties and responsibilities.
2. The engagement of magistrate inspectors in outside activities is governed in accordance with the provisions of Law no. 96/2016 “On the status of judges and prosecutors in the Republic of Albania”, as amended. For non-magistrate inspectors, the members of the Cabinet and the Secretary General, engagement in outside activities under this regulation is approved directly by the High Inspector of Justice.
3. The official/employee of the Office of the HIJ must not engage in an outside activity if:
 - a) it creates or appears to create a conflict of interest with their official position;
 - b) the mental and physical engagement of the official/employee in that activity affects, hinders or makes difficult the performance of their official duties;
 - c) the activity they carry out harms their standing or that of the institution;
 - ç) the activity they carry out is a continuation of their official duties and the official would have to use the data available to them by reason of their position;
 - d) the purpose of the activity conflicts with the purpose and objectives of their official work position;
 - dh) it is an activity carried out on a full-time basis.
4. A permissible outside activity is considered to be activity within cultural, social or sporting associations, and participation in the governing bodies of such associations,

except where this is expressly prohibited by law and/or where it hinders the normal performance of official duties.

5. Except where authorised by their superior, the official/employee of the Office of the HIJ must not testify as an expert before any adjudicating panel or represent any natural or legal person, domestic or foreign, organisation, entity or foreign government, where the Office of the High Inspector of Justice is a party or has a direct and significant interest in the matter under examination.
6. The official/employee of the Office of the HIJ shall officially notify their direct superior and the human resources unit of the institution of the outside activity they will carry out, giving a brief description of the activity and of the objectives and purposes of the organisation for which they are carrying out the outside activity.
7. Based on the data notified, the direct superior, in cooperation with the human resources unit, shall verify whether the activity that the official/employee will carry out is classified as permissible under these rules. The direct superior shall take the decision determining whether or not the outside activity is permissible and shall communicate it in writing to the requesting official/employee.
8. Where the official/employee of the Office of the HIJ, with the approval of the head of the institution/superior, carries out teaching, academic or training activity during official working hours, they are obliged to make up the working hours within the week, after official working hours.
9. Where the official/employee of the Office of the HIJ carries out an outside activity before the employment relationship begins, at the moment of recruitment they shall notify the direct superior and the human resources unit in writing and obtain approval in accordance with the provisions of this Article, in order to continue carrying out the outside activity.

CHAPTER V

GIFTS AND FAVOURS

Article 13

Gifts and Favours

1. No official/employee of the Office of the HIJ may request or accept, directly or indirectly, for themselves, their family, their relatives, or the natural or legal persons with whom they have relations:
 - a) gifts, favours, hospitality or any other benefit, or promises thereof, which are given by reason of their position, with the effect of any benefit whatsoever for the donor or for third parties, which influence or appear to influence the impartiality of the performance of their duties, or which are or appear to be a reward for the manner in which their duties are performed;

- b) invitations to various forms of hospitality, promises, free offers or price reductions for the provision of services, entertainment, holidays, transport or travel;
 - c) benefits in the form of study scholarships and/or insurance.
2. The official/employee of the Office of the HIJ must not, directly or indirectly, request to give gifts or act as an intermediary in giving gifts to an official of a higher level or to a relative of theirs, nor request or accept gifts from an official of a lower level or from a relative of theirs, by reason of official capacities and relations.
 3. A gift is considered to have been received indirectly where it is given to the family of the official/employee, to relatives up to the second degree, or to persons or organisations with which the official/employee has had or has business relations or political ties, on the basis of the request, recommendation or instruction of the official/employee.
 4. Points 1, 2 and 3 of this Article shall not apply where other officials or colleagues are invited, in the case of ordinary invitations, of traditional hospitality, of gifts of symbolic or traditional value, or of courtesy, within the normal limits of tradition, custom, family ties and everyday practice, which do not give rise to doubts as to the impartiality of the official/employee.
 5. The official/employee of the Office of the HIJ may accept gifts from foreign governments or international organisations, within the normal limits of the expression of hospitality and of the treatment deriving from it, of courtesy or of protocol, provided that the limits of the tradition and customs of the country in which they are given are not exceeded, that they do not call into question the objectivity, honesty and impartiality of the official, and that they do not compromise the image and integrity of the Republic of Albania.
 6. The official/employee of the Office of the HIJ may keep permissible gifts, without being obliged to declare them, if they do not exceed the value of 10,000 (ten thousand) lek per gift. If the official/employee of the Office of the HIJ has doubts as to the value of the gift, they shall notify the direct superior and request the human resources unit to carry out its valuation.
 7. Gifts received by the official/employee of the Office of the HIJ from delegations of any nature or from individuals above the established value, by reason of their position, must be declared within 30 (thirty) days to superiors and to the support services unit.
 8. The human resources unit shall value the gifts and shall inventory those with a value greater than 10,000 (ten thousand) lek, in accordance with the format laid down in Annex no. 1 to this order. The inventoried gifts shall be recorded as assets of the institution by means of the relevant entry notes and may be kept in a special place to be used for the purposes of institutional activity.
 9. Gifts that cannot be returned shall be administered in the same manner, in accordance with Law no. 9131, dated 8.9.2003, "On the rules of ethics in the public administration".

10. Gifts having artistic, museum or historical value shall be handed over to specialised institutions.
11. In no case may the official/employee accept gifts of monetary value.
12. Where the official/employee of the Office of the HIJ wishes to keep a gift with a value exceeding 10,000 (ten thousand) lek, following the valuation carried out by the human resources unit, they shall pay the difference in value.
13. The difference for gifts exceeding the value of 10,000 lek shall be paid into the revenue account of the treasury branch, at one of the second-tier banks, in accordance with the payment order issued by the budget and finance unit of the Office of the High Inspector of Justice.
14. All gifts which constitute a conflict of interest under the legislation in this field are prohibited, irrespective of their value.
15. The official/employee of the Office of the HIJ shall not undertake or make promises concerning the performance or non-performance of administrative acts within their competence or that of their colleagues, which may give cause for bias in the exercise of their duties.

CHAPTER VI
ADVICE, INFORMATION AND DISCIPLINE FOR THE IMPLEMENTATION OF
THE RULES OF
ETHICS BY THE HUMAN RESOURCES UNIT

Article 14

Advice for the officials/employees of the Office of the HIJ

1. The human resources unit is responsible for advising and informing every official/employee of the Office of the High Inspector of Justice of the rights and obligations arising from the legislation in force on the standards of conduct and ethics:
 - a) at the moment the employment relationship begins, through familiarisation with the relevant legislation in force and with the manuals or leaflets prepared on ethics;
 - b) in the exercise of their duties, through professional development and planned training;
 - c) in any other case, at the request of the official/employee of the Office of the HIJ.
2. Where the official/employee of the Office of the HIJ, in carrying out their functional duties, has doubts as to whether their conduct, act and/or omission may conflict with the rules of ethics, they have the right to address the human resources unit for advice and information on the conduct, act or omission they should carry out.

3. Advice may also be requested by the superior, in respect of the conduct, acts or omissions of the official, if they consider that these conflict with the rules of ethics and conduct.

Article 15

Information for the officials/employees of the Office of the HIJ

1. The human resources unit shall inform the officials/employees of the Office of the HIJ periodically:
 - a) by means of informative *e-mails*, on cases and situations involving the application of the rules of ethics and the manner of resolving them;
 - b) by holding meetings and short sessions, with a view to updating the knowledge of the officials/employees of the Office of the HIJ on situations and cases relating to the rules of ethics and conduct;
 - c) on the basis of concrete cases, from administrative practice in the Republic of Albania and in other countries, including international organisations.
 - ç) by forwarding informative materials or manuals drawn up on the rules of ethics and conduct.
2. During the periodic information process, the cases or situations shall be presented in anonymised form, avoiding the identification of the officials and of the institutions involved in the process.

Article 16

Supervision

1. Supervision of the implementation of the rules of ethics shall be carried out by the human resources unit, in cooperation with the direct superiors.
2. Where, in the course of daily activity, the superior of the official/employee observes breaches or problems in the implementation of the rules of ethics, in addition to the measures they may take themselves, they shall also inform the human resources unit.

Article 17

Breach of the rules of ethics

1. The breach or non-implementation of the rules of ethics and conduct constitutes grounds for the initiation of disciplinary proceedings against the officials/employees of the Office of the High Inspector of Justice.
2. The disciplinary procedure in the context of a breach of the rules of ethics and conduct shall be governed by the legislation in force.

Annex no. 1 Register for the Recording and Inventory of Declared Gifts

No.	First name	Surname	Function	Date of declaration	Description of the gift	Declared monetary value in lek	Monetary value in lek after verification by the H.R. unit	Remarks
1.								
2.								
3.								
4.								
5.								
6.								
7.								

RESPONSIBLE EMPLOYEE
