

Code of Conduct

Association of the Honorary Consuls in Bulgaria

Members of the Association of the Honorary Consuls in Bulgaria (referred to as the Association), are expected to observe the highest standards of ethical conduct. All law, securities regulations, human rights code and regulations must be observed, including those pertaining to diplomatic activity. Members of the Associations should strive to avoid even the appearance of impropriety in their conduct. In the performance of their duties, they have a duty of exclusive loyalty to the Association and to adhere to the following:

1. Integrity

Members are expected to act with integrity in all their official activities, avoiding any behaviour that would reflect adversely them or on the Association. Integrity encompasses honesty and loyalty. Members are expected to provide accurate and complete information needed by the Association for the administration of personnel matters.

Although the Association respects the privacy of its members and does not wish to interfere with their personal lives and behaviour outside the workplace, the status of a member of the Association carries certain obligations in regards to conduct, both at work and elsewhere. The Association attaches great importance to the observance of the law by its members as well as the avoidance of action that could be perceived as an abuse of the privileges and any immunities conferred on the Association and its Members as the failure to do so would reflect adversely on the Association.

2. Impartiality

Members of the Association are expected to act with impartiality. They should take care that expression of personal views and convictions does not compromise or appear to compromise the performance of their official duties or the interests of the Association. Their official conduct must at all times be characterised by objectivity and professionalism. They should not allow personal relationships or considerations, including bias or favouritism to influence the performance of their official duties and should avoid situations that create a conflict of interest.

3. Discretion

Officers are to exercise the utmost discretion in their actions and show tact and reserve in their pronouncements in a manner that is consistent with their status as a Member of the Association. They should refrain from participating in any activity that is in conflict with the interests of the Association or would damage the Association's reputation. They shall respect and safeguard the confidentiality of information, which is available or known to them by reasons of their official functions.

4. Diversity

All Members of the Association are expected to act with tolerance, sensitivity, respect and impartiality towards each other's culture and background.

5. Conflict of Interest

Members should avoid any situation involving a conflict, or the appearance of conflict between their personal interest and performance of your official duties.

In any dealings with other parties, suppliers etc, they should act in the best interest of the Association to the exclusion of any personal advantage. If a potential conflict of interest exists, they should make prompt and full disclosure to their supervisor to seek his or her

views as to whether they should recuse themselves from the situation that is creating the conflict or appearance of the conflict. They shall not engage in any activity, professionally or personally that shall be in conflict with their responsibilities/duties at the Association or contradict the Association's position.

6. Use of the Association's Property, Facilities and Supplies

Every Member of the Association shall have a responsibility to ensure that the Association's resources are used for the official business of the Association and are expected to devote their time during working hours to the official activities of the Association.

No family member or relative of the Association's Members shall be allowed to use any of the Association's property, facilities and supplies for personal means during or after working hours. A Member of the Association shall be allowed to use the Association's property, facilities and supplies for personal means subject to written approval from the Board of Directors.

7. Use of the Association Logo

No Member is authorised to copy or use the Association logo in any correspondence for private matters without the written approval of the Board of Directors.

8. Non-Disclosure and Confidentiality

Every Member of the Association, shall not release, disclose or reveal to any person or persons any confidential operations, dealings or any information concerning the business, finances and transactions of the Association without prior written approval from the Board of Directors.



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9. Political Activities

Members of the Association need permission to engage in political activities, except for activities such as voting, making legal political contribution and participating at the local, grass root or community level. Members of the Association may not run for elected public office without obtaining permission.