



REPUBLIKA E SHQIPËRIË

ENERGY REGULATORY AUTHORITY

THE CODE OF ETHICS FOR THE EMPLOYEES OF THE ENERGY REGULATORY AUTHORITY

Article 1

General

Based on Law no. 43, dated 22.05.2003 "On Power Sector" as amended, the Energy Regulatory Authority is composed by the Board of Commissioners and the Technical Staff.

The purpose of this Code is to define the relationship between the members of ERE Board, the technical staff and the Code of professional conduct that shall be applied by them.

The provisions of this Code identify the guiding principles of correctness, the behavior of the members of ERE Board and the technical staff, in relation to values within public ethics, impartiality, independence, confidentiality and transparency. ERE employees and technical staff shall receive a copy of this Code. The rules and principles defined in this Code are mandatory and shall be applied by all ERE employees, regardless their job level, hierarchy and function that they exercise.

Each member of the Board and ERE employee shall be responsible to comply the requirements of the internal work rules of the institution.

In any case, ERE employees shall be responsible to work in accordance with the rules of conduct of public administration employees, as defined in Law no. 9131, dated 08.09.2003 "On the rules of ethics in the public administration" Law No. 9367, dated 04.07.2005 "On the prevention of conflict of interests in the exercise of public functions" as amended,

Article 2

General principles of ethical conduct

1. The employee, aware of the functions assigned by the law, carefully and with the greatest responsibility performs the tasks and understands his/her responsibility at work.
2. The employee develops professional qualification by updating his/her knowledge in ERE competency areas.
3. The behavior of the employee is such as to establish a relationship of trust and cooperation between ERE and the entities regardless of their interest. For this purpose, both in written and verbal communications, the employee shall demonstrate courtesy, using simple language for the answers.
4. The employee shall not use the information, even if it is not qualified as confidential, for private purposes, including the documents at his/her disposal due to the assigned position. The employee shall not provide information on issues that are the object of evaluation by ERE and shall not give external opinions or judgments on topics on which ERE must make a decision or

- give an opinion regarding the working practices.
5. Regarding the utilization of the tools or assets at his/her disposal due to the assigned position at ERE, the employee behaves in a way that such use can always reflect the correct exercise of the professional activity.
 6. The employee shall cooperate in maintaining a safe, orderly and healthy work environment, shall report to the Chief Sector of Human Resources any practice that is considered unsafe or unhealthy for the work environment.

Article 3

Impartiality

1. The employee operates with impartiality, avoids preferential treatment and makes his/her own decisions with the greatest transparency.
2. When performing the duties, the employee:
 - a) does not undertake commitments, influence, or make promises regarding the issues that are under the responsibility of ERE;
 - b) does not participate in informal meetings regarding issues related to ERE goals and activities, unless expressly authorized to do so; in any case, the employee does not discuss with the entities operating in ERE competency areas about the procedures that under development, except when authorized and in the presence of at least one other official;
 - c) maintain an impartial behavior during employee evaluation procedures or appointment, change in position, promotion or during transfers in accordance with the law on civil servants.
3. The employee shall avoid conflict of interest in accordance with the legislation in force.

Article 4

Confidentiality

1. Except of the cases provided by the legislation in force, the employee shall not disclose confidential information regarding the procedures opened at ERE before they are officially approved and communicated to the respective parties.
2. The employee shall allow access to information to those who have the right to obtain it, within the limits allowed by professional secrecy, laws or regulations and by confidentiality obligations.
3. After leaving office, the employee shall not use the confidential information, received during the performance of the duty, for personal interest.

Article 5

Relations with the press and other means of telecommunication

1. The employee, if not authorized verbally or in the written form, shall avoid any public statement that violate or may violate ERE image in the future.
2. The employee maintains relations with the press, or other media if authorized verbally or in the written form. In case he/she is the designer / contact person of the requests for information or clarifications from press bodies, radio and television, he/she shall immediately inform the Board

Advisor and the Secretary General of any request for information.

Article 6

Receiving gifts and other services

1. Employees do not accept gifts of economic value from entities operating in the relevant sectors of ERE, for his/herself or for others, even during holidays or other services, with the exception of gifts for use, on the condition these gifts shall be of modest value.
2. The employee, who, regardless of his/her will, receives gifts or any other benefits that are of small value, shall immediately return them to the Human Resources Department and shall inform the Secretary General.
3. The employee does not accept money or other benefits (if not of modest value), for participating in conferences, seminars, or similar events.

Article 7

Activities out of ERE premises

1. Apart from what is allowed in terms of the law, the employee does not carry out any activity that conflicts the fulfillment of the obligations held due to his/her job position at ERE, or that in any way may violate ERE image.
2. The employee participates on conferences, seminars, discussions or similar events only with Chairman approval for issues that from the institutional, technical or scientific point of view are on ERE activity interest. In such events the employee shall specify the personal nature of any opinion expressed in this regard.
3. The employee that intends to publish on magazines or other written media specialized studies or articles that elaborate on ERE competency, shall require the prior approval from the Chairman. The employee shall specify the personal nature of any opinion expressed on this regard.
4. The Board is mainly represented by the Chairman and in another case the Member of the Board shall inform the colleague in advance regarding the representation issue.

Article 8

Social behavior

1. The employee shall misuse his/her job position at ERE to receive services that do not belong to him/her. For this purpose, the employee shall avoid the declaration or the implication of his/her job position at ERE in all cases when this is not related to objective needs.
2. The employee shall not participate in entertainment events with anyone who has an interest in ERE's decision-making or in such relationships that compromise his/her independence and impartiality in judgment.

Article 9

Code of Ethics Guarantor

1. ERE appoints with by Chairman's order the supervision of implementing this Code of Ethics, a person as the Code Guarantor, with acknowledged dependence identified between those that exercise or have exercised high management operations at ERE.
2. The Code of Ethics guarantor shall answer the questions on the interpretation of provisions

incorporated in the Code and contributes on handling and settling the events; shall report to the Board regarding the situations or any abnormality found and shall propose any intervention. On Chairman request, the Guarantor shall issue opinions on the correctness of the behavior of those operating at ERE. The Guarantor remains in office for two years and uses the documentary tools available from ERE structures.

3. On the absence of a contracted person according to point 1, the obligations from the Code of Ethics Guarantor are executed by the Board Advisor.

Article 10
Final Clause

This code, shall enter into force after ERE Board approval.