

Approved  
by the Resolution of the  
Council of the Federation  
of Trade Unions of  
Kyrgyzstan  
**No. 17-11 dated June 7, 2012.**

## **The Code of Ethics of a Trade Union Employee**

### **1. General provisions**

1.1. This Code establishes the norms and rules of ethics of trade union employees and measures to influence them for non-compliance with ethical standards.

This Code applies to all trade union employees of the Federation of Trade Unions, its affiliated and subordinate organizations.

1.2. Control over the observance of ethical standards by trade union employees is carried out by the Committee on Ethics of Trade union employees under the Council of the Federation of Trade Unions of Kyrgyzstan (Ethics Committee).

1.3. The members of the Ethics Committee are elected from among trade union employees for a term of 5 years at a meeting of the Presidium of the CFTUK.

1.4. The Chairman is elected by the members of the Ethics Committee. The head of the trade union body, as well as his deputies, are members of the Committee, but cannot be elected chairman of this Committee. The Chairman and members of the Ethics Committee may not be dismissed from their positions in connection with their activities in this Committee without the consent of the Ethics Committee, except for dismissal at their own request, by a court verdict, in connection with a transfer to another job.

1.5. The Chairman of the Ethics Committee is a member of the attestation Committee of the trade union body formed by the CFTUK.

1.6. A meeting of the Ethics Committee is considered competent if at least half of its members are present. If the votes of the members of the Ethics Committee are equal, the opinion of its chairman is decisive.

## **II. The basic principles of ethics of trade union employees.**

2.1. **The ethics of a trade union employee** is a system of norms that establish and regulate the rules of conduct of a trade union employee.

**2.2. A trade union employee must adhere to the following basic principles of ethics:**

- at a professional level, perform the duties assigned to him, improve his general education and professional level, and contribute to the growth of citizens' trust in trade unions;

- he is obliged to comply with the Law "On Trade Unions", the Charters of the FTUK and its affiliated organizations, to protect the interests of trade unions, the labor rights of workers, his activities should be aimed at the development of the trade union movement, based on responsibility for the assigned area of work, must refrain from any actions that may cause moral harm to colleagues or management, as well as the authority of the Federation trade unions;

- **when performing their functional duties, a trade union employee must comply with generally accepted rules of conduct in communication with management, colleagues, subordinates and citizens;**

- **be polite, correct, patient, principled, strive to deeply understand the essence of the issue, be able to listen to the interlocutor and understand his position, as well as weigh and argue the decisions made; avoid conflicts, look for ways to overcome differences through discussions;**

- **not to ignore the facts of ethical violations by other trade union employees;**

- not to force your subordinate to make illegal decisions or commit illegal actions;
- not to discuss with others the actions of your supervisor and colleagues, **not to engage in intrigue**;
- it is prohibited to use official information and official position for selfish purposes for their own personal interests and the interests of relatives, to extract benefits;
- He is obliged to faithfully and strictly comply with the resolutions and decisions of the trade union organization and its bodies.;
- **When interacting with employees, he must be an example of professionalism., justice, and shall promote the formation of a moral and psychological climate favorable for effective work**;
- when interacting with the media  
the trade union employee may speak on behalf of a trade union organization or its bodies only if he is authorized to express their opinion, and must refrain from making public statements without taking into account the opinions of members of the trade union organization and its bodies.;
- the trade union employee has the right to give an objective assessment of the activities of the trade union organization and its bodies. Presentations should be specific, balanced, and fact-based.

**2.3. The observance of ethics is the official duty of every trade union employee and is fixed in his functional duties.**

### **III. Restrictions related to the ethics of a trade union employee. The trade union employee may not:**

3.1. receive remuneration from individuals and legal entities in the form of gifts, money and services for performing actions or omissions related to the exercise of the powers granted to him.

3.2. hold a trade union position in trade union bodies in which his service is connected with direct subordination or control with persons who have close family relations with them (parents, spouse, siblings, children).

#### **IV. In accordance with this Code, a trade union employee, in the performance of his duties, must:**

4.1. Avoid conflicts of interest in their activities, and make uncoordinated and unfulfillable commitments and promises.

4.2. Inform the relevant trade union bodies about the facts of violation of the legislation of the Kyrgyz Republic, misuse of the professional budget and social insurance that have become known to him.

4.3. **Observe generally accepted moral and ethical standards,** respect the customs and traditions of peoples.

4.4. Prevent illegal influence or influence from anyone, including other officials, regardless of their position and position, in their official activities.

#### **4.5. Observe the norms and rules of trade union ethics.**

A situation in which a trade union employee has a personal interest as a result of his activities in trade union work, but which contradicts the interests of the trade union body, a separate citizen or society as a whole is recognized as a conflict of interest.

If a trade union employee is under pressure from outside of his immediate supervisor or third parties, aimed at making an illegal decision and leading to a conflict of interests, he is obliged to immediately inform the higher trade union body about this.

#### **V. Rules of ethics at meetings of the FTUK Council, Presidium and provisional Committees**

5.1. He is obliged to attend meetings of the FTUK Council, its Presidium and the provisional Committees of which he is a member. Absence from meetings is allowed only for a valid reason.

**5.2. Individual and collective actions of members of the FTUK Council and the Presidium aimed at disrupting meetings are not allowed: leaving the meeting room for reasons that are not recognized as valid, speaking without giving the floor**

**to the chairman of the meeting, speaking on an issue not under discussion, shouting, interrupting speakers, obstructing speakers to whom the chairman of the meeting has given the floor, commenting on speeches and other actions that do not comply with this Code.**

**5.3. Must show courtesy, tact and respect to the chairman of the meetings of the FTUK Council, the Presidium, temporary Committees, other trade union employees and other persons present at the meetings. Observe the rules of speech, should not use rude offensive expressions, obscene and abusive words, allow unfounded accusations against anyone, use deliberately false information, call for illegal actions.**

**5.4. It is prohibited to use mobile communication facilities during meetings of the FTUK Council and the Presidium.**

## **VI. Responsibility for non-compliance with the norms and rules of professional ethics.**

**6.1. The observance by a trade union employee of the norms and rules of trade union ethics is an important element for a comprehensive and objective assessment of his personal and professional and business qualities.**

**6.2. A violation by a trade union employee of the requirements of these norms and rules is considered at a meeting of the Ethics Committee on the initiative of the Committee members or a written complaint received by the Committee about the Committee of an official misconduct by a trade union employee. The Committee must respond to the complaint within 30 calendar days.**

## **VII. The Ethics Committee of a trade union body have the right to the following:**

**7.1. To require a trade union employee, in respect of whom an internal audit is being conducted, to provide a written explanation of the circumstances of the unethical act committed by him.**

**7.2. The refusal of a trade union employee to submit a written explanation does not preclude the inspection. An act is drawn up by the Ethics Committee on the refusal to give an explanation.**

7.3. To carry out actions aimed at objective, complete and comprehensive study of the circumstances of the misconduct committed by a trade union employee.

7.4. To make suggestions and recommendations to the head of the trade union body on ethics issues and on taking appropriate measures towards trade union employees.

7.5. To develop norms and rules of professional ethics of a trade union employee and submit it to the FTUK Council for approval.

### **VIII. The Ethics Committee has the right to apply measures of influence to the violator of this Code:**

8.1. Recommend that the union employee make a public apology.

8.2. To recommend to the trade union employee to take measures to eliminate violations of the norms and rules of ethics and to exclude cases of such violations in the future.

8.3. In some cases, violations of ethics by an employee may be considered in labor collectives without bringing them to the consideration of the Committee.

8.4. In case of repeated violation of the Norms and Rules of Ethics, the Committee has the right to submit the issue to a meeting of the Presidium or the FTUK Council for consideration.

8.5. To recognize the behavior of a union employee as unethical.

### **IX. The check is terminated or is not carried out in the following cases:**

9.1. A sincere confession by a trade union employee of a committed offense.

9.2. If there are signs of a criminal offense in the committed offense.

In case of disagreement of a trade union employee, he has the right to appeal the decision of the Committee to the Presidium or the Council of the FTUK.

The presence of a Committee should not allow the heads of trade union bodies to remove themselves from responsibility for ensuring ethical behavior in the entrusted body. Compliance with ethical requirements is the responsibility of everyone.