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Based on Article 9, Paragraph 4 of the Statute of the Association "Club for Youth Empowerment 018", at the meeting of the Assembly of the Association held on June 27, 2016. year following document was adopted:

## **Regulation on the conduct of employees and those engaged in projects on the prevention of conflicts of interest**

### **Article 1.**

This Regulation regulates the general rules of conduct for employees and those engaged in projects in the Association "Club for Youth Empowerment 018" (hereinafter: the Association), with the aim of protecting the reputation of the Association, respect and communication among employees, with the management and with the parties, in order to prevention of conflicts of interests of employees and those engaged in projects.

### **Article 2.**

Employees and those involved in projects are obliged to protect the reputation of the Association and their own reputation in the workplace, as well as outside the workplace.

### **Article 3.**

Employees and those engaged in projects are obliged to act lawfully, professionally, efficiently, impartially, responsibly, honestly, and conscientiously in the performance of tasks and tasks. Employees and those engaged in projects are obliged to refrain from behavior that may lead to the appearance of nepotism, cronyism, clientelism and other types of real, possible, or perceived conflict of interest when performing their duties.

In terms of paragraph 2 of this article, certain expressions have the following meaning:

- "nepotism" is favoring a person who is related to the decision-maker;
- "cronyism" means favoring a person who is in a friendly relationship with the decision-maker;
- "clientelism" means favoring a person who is in a business relationship with the decision-maker;
- "real conflict of interest" represents a situation in which the decision-maker (employee) has a private interest that affects his actions during the performance of his official duties, in a way that endangers the public interest;
- "possible conflict of interest" represents a situation in which the decision-maker (employee) has a private interest that can influence his actions during the performance of his official duties, in a way that endangers the public interest;
- "perceived conflict of interest" represents a situation in which the decision-maker (employee) has a private interest that seems to influence his actions during the performance of his official duties, in a way that endangers the public interest.

#### **Article 4.**

Employees and those engaged in projects are obliged to put the public interest above their personal interests when performing their duties if there is a conflict or discrepancy between them. Employees and those engaged in projects are obliged to take care of the Association's reputation with their work and behavior in the country and abroad, as well as when presenting the Association's views. In public appearances when they represent the Association, employees and those engaged in projects express the views of the Association, in accordance with the regulations, obtained authorizations and professional knowledge, without expressing views that contradict the official views of the Association. In public performances when they do not represent the Association, and which are thematically related to the work of the Association, employees and those engaged in projects are obliged to emphasize that they are expressing a personal position.

#### **Article 5.**

An employee engaged in projects is obliged to inform the immediate manager in writing of any interest that he/she, or a person connected with him/her, may have in connection with the decision in the making of which he participates, in order to decide on his exemption. A related person in the sense of this Regulation is a spouse or common-law partner of an employee, a blood relative in the direct line, i.e. in the collateral line up to and including the second degree of kinship, an adoptive parent or adoptee, as well as any other legal or physical person who, according to other grounds and circumstances, can be justified considered to be interestingly related to the employee and engaged in projects.

#### **Article 6.**

Employees and those engaged in projects are subject to disciplinary responsibility if they fail to inform the competent person about their private interest/conflict of interest that they have in connection with the

work they perform. Employees and those engaged in projects are subject to disciplinary responsibility if they receive a gift contrary to the Regulation or fail to report the gift to the person in charge.

#### **Article 7.**

In the performance of their regular duties, employees and those engaged in projects are obliged to comply with the law and other regulations, instructions, orders, instructions and other acts. Employees and those engaged in projects are obliged to treat the parties with respect and appreciation, respecting their privacy. Employees and those engaged in projects are obliged to treat managers, colleagues and subordinates impartially, with respect and appreciation.

#### **Article 8.**

Employees and those engaged in projects cannot be guided by their political beliefs in the performance of their duties. It is forbidden to highlight and refer to the status of an employee and engaged in projects in the Association for the purpose of directly or indirectly obtaining privileges, services, rewards in any form and any value or acquiring other benefits.

#### **Article 9.**

Supervision over the observance and application of the provisions of this Regulation is the responsibility of the President of the Association.

The President of the Association by decision appoints a person authorized to supervise the observance and application of the provisions of this Regulation. The appointed person is notified of the conflict of interest and manages the conflict of interest of employees and those engaged in projects. The person referred to in paragraph 2 of this article is obliged to inform the President of the Association about any observed existence or suspicion of a possible violation of the provisions of this Regulation.

#### **Article 10.**

The control procedure for the purpose of preventing conflicts of interest will be carried out in such a way that the person performing the control is not at the same time a participant in the business processes for which supervision is carried out regarding the existence of conflicts of interest. In the event of a conflict of interest, the person who has determined the occurrence of a potential conflict of interest is obliged to notify the person appointed to resolve the conflict of interest without delay. The person who determined the conflict of interest must submit the initiative with an explanation of the situation to the person appointed to resolve the conflict of interest in writing on the same day. Upon receipt of the written initiative, the person appointed to resolve the conflict of interest is obliged to inspect the documentation to which the initiative relates without delay, obtain all the necessary evidence and make a record of it. The record from paragraph 4 of this article contains: statements of all parties that appeared as participants in a potential conflict of interest. The person appointed to resolve the conflict of interest is obliged to submit the minutes to the President of the Association with all documentation for further decision.

#### **Article 11.**

If, based on the minutes and documentation from Article 10 of this Regulation, it is determined that a conflict of interest has occurred, the employee and those engaged in projects who are found to be in a conflict of interest will be subject to the procedure for determining the violation of work obligations in accordance with the Labor Law.

#### **Article 12.**

If the person appointed to resolve the conflict of interest believes that there is an indication of a conflict of interest, the President of the Association and employees and those engaged in the projects are obliged to provide him with all relevant data relevant to determining whether there is a conflict of interest at his request.

#### **Article 13.**

Employees and those engaged in projects may not receive a gift in connection with the performance of their duties, except for a protocol or occasional gift of lesser value, nor any service or other benefit for themselves or other persons. The regulations governing the rights and duties of civil servants and officials are applied to the receipt of gifts from paragraph 1 of this article.

#### **Article 14.**

The employee is obliged to make any attempt, promise or offer to give a gift from Article 10 of this Regulation, with the aim of influencing the employee to perform an official action within the scope of his official powers and duties that he should not perform, or that he would otherwise have to perform, or that he does not perform an official action that he would have to perform, that is, which he otherwise should not perform (giving a bribe), report it to the responsible person without delay.

#### **Article 15.**

An appropriate gift in the sense of this Regulation is a gift of small value that is given or offered to an employee engaged in projects on occasions when gifts are traditionally exchanged and which is an expression of gratitude or attention, and not intended to influence the impartial and objective performance of the employee's work and engaged in projects and thereby obtains a benefit, a right or benefit. A protocol gift in the sense of this Regulation is a gift of small value that is given or offered to an employee engaged in projects during a guest appearance or during an official visit, in the capacity of a representative of the Association.

#### **Article 16.**

A gift of small value is considered a gift whose value does not exceed 5% of the average monthly salary without taxes and contributions in the Republic of Serbia, i.e. occasional gifts whose total value in a

particular calendar year does not exceed the amount of one average monthly salary without taxes and contributions in the Republic of Serbia.

**Article 17.**

It is prohibited to accept occasional and protocol gifts if they are given in money and bonds, regardless of their value.

**Article 18.**

The President of the Association by decision determines the person who keeps records of gifts received by employees and those engaged in projects, as well as records of received gifts of persons performing public functions in the Association.

**Article 19.**

Amendments to this Regulation are made in the same way and according to the same procedure provided for its adoption.

**Article 20.**

This Regulation enters into force on the eighth day from the day of its adoption by the Assembly.

Niš, 27.06.2016

S. Tošić

