



In the case of violations of these behavioural expectations, EFCA will ask the Member State or non-EU country to withdraw the person concerned and expects that the Member State or non-EU country will use its powers regarding the necessary disciplinary measure.

*You may access and download the code of conduct on the following link:*

**[www.efca.europa.eu/codeofconduct](http://www.efca.europa.eu/codeofconduct)**

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# QUICK GUIDE TO THE EFCA CODE OF CONDUCT

## Remember

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When involved in EFCA activities carried out on EFCA chartered means you are acting as an ambassador of your country and/or organisation you represent, on and off duty. You should be professional, ethical and behave at all times in a manner that reflects well on you and the organisations you represent. You must therefore avoid involvement in situations and behaviours that are illegal or might be perceived as unethical or disreputable.





## DO

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1. Know and respect the rule of law
2. Respect human dignity at all times and be sensitive to cultural differences
3. Pay particular attention to the needs of vulnerable persons
4. Uphold the highest ethical standards
5. Act fairly and impartially at all times
6. Report all violations of the law and the EFCA Code of Conduct
7. Uphold your position of trust at all times
8. Take complaints seriously
9. Be accountable, truthful, accurate and respect the required level of confidentiality
10. Comply with applicable requirements on data protection



## DON'T

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1. Misuse your power and your position of trust
2. Discriminate against people on any grounds
3. Sexually abuse or exploit others
4. Harass others sexually or otherwise
5. Accept bribes or favours, or engage in corrupt practices
6. Abuse alcohol or drugs
7. Get involved with prostitution
8. Engage in behaviour likely to damage the reputation of EFCA
9. Express yourself regarding EFCA activities in the media except formally authorised by the Agency's Communication Officer
10. Abstain from actions contrary to the public order

*This guide aims to provide a handy reminder of some of the key points on the behaviour EFCA expects of those who participate in its activities. The list above is not exhaustive.*