

Employee Code of Ethics

The Code of Ethics is a binding standard of conduct of an employee in an employment relationship to the Ľudovít Winter Hotel Academy, Stromová 34, 921 01 Piešťany (hereinafter referred to as HAL'W Piešťany), which it is obliged to comply with from the point of view of ethics of social relations with citizens, legal entities and other employees. The aim of the Code of Ethics is to establish the basic principles and rules of conduct of employees and thus create a basis for maintaining public trust in the performance of public administration.

The employee is interested in participating in the fair and efficient performance of public administration through the proper performance of the tasks entrusted to him and increasing his professional knowledge.

Art. 1 Principles of Conduct of Employees in the Performance of Work in the Public Interest An employee of HAL'W Piešťany (hereinafter referred to as the "Employee") is obliged to act in accordance with the principle when performing his/her work duties:

- a) legality,
- b) the protection of the public interest,
- c) impartiality and political neutrality;
- d) the prohibition of accepting gifts,
- e) Professionalism,
- f) dignity and good manners;
- g) equal treatment.

Art. 2 Principle of legality An employee performs his/her tasks in accordance with the Constitution of the Slovak Republic, laws, other generally binding legal regulations, internal regulations of the employer and the provisions of this Code.

Art. 3 Principle of protection of the public interest Employee:

- always acts in the public interest ¹,
- does not participate in any activity that could be contrary to the performance of his/her professional duties or that is incompatible with the proper performance of his/her professional duties,
- refrains from acting that would lead to a conflict of public interest with personal interests ² the employee and persons close to him/her,
- is obliged to avoid such a conflict and at the same time to prevent situations that may give rise to the suspicion of a conflict of interest,
- is obliged to use public resources efficiently.

¹ Section 2 (2) of Act No 552/2003 Coll. on the performance of work in the public interest, as amended

² Paragraph 2(3) of Act No 552/2003 Coll. on the performance of work in the public interest, as amended

Art. 4 Principle of impartiality and political neutrality Employee:

- is obliged to refrain from such political or other public engagement that would undermine public confidence in the impartial performance of work duties,
- proceeds impartially and transparently in the performance of its tasks. It decides on the basis of duly established facts of the case, consistently ensuring the equality of the parties so as not to harm their rights and legitimate interests and avoids actions that could jeopardize public confidence in the impartiality and objectivity of decision-making,
- is obliged to act in accordance with the objectives and tasks of the employer, while not allowing himself to be influenced by the intentions of other persons, nor to accept any financial or other advantage that could affect the proper performance of his work duties and the outcome of decision-making.

Art. 5 Principle of prohibition of accepting gifts Employee:

- does not request or accept gifts, services or other considerations that could affect his/her decision-making and professional approach in the matter, or that could be considered as remuneration for work that is his/her duty. A gift is understood as a non-monetary benefit or any other non-monetary benefit provided to an employee in the performance of his/her function or in direct connection with the performance of his/her work tasks. A gift is not considered to be a non-monetary performance of insignificant value, the provision of which is customary in a given situation and the purpose of which is not to influence the employee's actions or decision-making in the performance of his/her job duties without any doubt ³.
- does not abuse the benefits arising from his/her position or the information obtained in the performance of his/her work tasks to obtain any personal property or other benefit.

Art. 6 Principle of professionalism Employee:

- protects property from damage, misuse and destruction. It uses the entrusted funds as efficiently as possible, in accordance with the purpose for which they were intended and does not misuse them for personal gain,
- is obliged to maintain confidentiality about facts that he or she has learned about in the performance of his or her tasks and that cannot be communicated to other persons in the interest of the employer, even after the termination of the employment relationship,
- preserves and strengthens the good name of the employer, both in the workplace and outside it. Acts in such a way that public trust in the employer is not undermined,
- is obliged to perform his/her tasks conscientiously and responsibly, in good faith and in accordance with the employer's mission. The performance of work must be associated with the maximum degree of decency, understanding and willingness,

³ For example, giving flowers or small gifts to teachers from pupils at the end of the year when handing over a report card is not considered a gift.

- seeks to simplify procedural procedures and speed up time limits for performing tasks or issuing a decision.

Art. 7 Principle of Dignity and Decent Behaviour Employee:

- respects every citizen and behaves in such a way that all visits to the employer perceive that they are welcome and employees are there for them. Helps the citizen to orient themselves on the employer's premises, or directs them to the destination of their visit Acts politely and respectfully towards the public, but is not obliged to tolerate vulgar speech and insults and to act with persons who do not comply with the basic rules of decent behaviour,
- respects the decisions of his/her superiors and, in case of reservations, follows an official approach and solves them first with the relevant superior,
- appreciates and respects other employees and their work, which is as important to them as his/her own, and avoids such behaviour that could be described as so-called mobbing (repeated irreconcilable attacks on people's self-confidence and self-esteem, bullying, etc.) or as so-called bossing (bullying of a subordinate employee by a superior),
- helps new employees in their adaptation process,
- is aware that he/she represents the employer both externally and internally, and therefore he/she goes to work well-groomed, dressed in accordance with social etiquette, while respecting the employer's requirements. He/she makes the best possible impression at the workplace, which can be achieved by a pleasant and professional demeanor and adherence to the principle of proper social behaviour,
- avoids such behaviour and activities that could reduce trust in the impartial performance of public administration.

Article 8 Principle of equal treatment An employee is obliged to comply with the principle of equal treatment regulated in a special legal regulation 4 .

Art. 9 Reporting obligation in connection with violations of the Code of Ethics

An employee is obliged to immediately notify his or her direct superior of the following cases in connection with the performance of his or her work:

- conflict of interest, or the inability to avoid a conflict of interest,
- if he is asked to act contrary to the law or the Code of Ethics,
- detection of loss of or damage to public property, fraudulent or corrupt conduct,
- vulgar attacks directed against the person or against a public authority or cases of conduct by persons under the influence of addictive substances,
- offering any advantage that could have an undesirable effect on his decision-making.

⁴ Act No. 365/2004 Coll. on Equal Treatment in Certain Areas and on Protection against Discrimination and on Amendments to Certain Acts, as amended.

In the event that the suspicion of a violation of the Code of Ethics is directed against the direct superior, the employee shall report this fact to the statutory body of the employer.

In the event that the direct superior is also the statutory body of the employer, the employee shall report the suspicion of a violation of the Code of Ethics to the Director of the TTSK Office.

Art. 10 Final Provision The Code of Ethics forms an integral part of the Work Regulations or the Employment Contract and its provisions are of a binding nature. Conduct contrary to individual provisions is qualified as a breach of work discipline with all consequences in accordance with the applicable legal regulations. The provisions of this Code of Ethics are without prejudice to the provisions of the Code of Ethics for Pedagogical and Professional Employees.

This Code of Ethics uses a uniform gender designation for the simplification of the text. All wording refers to persons regardless of gender (representatives, chairman, deputy, employee, director, etc.).

In Piešťany on 08.04.2024 Ing. Ladislav Blaškovič school principal