

CODE OF CONDUCT OF THE PUBLIC SERVANTS OF SECODAM

Dear collaborator:

Each of us day by day makes a great effort to fight the corruption that exists in our country, to modernize and make the Public Administration more efficient and to construct a more transparent society.

In order to reach these objectives, it is fundamental that we distinguish ourselves as public servants and that we are able to set an example by reflecting, in our activities and in our relations with others, the values of transparency, integrity, accountability and responsibility.

One tool that facilitates the application of this conduct is the Code of Conduct of the Public Servants of SECODAM that you have in your hands. It includes our aspirations and the desire to turn this Ministry into a successful organization, that complies with its goals efficiently, that is becoming a better place to work and recuperating and preserving the confidence of the citizens in their government.

This document is the fruit of the efforts of the public servants of SECODAM, who very enthusiastically enriched it with their contributions and comments, and also contains suggestions and ideas of the citizens that participated in this groundbreaking process of consultation.

In this manner, the Code details a group of commitments that we make today to the society and to our co-workers, inspired by the vision and mission of SECODAM.

Therefore, I would like to invite you to make our Code of Conduct a work standard; that in our daily responsibilities we commit ourselves to the values of the Code of Ethics for Governing; and that this effort helps us to better serve Mexico and feel proud of belonging to an institution that cultivates values of integrity, ethics and transparency.

Francisco Barrio Terrazas

Secretary

Code of ethics for governing

- Common good
- Integrity
- Honor
- Impartiality
- Justice
- Transparency
- Accountability
- Cultural and Environmental Rhelm
- Generosity
- Equality
- Respect
- Leadership

VISION OF SECODAM

The society has confidence in and believes in the credibility of the Federal Public Administration

MISSION OF SECODAM

Lower the levels of corruption in the country and provide absolute transparency in the conduct and performance of the Federal Public Administration.

CODE OF CONDUCT OF THE PUBLIC SERVANTS OF SECODAM

- I. Knowledge and application of the laws and rules
- II. Use of the public position
- III. Use and assignment of resources
- IV. Transparent and responsible use of internal information
- V. Conflict of interest
- VI. Decision-making
- VII. Attending requests, complaints and denouncements of the society
- VIII. Relationships among public servants of SECODAM
- IX. Relations with other agencies and entities of the federal and local governments
- X. Relationship with the society
- XI. Health, hygiene, safety and environmental improvement
- XII. Permanent and integral development
- XIII. Relationship of the Heads of Internal Control Agencies and their respective areas of audits, complaints and accountability with the agencies and entities where they are performed.

I. Knowledge and application of the laws and rules

Commitment

It is my obligation to know and respect and comply with the Constitution, the laws, the regulations and the applicable rules. In those cases not contemplated by the Law or where there is room for interpretation, I shall conduct myself using criteria of ethics, transparency, accountability and integrity, following the values written in the Code of Ethics for Governing.

Actions

I shall

-Know and apply the Law and the rules that govern my job, position or commission.

-Do my job with strict observance of the Law and the rules, encouraging my co-workers to do the same.

-Timely and truthfully file my disclosure of net worth.

-Review the list of disqualified suppliers and contractors in order not to establish an official relationship with any of them.

I shall not

-Create rules that only serve to justify my work.

-Cause or permit that the rules and procedures created in SECODAM allow for discretionary interpretations that affect the performance of other agencies.

-Interpret the rules to my personal benefit or to the benefit of my family or to the benefit or harm of another.

II. Use of the public position

Commitment

It is my obligation to abstain from using my position to obtain personal economic benefit, privileges, sexual favors or any other type of favors or goods, in order to benefit or harm others, since to do otherwise would be to affect the confidence of the society in SECODAM and its public servants.

Actions

I shall

-Orient my work towards achieving the mission of SECODAM, contributing the maximum of my capacity, knowledge and effort without expectation of any benefit other than that which corresponds to me by Law.

-Respect the arrival and departure times for the job as well as the time assigned for lunch.

-Wear the identification card in a visible place within the workplace.

-Always act with transparency, understanding the latter as a covenant of honesty and honor made by public servants and citizens.

I shall not

-Use the credential or official letterhead of SECODAM for personal benefit or to unduly benefit or harm others.

-Accept nor request personally or through another money, gifts, sexual favors or any other compensation, to expedite a transaction, assign a contract or give information.

-Accept nor request that I be offered privileges or discounts in goods and services as payoff for my public position.

-Influence the decisions of other public servants, for personal gain or advantage or for my family or third parties.

-Request or obligate my co-workers to favor or disfavor a particular political party, using SECODAM resources (financial, material or human).

-Use working hours to engage in activities other than the responsibilities of my position.

-Hold myself out as a professional when I do not have the corresponding professional license.

III. Use and assignment of resources

Commitment

The goods, installations, human and financial resources of SECODAM shall be used only to comply with its mission, adopting criteria of rationality and thrift.

Actions

I shall

-Make a transparent, just and impartial assignment of human, material and financial resources, in order to efficiently perform my work under principles of rationality and thrift.

-Pay all the personal and cellular and long distance calls that are made with SECODAM telephones.

-Use the telephone, fax and e-mail services for personal matters with moderation.

-Document the financial resources provided to me, whether to comply with an official commission or to make an acquisition pursuant to the corresponding rules.

-Use the material resources assigned with moderation and only for complying with the mission of SECODAM.

I shall not

-Remove from the offices the goods provided to me for the performance of my tasks (computers, printers, telephones, pencils, notebooks, disquettes, etc.), or electronically copy the computer programs for private use.

-Use the documents and materials prepared internally for purposes other than the SECODAM mission.

-Remove toilet paper from the bathrooms, draw on the bathroom walls and doors, or intentionally stop up the toilets.

-Remove or pirate the services contracted by SECODAM (cable TV, the printed press) for personal purposes.

-Use the copy service for personal matters.

-Use official vehicles in an inappropriate manner.

-Install in SECODAM's computers, programs without a license or whose purpose is not work-related, such as games.

-Use the internet service to review inappropriate pages or sites, such as those with pornography, or that benefit me economically for an activity other than my work.

-Use the resources and facilities of SECODAM for purposes that benefit a political party.

IV. Transparent and responsible use of internal information*

Commitment

I will offer to the society adequate mechanisms for free and transparent access to the information generated by SECODAM, provided such information is not reserved for legal reasons or with regard to the privacy of third parties.

Actions

* Secodam supports and promotes transparency in the information generated by the government. We are convinced that one of the best means of reducing corruption and making the operation of the government transparent is to offer the society ordered access to the information it generates, provided that such information is not expressly reserved by the applicable laws or in the stage of processing.

I shall

-Provide information to the society equitably, without discretionary criteria, except when confidentiality is justified and using the means authorized for such.

-Act with impartiality, care and dedication in the creation and preparation of internal information.

-Safeguard the information I am responsible for, preventing or impeding the removal, destruction, hiding or undue use of the same.

-Provide the press, through the Transparency Liaison Unit, the information generated by the Ministry, except for the information reserved for legal purposes or in the processing stage.

I shall not

-Alter or hide the records and other internal information of SECODAM in order to obtain economic or any other type of benefit (travel allowances, purchases, etc.)

-Use, share, alter or hide information that hinders the functioning and strategy of SECODAM, or in order to unduly favor or disfavor a third party.

-Provide information of SECODAM that is incomplete and without confirming that it is true.

V. Conflict of interest

Commitment

I will avoid putting myself in situations in which my personal interests could conflict with the interests of SECODAM or third parties. Any situation in which there is a possibility of obtaining an economic or any other type of benefit that I am not entitled to by virtue of my job, position or commission, potentially represents a conflict of interest.

Actions

I shall

-Act with honor and strict observance of the Law and the rules in relations with suppliers and contractors of SECODAM.

I shall not

-Get involved in situations that could represent a potential conflict between my personal interests and those of SECODAM.

-Accept gifts or incentives of any type that attempt to influence my decisions as a public servant of SECODAM.

-If I am part of a company, establish business relationships with agencies or entities of the federal government without the corresponding authorization.

VI. Decision-making

Commitment

All the decisions that I make as a public servant, whatever my job, position or commission, shall be in strict compliance with the Law and the values contained in the Code of Ethics for Governing.

Actions

I shall

-Always conduct myself with honesty, consistency and transparency, putting the public interest above the interests of individuals.

-Always act according to rules of justice and equity when making a decision, without making any distinction for personal motives.

-In situations in which I must choose between several options, I will choose the one most in accordance with justice, equity and the common good.

-Induce the participation of my co-workers in the making of decisions.

I shall not

-Grant undue preferences or privileges to anyone.

-Avoid my responsibilities, not making decisions that are necessary.

VII. Attending requests, complaints and denouncements of the society

Commitment

I have the obligation to promote and create a responsible culture of complaints and denouncements. In the areas in which assistance to citizens is offered, I shall give timely and impartial follow up, attention and response to all requests.

Actions

I shall

-Promote the timely and impartial following up, attention and response to all requests, complaints and denouncements presented, according to my assigned responsibilities and functions.

-Provide when requested, and in accordance with the institutional channels, the guidance and information necessary to citizens that come to SECODAM to file a request, complaint or denouncement.

-Inform the citizen sufficiently and specifically, when it is my responsibility, about the status of a request, complaint or denouncement presented.

-Attend within the scope of my responsibility and with strict confidentiality, every request, complaint and denouncement.

-Verify that the complaints and denouncements are resolved according to the Law.

-The details regarding complaints and denouncements shall be made public only after their resolution by the institutional channels in order not to affect third parties.

-Timely inform citizens of the jurisdiction and scope of their complaints and denouncements, using the appropriate channels for such.

-Appropriately channel the denouncements to the corresponding authority so they may be addressed.

I shall not

-Suggest to citizens that they not file denouncements or cease to follow up on their complaints.

-Block or delay the appropriate attention to a denouncement due to carelessness or disinterest.

-Allow false expectations over the scope of a denouncement to be generated.

VIII. Relationships among public servants of SECODAM

Commitment

I shall conduct myself with dignity and respect toward myself and my co-workers, promoting friendly and cordial relations regardless of gender, special capacities, age, religion, place of birth or rank. The public positions in SECODAM are not a privilege but rather a responsibility, and therefore the interaction among public servants shall be based on professional collaboration and mutual respect and not on a hierarchical differentiation.

Actions

I shall

-Offer to my co-workers treatment based on mutual respect, courtesy and equity, without regard to rank, avoiding offensive conduct and attitudes and inappropriate, humiliating or abusive language.

-Recognize the merits obtained by my collaborators and co-workers, avoiding the appropriation for myself of their ideas or initiatives.

-Indicate before the competent authority, any missing elements in the Law, the Internal Rules of SECODAM and this Code of Conduct.

I shall not

-Make undue use of a higher ranking position to be disrespectful, harass, threaten and treat with insolence or give unjustified preferential treatment to my collaborators and co-workers.

-Use my position to request sexual, economic or any other type of favors from my co-workers.

-Steal personal belongings from my co-workers.

-Use sound systems (radios, tape players, computers with speakers) that interfere with the work efforts of others or that bother them.

-Use in the office aromatic candles, smoke or engage in any activity that could make my co-workers uncomfortable.

-File unjustified or baseless denouncements against other public servants.

IX. Relations with other agencies and entities of the federal and local governments

Commitment

I will offer the public servants of other federal government agencies and local governments the support, attention, information, collaboration and service they request, in a friendly and generous manner, preferring in my work prevention over observation and sanction. I shall always take into account the overall impact of the decisions of SECODAM on the areas of the Federal Public Administration and the local governments (rules, processes, requests, decisions, etc.) to avoid harming their work.

Actions

I shall

-Give the assistance requested of me and respectful, just, transparent and cordial treatment to the public servants of other agencies and entities of the government, avoiding any harassment or discrimination.

-Use the information that other agencies and entities of the government provide only for SECODAM purposes.

-Respect the forms and channels authorized for the institutional relations with other agencies and entities of the government.

I shall not

-Threaten public servants of other agencies and entities of the government, flaunting my job, position or commission.

-Request or offer favors to public servants of other agencies and entities of government in order to obtain personal benefit.

-Threaten public servants of other government agencies and entities or treat them unfairly.

X. Relationship with the society

Commitment

I shall offer to all citizens just, cordial and equitable treatment, always guided by a spirit of service. In addition, I shall maintain an attitude of openness, approachability, transparency and accountability of my actions as well as of collaboration and participation with my neighbors.

Actions

I shall

-Be consistent in my daily conduct with the principles and values established in the Code of Ethics for Governing, serving as an example for the people around me.

-Attend and guide with efficiency, courtesy and a spirit of service, the citizens in their requests, transactions and needs for information, eliminating all humiliating and insensitive attitudes.

-Attend citizens equally, without distinction in gender, age, race, crede, religion, political preference, socio-economic condition or educational level, and treat the elderly, children, persons with special capacities and members of our ethnic groups with special generosity and understanding.

-Seek through my actions to promote the confidence of the society in SECODAM.

-Seek the participation of the society in the actions of transparency that SECODAM promotes.

-Be sensitive to and show respect for the problems and interests of my neighbors.

-Disseminate the achievements and actions of SECODAM.

I shall not

-Affect the interests of third parties by the daily activities of SECODAM.

-Put personal interests above those of SECODAM when rendering the services requested of me.

-Threaten my neighbors and the citizens with whom I interact or treat them unjustly.

XI. Health, hygiene, safety and environmental improvement

Commitment

I shall develop actions to protect the environment and care for and prevent causing risk to my health and safety and that of my co-workers.

Actions

I shall

-Report any situation that could be a risk to the health, safety and hygiene of our co-workers, and for the environment of SECODAM.

-Follow without exception the rules regarding smoking areas and recommendations regarding safety.

-Cooperate in what is indicated to me to facilitate the carrying out of civil protection and fumigation actions.

-Maintain my workplace clean and safe.

-Use the water, paper and energy of SECODAM rationally, turning out the lights and turning off computers and other electrical equipment when they are not being used.

-Comply strictly with use and safety rules of the facilities of SECODAM, including those for parking, elevators, bathrooms and institutional dining halls.

-Help to keep the bathrooms always clean.

-Reuse office material as often as possible (envelops, cards, folders, disquettes, etc.).

-Verify that paper that can no longer be used is sent to CIDOC for its shredding and recycling.

I shall not

-Install in the work area electrical appliances that create a risk to the safety of others.

-Maintain in my office possible fire sources.

-Initiate any action that could put at risk the health or safety of others.

-Throw out paper before it has been used on both sides, if possible.

XII. Permanent and integral development

Commitment

I shall make the commitment to seek to permanently update myself and continue my professional formation as well as that of my collaborators and co-workers for the improvement of our performance.

Actions

I shall

-Take advantage of the activities of skill enhancement and development provided and promoted by SECODAM and other institutions, as well as demonstrate the disposition to continue improving my performance provided that it does not affect my work performance.

-Update my knowledge on a permanent basis for the development of my duties.

-Provide the assistance necessary to my collaborators and the personnel under my charge to take skill development courses that SECODAM organizes and promotes.

I shall not

-Put roadblocks on my collaborators' access to opportunities for academic, professional and human development when they do not interfere with the completion of their work responsibilities.

-Fail to take advantage of the opportunities that arise to update my knowledge and improve my professional development.

-Stop attending a course in which I am enrolled since that would be wasting resources of SECODAM and denying a co-worker the opportunity to improve his or her professional development.

XIII. Relationship of the Heads of Internal Control Agencies and their respective areas of audits, complaints and accountability with the agencies and entities where they are performed*

Commitment

We Heads of Internal Control Agencies and their respective areas of audits, complaints and accountability carry out our work of oversight and control

* This section of the Code of Conduct of the Public Servants of SECODAM is exclusive to the Heads of Internal Control Agencies and their respective areas of audits, complaints and accountability that depend directly on SECODAM, but that carry out their activities of oversight and control in other agencies or entities of the Federal Public Administration.

independently from the entities and agencies where we are working, always offering their public servants impartial, cordial, respectful and cooperative treatment. We shall prefer preventive activities over corrective ones, inviting the society to participate and promoting the construction of a culture of responsible denouncements.

Actions

I shall

-Promote efficiency, simplification, transparency and agility in the transactions and services of the agency or entity where I am working in order to prevent the disruption of its activities.

-Prefer preventive actions and strategies over those of observation and sanction, in order to prevent the recurrence of observations.

-Promote the achievement of objectives and goals of the agency or entity where I am working.

-Maintain my independence of judgment before the agency or entity in which I am carrying out my duties of oversight and control.

-Provide the information, data or technical cooperation requested by other agencies and entities of the Federal Public Administration, the National Commission of Human Rights and the Federal Superior Auditing Agency, or by the administrative units of SECODAM, except when confidentiality is legally justified.

-Maintain constant communication with the specialized areas of SECODAM in order to strengthen the functioning of the Internal Control Agency.

-Provide incentives for the public servants of the Internal Control Agency to present proposals and initiatives to improve the mechanisms of oversight and control.

-Maintain prudence and discretion when communicating information related to the work of the Internal Control Agency.

-Consult the registry of disqualified companies before issuing awards in contract awarding processes.

-Assist with compliance with the program of acquisitions, leases, services and public works, establishing criteria of control to verify and validate the real needs for the goods and services that are acquired and contracted, in order to prevent misappropriation in expenses and unnecessary purchases or the undue offering of privileges to a particular supplier.

-Maintain constant communication with the administrative units of the agencies and entities in order to advise and inform them about the rules they must comply with.

-Advise, guide and assist citizens in the presentation of complaints, denunciations and objections and attend them in a timely and efficient fashion in order to earn the confidence of the society.

-Promote the continual improvement of the administrative processes proposing improvements in the quality of the service that the agencies and entities offer.

-Apply without restraint the sanctions set forth in the law, regardless of the ranking of the public servant incurring liability.

I shall not

-Treat citizens that request a service or public servants of the agency where I work in a disparaging or intimidating manner.

-Treat public servants as if they were guilty before an investigation is concluded.

-Allow the bidding processes to fail to meet any of the requirements set forth in the Law.

-Allow a person that has been disqualified by a competent authority to be contracted.

-Allow my relatives to participate in bidding processes of the agency or entity where I perform my activities of oversight and control.

-Create false expectations for citizens who file complaints, denouncements or objections.

-Use my position, job or commission to obtain a personal benefit or to favor or harm others.

-Deprive public servants involved in administrative accountability proceedings of their rights to defense.

-Accept or request extra-legal benefits of any type from the agency or entity in which I carry out my activities.