

Code of Ethics and Good Governance of the Centre for Demographic Studies

1. Objective scope

The aim of the Code of Ethics and Good Governance is to establish the principles to be respected in the fulfilment of its objectives and the responsibilities of public entities, establishing commitments that reflect the recommended standards of conduct and reinforcing the transparency of the institutions. The following can be highlighted as specific objectives:

- Integrating the ethical dimension into the functioning of the organisation.
- Incorporate action strategies for the promotion of free competition, through transparency and good governance, in the areas where this is possible.
- Define the basic guidelines that should govern public management.
- Reinforce standards of conduct in the exercise of public functions and responsibilities.
- Delimit the guidelines for appropriate relations between the spheres of government and administration, normalising internal personal relations.

2. Subjective scope

This Code, as an instrument that inspires the actions of the Centre for Demographic Studies Consortium (hereinafter, the Consortium) and its staff, shall apply to:

- The members of the Consortium in their capacity as guarantors of the public interest, irrespective of their internal status.
- Members of the governing bodies of the Consortium.
- The heads of management bodies, as defined in local government and civil service regulations.
- Staff who perform managerial functions in the service of the Consortium, understood as those who perform management or executive functions of a superior nature, in accordance with the general directives established by the governing body of the entity, adopting the appropriate decisions to this effect and having a margin of autonomy within these general directives.

3. Standards of conduct

The public nature of the institution requires that it be reflected in the actions of its members, in which the following lines of conduct are followed in the fulfilment of public responsibilities:

- They must assume, at all times, the responsibility for their own decisions and actions and those of the bodies they direct, without passing it on to their subordinates if there is no objective cause, and without prejudice to others that may be legally required.
- They must promote civic values and use a respectful, courteous and deferential tone in their actions and in their dealings with citizens.
- All members of the Consortium must base their actions on institutional loyalty, information and transparency. Furthermore, both the members of the governing bodies and the directors must collaborate in defining the strategic objectives.
- Decision-making must pursue the satisfaction of general interests and be based on objective considerations oriented towards the common interest, transparency, free competition, and equal and non-discriminatory treatment.
- They must be accountable to citizens throughout their term of office, responding diligently to any request for information relating to the performance of their duties, the reasons for their actions or the functioning of the services for which they are responsible.

4. Ethical commitments with regard to conflicts of interest

The fulfilment of public responsibilities requires respect for the regulations regarding conflicts of interest, which requires the following commitments on the part of Consortium personnel:

- In the exercise of their discretionary powers, they must abstain from granting any advantage to themselves or to any other person or group of persons with the aim of obtaining a direct or indirect personal benefit.
- They must abstain from participating in any deliberation, voting or execution of those matters in which they have a personal interest, either directly or indirectly.
- They may not influence the speeding up or resolution of administrative procedures or formalities without just cause and, in any case, when this entails a privilege for their own benefit or that of their environment, or when it involves a reduction in the interests of third parties or the general interest.
- They may not accept any type of incentive, gift or benefit linked to the taking of decisions of any kind or that may be offered to them as a result of their position; with the sole exception of admissible social uses of an approximate value of less than €75. Notwithstanding the above, if the gift is given to Consortium staff, the latter will make it known and available to the organisation.
- They must refuse any favour or service in favourable conditions from individuals or private entities that may condition the performance of their duties.

5. Monitoring and Internal Control of the Code of Ethics

The purpose of this Code is to prevent and impede the appearance or reproduction of conduct that does not conform to ethical values and standards of conduct, in order to improve the ethical infrastructure of local institutions and thus strengthen public confidence in these levels of government, in their representatives and in the other personnel subject to its scope of application.

Furthermore, in the event of detecting non-compliance or actions that diverge from the aims and objectives of this Code of Ethics, a mechanism for internal control must be established to restore the dignity and prestige of the local institution. To this end, there

must be a guarantee body that will receive queries, problems, dilemmas and/or ethical questions, and will respond to them by means of proposals, recommendations or reports, as the case may be.

This body will be the Consortium's anti-fraud committee.

6. Penalties

The sanctioning regime applicable to senior managers (or persons holding managerial functions) in the event of non-compliance with the rules of this code is that established in Law 19/2014, of 29 December, on transparency, access to public information and good governance, or the rule that replaces it.

The sanctioning regime applicable to the rest of the Consortium staff, in the event of non-compliance with the rules of this code, shall be that established in the legal system.