

# Integrity and Ethics Directions for Civil Servants

Regulations	Description
<p>1. To ensure that civil servants carry out their duties with integrity, fairness and unselfish motive in accordance with laws and regulations, and to improve the government's reputation for cleanness, the Executive Yuan ("Yuan") lays down the following Integrity and Ethics Directions for Civil Servants (the "Code").</p>	<p>1. This Code aims to manifest the purpose and the core values of legislation, and express the norms that all civil servants serving in the Yuan and its subordinate organs/organizations shall adhere to. (Point 1)</p> <p>2. This Code takes reference from important values of public service ethics of the United States, Japan, Singapore, and member countries of the OECD and clarifies its core values of carrying out their duties with integrity, fairness and unselfish motive in accordance with laws and regulations, and to improve the government's reputation for cleanness.</p>
<p>2. Terms used in this Code are defined as follows:</p> <p>(A) Civil servants: Personnel falling under the Civil Service Act.</p> <p>(B) Having vested interests in civil servants' official duties: individuals, juridical persons, groups, or other entities that have one of the following relations with an organ/organization or its subordinate organ/organization:</p> <p>(1) Business dealings, supervision, or subsidies (prizes);</p> <p>(2) Seeking, executing, or signing contracts of hire or work, sale, or other matters;</p> <p>(3) Other positive or negative impacts from decisions, implementation, or non-implementation by an organ/organization.</p> <p>(C) Standard limit on normal courtesy gratuities: general social interaction, during which the market value of accepting valued gifts by one source shall not exceed TWD 3,000 per occasion nor exceed TWD 10,000 in</p>	<p>1. This Code defines the meanings and categories of such terms as civil servant, having vested interests in civil servants' official duties, Standard limit on normal courtesy gratuities, Ceremonial protocol in the conduct of official duties, and requests for making an intercession.</p> <p>2. The civil servants referred to in this Code refer to personnel falling under the Civil Service Act (defined in Article 24 of the Act) and it includes civil and military public personnel (including contracted personnel), personnel of other public organs (not including personnel who are not civil servants), and teachers with administrative duties in public schools (Grand Justices Interpretation No. 308). The competent authority in charge of education may formulate additional norms for teachers with administrative duties in public schools.</p> <p>3. For definitions of other terms, please refer to the Ethics Reform Act of 1989 of the United States, National Public Service Ethics Act and the Code of Ethics for Ministers and Deputy Ministers of Japan, Conduct and</p>

<p>a year.</p> <p>(D) Ceremonial protocol in the conduct of official duties: polite, routine, or customary activities when paying visits or receiving guests at home or abroad to conduct public duties, communication, and coordination.</p> <p>(E) Entreating or lobbying: Requests involved with decisions, implementation, or non-implementation by an organ/organization or its subordinate organ/organization, with the risk of such decisions, implementation, or non-implementation leading to illegal or improper impact on certain rights and obligations.</p>	<p>Discipline and Ministerial Code of Conduct of Singapore, and Regulation Governing the Prevention of Corruption in the Well-formed Government Ethics Program, Code of Conduct for Civil Servants of Taipei City, Ethics Regulations for Procurement Personnel of Taiwan.</p>
<p>3. Civil servants shall discharge of their public duties in accordance with the law and for the public interest. They shall not use the power, methods, or opportunities given by one's official position to unduly benefit themselves or a third person.</p>	<p>Civil servants shall discharge of their public duties in accordance with the law and avoid conflicts of interest.</p>
<p>4. Civil servants may not require, expect, or accept gifts from interested parties. But the following gifts may be accepted, when they are sporadic and without risk of affecting specific rights and obligations:</p> <p>(A) Matter of Ceremonial protocol in the conduct of official duties.</p> <p>(B) Rewards, relief, or condolence gifts from one's supervisor.</p> <p>(C) The market value of the gift received is less than TWD 500 when given individually, or less than TWD 1,000 when given to several persons within the organ/organization.</p> <p>(D) The market price of a gift received on the occasion of engagement, marriage, childbirth, relocation, inauguration, promotion, transfer, retirement, resignation, and injury, sickness, or death of the civil servant, their spouse, or immediate family shall not exceed the Standard</p>	<p>1. This Point clarifies what gifts a civil servant may accept from whom having vested interests in civil servants' official duties, the principles of rejection, and the exceptions for accepting.</p> <p>2. For the acceptance by a civil servant of gifts from whom having vested interests in civil servants' official duties, refer to Clarification 3 to Point 2 of the Act.</p>

limit on normal courtesy gratuities.	
<p>5. When accepting valued gifts, a civil servant shall handle it in accordance with the following procedure:</p> <p>(A) Besides the exceptions set forth in the previous point, gifts offered by an interested person shall be refused or returned; the matter shall also be reported to one's supervisor and the Government Employee Ethics Units. If the gift cannot be returned, it shall be handed to the Government Employee Ethics Units.</p> <p>(B) With the exception of relatives or close friends, when the market value of a gift from a party without vested interests in civil servants' official duties exceeds the Standard limit on normal courtesy gratuities, the matter shall also be reported to one's supervisor and the Government Employee Ethics Units within three days from the date of receipt.</p> <p>Each Government Employee Ethics Units of the organ/organization shall, in the light of the nature and value of the gifts, propose to accept the gift with payment, to make the gift a public possession, donate to a charity organization, or make another appropriate suggestion, and report the matter to the head of the organ for approval and implementation.</p>	<ol style="list-style-type: none"> <li>1. The "report" of the receipt of accepting valued gifts by a civil servant may be done in oral, written, or other form.</li> <li>2. Refer to Clarification 3 to Point 2 of the Act.</li> <li>3. By way of guidance to the personnel of Government Employee Ethics Units for handling of gift acceptance cases, appropriate recommendations for handling are made depending on the nature and acceptance of valued gifts.</li> </ol>
<p>6. The following circumstances are deemed equivalent to accepting valued gifts by a civil servant:</p> <p>(A) Accepting a gift in the name of the civil servant's spouse, immediate blood relative, or relative co-residing in a co-owned property.</p> <p>(B) A third person transferring a gift received to a civil servant or the persons set forth in the preceding item.</p>	<p>A Civil Servant accepting a gift in the name of one's spouse, immediate blood relative, relative co-residing in a co-owned property accepting a gift in the name of the civil servant, or a third person transferring a gift received to a civil servant or their spouse, immediate blood relative, or relative co-residing in a co-owned property, are all deemed equivalent to receiving a gift by the civil servant.</p>
<p>7. Civil servants are prohibited from accepting invitations to dinner from a having vested interests in civil servants'</p>	<ol style="list-style-type: none"> <li>1. This Point stipulates the principle that civil servants are prohibited from accepting invitations to dinner from</li> </ol>

<p>official duties, with the following exceptions:</p> <p>(A) It is necessary to participate as a matter of Ceremonial protocol in the conduct of official duties.</p> <p>(B) It is a public activity organized on the occasion of a traditional festival and ordinary people are invited too.</p> <p>(C) It is a reward or token of appreciation from one's supervisor.</p> <p>(D) Activities held on the occasion of engagement, marriage, childbirth, relocation, inauguration, promotion, transfer, retirement, resignation, not exceeding the Standard limit on normal courtesy gratuities.</p> <p>Civil servants shall avoid accepting invitations to dinner, if it does not accord with their status or duties, even when offered by a party without vested interests in civil servants' official duties.</p>	<p>interested parties, as well as exceptions to this. In addition, it is permitted for a head of an organ to participate in such activities as a strategic alliance meeting with an enterprise which has a procurement contractual relationship with the organ, provided it is within the scope of Ceremonial protocol in the conduct of official duties.</p> <p>2. With regard to accepting invitations to dinner from a party without vested interests in civil servants' official duties, which does not accord with one's status or duties as a civil servant, this Point stipulates that such acceptance shall be avoided.</p>
<p>8. Without consent of one's supervisor given for discharge of public duties, or for other proper reasons, a civil servant shall not be involved with improper places.</p> <p>Civil servants shall not have improper contacts with a person related to a having vested interests in civil servants' official duties.</p>	<p>1. This Point has been added.</p> <p>2. This Point sets forth that civil servants shall not visit improper places, and lists two exceptions: permission from one's supervisor or a proper reason put forth by themselves, to clarify [why such is necessary for the discharge of] their authority and responsibilities.</p> <p>3. The term "improper place" refers to the scope defined in Letter No. 85-Shu-Jian-Zi-4846 of 22 January 1996 of the Police Department, Ministry of the Interior.</p> <p>(A) dance club;</p> <p>(B) restaurant;</p> <p>(C) bar;</p> <p>(D) special café/tea room;</p> <p>(E) social clubs, entertainment clubs, nightclubs, karaoke parlors, and other business premises that have hostesses to accompany guests;</p> <p>(F) massage parlors with erotic services, oil massage centers, saunas, bath houses, Thai baths, hairdressing salons, skin care centers, and other places with lewd services;</p>

	<p>(G) venues of lewd performances;</p> <p>(H) venues offering or harboring prostitution;</p> <p>(I) professional gambling places, and places with electronic gambling.</p> <p>In addition to the above list, "improper places" is an uncertain concept it's scope as may differ duty of the civil servant or social changes, and in case of doubt shall be avoided as well. Other improper places as following from the circumstances of the case, or places whose nature is not easily identified, will only be deemed improper places as evidence shows the public servant involved act improperly.</p> <p>4. The term "improper contacts" under this Point refers to interaction generally perceived as detrimental to public trust in the honesty of civil servants. Whether the conduct of an individual civil servant constitutes "improper contacts" depends on the circumstances of the case.</p>
9. When on duty of inspection, investigation, travel, participation in meetings, or other activities, a civil servant shall not accept anything but simple refreshments, accommodation, transportation, but no banquets or other entertainment from their related organ/organization.	This Point outlines the attitude that civil servants shall have with regard to banquets or other entertainment from their related organ/organization when on duty of inspection, investigation, travel, participation in meetings, or other activities.
10. In the event of the first or second subparagraph of the first paragraph of Point 7, the civil servant shall have the approval of their supervisor and have notified their Government Employee Ethics Units before participating in the activity.	When a civil servant attends an activity by way of exception, for reasons of Ceremonial protocol in the conduct of official duties or because it is a traditional festival, proper procedure shall be followed if the invitations to dinner is offered by one having vested interests in civil servants' official duties.
11. When a civil servant encounters entreating or lobbying, they shall report it to their supervisor and the Government Employee Ethics Units within three days.	This is the procedure to be followed when a civil servant encounters entreating or lobbying.
12. When the Government Employee Ethics Units of an organ/organization receives a notification about accepting valued gifts,	1. When the Government Employee Ethics Units of an organ/organization receives a notification about accepting valued gifts,

<p>invitations to dinner, a request for requests for making an intercession, or other government ethics incident, it shall create and file a record of it.</p>	<p>invitations to dinner, entreating or lobbying , or other government ethics incident, it shall follow this instruction.</p> <p>2. The record shall contain the basic information of the civil servant and the party concerned (entreating or lobbying, accepting valued gifts, inviting to invitations to dinner), subject matter, description of the incident, handling of the incident, recommendation, and the reporting procedure. The format is to be created by another layer in the administrative system, for all organs to use.</p>
<p>13. In addition to the provisions of the law, civil servants shall not concurrently hold other public office or business positions.</p>	<p>The principle for civil servants is: one job per person, and one person per job. Concurrent serving is prohibited for civil servants. Norms given for this in other regulations shall be followed. This regulation merely emphasizes this.</p>
<p>14. Civil servants' remuneration for participating in a lecture, seminar, study, review/selection) and, or similar activities, shall not exceed TWD 5,000 per hour.</p> <p>Civil servants participating in the above activities shall not accept author's fees of more than TWD 2,000 per 1,000 words. If the above activities are held by parties having vested interests in civil servants' official duties, the invited civil servant shall obtain approval from their supervisor and the Government Employee Ethics Units prior to participation.</p>	<p>1. When civil servants participate in a lecture, seminar, study, review/selection) or similar activities, the hourly fees and the author's fees are limited by certain standards, and it shall be clearly documented. Also, bribery by a concurrent serving through a third party shall be avoided. When a civil servant participates in one of the above activities held by a public body, the remuneration is also governed by the normative restrictions of the Regulation for Part-Time Pay and Seminar Fees for Military, Public, and Academic Personnel and related government decrees and regulations. Those amounts are lower than which in this Code because the Points here concern activities of the private sector.</p> <p>2. Refer to Clarification 3 to Point 2 of the Act.</p>
<p>15. Under the provisions of this Code regarding informing the Government Employee Ethics Units and one's supervisor, the heads of organs/organizations concerned shall</p>	<p>When a head of an organ notifies their Government Employee Ethics Units and their supervisor, the former only needs to notify their Government Employee Ethics Units and does not need to report to their supervisor</p>

inform their Government Employee Ethics Units.	again, and it shall be clearly documented.
16. Civil servants shall, as far as possible, avoid borrowing or lending money, participating in rotating saving, and credit association(ROSCA) serving as guarantor of property or identity. If it is still necessary to do so, the Government Employee Ethics Units shall be notified. Heads of organs/organizations and supervisors of units shall strictly watch the moral conduct of their team members. When they discover financial anomalies or an unusual lifestyle, they shall immediately report and handle it.	This Point reminds civil servants that they properly handle their financial affairs and avoid borrowing or lending money, and requires heads of organs/organizations and supervisors of units to evaluate performance at all times.
17. The Government Employee Ethics Units of all organs/organizations shall designate personnel in charge of the interpretation of this Code, case descriptions, and provide other ethical advice. When in the course of an advice, doubt arises, the case shall be referred to the next-level Government Employee Ethics Units for handling. The above-mentioned next-level Government Employee Ethics Units refers to a Government Employee Ethics Units one level up within the same organ/organization. If there is no next-level organ/organization, the organ/organization itself executes the duties of the next-level organ/organization, as stipulated by this Code. The organs/organizations without a next-level organ/organization as mentioned in the preceding item, refers to organs at any level under the Yuan.	<ol style="list-style-type: none"> <li>1. Ethical behavior involves value judgments. With reference to the design of the Public Sector Integrity Commissioner of Canada and the United States Office of Government Ethics, which designate persons or organizations in charge of ethics advice, this Code likewise stipulates that organs/organizations of Government Employee Ethics Units shall designate dedicated personnel to assist civil servants in facing blind spots or difficulties encountered in their conduct.</li> <li>2. When in the course of an advice, doubt arises, the case shall be referred to the next-level Government Employee Ethics Units for handling. This Point also defines next-level Government Employee Ethics Units and next-level organ/organization.</li> </ol>
18. Matters of this Code are handled by the Government Employee Ethics Units. Where there is no Government Employee Ethics Units, matters are handled by the ethics affairs officer or by a personnel member designated by the head of the organ/organization.	Where there is no Government Employee Ethics Units, matters are handled by personnel concurrently assigned government ethics businesses or by a personnel member designated by the head of the organ/organization.
19. Where a civil servant has violated this	1. This Point sets out the principle that

<p>Code and such has been ascertained, the violation is penalized in accordance with the relevant provisions. Matters with potential criminal liability are transferred to the judicial organ for handling.</p>	<p>violations of this Code shall be penalized.</p> <p>2. If a civil servant has violated this Code, the organ to which they belong shall apply a penalty, based on their identity and the applicable laws and regulations, such as the penalty provisions of the Public Functionaries Merit Evaluation Act, Enforcement Rules of the Public Functionaries Merit Evaluation Act, (for civil personnel) or the Armed Forces Punishment Act (for military personnel). Matters with potential criminal liability are transferred to the judicial organ for handling.</p>
<p>20. If deemed necessary, organs may impose stricter norms than those set forth in this Code and other ethics regulations.</p>	<p>If they deem such necessary for the fulfillment of their duties, organs/organizations may impose stricter norms with regard to Standard limit on normal courtesy gratuities, accepting valued gifts from one having vested interests in civil servants' official duties, hourly fees or author's fees, and other matters relating to government ethics.</p>
<p>21. Other central and local organs/organizations outside of this Yuan may also use the provisions of this Code.</p>	<p>"Clean and competent government" is a goal pursued by governments around the world. Thus, other central and local organs/organizations (such as the Office of the President, the other four Yuans, special municipalities, counties/cities, and their organs/organizations and councils) may also use this Code, so that civil servants around the country can all follow the same norms, build a clean culture, to effectively enhance the image of a clean government.</p>