

## Mobbing

Mobbing comprises, e.g., constantly interrupting, shouting, loud scolding, threats, ignoring a person, strongly uncooperative behaviour, being dismissive of somebody's duty-related abilities, spreading rumours, insulting remarks, sexual approaches and assaults as well as physical violence.

There is no turning a blind eye when it comes to mobbing; much rather, action must be taken in time, clear lines be drawn, and talks be sought. The superior has a special responsibility towards victims of mobbing and has to act in every such (suspected) instance.

The first point of contact in the MoD is the **helpline service of the Armed Forces Psychological Service**. It can be contacted under the phone number **050201/99/1656**.

## Five questions of ethics

**These questions help conduct self-monitoring in case of doubt:**

- Can I openly tell my superiors, colleagues, friends and family members about what I am doing?
- Would it be okay for me if superiors, colleagues, friends and family members acted in the same way?
- Is a benefit offered exclusively to me or to a larger group of persons (e.g. company discount)?
- Would I gain the benefit also if I had a different position in the organisation?
- Would I also want to act this way if witnesses were present?

**If you can answer one of these questions with NO → stop it immediately and inform your superior!**

# Code of Conduct

We impress with  
integrity.

## Purpose of the Code of Conduct

The Code of Conduct is to assist all soldiers and officials of the Federal Ministry of Defence in their daily duties to act always in accordance with the law and the principles of openness, sincerity, transparency and fairness.

The Code of Conduct is to help preclude misconduct and thus protect against consequences on the part of both service law and criminal law.

## Further information

Further information as well as comments on the topics bias, data protection, handling the (social) media, procurement, lobbying and also the general duties of the officials can be obtained from the “**Code of Conduct of the Federal Ministry of Defence**”.

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## Accepting gifts

The following gifts may be accepted:

- Gifts of low value, which are specific to a certain place and/or country
- Minor give-aways
- Presents of honour

Prohibited are, for example:

- Cash benefits, tips and vouchers
- Leaving objects (e.g. passenger car) to others for private use
- Free or discounted services
- Accompanying someone on holiday trips, free flights
- Invitations to events without work-related interest
- Support of a job application, promise of a holiday job for children

Claiming a benefit and executing or failing to execute an official function in breach of one's duty and in exchange for a benefit are always punishable by law!

## Representation

A benefit which is given in the frame of an event may be accepted if:

- there is work-related interest regarding the participation,
- the benefit is generally granted to all participants of the event,
- the benefit matches the standard of comparable events,
- the benefit is related to the event
- and the benefit is not connected to a concrete official act.

For example, it is not advisable to take the following actions:

- accepting an invitation to an expensive restaurant
- gifts of considerable value
- acceptance of benefits that may interfere with the objective execution of office
- acceptance of benefits that might cause third parties to believe that the official is biased
- acceptance of invitations by enterprises that are in legal dispute with the Federal Ministry of Defence
- invitations to events for persons not having representation tasks

## Secondary employment

Such secondary employments are inadmissible if they

- obstruct the execution of the official's work duties or
- may create the impression that the official is biased or
- put significant work-related interests at risk.

In case of doubt the following questions may be helpful:

- Does the secondary employment coincide with the duty-related field of tasks?
- Is there contact with persons in the context of the secondary employment whom you also meet when working for the MoD?
- Does the financial benefit gained from the secondary employment depend on these persons?

## Official secrecy

The duties of confidentiality comprise the passing on of information which

- are exclusively known from one's work as a civil servant and
- which infringe on secrecy interests (e.g. public security, comprehensive national defence).

The obligation not to disclose information is to be followed both within and outside the office (e.g. dealing with the social media) and is also effective after retirement or leaving the public service.

Office-related information must not be passed to outsiders - neither during a talk nor via the telephone, e-mails or messenger services (e.g. WhatsApp)!

## Sponsoring

Sponsoring is the exchange of services on a quid pro quo basis. An enterprise undertakes towards a person to render (mostly financial) services. In return, an effective public advertising service is usually provided. In the state administration, sponsoring is generally prohibited. Outside state administration, sponsoring is admissible within a reasonable frame.

Any influence on administrative acts (also the mere appearance) is to be pre-empted. The principles of transparency, comprehensibility and impartiality are always to be maintained.