



BOSNIA AND HERZEGOVINA
INSTITUTE OF METROLOGY
OF BOSNIA AND HERZEGOVINA

K O D E K S

POSLOVNOG PONAŠANJA
ZAPOSLENIH U
INSTITUTU ZA MJERITELJSTVO
BOSNE I HERCEGOVINE

I. UVODNE NAPOMENE

1. Ovim Kodeksom poslovnog ponašanja (u daljem tekstu: Kodeks) uređuju se principi ponašanja zaposlenih (državnih službenika, zaposlenika i osoba u ugovornom odnosu) Instituta za mjeriteljstvo Bosne i Hercegovine (u daljem tekstu: IMBIH) u vršenju zadataka predviđenih opisom radnog mjesta u odnosu na nadređene i podređene zaposlene saradnike, građane kao stranke i korisnike usluga IMBIH i druge subjekte.
2. Cilj ovog kodeksa je da zaposleni u IMBIH, kao predstavnici organa državne službe, svojim ponašanjem štite javni i privatni interes zasnovan na Ustavu, zakonima, propisima, odlukama i međunarodnim standardima koje IMBIH primjenjuje, te tako doprinose jačanju uloge i ugleda državne službe.
3. Kodeks sadrži principe poslovnog ponašanja, nezavisnosti, povjerljivosti, postupak upoznavanja, prihvatanja i nadzor nad sprovođenjem Kodeksa.

II. PRINCIPI KODEKSA

4. U ostvarivanju principa Kodeksa, zaposleni u IMBIH su dužni da preduzimaju, u skladu sa ovim Kodeksom, određene radnje i mjere, odnosno da se suzdržavaju onih radnji koje su kao takve zabranjene.
5. U izvršavanju zadataka predviđenih opisom radnog mjesta, pored obaveza koje proizilaze

C O D E

OF BUSINESS CONDUCT OF
EMPLOYEES OF THE
INSTITUTE OF METROLOGY OF
BOSNIA AND HERZEGOVINA

I. INTRODUCTORY NOTES

1. This Code of Business Conduct (hereinafter: the Code) governs the principles of conduct of employees (civil servants and state employees) of the Institute of Metrology of Bosnia and Herzegovina (hereinafter: IMBIH) in performing the tasks provided in the job description in relation to superiors and subordinates of employees, associates, citizens as clients as well as users of the IMBIH's services and other entities.
2. The aim of this Code is that the employees of the IMBIH, as representatives of the civil service body, protect the public and private interest based on the Constitution and laws, thus contributing to the strengthening of the role and reputation of the civil service.
3. The Code contains the principles of business conduct, independence, confidentiality, process of familiarization, acceptance and supervision of the implementation of the Code.

II. PRINCIPLES OF THE CODE

4. In accomplishment of the principles of the Code, employees of IMBIH are obliged to take, in accordance with this Code, certain actions and measures, or to refrain from acts which are prohibited.
5. In carrying out the tasks provided in the job description, in addition to the obligations arising from the Constitution, laws and



BOSNIA AND HERZEGOVINA
INSTITUTE OF METROLOGY
OF BOSNIA AND HERZEGOVINA

iz Ustava, zakona i drugih propisa, zaposleni u IMBIH su dužni:

- a) poštivati Ustav Bosne i Hercegovine, zakone i druge propise u državi Bosni i Hercegovini;
- b) poštivati vrijednosti međunarodnog prava;
- c) sprečavati zloupotrebe pozicija u IMBIH u korist ličnog interesa;
- d) savjesno, stručno, samostalno i odgovorno obavljati zadatke uz puno zalaganje za afirmaciju državne službe i čuvanje njenog ugleda, o čemu se mora voditi računa i van radnog vremena;
- e) pronalaziti u svakom konkretnom slučaju, na Ustavu i zakonu zasnovano rješenje i sprečavati nepravilnosti u radu IMBIH;
- f) strpljivo, pristojno i ljubazno se ponašati prema svim zaposlenim u IMBIH, prema građanima kao strankama, u ostvarivanju njihovih Ustavom i zakonom utvrđenih prava, poštivati njihovo dostojanstvo, prava i slobode, ravnopravnost i jednakost;
- g) biti nepristrasni, ažurni i pouzdani u radu;
- h) poštivati radnu disciplinu;
- i) razvijati lični entuzijazam za rad u IMBIH i kult rada uopšte;
- j) osigurati što bolje uslove za rad drugih zaposlenih u IMBIH (npr. uzdržavati se od nedoličnog ponašanja);
- k) prikladno se odijevati;
- l) svoditi privatne posjete u IMBIH na najmanju mjeru;
- m) ne koristiti imovinu i radno vrijeme IMBIH u privatne svrhe;
- n) stalno se opšte i stručno obrazovati, usavršavati i kulturno ponašati;
- o) nesebično prenositi svoje znanje na druge zaposlene u IMBIH i davati im tačne informacije;
- p) nagrađivati samo rezultate rada;
- q) razvijati kolegijalne i korektne odnose prema drugim zaposlenim u IMBIH;
- r) suzdržavati se od javnog ispoljavanja svojih političkih uvjerenja;
- s) pružati javnosti, zainteresovanim stranama i

other regulations, employees of IMBIH are obliged to:

- a) respect the Constitution of Bosnia and Herzegovina, the laws, regulations and administrative provisions of the State of Bosnia and Herzegovina;
- b) respect the values of international law;
- c) prevent abuse of positions in IMBIH for the benefit of self-interest;
- d) conscientiously, professionally, independently and responsibly perform tasks with full commitment to affirmation of the civil service and guarding its reputation, which must be taken into account even after working hours;
- e) find in each particular case, the Constitution and legally based solution and prevent irregularities in the work of the IMBIH;
- f) patiently, politely and kindly treat all employees of the IMBIH, citizens as parties, in the exercise of their constitutionally and legally established rights, respect their dignity, rights and freedom and equality;
- g) be impartial, prompt and accurate in their work;
- h) respect work discipline;
- i) develop personal enthusiasm for working at IMBIH and the cult of work in general;
- j) to provide the best possible conditions for the work of other employees of IMBIH (e.g. refrain from indecent behavior);
- k) dress appropriately;
- l) minimize private visits at IMBIH premises;
- m) not to use the IMBIH's property and working hours for private purposes;
- n) ensure to seek continuous general and professional education, training and to behave appropriately;
- o) selflessly transfer their knowledge to other employees of IMBIH and provide accurate information;
- p) reward only work results;
- q) develop collegial and correct relations with other employees of the IMBIH;



BOSNIA AND HERZEGOVINA
INSTITUTE OF METROLOGY
OF BOSNIA AND HERZEGOVINA

- javnim institucijama informacije zatražene u skladu sa Zakonom o slobodi pristupa informacijama u BiH;
- t) zaštititi povjerljive informacije IMBIH i kupaca usluga u toku trajanja radno-pravnog statusa, kao i nakon prestanka istog, a u skladu sa zakonom, propisima i standardima koje IMBIH primjenjuje.
6. Zaposlenim u IMBIH nije dozvoljeno:
- a) obavljanje nekog posla u IMBIH u kojem postoji njihov lični interes;
 - b) da koriste imovinu IMBIH u privatne svrhe;
 - c) povlašćivanje i prekoračivanje određenih prava zbog političke, nacionalne, rasne, vjerske, spolne ili druge pripadnosti;
 - d) vrijeđanje vjerskih osjećaja drugih;
 - e) iskazivanje sklonosti prema nekoj fizičkoj ili pravnoj osobi u postupku rješavanja predmeta klijenata;
 - f) ostvarivanje materijalnog interesa u rješavanju predmeta iz nadležnosti IMBIH;
 - g) zloupotrijebiti poziciju u IMBIH u korist ličnog interesa;
 - h) nanošenje materijalne štete IMBIH, kao i kupcu usluga namjerno ili iz krajnje nepažnje;
 - i) da tokom rada koriste, posjeduju, prodaju, prenose ili kupuju alkohol i druga opojna sredstva;
 - j) da traže i prihvataju za sebe ili svoje srodnike bilo kakvu dobit, poklon, beneficiju, naknadu u novcu, uslugama i slično.
7. Sukob interesa
- (1). Sukob interesa nastaje u situaciji kada zaposleni ima određeni privatni interes koji
- r) refrain from publicly displaying political beliefs;
- s) provide the public, interested parties and public institutions with the information requested in accordance with the Law on Freedom of Access to Information in B&H;
- t) protect confidential IMBIH's information as well as confidential costumers' information in the duration of the employment status as well as after the termination of the status, in accordance with laws, regulations and standards applied by IMBIH.
6. Employees of IMBIH are not allowed to:
- a) perform any work at IMBIH in which they have a personal interest;
 - b) use the property of IMBIH for private purposes;
 - c) privileging and exceeding of certain rights on the grounds of political, national, racial, religious, gender or other affiliation;
 - d) insulting of religious feelings of others;
 - e) expressing a preference for a natural or legal person in the processing of customer request;
 - f) gain material benefit in the processing of customer request within the competence of the IMBIH;
 - g) abuse the position at IMBIH for the benefit of personal interest;
 - h) causing material harm to the IMBIH, intentionally or out of negligence, or encouraging others to do so;
 - i) use, possess, sell, transfer, or purchase alcohol and other intoxicants during performing work;
 - j) seek and accept for themselves or their relatives any profit, gift, benefit, compensation in money, services, etc.
7. Conflict of interest
- (1). Conflict of interest arises in a situation where an employee has a particular private



BOSNIA AND HERZEGOVINA
INSTITUTE OF METROLOGY
OF BOSNIA AND HERZEGOVINA

utiče ili može da utiče na nepristrasno ili objektivno obavljanje njegovih službenih dužnosti.

- (2). Privatni interes zaposlenih obuhvata bilo kakvu ličnu korist koju mogu imati oni, njihova porodica, bliski rođaci, prijatelji, lica ili organizacije sa kojima imaju ili su imali poslovne ili političke veze.

8. Upravljanje resursima

- (1). Zaposleni će sa najvećom pažnjom i osjećajem lične odgovornosti usmjeravati svoje ponašanje i odluke koje se odnose na finansijska sredstva i imovinu IMBIH, isključivo u skladu sa propisima i općim interesom. Svojim ponašanjem neće davati povoda, niti aktivno ili pasivno učestvovati u pripremanju ili poticati donošenje nepravilnih odluka koje bi im mogle donijeti ličnu korist ili ostvarenje privatnog interesa fizičkim ili pravnim licima sa kojima su povezani finansijskim ili nekim drugim interesom.
- (2). Zaposleni je dužan da bez odlaganja informiše neposrednog rukovodioca, o svim sumnjama vezanim za pojavu korupcije do kojih dođe.

9. Nepristrasnosti i nezavisnosti

- (1). Rukovodstvo IMBIH će osigurati uslove koji omogućuju njegovim zaposlenim da aktivnosti iz nadležnosti IMBIH propisane Zakonom o osnivanju Instituta za mjeriteljstvo BiH obavlja nepristrasno bez komercijalnih i finansijskih pritisaka.

10. Povjerljivost

- (1). Zaposleni je odgovoran za postupanje sa svim informacijama bilo da su dobivene od drugih izvora ili tokom izvođenja aktivnosti iz nadležnosti IMBIH.
- (2). Kada se od IMBIH zakonom zahtjeva da

interest that influences or may affect the impartial or objective performance of his or her official duties.

- (2). The private interest of employees includes any personal benefit that they, their family, close relatives, friends, persons or organizations may have with whom they have or have had business or political ties.

8. Resource management

- (1). Employees will, with the utmost care and sense of personal responsibility, direct their conduct and decisions relating to IMBIH's financial resources and assets, solely in accordance with the regulations and general interest. By their conduct, they will not give rise to, nor actively or passively participate in, the preparation or encouragement of making irregular decisions that may bring them personal gain or private interest to the natural or legal persons with whom they are associated with a financial or other interest.
- (2). The employee is obliged to inform the immediate manager without delay of any suspicion related to corruption.

9. Impartiality and independence

- (1). The management of IMBIH will ensure the conditions that enable its employees to carry out activities within the competence of IMBIH prescribed by the Law on Establishment of the Institute of Metrology of B&H without any commercial and financial pressure.

10. Confidentiality

- (1). All employees are responsible for the handling of all information, whether obtained from other sources or during the performance of activities under the jurisdiction of the IMBIH.



BOSNIA AND HERZEGOVINA
INSTITUTE OF METROLOGY
OF BOSNIA AND HERZEGOVINA

objavi povjerljivu informaciju, stranka će biti o tome obaviještena ukoliko to zakon ne zabranjuje.

11. Pritužbe na nepoštivanje Kodeksa

- (1). Fizička i pravna lica koja smatraju da je zaposleni postupio protivno odredbama Kodeksa, mogu se obratiti direktoru IMBIH pritužbom na ponašanje zaposlenog.
- (2). Pritužbe razmatra direktor i po potrebi pokreće postupak zbog povrede službene dužnosti, utvrđene Pravilnikom o disciplinskoj odgovornosti državnih službenika u institucijama Bosne i Hercegovine, Zakonom o državnoj službi u institucijama Bosne i Hercegovine i Zakonom o radu u institucijama Bosne i Hercegovine.

III. OBAVEZA UPOZNAVANJA SA
SADRŽAJEM KODEKSA

12. Svi zaposleni u IMBIH su obavezni upoznati se sa sadržajem Kodeksa.

IV. NADZOR NAD SPROVOĐENJEM
KODEKSA

13. Nadzor nad sprovođenjem ovog Kodeksa vrši direktor IMBIH.

V. STUPANJE NA SNAGU KODEKSA

14. Ovaj Kodeks stupa na snagu danom donošenja.

(2). When IMBIH is required by law to disclose confidential information, the service user will be notified if the law does not prohibit it.

11. Complaints about non-compliance with the Code

- (1). Natural and legal persons who consider that an employee acted contrary to the provisions of the Code may appeal to the Director of IMBIH with a complaint about the employee's behavior.
- (2). Complaints are considered by the Director and, if necessary, initiated proceedings for violation of official duty, established by the Rulebook on Disciplinary Responsibility of Civil Servants in the Institutions of Bosnia and Herzegovina, the Law on Civil Service in the Institutions of Bosnia and Herzegovina and the Labor Law in the institutions of Bosnia and Herzegovina.

III. OBLIGATION TO GET FAMILIAR WITH
THE CONTENT OF THE CODE

12. All employees of the IMBIH are obliged to become acquainted with the contents of the Code.

IV. MONITORING THE IMPLEMENTATION
OF THE CODE

13. The director of IMBIH shall monitor the implementation of this Code.

V. ENTRY INTO FORCE OF THE CODE

14. This Code shall enter into force on the day of its adoption.

Sarajevo, 01.09.2023. godine

DIREKTOR/ Director General
Milica Ristović Krstić, mr



