



Republic of North Macedonia
The “Pavel Šatev” Academy for Judges and Public Prosecutors

Pursuant to Article 11 Paragraph 1 Indent 1 of the Law on the Academy for Judges and Public Prosecutors (The Official Gazette of RM No. 129/2023), the Management Board of the “Pavel Šatev” Academy for Judges and Public Prosecutors, at its session held on _____, adopted the following

CODE OF ETHICS

of the “Pavel Šatev” Academy for Judges and Public Prosecutors

Article 1

(1) This Code of Ethics of the Academy for Judges and Public Prosecutors shall unambiguously and clearly reflect the values and principles that should guide the Academy’s bodies’ and commissions’ members, the Director and the Deputy Director, the lecturers, the mentors, the coordinators, the initial training participants, the candidates for future judges and public prosecutors, the continuous training participants, and the employees of the Academy in their daily work and when performing their duties.

(2) This Code of Ethics shall seek to strengthen public trust and improve public understanding of the role and mission of the Academy for Judges and Public Prosecutors within the judicial system of the Republic of North Macedonia.

(3) The promotion of the principles of ethical conduct shall be achieved through independence, impartiality, integrity, competence, transparency, accountability, as well as through equality and a non-discriminatory approach delegated to the entities referred to in Paragraph 1 of this Article. By consistent application of these values, high ethical criteria shall be set, to be accommodated, adhered to and fulfilled by the entities referred to in Paragraph 1 of this Article.

(4) The guidelines contained in the present Code shall constitute an addition to the rules of conduct and operation stipulated by the existing laws and by-laws, the application of which shall uphold the principle of legality.

I MEMBERS / DEPUTY MEMBERS OF THE ACADEMY’S BODIES AND COMMISSIONS

Article 2

(1) Judges, public prosecutors, and other persons referred to in Article 2, Paragraph 2 of the Law on the Academy for Judges and Public Prosecutors (The Official Gazette of RNM No. 129/2023) who are appointed as members or deputy members in the Academy’s bodies and commissions shall keep confidential and under no circumstances disclose information they come into contact with, particularly information pertaining to the admission process for participant candidate training.

(2) Judges, public prosecutors, and other persons referred to in Paragraph 1 of this Article who have been appointed as members or deputy members in the Academy’s bodies and commissions shall, act, vote, and engage in the proceedings of the respective body solely in accordance with their own conscience, adhering to ethical, moral, and legal principle.



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(3) The persons referred to in Paragraph 1 of this Article shall be obliged, in the event of a conflict of interest, to immediately report the conflict and request that they be exempted from the specific decision-making process or from their overall membership in that body.

(4) When exercising their freedom of speech, the persons referred to in Paragraph 1 of this Article, shall refrain from publicly expressing evaluations, opinions, and positions that may cause the public to doubt their impartiality, independence, and objectivity in the performance of their duties until such views are shared or resolved within the Academy's bodies.

(5) The persons referred to in Paragraph 1 of this Article shall comport themselves with dignity. This shall also include the obligation to respect any state, official, or business secret, as well as the obligation to keep confidential all information relating to the work of the Academy or the persons involved in the processes implemented by the Academy, unless such action constitutes a criminal offense.

(6) The persons referred to in Paragraph 1 of this Article shall work free from arbitrariness when making decisions.

II DIRECTOR / DEPUTY DIRECTOR

Article 3

(1) The Director shall be independent in their work. The decisions they make and the directions they give shall be based exclusively on their own convictions and knowledge, in accordance with the law. Independence and impartiality suggest freedom from external and internal pressure. External independence includes safeguards against unjustified external influences in decision-making while performing the Director's duties. Internal independence, on the other hand, encompasses autonomy from other entities within the Academy. Adherence to the principles of independence is essential to strengthen public trust and confidence in institutions. Adherence to the principle of impartiality shall ensure that the Director's decision-making aligns strictly with objective needs, evidence, and well-founded arguments.

(2) The Director shall consistently respect the Constitution, the conventions, the laws, and by-laws, as well as the established good practices when organizing the work and reaching decisions.

(3) The Director shall safeguard the protection of the personality and the integrity of the initial training participants, by ensuring equality and non-discrimination. When selecting the lecturers, mentors, coordinators, or representatives for study visits, international conferences, and the like, the Director shall ensure equality, non-discrimination, competence, transparency, and sensitization to the gender approach.

(4) The transparency of the institution, its esteemed reputation in public, and the Director's professional conduct outside the workplace are fundamental principles that must be continually upheld and improved.

(5) The Director shall uphold the fundamental viewpoint that the institution's progress begins with their role as the catalyst for advancing the Academy's work. They shall adhere to the



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principle of professionalism, prioritizing the Academy's mission and vision above all other interests.

(6) The Director shall foster a culture of trust and mutual respect with the entities referred to in Article 1, Paragraph 1 of the present Code.

(7) The same norms specified above shall also apply to the Deputy Director when the Director has delegated specific tasks to them.

(8) The Director and the Deputy Director are required to establish a relationship of trust and mutual respect. The Director and the Deputy Director shall treat the employees with respect. The Director and the Deputy Director shall be mindful when posting content on social media and exclude any political content and activity.

III LECTURERS

Article 4

(1) The lecturers shall respect all the prearranged rules that pertain to their engagement in the Academy. In addition to the obligations laid down in the Law on the Academy and the associated by-laws, lecturers shall make an effort to offer the maximum theoretical and practical knowledge to the training participants, to try and elevate the training to the maximum level of quality, to encourage discussions, and to demonstrate readiness to clarify any possible dilemma surrounding a particular issue.

(2) Lecturers, compilers, and verifiers of questions and case studies shall under no circumstances to disclose the questions they have compiled for the purposes of any examination process in the Academy.

(3) When a conflict of interest arises, they shall immediately report the conflict and request that they be exempted from the specific process.

(4) They shall comport themselves with attention, dignity, and impartiality. This shall also respect any state, official, or business secret, as well as have the obligation to keep confidential all information relating to the work of the Academy or the persons involved in the processes implemented by the Academy, unless such action constitutes a criminal offense.

(5) Lecturers shall comport themselves in accordance with the rules and obligations laid down in the Rulebook on the Continuous Training in the Academy and the Rulebook on Theoretical Instruction in the Initial Training.

IV COORDINATORS AND MENTORS

Article 5

(1) Coordinators and mentors shall respect all the prearranged rules that pertain to their engagement in the Academy. In addition to the obligations laid down in the Law on the Academy



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and the associated by-laws, coordinators and mentors shall make an effort to offer the maximum theoretical and practical knowledge to the training participants, to try and elevate the training to the maximum level of quality, and to demonstrate readiness to clarify any dilemmas surrounding a particular issue.

(2) When a conflict of interest arises, mentors and coordinators shall immediately report the conflict and request that they be exempted from the specific process.

(3) They shall comport themselves with attention and dignity. This shall also include the obligation to respect any state, official, or business secret, as well as keep confidential all information relating to the work of the Academy or the persons involved in the processes implemented by the Academy, unless such action constitutes a criminal offense.

(4) Mentors shall comport themselves in accordance with the rules and obligations laid down in the Rulebook on Practical Instruction in the Initial Training and the Rulebook on Practicing the Function of a Judge or a Public Prosecutor in the Academy, while the coordinators in accordance with the rules and obligations laid down in the Rulebook on Practical Instruction.

V INITIAL TRAINING PARTICIPANTS / CANDIDATES FOR FUTURE JUDGES / PUBLIC PROSECUTORS

Article 6

(1) Initial training participants and candidates for future judges and public prosecutors shall be required to be regular at the assigned workplace and to respect the office hours of the Academy and the courts/prosecutor's offices, as well as all other institutions where practical instruction or practicing is carried out.

(2) Initial training participants and candidates for future judges and public prosecutors must demonstrate honesty and diligence in the learning process. During practical instruction or practicing, it is crucial that the training participants acquire as much knowledge, practical experience, and skills as possible. This part of the initial training should be seen as an opportunity for them to show serious and active commitment to the process and to demonstrate appropriate enthusiasm.

(3) They shall be seen as a reflection of the AJPP's reputation in public, which is why they shall act with due diligence, demonstrate respectable, discreet, and dignified comportment, be loyal to the AJPP as an institution where they acquire their professional education, have respect for their colleagues, and accept innovative concepts in the application of law (gender sensitization, awareness of the special needs of certain groups of people in the proceedings, such as children and persons with disability, etc.).

(4) There must be an awareness among initial training participants and candidates for future judges and public prosecutors that, throughout their education at the Academy and thereafter, they represent not only themselves as individuals but also the institution where they are currently employed. Furthermore, they embody the judicial system of which they will become a part. Consequently, they must commit to not subjecting it to future criticism. For this reason, it shall



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be the responsibility of initial training participants and candidates for future judges and public prosecutors to pay attention to their comportment and the impression they leave in public, as well as to their comments and conversations. Particular attention shall be paid to the posting of content on social media and to the exclusion of any political content and activity. Conversations about case files with which they are in daily contact shall be excluded outside the workplace. Initial training participants prospective candidates for judicial and prosecutorial positions are obliged to consistently consider whether their actions may undermine public confidence in the judiciary.

(5) Initial training participants and candidates for future judges and public prosecutors shall refrain from any unruly or abusive conduct. They must demonstrate due diligence so as not to undermine the dignity of the Academy and the judiciary, to accept new concepts in the application of law (gender sensitization, protection of the rights of the child, the specific needs of persons in the proceedings). They shall conduct themselves with discretion and dignity, exhibiting respect towards their colleagues, particularly senior members, and shall manifest their capacity to attentively listen.

(6) The possession, consumption, or performance of work under the influence of alcohol or narcotics shall be strictly prohibited.

(7) Initial training participants and candidates for future judges and public prosecutors shall pay attention to their appearance and dress code, so as not to convey the impression of indecency and therefore damage the reputation of the institution. The formal dress code shall express their respect for the institution, the colleagues, the associates, and the events organized by the Academy, particularly bearing in mind the developed international cooperation of the Academy.

VI CONTINUOUS TRAINING PARTICIPANTS

Article 7

(1) Training participants shall respect the rules for registration and attendance at the trainings of the Academy. They shall respect the efforts invested by the employees in organizing the trainings and shall reduce the cancellation of their attendance from the trainings to a minimum.

(2) During the training, training participants shall stay for the entire duration of the training, not use electronic devices during the lecture and the discussion, and remain on venue until the training is over. They shall adhere to the rules of the Academy regarding the attendance sheet submission time.

(3) For electronically conducted training, participants are mandated to be actively present in the same manner as if the training were conducted in person.

(4) When discussing during the trainings, participants shall respect their colleagues, adhere to parliamentary conduct, and listen to their colleagues' contributions.

VII EMPLOYEES



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Article 8

(1) Academy employees shall respect all the laws, by-laws, and other regulations that govern their employment relationship and ethical obligations as administrative servants.

(2) Employees of the Academy are expected to conduct their work with the institution's best interests and reputation in mind. They shall demonstrate kindness and a service-oriented approach towards collaborating entities. In the event of receiving a specific request from a client, employees shall courteously address the request promptly, ensuring the perception of efficient and high-quality service delivery.

(3) The employees shall be mindful of their comportment and the impression they leave in public, and particularly pay attention to the posting of content on social media and to the exclusion of any political content and activity.

(4) The employees shall respect each other, the Director and the Deputy Director, and all the entities with which they cooperate, and cultivate the spirit of collegiality.

(5) In their interactions with their colleagues, the Director, Deputy Director, and all collaborating entities, employees are expected to exhibit respect for diversity, solidarity, and cooperation.

(6) In cases where the employees have been appointed to work with the Academy's organs and bodies, the employees shall keep confidential and under no circumstances disclose information they come into contact with and which concerns the planned future actions of the Academy. They shall particularly not disclose information pertaining to the admission process of participant candidates training. All employees shall respect any state, official, or business secret, as well as the obligation to keep confidential all information relating to the work of the Academy or the persons involved in the processes implemented by the Academy, unless such action constitutes a criminal offense.

(7) The employee shall treat the allocated resources with care and utilize them in an economical and efficient manner, exclusively for purposes related to their work.

(8) The employee shall pay attention to their appearance and dress code, so as not to convey the impression of indecency and therefore damage the reputation of the institution. The formal dress code shall express their respect for the institution, the colleagues, the associates, and the events organized by the Academy, particularly bearing in mind the developed international cooperation of the Academy.

(9) The possession, consumption, or performance of work under the influence of alcohol or narcotics shall be strictly prohibited.

VIII PUBLIC RELATIONS

Article 9

(1) The Academy for Judges and Public Prosecutors shall be the only one authorized to give notifications regarding the processes taking place in the institution, particularly in respect of the



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initial training. No entity in any way involved in the work of the Academy shall be deemed authorized to give notifications and provide information about the planned activities of the Academy.

(2) The entities referred to in Article 1, Paragraph 1 of the present Code shall respect and protect the dignity of the Academy, as well as their own personal dignity. They are prohibited from commenting on decisions made, anticipated actions, or prescribing courses of action for the Academy in any given situation.

(3) The entities referred to in Article 1, Paragraph 1 of the present Code shall refuse receiving gifts and services offered as a reward for performing illegal actions.

IX SUPERVISION OVER THE APPLICATION OF THE CODE OF ETHICS

Article 10

(1) The Director of the Academy for Judges and Public Prosecutors shall appoint, from among the Academy employees, an integrity officer tasked with providing advisory services pertaining to ethical dilemmas by the entities referred to in Article 1, Paragraph 1 of this Code.

(2) The integrity person referred to in Paragraph 1 of this Article may, upon request from the entities specified in Article 1, Paragraph 1 of this Code, offer an opinion and guidance concerning the conformity of specific conduct with the provisions of this Cod.

(3) If the integrity officer encounters a dilemma regarding the adherence of specific conduct to the provisions of this Code, they may bring the matter to the attention of the Management Board of the Academy, which, as the highest collective body, shall deliberate on the issue and provide a position. Subsequently, this position shall be communicated to the party seeking the opinion.

(4) The opinions and advice of the integrity person shall have a preventive and advisory role. They shall point to the conduct that could constitute a violation of the provisions of this Code.

(5) The requests for opinions and advice submitted to the integrity person, as well as the facts and circumstances presented therein, shall be deemed confidential.

Academy for Judges and Public Prosecutors

"Pavel Šatev"

President of the Management Board

Judge Bekim Mehmedi