

**PROVISION
of Prosecutor General**

Internal Anti-Corruption Policy of Prosecutor General's Office

Art. 1

General Definition and Objectives of Internal Anti-Corruption Policy

(1) Internal Anti-Corruption Policy of Prosecutor General's Office (hereafter "IACP GPO") is a documents stemming from the Government Strategy to Combat Corruption for the period of 2013 and 2014 (approved by the Government Resolution of 16 January 2013 no. 39, as amended by Government Resolution of 22 May 2013 no. 381, Government Resolution of 13 November 2013 no. 851 and Government Resolution of 29 November 2017 no. 853), the Government Concept for Combatting Corruption for years 2015 through 2017 (approved by Government Resolution of 15 December 2014 no. 1057) and Government Resolution of 21 December no. 1077 updating the Framework Departmental Anti-Corruption Policy. This policy introduces such aspects to the governing and supervisory system in areas, where corrupt conduct could occur, nature of which prevents the occurrence of potential corrupt conduct.

(2) The main objective of IACP GPO is to define, within the whole Prosecutor General's Office (hereafter "GPO") and its individual organization units, the areas with possible corruption potential, and therein to identify the key corruption risks, and after evaluation of the relevant supervisory and governing mechanisms in view of adequacy of their configuration in internal documents in the form of implementation of corrective measures to reinforce these mechanisms.

(3) The individual objectives of IACP GPO include:

- a) decreasing the motivation of employees to corruption and increasing the probability of its discovery (formation and reinforcement of anti-corruption climate),
- b) discouraging from corrupt conduct through increasing the probability of discovery (transparency),
- c) introduction of effective control mechanisms and securing effective discovery of corrupt conduct (management of corruption risks and control monitoring),
- d) minimization of losses caused by corrupt conduct and preventing repetition of similar corrupt conduct (procedures for suspected corruption),

e) improvement of IACP GPO and enabling coordination of anti-corruption activities across other bodies of the Public Prosecutor's Office (evaluation of the Internal Anti-Corruption Policy).

(4) For the purposes of this Provision, the managing employee is understood as the managing staff member in employment relationship in the sense of the Labor Code, namely the Prosecutor General, Deputy to Prosecutor General, Department Director and Head of Section.

Art. 2

General Measures

(1) In general, measures consisting in compliance with the applicable legislation and procedures may contribute to decreasing the risk of corruption; these measures may be divided to general measures, measures in the area of public tenders, measures in the area of concluding and performing contracts, measures in the area of management of the property of state, measures in the governing area, measures in the area of hiring new employees, measures in the area of education and measures in the area of execution of public and other activities associated with the operation of the Public Prosecutor's Office.

(2) General measures include in particular

- a) rigorous compliance with the applicable legislation,
- b) making all activities associated with a risk of corrupt conduct as transparent as possible,
- c) introduction of multi-stage decision making and maintaining an effective internal inspection system,
- d) introduction, within the capacity limits and according to the nature of the case, the so called "four eyes principle", i.e. that each activity is overseen by two employees with no mutual reporting relationship, who are not subject to the same immediate supervisor,
- e) mandatory writing of minutes of all realized meeting directly concerning decisions or procedure in the areas referred to below,
- f) compliance with the Code of Ethics of Public Prosecutors of Prosecutor General's Office, which is attached as Annex no. 1 to this Provision, and Code of Ethics of Employees of Prosecutor General's Office, which is attached as Annex no. 2 to this Provision.

(3) Measures in the supervision and audit area include in particular

- a) making spot checks of performed activities,
- b) introduction of an effective and thorough supervision system for the performance of activities or organizational units and employees, in particular an evaluation system,

c) cooperation with the organizational units having subject-matter competence in the course of supervision; adopting adequate corrective measures based on the supervision findings and verifying their implementation, completeness and effectiveness.

(4) Measures in the governance area include in particular

a) giving sufficient floor to fight against corruption agenda on management meetings on all levels,

b) establishing prerequisites for accordance of pay rate of employees with the imposed obligations and responsibility so that any possibility of abuse of position or the entrusted power was both currently and prospectively clearly disadvantageous for them,

c) rigorous care that managing employees and employees entrusted with exercising supervision on the management line had their obligations stipulated in their work description,

d) immediate resolution of all indications and identified cases of corrupt conduct,

e) rigorous supervision of high-risk activities and regular evaluation thereof,

f) in case of error or failure of an employee, informing other employees in work meetings about the case and the measures adopted,

g) enforcing appropriate sanctions against employees for breach of obligations stipulated by the law or internal directive act.

(5) Provisions in the legislative area, in particular in relation to the preparation and assessment of new legislation or amendments of existing legislation to analyze and evaluate potential sources of corrupt behavior and strive for elimination thereof. Similar procedure will apply in the course of preparation and assessment of internal directive acts.

(6) Provisions in the area of exercising the competence of Public Prosecutor's Office and other activities associated with the operation of Public Prosecutor's Office involve in particular:

a) rigorous compliance with the procedures stipulated by the applicable legislation within the frame of exercising the competence of the Public Prosecutor's Office, and proceeding pursuant to General Instructions of Prosecutor General within the boundaries of laws and other applicable legislative enactments,

b) observing methodical procedures arising from methodical guidelines of Public Prosecutor's Office, as well as principles arising from case law, opinions of Prosecutor General's Office and other methodological aids; any possible deviations must be duly justified,

c) not proceeding without knowledge of the specific case, taking advantage of experience from proceedings in similar cases and taking into account new procedures; never proceed dogmatically and mechanically,

d) always proceeding in transparent and collegial fashion without transferring responsibility to superiors or colleagues, and in compliance with the ethical requirements for performing one's function.

Art. 3

Establishing and Reinforcement of Anti-Corruption Climate

The objective is to decrease motivation of employees to corruption and increase the probability of detection.

3.1 Promotion of anti-corruption attitude by managing employees

One of the main obligations of managing employees of GPO is the promotion of anti-corruption attitude. In addition to their own integrity, the anti-corruption attitude is understood in particular as compliance with the applicable legislation and internal regulations, emphasizing the significance of protection of state property, emphasizing the significance of compliance with ethical principles in the course of work performance, promotion of corruption rejecting conduct and emphasis to investigation of suspected corruption.

Other obligations of managing employees include making the subordinate employees acquainted with the possible corruption risks within their unit, including the methods of prevention, and implementation of anti-corruption measures to tackle such risks.

Task:

- 3.1.1 Give floor to the issue of fight against corruption in meetings and seminars and actively assert anti-corruption attitude.

Responsibility: All managing employees within the scope of their competence.

Term: Continuous, permanent

Task:

- 3.1.2 Discuss generalized information with employees within the unit, where corrupt conduct occurred, along with adopted rectification measures. Inform about cases of corrupt conduct in general terms on work meetings on all levels of management and in seminars.

Responsibility: All managing employees within the scope of their competence

Term: Continuous, permanent

3.2 Codes of Ethics

The Code of Ethics of Public Prosecutors of Prosecutor General's Office is attached as Annex no. 1 hereof and the Code of Ethics of Employees of Prosecutor General's Office is attached as Annex no. 2 hereof.

Compliance with the above stated codes of ethics is continuously supervised by all managing employees within the frame of their management competences and it is a part of regular evaluation of GPO employees. Violation of the Code of Ethics will be assessed as breach of the employee's work obligations in the sense of labor-law legislation.

Task:

3.2.1 Managing employees are responsible, within the frame of their managing position, for active assertion of Codes of Ethics and verification of compliance therewith on the part of their subordinate employees; in case any breach is detected, they are obliged to immediately adopt necessary provisions.

Responsibility: All managing employees within the scope of their competence

Term: Continuous, permanent

Task:

3.2.2 Managing employees evaluate the compliance with Codes of Ethics on the part of their subordinate employees, and project the results thereof to regular employee evaluations.

Responsibility: All managing employees within the scope of their competence

Term: In terms of employee evaluations

Task:

3.2.3 Provide, within the frame of introduction training for new employees, information and explanation in relation to the Codes of Ethics.

Responsibility: Human Resources Officer

Term: Continuous, permanent

3.3 Education of employees

Education of employees in anti-corruption agenda is focused on the significance of exercising the competence of the Public Prosecutor's Office, protection of state property, explanation of the contents of the Code of Ethics, increasing the ability to identify corruption, increasing the awareness of protection of employees who reported the suspected corruption, and GPO procedures for investigation of reports on suspected corrupt conduct.

The anti-corruption issue is included into introduction training of employees and also to other educational activities. GPO allows and encourages education of employees in the field of ethics and anti-corruption measures, also in the form of participation on educational events organized by the Judicial Academy, or by other entities, as applicable.

Task:

3.3.1 Provide information on anti-corruption procedures to new employees within the frame of introduction training (together with task 3.2.3).

Responsibility: Human Resources Officer

Term: Continuous, permanent

Task:

3.3.2 Secure training of GPO employees who hold positions associated with higher corruption risk level at the workplace.

Responsibility: Human Resources Officer

Term: 1x per year

Task:

3.3.3 Secure training of GPO employees.

Responsibility: Human Resources Officer

Term: 1x every 3 years

3.4 System for reporting suspicion of corruption

In order to secure transparent and anti-corruption environment, a system for reporting corrupt conduct, including anonymous reports, is established, which may be used both by employees and by the general public. The system provides a trustworthy space and trustworthy tools for reporting the suspicions.

The report should contain

- identification of persons suspected of corrupt conduct,
- detailed description of possible corrupt conduct,
- specific evidence of possible corrupt conduct,
- possible request to maintain anonymity of the reporting person.

The person reporting the suspected corrupt conduct has the option to make the report via:

- telephone line of individual managing employees published on the Prosecutor General's Office website
- anti-corruption e-mail address korupce@nsz.brn.justice.cz,
- postal address:
Nejvyšší státní zastupitelství /Prosecutor General's Office/
oddělení právních a kárných agend, stížností a vztahů k veřejnosti
/Department of Disciplinary Agendas, Complaints and Public Relations/
Jezuitská 4
660 55 Brno

This information is also available on the GPO website in the GPO Anti-Corruption Policy section.

Task:

3.4.1 Keep the contact information for reporting corruption up to date and secure publishing thereof on the GPO website.

Responsibility: Director of Cabinet of Prosecutor General

Cooperation: Head of Division of Information Technologies and Computerization of the Justice System

Term: Continuous, permanent

3.5 Protection of whistleblowers

GPO declares protection of persons reporting suspicion of corrupt conduct (whistleblowers) consisting in setting up procedures and rules, which secure support and protection to persons, who in good faith report possible corrupt conduct, including, but not limited to making anonymous report of such conduct (see item 3.4). This concerns in particular the possibility to adopt measures to conceal the identity of reporting persons, unbiased assessment of any conduct in relation to employees, which may be viewed as discrimination or repression for reporting suspicion of corrupt conduct. The protection procedures also apply to employees, who were not proven to commit any misconduct within the frame of assessment. A correctly adjusted system of reporting mechanisms facilitates prevention of illicit conduct, prevents potential issues and strengthens ethics and culture of behavior inside the organization.

Task:

3.5.1 Managing employees are responsible for active promotion of the whistleblower protection system.

Responsibility: All managing employees within the scope of their competence

Term: Continuous, permanent

Task:

3.5.2 Whistleblowers have guaranteed anonymity for their protection, if they request it.

Responsibility: All managing employees within the scope of their competence

Term: Continuous, permanent

Art. 4 Transparency

The objective is to discourage employees from corrupt conduct through increasing the probability of detection.

Transparency in all activities is one of the fundamental priorities of GPO. Creation of anti-corruption environment is facilitated by publishing relevant information, in particular on managing public funds.

4.1 Publishing information on public funds

GPO makes information on managing public funds accessible to employees and the general public in order to increase the probability of detection of corruption.

Publishing will be performed in the following extent:

1. Budget information

Information on management of public funds is uploaded to the state treasury portal (budget and accounting information from the State Treasury Integrated System).

Internet link to budget information

<http://monitor.statnipokladna.cz/XXXX/statni-rozpocet/oss-sf/49467352>

Whereas the XXXX in the link need to be replaced with the relevant calendar year.

2. Information concerning management of assets

GPO offers to the public redundant state property, which it is competent to manage, by publishing at www.nsz.cz.

Internet link to information on publishing the offer of redundant property on the Justice portal at <http://datalot.justice.cz/justice/prodej.nsf/Index.Internet> and on the website of the Office for Government Representation in Property Affairs at <https://www.uzsvm.cz/nabidka-majetku-nms-2475-0-85>.

3. Information concerning the selection of suppliers, including public tenders

This area is regulated by the Instruction of the Ministry of Justice no. MSP-89/2017-OPR-Z, on Procurement of Public Tenders in the Ministry of Justice Department and the Instruction of the Ministry of Justice no. 435/2010–EO-R, on the Procedure of Financing of Property Reproduction Program in the Ministry of Justice Department, as amended.

4. Information on the realized public tenders, including so called small scale tenders

Contracting authority's electronic tool e-Gordion (version 3.3 Tender arena) - up to 30 June 2018.

As of 1 July 2018 the National Electronic Tool called "NEN". Publishing is done in compliance with the Act no. 134/2016 Coll., on Public Procurement, as amended, and the Instruction of the Ministry of Justice no. MSP-89/2017-OPR-Z, on Public Procurement in the department of the Ministry of Justice.

Internet link concerning the selection of suppliers, including public tenders, including so called small scale tenders:

<https://www.egordion.cz/nabidkaGORDION/zakazkaList.seam?idGordion=Msp>

<https://nen.nipez.cz/>.

5. Information on the provision of grants, subsidies from European and other funds

Information is published at www.nsz.cz

6. Publishing contracts and invoices

Information is published at

<https://data.justice.cz/SitePages/sz/Nejvyšší%20státní%20zastupitelství.aspx>

and also at <https://smlouvy.gov.cz>.

7. Information on published advisors and advisory bodies

Realized in the form of publishing data related to the Prosecutor General's Office and also data regularly sent to the Prosecutor General's Office by High, Regional and District Public Prosecutor's Offices; this data is subsequently published by the Prosecutor General's Office on its website at www.nsz.cz.

Task:

4.1.1 Publish at www.nsz.cz the overview of concluded contracts and realized payments.

Responsibility: Director of Administrative Department

Supervision: Designated Deputy to Prosecutor General

Term: Continuous, permanent

Task:

4.1.2 The Prosecutor General's Office will each calendar year as of 15 February and 15 August request both High Public Prosecutor's Offices and all Regional Public Prosecutor's Offices to send it a list of:

- consulting bodies and work teams established by the Chief Public Prosecutor or their deputies, including the staffing, statute and rules of procedure thereof,
- advisors, consultants and analysts (natural persons) of the Chief Public Prosecutor, if such positions are paid from public funds, all under the assumption that they do not perform standard functions within the office stipulated in the Rules of Employment,
- consulting and other external companies operating on the basis of a mandate or other agreement,
- attorneys and law firms, with which they entered into agreements on the provision of legal services,

in all the cases above including the agreed or contracted remuneration for the services and including a summary of the paid funds. Regional Public Prosecutor's Offices will do so also on the behalf of District Public Prosecutor's Offices in their jurisdiction. Regional Public Prosecutor's Office is also understood as the Metropolitan Public Prosecutor's Office in Prague and the District Public Prosecutor's Offices are also understood as the Municipal Public Prosecutor's Office in Brno and the District Public Prosecutor's Offices in Prague.

The Prosecutor General's Office will subsequently publish this information on its website www.nsz.cz along with the information of this kind related to the Prosecutor General's Office.

Responsibility: Director of Cabinet of Prosecutor General

Cooperation: Director of Administrative Department

Human Resources Officer

Term: always as of 15 February and 15 August of the current calendar year

Task:

4.1.3 Updating published information by GPO.

Responsibility: All managing employees

Term: Continuous, permanent

4.2 Publishing information on decision making system

GPO transparently makes accessible information on the structure and competences for decision making on its website www.nsz.cz, including the organization chart (<http://www.nsz.cz/index.php/cs/nejvyi-statni-zastupitelstvi/organizani-schema>), which show the reporting relationships.

Furthermore, publishing of information and data on the operation of GPO and statistical data of GPO is also performed in particular by publishing reports on the operation of the Public Prosecutor's Office for the previous year, special reports or other analytical materials at www.nsz.cz.

Publishing and provision of information in compliance with the Act on Free Access to Information, including the information published mandatorily, is done through the website www.nsz.cz.

GPO also publishes professional CVs of managing employees from the level of Department Directors and e-mail contacts of managing employees from the level of Head of Section.

Materials designated for internal use of Public Prosecutor's Office are also published within the prosecution system on the Extranet of the Public Prosecutor's Office.

Task:

- 4.2.1 Publish mandatory information at www.nsz.cz in compliance with Section 5 (1) of the Act no. 106/1999 Coll., on Free Access to Information, as amended.

Responsibility: Director of Analytic and Legislative Department

Cooperation: Head of Section of Information Technologies and Computerization of Justice System

Term: Continuous, permanent

Task:

- 4.2.2 Publish and update at www.nsz.cz information in the following extent:
- information on the structure of GPO, explaining the reporting relationships,
 - contact information of managing employees up to the level of Head of Section of GPO (telephone and e-mail),
 - professional CVs of managing employees from the level of Department Director; in case this information is considered "personal data on public figures, officials or employees in public administration, which concern their public or official activities, on their functional or work classification" in the sense of Section 5 (2) f) of the Act 101/2000 Coll., on Personal Data Protection, as amended.

Responsibility: Director of Cabinet of Prosecutor General

Cooperation: Spokesman and all managing employees

Term: Continuous, permanent (first publishing of CVs will take place on or before 31. 8. 2016)

Task:

4.2.3 Publish at www.nsz.cz the IACP GPO IPP NSZ, including its annexes containing the Code of Ethics of Public Prosecutors of Prosecutor General's Office and the Code of Ethics of Employees of Prosecutor General's Office.

Responsibility: Director of Cabinet of Prosecutor General

Cooperation: Head of Section of Information Technologies and Computerization of Justice System

Term: Continuous, permanent

Task:

4.2.4 Update the information published by GPO.

Responsibility: All managing employees in the scope of their competence

Term: Continuous, permanent

4.3 Public procurement

In the field of public procurement, GPO follows in particular the following principles:

- procedure compliant with the Act on Public Tenders, departmental and internal regulations,
- continuous use of the monitoring and control system of public procurement process,
- securing mandatory education in the field of public tenders,
- applying criteria of transparency and non-discrimination in the course of submitting conditions and evaluating offers,
- assembling selection committees in such a way that the risk of corrupt conduct is minimized, in particular by rotation of employees.

Task:

4.3.1

Comply with and assert the above referred principles in the area of public procurement.

Responsibility: Director of Administrative Department, lawyer and other employees participating on public procurement

Supervision: Prosecutor General

Term: Continuous, permanent

4.4 Conclusion and performance of contracts

In the area of conclusion and performance of contracts GPO follows in particular the following principles:

- performing evaluation of current offers before selecting and deciding on the contractor or supplier,
- securing compliance with common price relations,
- performing appropriate verification of fulfilment of obligations arising from the concluded contracts and asserting rights arising from the concluded contractual relationships in order to protect the interest of Prosecutor General's Office.

Task:

4.4.1

In the area of conclusion and performance of contracts, comply with and assert the above referred principles.

Responsibility: Director of Administrative Department, lawyer

Supervision: Prosecutor General

Term: Continuous, permanent

4.5 Managing the property of state

In the area of management of the property of state, GPO follows in particular the following principles:

- prevent acceptance of unfinished or unrealized work, services or deliveries, in particular through performing rigorous controls on the part of the ordering party and the main accountant before sending payment to the supplier,
- prevent unfounded payment of deposits or advances to suppliers, in particular through performing rigorous controls on the part of the ordering party and the main accountant,
- when concluding tenancy agreements, mind that the rent is negotiated in an amount common in the given place and time.

Task:

4.5.1

In the area of management of the property of state, comply with and assert the above referred principles.

Responsibility: Director of Administrative Department, lawyer, ordering parties of relevant transactions, main accountant

Term: Continuous, permanent

4.6 Hiring new employees

GPO secures objectivity of the process of hiring new employees, in particular by due selection procedure. The offer of job vacancies is published at www.nsz.cz.

Preference is given to applicants that have and are likely to retain a high standard of personal ethics.

Task:

4.6.1

Publish offer of job vacancies at GPO at www.nsz.cz.

Responsibility: Human Resources Officer

Term: Continuous, permanent

Task:

4.6.2

When filling job vacancies with significant risk of potential corruption offers, secure psychological evaluation of the candidate, provided that it is justified by reasons deserving special consideration.

Responsibility: Director of Cabinet of Prosecutor General, Human Resources Officer

Term: Continuous, permanent

Art. 5

Management of Corruption Risks and Control Monitoring

The objective is to lay down effective control mechanisms and secure effective detection of corrupt conduct.

5.1 Evaluation of corruption risks

Identification, evaluation and management of corruption risks forms a part of the overall risk management process associated with the operation of GPO. Effective risk management is dependent on the functioning of effective internal system of controls.

Corruption risks assessment includes:

- identification of corruption risk, i.e. potential risk that in a certain process going on at GPO, corrupt conduct of a certain employee may occur;
- evaluation of corruption risks, i.e. assessment of probability that this event actually occurs (frequency) and determining its effect (impact) on the operation of GPO; product of the two magnitudes yields the level of significance of the corruption risk;
- creation of the Catalogue of Corruption Risks;
- setting up control and governing mechanisms to prevent corruption, i.e. adoption of specific measures to minimize the probability of occurrence or impact of individual identified risks and to prevent their occurrence;
- monitoring of implementation of anti-corruption measures to eliminate and minimize risks and evaluation of their realization and effectiveness, possible updating in case of occurrence and identification of a new corruption risk based on the development of processes ongoing at GPO.

The managing employees will identify and evaluate corruption risks associated with the operation of GPO and assess the adequacy and effectiveness of the adopted measures for minimization of risks. The identified corruption risks and measures adopted to suppress them are listed in the Catalogue of Corruption Risks (Annex no. 3).

Following point system is used for evaluation of corruption risks:

Probability of occurrence (of corrupt conduct)

Degree	Probability of occurrence
1	Almost impossible, exceptional
2	Possible, but unlikely
3	Possible, likely
4	Probable, frequent
5	Almost certain

Impact of occurrence (of corrupt conduct)

Degree	Impact of occurrence on the operation of GPO
1	Virtually no impact, insignificant financial losses
2	Impact of little importance, small financial losses
3	Substantial impact, reoccurring outages, midrange financial losses
4	Crucial impact, failure of fundamental functions, large scale financial losses
5	Devastating impact, GPO is unable to perform its functions entrusted to it by the law, and for which it was established, immense financial losses

Formula for calculation of the level of significance of corruption risk is as follows:

significance of corruption risk = probability of occurrence x impact of occurrence

Significance of individual processes – V

V is in the value range 16–25	Large scale risk, measures for mitigation of the risk to acceptable level must be implemented immediately
V is in the value range 10–15	Mid-range risk, measures to mitigate the risk are necessary
V is in the value range 4–9	Low risk, work with increased attention (training, regime-based measures etc.)
V is in the value range 0–3	Trivial risk, no measures are required.

Explanation of terms:

“Probability of occurrence (of corrupt conduct)” – possibility of occurrence of an event in the future, i.e. probability that corrupt conduct will occur.

“Impact of occurrence (of corrupt conduct)” – impact of corrupt conduct may be direct (e.g. amount of bribe, financial loss of GPO, profit of the briber) or indirect (e.g. harmful effect to society, reputation risk – negative press, non-material detriment).

“Significance of corruption risk” – results by multiplying the point evaluation of occurrence probability (of corrupt conduct) by point evaluation of occurrence impact (of corrupt conduct).

Task:

5.1.1. Perform corruption risk assessment.

Responsibility: Internal auditor

Cooperation: All managing employees

Term: In each case on or before 31. 3. of every even calendar year according to the status as of 31.12. of the previous odd calendar year, in the GPO's IACP Report.

Task:

5.1.2 Evaluate measures adopted to decrease the probability or impact of corruption risks.

Responsibility: Internal auditor

Cooperation: All managing employees

Term: In each case on or before 31. 3. of every even calendar year according to the status as of 31.12. of the previous odd calendar year, in the GPO's IACP Report.

5.2 Monitoring of control mechanisms for detection of corruption

This involves regular testing of effectivity of control mechanisms to prevent or detect risks associated with corrupt conduct. This process is a part of management activities of managing employees on all management levels. Monitoring includes assessment of sufficiency of the declared measures to decrease the risk of corrupt conduct and also the up-to-dateness and proportionality of associated internal regulations.

Task:

5.2.1 Managing employees will secure within the frame of their managing and control activities, an inspection of functionality of the set measures and mechanisms to detect corrupt conduct and to assess the up-to-dateness and proportionality of the associated internal regulations.

Responsibility: Managing employees within the scope of their competence

Term: Continuous, permanent

Art. 6

Procedures in Case of Suspected Corruption

The objective is to minimize the losses caused by corrupt conduct and to prevent the occurrence of further similar conduct.

Immediate response to suspected corrupt conduct increases the probability of correct investigation and possible proving. Analysis of the causes of occurrence of corrupt conduct forms the basis for strengthening preventive mechanisms to preclude repeated occurrence of corruption.

6.1 Procedures for investigation of suspected corruption

GPO has transparent procedure in place for investigation of suspected corruption. These involve procedures within the reporting system for suspected corruption and the whistleblower protection system, see sections 3.4 and 3.5.

Task:

6.1.1. When investigating suspected corruption, proceed in compliance with sections 3.4 and 3.5.

Responsibility: Managing employees

Term: Continuous, permanent

6.2 Follow-up measures

Implementation of corrective measures will limit reoccurrence of corrupt conduct or secure its timely detection in the future.

Task:

6.2.1 Based on the proven corrupt conduct, measures for its elimination are being adopted, which are focused on the area of internal regulations, imposition of disciplinary sanctions and resolution of incurred damage.

Responsibility: Managing employees within the scope of their competence

Term: Continuous, permanent

Art. 7

Evaluation of Internal Anti-Corruption Program

The objective is to ascertain, whether anti-corruption measures are complied with, to improve IACP GPO and to enable coordination of anti-corruption activities with other departments.

7.1 Collection of data and evaluation of the Internal Anti-Corruption Program by individual units

Evaluation of effectiveness of IACP GPO focuses on the fulfillment of its individual components in terms of both quality and quantity, on effectiveness of this fulfillment and in the implementation of corrective measures.

Task:

7.1.1 Managing employees will draw up evaluation of effectiveness of IACP GPO, along with a proposal for updating the Catalogue of Corruption Risks on behalf of their unit and will present it to the internal auditor.

Responsibility: Managing employees

Term: In each case on or before 31. 3. of every even calendar year according to the status as of 31.12. of the previous odd calendar year.

7.2 IACP GPO Report

A report is made on the fulfillment of IACP GPO in the structure of the above referred measures. This report contains the implementation status of anti-corruption tools, plan of corrective measures, system and scope of realized trainings, the Catalogue of Corruption Risks, the number of identified cases of suspected corruption and the outcome of investigation thereof, the results of evaluation of effectiveness of the while anti-corruption program. The report is submitted for approval to Prosecutor General.

Task:

7.2.1 Perform overall evaluation of effectiveness of IACP GPO and draw up the report on IACP GPO using the information and evaluations presented by the individual departments of GPO and submit it for approval to Prosecutor General.

Responsibility: Internal auditor

Term: In each case on or before 31. 3. of every even calendar year according to the status as of 31.12. of the previous odd calendar year.

7.3 Updating IACP GPO

Updated IACP GPO contains regulation of individual items, where the implementation and effectiveness evaluation report (see 7.2) indicated the need for improvement. Furthermore, IACP GPO is updated according to the current wording of the Anti-Corruption Strategy of the Government, or as the case may be, other relevant documents dealing with fight against corruption.

Task:

7.3.1 Update IACP GPO and as necessary the Catalogue of Corruption Risks; therein stem from the conclusions of the Report on IACP GPO and the adopted corrective measures, and perform control in compliance with the current Framework Departmental Internal Anti-Corruption Program, or as the case may be, other relevant documents.

Responsibility: Internal auditor

Cooperation: Director of Analytical and Legislative Department and Director of Cabinet of Prosecutor General

Term: In each case on or before 31. 3. of every even calendar year according to the status as of 31.12. of the previous odd calendar year.

7.4 Publishing IACP GPO and Catalogue of Corruption Risks

Task:

7.4.1 Publish updated IACP GPO on GPO website dedicated to fight against corruption, along with the Code of Ethics, system for reporting suspected corruption and the list of advisors.

Publish the Catalogue of Corruption Risks on GPO website, utilizing the evaluation criteria stipulated by a departmental regulation.¹⁾

Responsibility: Director of Cabinet of Prosecutor General

Cooperation: Internal Auditor

Term: 30. 6. of even calendar year, in which the updates according to section 7.4.1 were made.

Art. 8
Repealing Provisions

The following are repealed:

1. Provision of Prosecutor General no. 9/2016, Internal Anti-Corruption Policy of Prosecutor General of Prosecutor General's Office,
2. Provision of Prosecutor General no. 2/2017, amending the Internal Anti-Corruption Policy of Prosecutor General of Prosecutor General's Office,
3. Provision of Prosecutor General no. 8/2018, amending the Internal Anti-Corruption Policy of Prosecutor General of Prosecutor General's Office.

Art. 9
Effective Date

This Provision comes to full force and effect as of the day it is issued.

Prosecutor General:
JUDr. Pavel Zeman, *m. p.*

Annexes

1. Code of Ethics of Public Prosecutors of Prosecutor General's Office
2. Code of Ethics of Employees of Prosecutor General's Office
3. Catalogue of Anti-Corruption Risks of Prosecutor General's Office

- 1) Section (2) c) of the Instruction of the Ministry of Justice of 16. 3. 2016 file no. 13/2015-OK-OFK/94, laying down the procedure for updating the Departmental Internal Anti-Corruption Program of the Ministry of Justice, Internal Anti-Corruption Programs of organizational units of the state and contributory organizations within the department of the Ministry of Justice and the Catalogue if Corruption Risks, as amended by the Instruction no. 2/2018 of 12. 3. 2018 file no. 14/2018-OK-OFK/18.