

## **[ BOC CUSTOMS MEMORANDUM ORDER NO. 25-2010, February 01, 2010 ]**

### **BOC FUNCTION SPECIFIC CODE OF CONDUCT**

In line with the BOC Integrity Action Plan pursuant to CMO-23-2008 dated April 25, 2008 and the Integrity Development Action Plan initiated by the Presidential Anti-Graft Commission, the Bureau of Customs hereby promulgates the BOC Function-Specific Code of Conduct.

#### **I. Objective**

1. To implement a function-specific code of conduct and rules of ethics for Customs officials and employees including gifts policy, conflict of interest, whistleblowing, nepotism and complaint handling, and table of offenses and rewards.
2. To uphold the highest standards of professionalism, integrity, transparency, accountability, consistency and simplicity throughout the Bureau of Customs
3. To establish a system of rewards and incentives which shall motivate, inspire and encourage Customs personnel to uphold the highest standards of ethics in customs service.
4. To impose disciplinary action/s against Customs officials and personnel for violation of the code of conduct subject to existing civil service rules on administrative cases.
5. To ensure that all Customs officials and employees shall certify that they have received, read and understood the provisions of the BOC Function-Specific Code of Conduct.

#### **II. SCOPE**

This Code of Conduct shall apply to all officials and employees of the Bureau of Customs, permanent, temporary, casual and co-terminous, including, but not limited to, the Commissioner and Deputy Commissioner.

#### **III. SIGNING OF THE CODE OF CONDUCT**

The Interim Training and Development Division shall conduct a briefing for Customs officials and employees on the provisions of this Code after which they shall be required to sign a certification that they have received, read and understood the provisions of the BOC Function-Specific Code of Conduct which shall form part of their 201 files.

#### **IV. CREATION AND FUNCTIONS OF THE GRIEVANCE COMMITTEE**