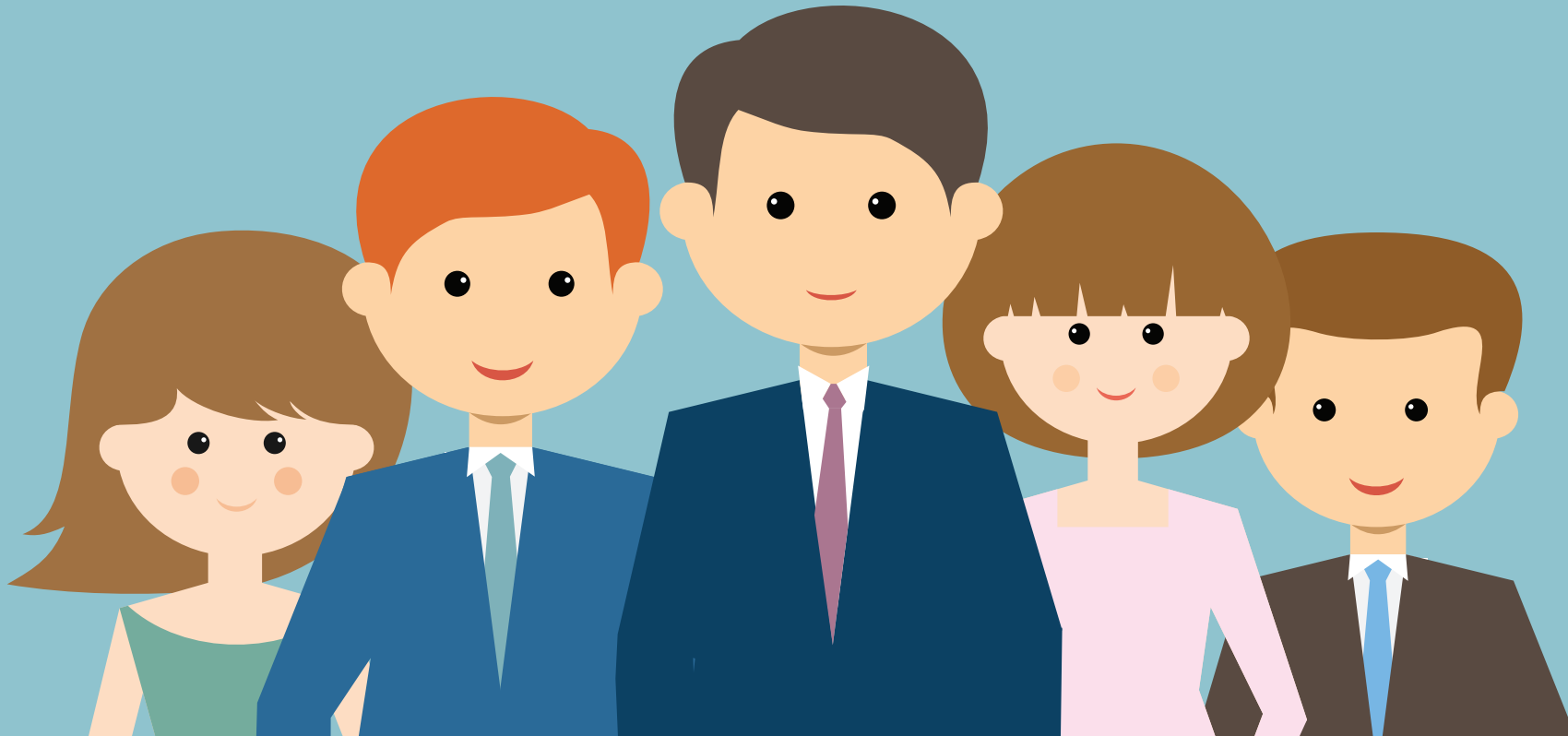


# Is-Servizz Pubbliku

LINJI GWIDA GĦALL-UFFIĊJALI PUBBLIĊI  
FIL-QADI TA' DMIRIETHOM



UFFIĊĊJU TAS-SEGRETARJU PERMANENTI EWLIENI  
UFFIĊĊJU TAL-PRIM MINISTRU



**L-impjegati pubbliċi għandhom id-dmir li:**

- a. jeżerċitaw kull setgħa mogħtija lilhom bil-liġi, u jagħtu servizzi lill-pubbliku, b'kortesija, malajr u b'imparzjalità;**
- b. jagħtu pariri b'mod oġġettiv u b'għarfien fuq ħwejjeġ li jkunu fil-kompetenza tagħhom;**
- ċ. jimplimentaw il-politika tal-Gvern tal-ġurnata b'mod effiċjenti u effettiv;**
- d. jikkontribwixxu għall-koordinazzjoni tal-politika tal-Gvern flimkien ma' dipartimenti, aġenziji, entitajiet tal-Gvern u Kunsilli Lokali; u**
- e. b'kontribut tal-imġiba tagħhom stess jagħmlu l-post tax-xogħol wieħed li jagħraf it-talenti, jiżviluppa l-kapaċitajiet u l-ħiliet, jipprema t-twettiq, jevita diskriminazzjoni u joffri sigurtà.**

**Public employees are duty bound to:**

- (a) exercise any powers vested in them by law, and deliver services to the public, courteously, expeditiously and impartially;**
- (b) provide objective and knowledgeable advice on matters within their competence;**
- (c) efficiently and effectively implement the policies of the government of the day;**
- (d) contribute towards the co-ordination of Government policy in conjunction with departments, agencies, government entities and Local Councils; and**
- (e) contribute through their own conduct to making their workplace one which recognises talent, develops skills and abilities, rewards performance, avoids discrimination and offers safety.**

**Uffiċjali pubbliċi għandhom isegwu d-direttivi applikabbli kollha maħruġa mis-Segretarju Permanenti Ewlieni.**

*Public officers shall comply with all applicable directives issued by the Principal Permanent Secretary.*



**Il-prinċipji fundamentali għal kif uffiċjal pubbliku għandu jġib ruġu huma:**

- **il-fiduċja tal-pubbliku;**
- **il-qadi tal-pubbliku u tal-komunità kummerċjali;**
- **ir-responsabbiltà lejn il-Gvern tal-ġurnata;**
- **il-produttività u l-flessibbiltà;**
- **id-drittijiet tal-impjegati pubbliċi.**

*The principles which are fundamental to the ethos governing public officers' behaviour are:*

- *public trust;*
- *servicing the public and the business community;*
- *responsibility to the Government of the day;*
- *productivity and flexibility;*
- *public employees' rights.*

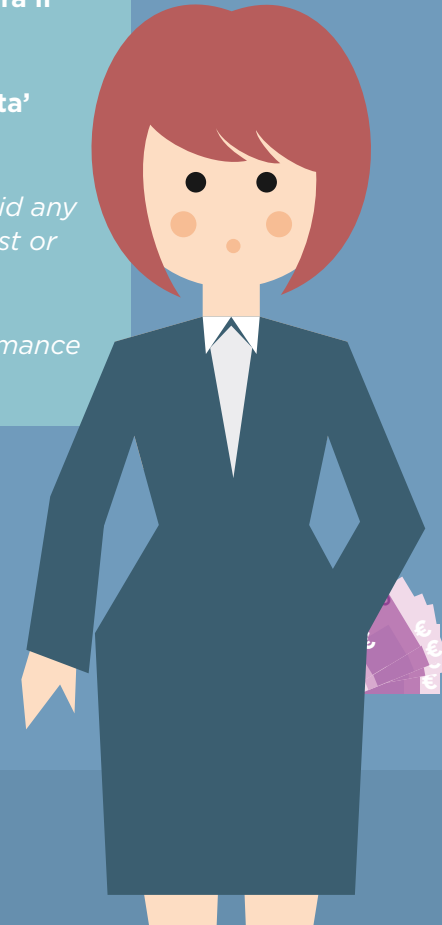
**Impjegati pubbliċi għandhom jagħtu parir imparzjali u korrett lill-Gvern tal-ġurnata, u għandhom iwettqu l-*policies* tiegħu fil-pront, b'effiċjenza u b'effettività.**

*Public officers shall provide impartial and accurate advice to the Government of the day and shall implement its policies promptly, efficiently and effectively.*



**Uffiċjali pubbliċi għandhom jevitaw kull interess finanzjarju jew ta' natura oħra kif ukoll kull attività oħra li tista', direttament jew indirettament, tikkomprometti l-qadi ta' dmirijiethom.**

*Public officers shall avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties.*



**Uffiċjali pubbliċi u l-membri tal-familja tagħhom ma jistgħux jaċċettaw rigali jew benefiċċji jekk jista' jitqies li b'hekk qed jidhlu f'obbligu reali jew immaginarju.**

*Public officers and members of their household may not accept gifts or services such as might be deemed to create an obligation, real or imagined.*



**Uffiċjali pubbliċi għandhom jaqdu d-dmirijiet kollha assoċjati mal-kariga tagħhom mill-aħjar li jistgħu, bir-reqqa, b'imparzjalità u b'kuxjenza.**

*Public employees shall perform any duties associated with their positions diligently, impartially and conscientiously, to the best of their ability.*

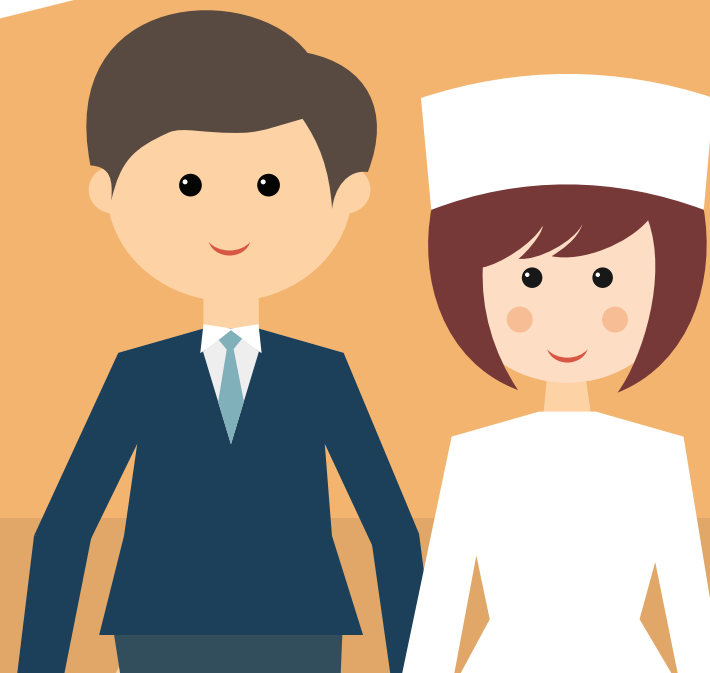


**Fil-qadi ta' dmirijiethom, l-uffiċjali pubbliċi għandhom:**

- josservaw dak kollu li jitolbu minnhom il-provvedimenti leġiżlattivi u amministrattivi rilevanti;
- jużaw il-kortesija mal-membri tal-pubbliku u mal-membri l-oħra tal-istaff, u jagħtu kas tad-drittijiet tagħhom;
- jipprovdu kull għajjuna meħtieġa u xierqa lill-membri tal-pubbliku;
- jagħmlu ħilithom biex jiksbu l-aħjar valur fl-infiq ta' fondi pubbliċi u jevitaw ħela u nfiq żejjed fl-użu ta' riżorsi pubbliċi;

*In the performance of their duties, public officers shall:*

- *comply with any relevant legislative or administrative requirements;*
- *treat members of the public and other staff members with courtesy and sensitivity to their rights;*
- *provide all necessary and appropriate assistance to members of the public;*
- *strive to obtain value for public money spent and avoid waste and extravagance in the use of public resources;*



L-imġiba ta' uffiċjal pubbliku għandha tkun tali li ma titfax dell ikrah fuq il-pożizzjoni tiegħu jew tagħha u li ma tirriflettix hażin fuq is-servizz pubbliku.

*The behaviour of a public officer shall be in such a way as not to discredit his or her position and not to reflect adversely on the public service.*



Meta jimplimentaw *policy* tal-Gvern, il-valuri u t-twemmin tal-uffiċjali pubbliċi m'għandhomx jieħdu preċedenza fuq dawk impliċiti jew esplici fil-*policy* tal-Gvern.

*When implementing Government policy, public employees' own values and beliefs shall not take precedence over those explicit or implicit in Government policy.*



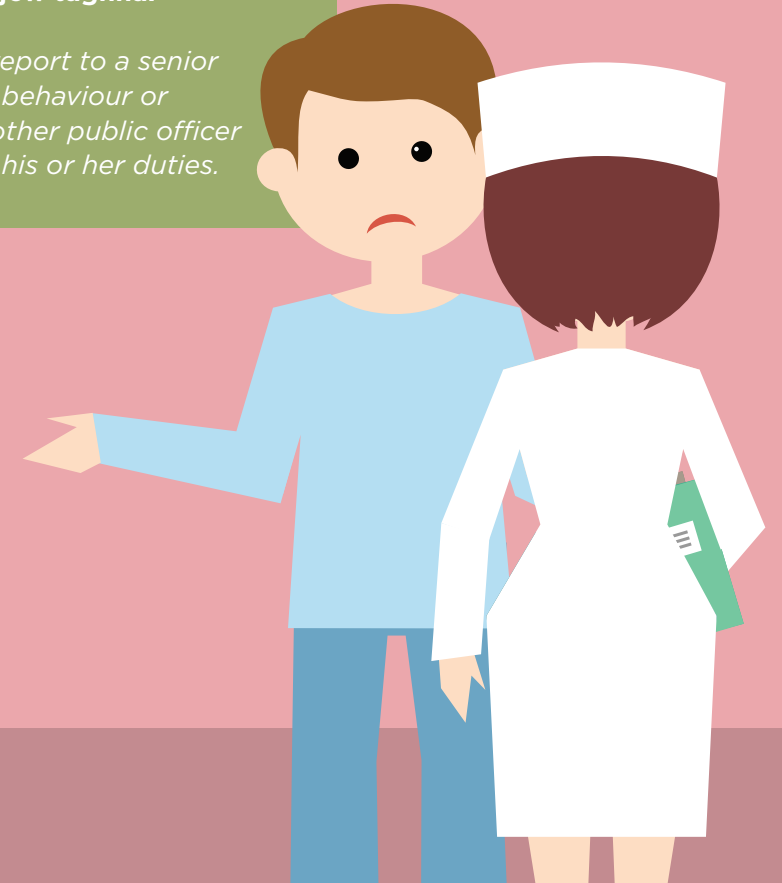
**Uffiċjali pubbliċi m'għandhomx jiddiskriminaw minhabba sess, stat matrimonjali, tqala, età, razza, kulur, nazzjonalità, diżabilità fiżika jew mentali, preferenzi sesswali jew konvinzjonijiet jew lealtajiet reliġjużi, politiċi jew ta' xort'oħra.**

*Public officers shall not discriminate on the ground of sex, marital status, pregnancy, age, race, colour, nationality, physical or intellectual impairment, sexual preference, or religious, political or other convictions / allegiances.*



**Uffiċjali pubbliċi għandhom jirrappurtaw għand uffiċjal anzjan kull imġiba ħażina jew etikament skorretta ta' uffiċjal pubbliku ieħor jew oħra waqt il-qadi tad-dmirijiet tiegħu jew tagħha.**

*Public officers shall report to a senior officer any unethical behaviour or wrongdoing by any other public officer during the course of his or her duties.*





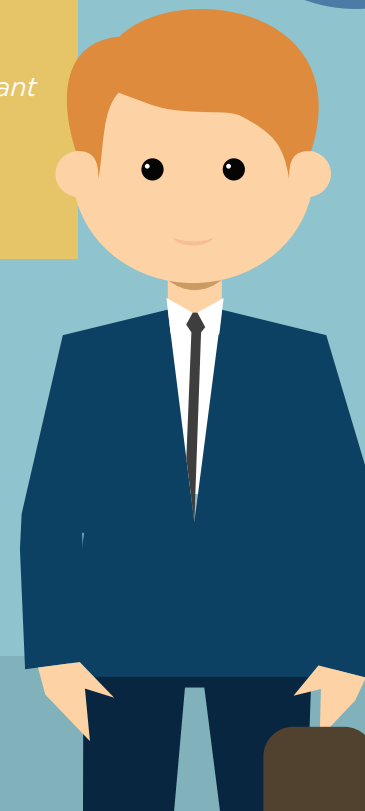
**Suġġetti u każijiet li jkunu qegħdin jiġu kkunsidrati minn impjegati pubbliċi għandhom jiġu trattati b'konsistenza, malajr u bil-fier.**

*Issues or cases being considered by public employees shall be dealt with consistently, promptly and fairly.*



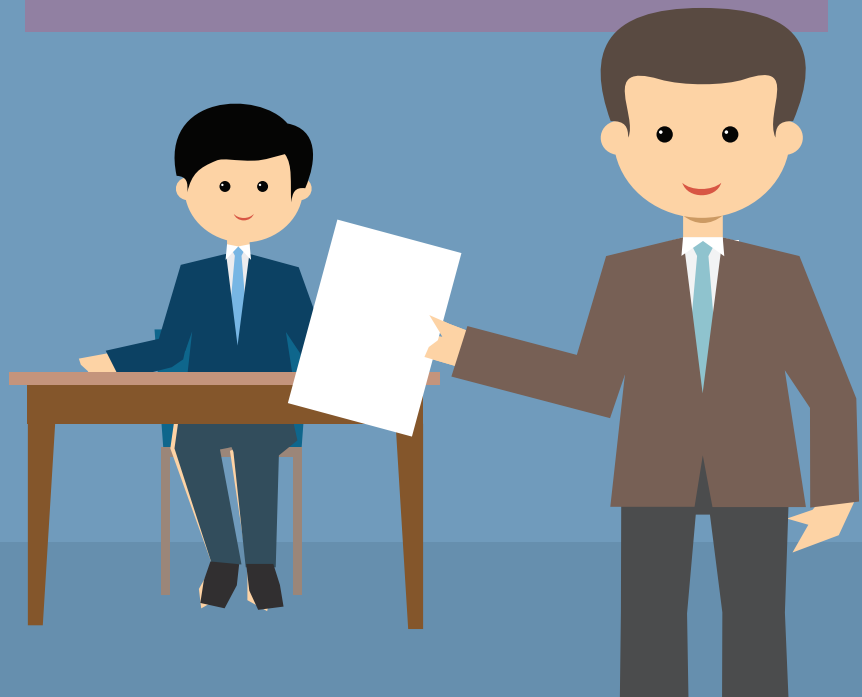
**Meta jużaw poteri diskrezzjonali, uffiċjali pubbliċi għandhom jaċċertaw ruħhom li jkunu kkunsidraw il-fatti kollha rilevanti u l-merti partikolari ta' kull każ.**

*When using any discretionary powers, public officers shall ensure that they take all relevant facts into consideration and have regard to the particular merits of each case.*



**Uffiċjali pubbliċi għandhom biss jiżvelaw informazzjoni uffiċjali jew dokumenti li jkunu ġew f'idejhom tul l-impjieg tagħhom, meta jkun hemm bżonn li jagħmlu dan bil-liġi, jew fil-qadi ta' dmiriethom, jew meta tingħata awtorizzazzjoni kif suppost.**

*A public officers shall only disclose official information or documents acquired in the course of his or her employment when required to do so by law, in the course of duty, or when proper authority has been given.*



**Huwa mistenni li uffiċjali pubbliċi:**

*It is expected that public officers shall:*

**(a) ikunu effiċjenti u ekonomiċi fl-użu u fl-amministrazzjoni tar-riżorsi pubbliċi;**

*(a) be efficient and economical in the use and management of public resources;*

**(b) ikunu skruplużi fl-użu li huma jagħmlu minn proprjetà u servizzi pubbliċi u ma jippermettux l-abbuż tagħhom minn oħrajn.**

*(b) be scrupulous in their use of public property and services and not permit their abuse by others.*



**L-approvazzjoni minn qabel tas-Segretarju Permanenti tal-Ministeru kkonċernat hija meħtieġa qabel ma uffiċjali pubbliċi jkunu jistgħu jidhlu f'xi negozju jew impjieg barra mid-dmirijiet uffiċjali tagħhom.**

**F'kull każ, meta jkun qed jiġi kkunsidrat impjieg ieħor barrani wara x-xogħol, l-uffiċjali pubbliċi għandhom jagħtu l-ewwel konsiderazzjoni lill-impjieg tagħhom fis-settur pubbliku u jevitaw sitwazzjonijiet li jistgħu jagħtu lok għal konflitt ta' interess, jew għal dak li jidher li jkun hekk.**

*The prior approval of the Permanent Secretary of the Ministry concerned is required before public officers may engage in any form of business or employment outside their official duties.*

*In all cases, when outside employment is considered, public officers shall give their public sector employment first consideration and avoid situations which could give rise to, or the appearance of, a conflict of interest.*



**Uffiċjali pubbliċi jridu jiżguraw li l-parteċipazzjoni tagħhom f'attivitajiet politiċi ma toħolqilhomx konflitt mad-dmir ewlieni tagħhom li jservu lill-Gvern tal-ġurnata.**

*Public officers need to ensure that their participation in political activities does not bring them into conflict with their primary duty to serve the Government of the day.*





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