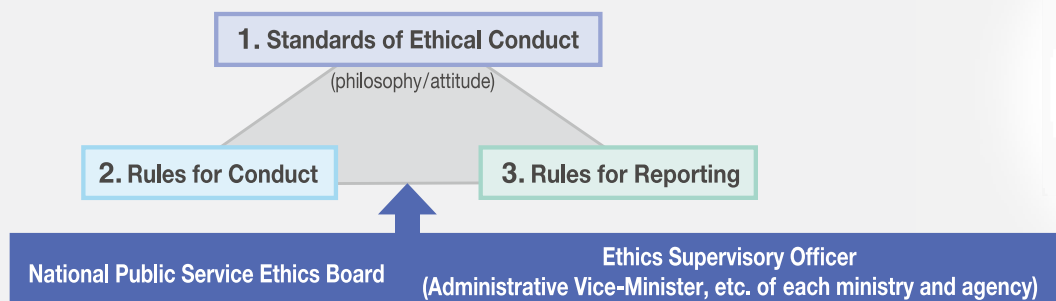


14 Maintenance of Ethics

To Maintain Ethics of National Public Employees

The rules for the ethics of national public employees are stipulated in the National Public Service Ethics Act and the National Public Service Ethics Code. In addition, the National Public Service Ethics Board is established within the NPA as an independent agency specializing in such administration.

System for Maintenance of Ethics



1. Standards of Ethical Conduct

- ✓ Employees shall execute their duties fairly, recognizing that they are public servants of all citizens.
- ✓ Employees shall not utilize their duties or positions for private interests.
- ✓ Employees shall not conduct any acts that may bring about suspicion or distrust from the citizens.
- ✓ Employees shall devote their utmost effort with the aim of promoting public interests.
- ✓ Employees shall conduct themselves always aware that their acts may influence the trust in public service while off-duty.

2. Overview of Rules for Conduct

The following acts are prohibited with "interested parties" (applicants for permission or authorization, counterparties to a contract, etc.)

- ✓ Receiving money, goods, etc. ✓ Receiving money loans ✓ Receiving free transportation, etc.
- ✓ Receiving entertainment or a treat such as dining and drinking (Employees may dine together with interested parties as long as they pay for themselves.)
- ✓ Playing games/golf or taking a trip together

Even from those who are not "interested parties," employees shall not receive entertainment or a treat exceeding the limit of socially accepted convention.

3. Overview of Rules for Reporting

National public employees are obligated to make three types of reports as follows.

The Ethics Board receives and examines the reports in light of fairness in execution of duties.

- | | |
|-------------------------------------|---|
| ① Reports on receipt of gifts, etc. | A report shall be submitted by the employees at the rank of Assistant Director at HQ and above with respect to the receipt of gifts, etc. exceeding 5,000 yen in value. |
| ② Reports on share dealings, etc. | A report shall be submitted by the officials at the rank of Deputy Director-General at HQ and above. |
| ③ Reports on income, etc. | A report shall be submitted by the officials at the rank of Deputy Director-General at HQ and above throughout the previous year. |



The Ethics Board takes various measures to maintain employees' ethics pertaining to their duties by focusing on the following main pillars: (i) "Cultivation of Employees' Ethics Awareness", (ii) "Creation of an Ethical Organization Environment" and (iii) "Strict and Expeditious Actions towards Violations of Ethics Act, etc."

(i) Cultivation of Employees' Ethics Awareness

- ▶ Implementation of "National Public Service Ethics Month"
 - Providing trainings for all employees
 - Creating a slogan and increasing awareness through a poster
 - Promoting awareness among employees by ethics supervisory officer
 - Conducting dialogue on ethics within the workplace
- ▶ Holding round-table conferences
- ▶ Implementation of explanatory meetings concerning the ethics system/ Providing movies that explains ethics system
- ▶ Dispatch of instructors for training on ethics
- ▶ Development/distribution of study materials for various training programs
- ▶ Holding "Webinar on Ethics"



▲ Ethics Month Poster (FY2023)
(left: for staff, right: for businesses)



▲ Study materials for training programs

(ii) Creation of Ethical Organization Environment

- ▶ Establishment of Public Service Ethics Hotline
- ▶ Support for each ministry and agency to create an ethical organization environment
 - Support for developing a system of consultation/reporting counters established by each ministry and agency and for publicizing/utilizing the counters
 - Request to take measures to create a workplace environment where employees can seek consultation easily

Public Service Ethics Hotline

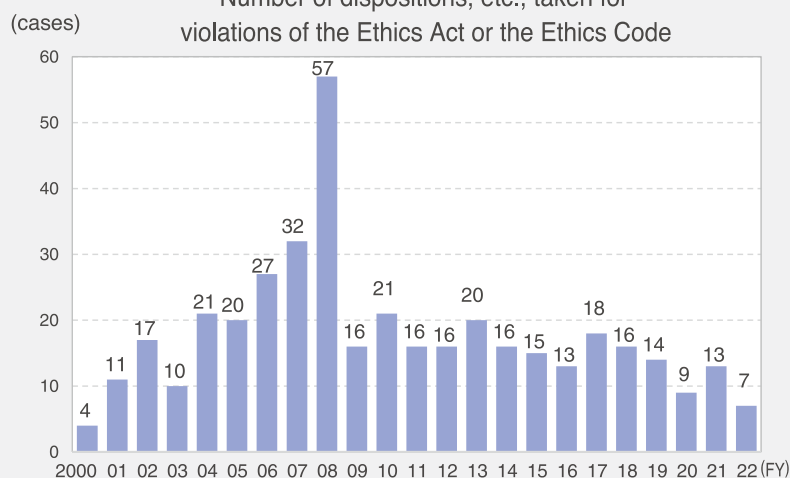
- Anyone who notices conduct of national public employees suspected of violating ethics can contact by phone, fax, website or post.
- The hotline accepts anonymous consultation and reporting.
- All possible measures are taken so that those who made reports to the hotline won't receive disadvantageous treatments, for instance through ensuring that any personally identifiable information, such as names, will be kept within the Ethics Board.

(iii) Strict and Expeditious Actions towards Violations of Ethics Act, etc.

- ▶ Investigation, implementation of disciplinary proceedings, approval of disciplinary actions for violation cases of the Ethics Act or the Ethics Code
- ▶ Provision of information for the Cabinet Office and ministries about points of attention when dealing with cases and preventive measures



Number of dispositions, etc., taken for violations of the Ethics Act or the Ethics Code



Public Relations Activities and Opinion Hearings

- ▶ Public relations activities targeting business operators, who works with national public employees for public duties
- ▶ Hearing of opinions for reference regarding measures for maintenance of ethics (e.g. holding round-table conferences with academics, implementing various surveys)