

—To ensure the people’s trust in the public service—

Activities of the National Public Service Ethics Board

The National Public Service Ethics Board (the Ethics Board) is an agency established in the National Personnel Authority based on the National Public Service Act and the National Public Service Ethics Act (the Ethics Act). In order to fulfill the objective of the Ethics Act, which is to ensure the people’s trust in the public service, the Ethics Board has been given the authority to make certain that national public employees maintain ethical conduct with respect to their duties, and has responsibility over the various affairs concerned.

Maintaining of National Public Employees’ Ethical Conduct

Standards for Ethical Conduct

Rules for Conduct

- Prohibited acts on relationships with interested parties
- Prohibited acts with those who are not interested parties

Rules for Reporting

- Quarterly report on the receipt of gifts, etc.
- Yearly report on the exchange of stocks, etc.
- Yearly report on income, etc.

Disciplinary Action against Offenders

**Ethics Board
Ethics Supervisory Officer**
(Administrative Vice-Minister, etc., of the Cabinet Office and each Ministry)



National Public Service Ethics Board

Standards for Ethical Conduct and Rules for Conduct and Reporting are stipulated in the National Public Service Ethics Code. This Code is a Cabinet Order enacted in compliance with the opinions submitted by the Ethics Board.

Organization and Responsibilities of the Ethics Board

- The Ethics Board is composed of five members comprising the President and four other members (one of the four members is to be appointed from among Commissioners of the NPA)

Main Responsibilities of the Ethics Board

- Submission of opinions regarding the enactment, revision or repeal of the Ethics Code;
- Research, study and planning of affairs about maintaining national public employees' ethical conduct;
- Overall planning and coordination of training courses to maintain national public employees' ethical conduct;
- Examination of mandatory reports;
- Establishment and revision of the criteria for disciplinary actions against violations of the Ethics Act or the Ethics Code;
- Investigation of suspicious acts that might be violations of the Ethics Act or the Ethics Code, implementation of disciplinary procedures against violations, and approval of disciplinary actions to be taken by each ministry against the violations;
- Provision of guidance and advice to the Cabinet Office and each Ministry, etc. and requesting them to take necessary measures.

Outline of the Ethics Code

- The Ethics Code stipulates prohibited acts with interested parties for national public employees, determining the scope of interested parties, such as organizations or persons who have received an administrative permission or authorization and counterparts of contracts, etc.

Examples of prohibited acts with interested parties

- Acceptance of money, goods or other gifts
- Acceptance of hospitality
- Receipt of a loan
- Borrowing goods or accepting services without paying for them
- Receipt of unlisted stocks
- Playing games or golf or traveling together
- Having a third party carry out acts such as the above

Other prohibited acts

- Acceptance of hospitality, etc. from those who are not interested parties, beyond the level of general social norms
- Having someone (a business operator or an individual) that is not present pay for food, drink or other hospitality charges
- Receipt of remuneration for the compilation, editorial supervision, etc. of a book, etc. that is produced through accepting national subsidies or expenses, or that the majority of which is going to be purchased by the national government
- Sharing of benefits, knowing that those benefits are obtained by another national public employee in violation of the Ethics Code

Examples of permissible acts with interested parties

- Acceptance of advertisement goods or commemorative items that are widely distributed to the public
- Acceptance of condolence money or congratulatory gifts from a friend from schooldays*
- Having a small amount of modest food and drinks served at a meeting which a national public employee attends as part of his/her duties
- Having food and drinks served at a buffet-style party that many people attend

*It is allowable only when it will not invite suspicion or distrust from the people, when taking into account the circumstances of the relation of interest and the private relationship, and the characteristics and mode of the act, etc.



National public employees may dine with interested parties if they pay their own expenses for the food and drink, or when a third party that is not an interested party pays the bill.

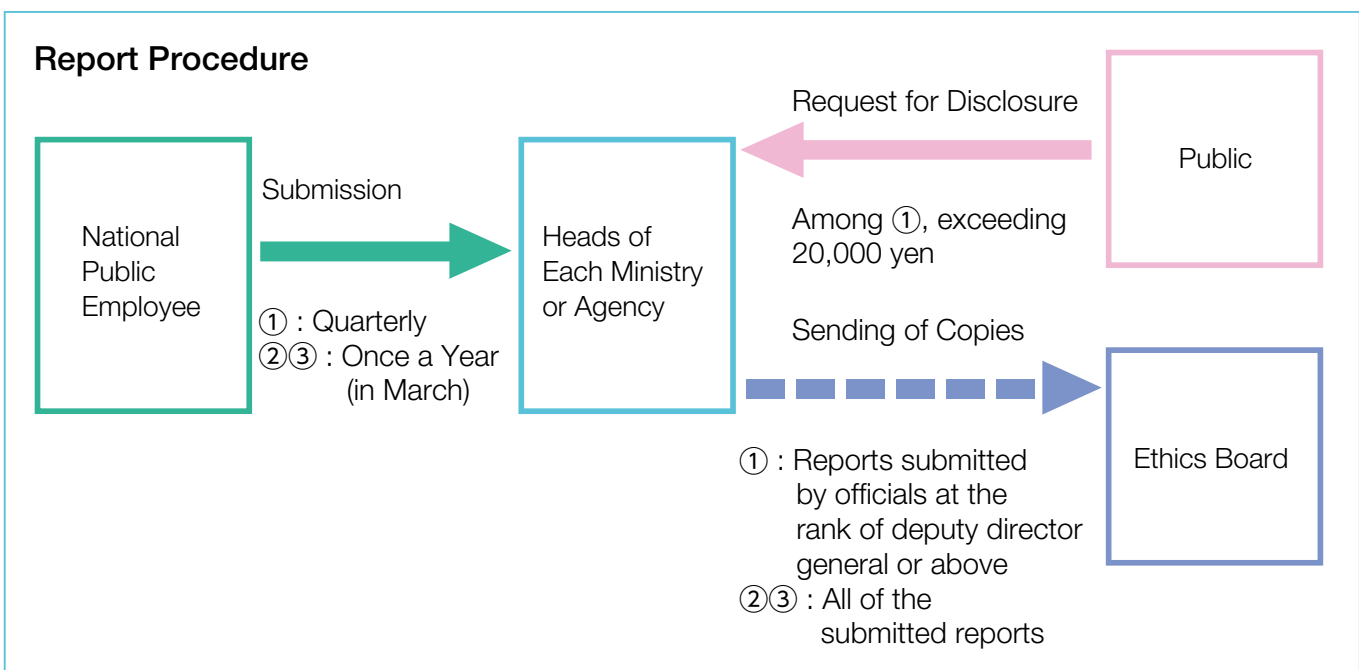
However, national public employees need to report in advance to the ethics supervisory officer when the expenses for the food and drink exceed 10,000 yen.

National public employees may not accept any hospitality beyond the level of general social norms, even from a non-interested party.

Examination of Mandatory Reports

■ The Ethics Act stipulates three types of mandatory reporting systems in order to promote a transparent relationship between national public employees and business operators, etc. The Ethics Board examines copies of the reports (at the rank of deputy director general or above) sent from each Ministry. The Ethics Board examines those copies with a viewpoint as to whether an inappropriate acceptance of gifts or an inappropriate exchange of stocks, etc., which could distort the fair execution of the national public service, has taken place, and whether the report has been properly submitted.

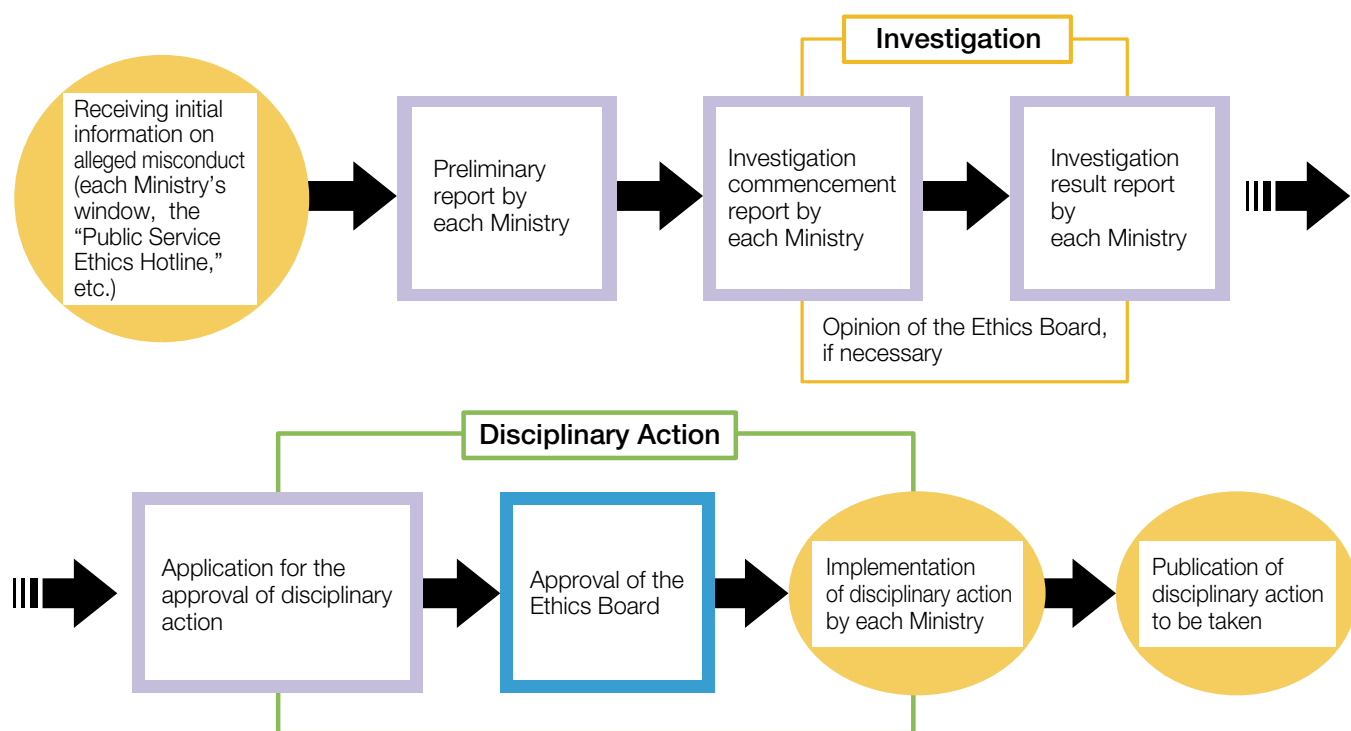
- ① Quarterly reports on the receipt of gifts, etc. (to be submitted by the officials at the rank of assistant director and above; when they accept gifts, food and drink, remuneration for a lecture, etc. and any other benefits from business operators, etc., which exceeds 5,000 yen)
- ② Yearly reports on the exchange of stocks, etc. (to be submitted by the officials at the rank of deputy director general or above)
- ③ Yearly reports on income, etc. (to be submitted by the officials at the rank of deputy director general or above throughout the previous year)



Investigation and Disciplinary Action against Violations

■ The Ethics Board and each Ministry, including the Cabinet Office (each appointer), respectively has the authority to investigate a case of possible violation of the Ethics Act or the Ethics Code, and to execute the disciplinary procedure against the offenders. Each Ministry has to report on investigation to the Ethics Board and ask for its approval for a disciplinary action. Furthermore, the Ethics Board guides each Ministry to take appropriate measures for preventing future occurrences of similar kinds of violations.

Process of investigation and disciplinary action by each Ministry



Public Service Ethics Hotline

For early detection and prevention of conduct that violates the Ethics Act, etc., the Ethics Board has set up the "Public Service Ethics Hotline" and accepts the information widely. If you find a suspicious act that might be a violation of the Ethics Act or the Ethics Code, please inform us on the "Public Service Ethics Hotline." We take all possible measures to protect whistleblowers from receiving disadvantageous treatment, such as maintaining confidentiality and not disclosing whistleblowers' names, etc.

Publicity and Training, etc.

- For a better understanding of the Ethics Act and the Ethics Code, the Ethics Board carries out activities concerning public relations and training.

"National Public Employees' Ethics Month"

The Ethics Board carries out educational campaigns every year during the Month of December, which is named "National Public Employees' Ethics Month."

Production of various study materials, etc.

To raise awareness of the Ethics Act and the Ethics Code, the Ethics Board produces "Textbook on the Ethics of National Public Employees," "Ethics Card of National Public Employees," DVDs, YouTube and Manga for case studies, case examples and e-learning material for national public employees.



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