



**Order No. 10/2019. of the General Director
on Issuance of the Code of Ethics**

In the exercise of my internal regulatory competence specified in Section 69.7 of the Organizational and Operational Regulations (hereinafter: **OOR**) of the Hungarian State Opera (hereinafter: **HSO**), I hereby order the following:

1. By issuing this Order I hereby put into effect the **Code of Ethics (V1.0)** constituting an Annex to the Order.
2. I hereby announce this Order in a circular sent to all organizational units within its scope and publish it in HSO's IT system.
3. This Order shall enter into force on **May 6, 2019**.

Budapest, May 2, 2019

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**Szilveszter Ókovács
General Director
Hungarian State Opera**

Annex:
Code of Ethics (V1.0)



CODE OF ETHICS

Version number: V1.0

Effective: May 6, 2019

Issued: Order No. 10/2019. of the General Director

1. Purpose of the Code of Ethics

- 1.1. The fundamental public service mission of the Hungarian State Opera (**HSO**) is to carry out public tasks in the field of musical and dance arts, pursuant to Act XCIX of 2008 on the Support and Specific Employment Rules of Performing Arts Organizations, in accordance with the Founding Charter and the Organizational and Operational Regulations. The purpose of the Code of Ethics is to provide specific guidance to all colleagues of the HSO to comply with basic principles by setting specific rules of conduct required to comply with principles and requirements of ethics, and to allow prudent abstention from participating in acts deemed unethical pursuant to the Code of Ethics;
- a) to promote the development of an ethical culture in the performance of the relevant public tasks, the core activities and all the special fields supporting the latter;
 - b) to provide HSO with an appropriate basis for working out development plans promoting an ethical culture on the one hand and for objective accountability on the other by setting specific requirements;
 - c) to inform the public about the behavior expected of HSO colleagues.

2. Scope of the Code of Ethics

- 2.1. The personal scope of the Code of Ethics extends to all HSO colleagues. For the purposes of the Code of Ethics, a HSO colleague is a person who has a public servant or employment relationship or any other relationship (contractual) aimed at the performance of work with HSO (hereinafter collectively: **colleague**).
- 2.2. The scope of the Code of Ethics extends to theatrical and other activities of colleagues in support of performing arts as well as activities outside HSO that may affect the reputation of HSO. Inappropriate or unfair behavior may also be considered an ethical misconduct if it is not specifically mentioned in the Code of Ethics, but at the same time, the given behavior will have an adverse legal consequence based on prevailing law or other internal regulations of HSO.

3. Principles of ethics of HSO

- 3.1. **Honesty:** Honesty of a colleague is the basis for trust in the activity of said colleague, and contributes to the respect for his/her person and profession. Trust and appreciation created through honesty will help the acceptance of a colleague's professional opinion and support for his/her activities by others in the interest of HSO.
- 3.2. **Objectivity:** Colleagues will act with the greatest care, professionalism and punctuality expected of them in carrying out their activities, exercising their powers, collecting, evaluating and communicating information necessary for opinion making and decision support, by placing the interests of HSO as a whole above their individual interests.
- 3.3. **Confidentiality:** Colleagues will be aware of the value and confidentiality of the information they have in their possession. Accordingly, they will not disclose such information in any way without proper authorization unless they are under a legal or professional obligation to do so.

- 3.4. **Expertise:** Colleagues will carry out the tasks assigned to them using their appropriate knowledge, expertise and experience.

4. Rules of conduct

- 4.1. HSO' is generally committed to its colleagues to
- a) fully respect their privacy, human dignity and private lives,
 - b) comply with the requirement of equal treatment and non-discrimination at all times,
 - c) do its utmost to create and maintain an orderly, safe and healthy work environment,
 - d) create a fair and equitable pay system.
- 4.2. In accordance with the principle of honesty, all HSO colleagues will
- a) perform their work, make their decisions and statements honestly, carefully and responsibly, cooperating with other colleagues,
 - b) adhere to laws , internal regulations and orders concerning their work,
 - c) keep in mind the proper operation and objectives of HSO, and promote their fulfillment,
 - d) not place their own individual interests above those of HSO as a whole during their work, and always respect HSO's legitimate interests, reputation as well as the privacy rights and human dignity of their colleagues,
 - e) refrain from any manifestations during their internal and external communications that would harm the honor and reputation of HSO and HSO's partners;
 - f) avoid, by setting good example, any situation that would give the appearance of unlawful or unethical conduct both at and outside their workplaces, and in particular refrain from any conduct not compliant with the requirements set forth in the Code of Ethics or exerting any influence to engage in such conduct or impairing the reputation of HSO in any way;
 - g) strive to increase HSO's prestige and reputation.
- 4.3. In accordance with the principle of objectivity, no HSO colleagues will
- a) engage in any activity or relationship that could actually or presumably interfere with their impartiality. This also applies to activities or relationships that may conflict with the interests of HSO; they will
 - b) avoid situations that make possible any influence to violate the relevant principles and not accept any advantage that could actually or presumably undermine their professional opinions and decisions and especially refrain from committing corruption offenses, such as providing or accepting bribery;
 - c) provide authentic, objective and professional information on their daily activities and perform their activities in a neutral manner, free from external influences.
- 4.4. In accordance with the requirements of confidentiality, all HSO colleagues will
- a) handle any information received in a responsible and not use the same in an unauthorized manner, and in particular not disclose it to third parties or use it for personal gain.
- 4.5. In accordance with the principle of expertise, all HSO colleagues will
- a) perform their tasks received at the utmost artistic standard, full mobilization of their professional skills, knowledge and experience, observing the written and unwritten rules concerning their duties,

- b)* undertake only such tasks and assignments for which they have the required knowledge, expertise and experience;
- c)* may only be entrusted with a task for which their superior can reasonably assume that they possess the necessary knowledge, expertise and experience;
- d)* continuously develop their knowledge as well as the efficiency and quality of their work in the interests of HSO.

4.6. Colleagues working in management must

- a)* ensure apart from compliance with the Code of Ethics that colleagues under their supervision have learned and understood the Code of Ethics,
- b)* create an open working environment that is suitable for demonstrating and discussing ethical behavior,
- c)* engage in an exemplary law-abiding and ethical conduct in their day-to-day activities, and behave objectively with subordinate employees,
- d)* specify clear requirements and expectations for subordinate employees and evaluate their work consistently, impartially and fairly,
- e)* support the professional development and continuous training of their subordinate employees according to HSO opportunities,
- f)* refrain from abusing their presumed or real power.

4.7. The Statement of Executive Integrity of the General Director and Deputy General Director of HSO is added as **Annex 1** to the present Regulations.

5. Procedure for ethical misconduct

- 5.1. In case of actual or suspected violation of the principles of ethics or rules of conduct set forth in these Regulations, the procedure of handling integrity-related events specified in the HSO's prevailing Internal Control Regulations must be followed.