

12 **Guidelines  
on Preventing and Combating Corruption in the  
State Administrative Agencies of Saarland  
(Anti-Corruption Guidelines)**

11 December 2018

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Please note: This translation is provided for information purposes only. In the event of any discrepancy between the translation and the original German version published in the Official Gazette (*Amtsblatt des Saarlandes*), the provisions of the latter shall take precedence.

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**1 Scope**

- 1.1 Unless otherwise specified, these guidelines apply to all public officials in Saarland. Public officials are civil servants (*Beamte*), retired civil servants, public-sector employees and trainees/apprentices who are employed by the Saarland state authorities.
- 1.2 It is recommended that these guidelines should be followed by all local and district authorities, municipalities and municipal associations and any public bodies, institutions and foundations governed by public law and under the oversight of the Saarland state government.

**2 General information**

- 2.1 Corruption undermines trust in the integrity of the state and in its ability to function properly. Moreover, corruption causes substantial economic damage. The aim of the Saarland state government is therefore to effectively prevent and combat corruption within the state's administrative agencies.
- 2.2 Corruption is understood to mean conduct by public officials who use their position and power to illegally gain, either directly or indirectly, material or immaterial benefits for themselves or for a third party.

- 2.3 Public officials shall avoid any appearance or suggestion that they are susceptible to corruption in the conduct of their duties.
- 3 Measures to prevent and combat corruption**
- 3.1 Areas of activity that are particularly at risk of corruption**
- 3.1.1 All state administrative agencies shall conduct appraisals regularly, or whenever circumstances demand, to ascertain those areas of activity that are at particular risk of corruption. Special attention should be given to those organizational units in which specialist knowledge is concentrated amongst only a few public officials or in which current control structures are considered inadequate.
- 3.1.2 Areas of activity that are particularly at risk of corruption include but are not limited to the following:
- Procurement and contract award procedures, particularly in the construction sector
  - Issuing of concessions, permits and licences
  - Setting and collecting taxes, fees and other levies
  - Granting benefits, allowances and other financial assistance from public funds
  - Testing and control activities
  - Public infrastructure planning and development measures
  - Management of personnel.
- 3.1.3 Risk analyses may need to be implemented in areas that are particularly vulnerable to corruption. Depending on the results of the risk analysis, it may be necessary to examine possible restructuring, workflow reorganization and/or staff allocation – particularly regarding the separation of planning, contract award, acceptance and invoicing procedures. In addition to the above, particular focus should be placed on identifying signs of corruption, such as public officials whose standard of living appears inexplicably high, or who maintain private contacts to applicants and bidders, or who are perpetually too busy to discuss their work activities or who constantly shield their work or operative area from scrutiny.
- 3.1.4 Special care needs to be taken when selecting personnel to work in areas that are particularly at risk of corruption. Public officials whose personal financial circumstances are insecure should not be tasked with procurement activities, nor should they be in positions in which there is a greater risk that they could be subject to improper influence by third parties.
- 3.1.5 Personnel working in areas of activity that are particularly vulnerable to corruption should be deployed for a limited period only so that close personal relationships and mutual dependencies cannot develop between public officials and third parties. The reasons for any exceptions made to this rule shall be given in writing. If the position does not involve regularly recurring external contacts, the term-limited deployment condition may be waived.
- 3.2 Staff corruption-awareness briefings**
- 3.2.1 When taking their oath of office or when agreeing to abide by the requirements of their position, or at any such time as may be appropriate, public officials shall be made aware of the risk of corruption and of the consequences of corrupt conduct. After having been briefed accordingly, each public official shall receive a copy of these guidelines. The official shall sign a declaration (see annex) to confirm that he/she has received the anti-corruption briefing and a copy of these guidelines. This confirmation of receipt will be deposited in the official's personnel file.
- 3.2.2 Supervisors and line managers shall ensure that public officials, particularly those working in areas that are especially vulnerable to corruption, receive regular briefings that cover corruption risks and the consequences of corrupt behaviour.
- 3.2.3 In order to raise awareness among public officials of the problem of corruption, the subject should be included in regular staff performance reviews. These should address not only the legal situation and legal consequences of corrupt actions, but also the different ways in which corruption can manifest itself.
- 3.2.4 Supervisors and line managers are expected to take their function as role models seriously, particularly with respect to corruption risks within the public administration sector.
- 3.3 Education and training**
- 3.3.1 The subject of corruption risks within the public administration sector shall be covered appropriately in vocational education and training programmes in the field of public administration; where necessary, programme curricula shall be modified accordingly.
- 3.3.2 Information and awareness-raising campaigns should be provided to public officials by the competent authorities as part of the officials'

continuing education and professional development. Particular importance shall be attached to the education and training needs of supervisors, line managers and anti-corruption officers. Training seminars shall be offered regularly to public officials working in areas vulnerable to corruption.

### 3.4 Control mechanisms

3.4.1 Suitable control mechanisms shall be implemented to prevent corruption and to provide greater legal certainty in all state administrative agencies.

3.4.2 Appropriate control mechanisms involving enhanced scrutiny by several public officials or organizational units, random checks/audits and/or risk management systems shall be established, particularly in areas of activity that are particularly at risk of corruption.

3.4.3 The transparency of individual decisions, including information on the way the decision was reached, shall be ensured (e.g. through unambiguous definitions of roles and responsibilities, reporting structures, IT-supported procedural controls, accurate and complete documentation of the entire process).

3.4.4 Taking on or holding secondary employment may be subject to restrictions or may be partially or entirely prohibited if there is any concern that official work-related interests may be impacted. Strict standards shall be applied when the relevant assessments are conducted.

### 3.5 Anti-corruption officers

3.5.1 Every top-level administrative agency shall nominate in writing an anti-corruption officer and a deputy. The anti-corruption officer acts as the contact person for corruption prevention in the agency's area of activity. Every top-level administrative agency shall decide for its specific area of activity whether to nominate additional anti-corruption officers with responsibility for independent corruption prevention within subordinate agencies and organizational units.

3.5.2 The anti-corruption officer should be qualified for service within the higher intermediate level (*gehobener Dienst*) of the Saarland state civil service or should hold an equivalent vocational or professional training qualification. To ensure that the person nominated as the anti-corruption officer is competent to provide advice to other public officials as well as to act as the contact person for the general public, he/she shall possess the required level of technical expertise

and the necessary social skills. A long period of service and deployment in a wide range of areas within the civil service are advantageous.

3.5.3 The other official duties that the anti-corruption officer has to perform shall be compatible with the role of anti-corruption officer. If disciplinary proceedings relating to corruption are initiated against a public official, the anti-corruption officer shall not be put in charge of conducting the proceedings, nor shall he/she be assigned the task of elucidating the facts of the case. Public officials who work in the areas of personnel management or human resources administration shall not be appointed to the role of anti-corruption officer. The same applies to public officials who predominantly work in the fields of procurement and contract awards.

3.5.4 The anti-corruption officer shall perform the following tasks:

- Advising agency management on corruption prevention issues
- Advising the press and public relations department about communicating corruption prevention issues to the public
- Acting as the contact for members of staff (who do not necessarily have to go through official channels), members of the public and all agencies whenever there are cases of suspected corruption.
- Advising and informing public officials
- Assessing signs or evidence of corruption

3.5.5 The anti-corruption officer shall be granted an adequate amount of time in which to perform these tasks. He/She shall not be disadvantaged by performing the duties of an anti-corruption officer. The anti-corruption officer may resign from their role at any time by notifying the agency management accordingly.

3.5.6 The anti-corruption officer is subordinate only to the agency management to whom he/she is entitled to report directly.

3.5.7 Agencies are required to provide all relevant information to the anti-corruption officer(s) without delay to enable them to perform their duties, particularly with regard to incidents of suspected corruption.

3.5.8 The anti-corruption officer shall not disclose any information he/she gained about the personal circumstances of any public officials. The obligation to maintain confidentiality shall remain in force after the anti-corruption officer has completed his/her term of office. This shall

not apply when there is a legal obligation to disclose such information to law enforcement agencies or to the courts.

### 3.6 Entrusted lawyer

3.6.1 An independent lawyer shall be commissioned to act as the permanent external contact for reporting potential fraud and corruption matters. The work of this independent lawyer is not subject to instructions from or influence by the state government.

3.6.2 The task of the entrusted lawyer is to investigate reported claims of fraud and corruption. The entrusted lawyer shall receive and document any claims reported to him/her. After conducting a due and proper examination of the claims, the entrusted lawyer may deem it necessary to conduct further enquiries.

3.6.3 Any person may contact the entrusted lawyer to communicate confidential information regarding actions, particularly fraudulent or corrupt practices, by public officials within a state administrative agency or by any clients, business partners, or recipients of grants or subsidies from state administrative agencies, or by the employees of staff of such entities, whereby these actions are, in the opinion of the person supplying the information, contrary to the interests of the state of Saarland.

3.6.4 As a qualified legal practitioner, the entrusted lawyer has a professional duty to maintain confidentiality. Without the express consent of the person disclosing the information, the entrusted lawyer shall not divulge to state authorities or any other third party the identity of the discloser, nor any confidential commercial or operative information nor any other facts that have been entrusted to or otherwise made known to him/her during the execution of or in connection with his/her role as the entrusted lawyer. If the entrusted lawyer is called as a witness to appear in criminal or civil legal proceedings, he/she may disclose the name or identity of the person who supplied the information only if both the state authorities and the person who supplied the information have given their consent.

3.6.5 If the information provided or the investigations carried out yield an initial suspicion that a public official or third party has engaged in criminal misconduct, the entrusted lawyer shall notify the relevant agency as instructed by the state authority. The receiving agency shall forward the matter to the state institution or body with responsibility for investigating and pursuing this

matter further, possibly in collaboration with the entrusted lawyer.

3.6.6 Provided that the provisions of Section 3.6.4 would not be breached, the state authority may at any time instruct the entrusted lawyer to notify it of matters that, in his/her opinion, do not suffice to establish initial suspicion of misconduct. Furthermore, the state authority is entitled to demand abstract information regarding disclosures received by the entrusted lawyer.

3.6.7 The central contact person for the entrusted lawyer is the anti-corruption officer in the Saarland Ministry for Internal Affairs, Construction and Sport. The entrusted lawyer may also liaise with the anti-corruption officers in the top-level administrative agencies – particularly with regard to collaboration within the meaning of Section 3.6.5 above. The entrusted lawyer shall be provided with a list of the relevant contacts in the top-level administrative agencies and their contact details. The list shall be kept up-to-date.

3.6.8 The entrusted lawyer's contact details and the duties he/she performs shall be published on the internet on Saarland's official state website as well as on the intranet accessed by the state administrative agencies of Saarland.

## 4 Public procurement procedures

4.1 Because of the impact on government finances, the awarding of public contracts is an area that is particularly susceptible to influence by corrupt and other unfair practices. It is therefore particularly important to ensure the accuracy and integrity of the contract award procedure, the relevant documentation and the record-keeping system.

4.2 The award of public contracts shall comply with the principles of efficiency and economy as set out in Section 7 of the Saarland State Budgetary Regulations (*Landeshaushaltsordnung*, LHO). All procedures shall comply with the provisions of the applicable public procurement legislation, particularly the provisions in

- the Act Against Restraints of Competition (*Gesetz gegen Wettbewerbsbeschränkungen*, GWB)
- the Regulations Governing the Award of Public Contracts (*Vergabeverordnung*, VgV)
- the Rules for the Award of Public Construction Contracts (VOB) and

- the Procedural Rules for the Award of Public Procurement Contracts for Goods and Services below the EU thresholds (*Unterschwel­lenvergabeordnung*, UVgO)

where their application is mandatory. In addition to the foregoing, reference is also made to:

- the Guidelines for the Award of Goods and Services Supply Contracts by the State Administrative Agencies of Saarland (*Beschaffungsrichtlinien*) of 16 September 2008 (Official Gazette of Saarland (*Amtsblatt*), p. 1681) last amended on 29 December 2015.
- the decree issued by the Saarland state government regarding the implementation of the Rules for the Award of Public Construction Contracts Part A (*VOB Teil A*) and the Rules for the Award of Public Service Contracts (Excluding Construction Works) Part A (*VOL Teil A*) of 16 July 1996 (Joint Ministerial Gazette (*GMBL*) 1197, p. 26), and
- the Competition Register Act (federal law concerning the establishment and operation of a register to ensure competitive tendering for public contracts and concessions (*Wettbewerbsregistergesetz*, WRegG) of 18 July 2017 (Federal Law Gazette I (*BGBl. I*), p. 2739).

- 4.3 Any contract for the supply of goods and services shall have been preceded either by a public invitation to tender or by a restricted tender procurement process with pre-qualification (see Sec. 55 LHO). As the restricted tender procurement method and, in particular, the discretionary award of contracts make it possible for public officials to exert influence in favour of a particular company, such as when selecting which companies to invite to tender, these public procurement methods shall only be deployed if they are expressly permitted in law by, for example, a statutory provision, a decree or by official guidelines.

## 5 Financial rewards, gifts and other benefits

### 5.1 Prohibition on accepting financial rewards, gifts and other benefits

- 5.1.1 In relation to the discharge of their public office, public officials are prohibited from soliciting, accepting a promise of, or receiving financial rewards, gifts or other benefits (Sec. 42(1), sentence 1 of the Civil Servants Status Act (*Beamtenstatusgesetz*, BeamStG); Sec. 3(3),

sentence 1 of the Collective Agreement on Remuneration of Public Sector Employees in the German Länder (*Tarifvertrag der Länder*, TV-L).

- 5.1.2 Financial rewards and gifts are any and all benefits, including services, to which the public official has no legal entitlement and that objectively represent a material or immaterial advantage. Such benefits also include advantages to third parties, e.g. relatives, acquaintances, etc. It does not matter whether the party offering or promising an advantage does so directly or through an intermediary acting on its behalf. An advantage of this type may, for example, be

- payment of money
- supplying gift certificates (e.g. tickets to events) or providing items for private use (e.g. construction machinery, vehicles) or for private consumption (e.g. petrol), even if the party offering or promising the advantage does so at no or only marginal cost to itself.
- special benefits in privately transacted business (e.g. interest-free or low-interest loans)
- providing discounts that are generally not available to members of the occupational group to which the public official belongs
- payment of excessively high fees for private secondary employment activities (e.g. lectures, expert reports)
- supplying travel tickets or invitations to travel
- offer of meals, entertainment and hospitality
- providing accommodation at no or only minimal cost
- receiving testamentary gifts or being named as a beneficiary to a will.

- 5.1.3 An advantage is deemed to have been granted in relation to the discharge of a public office if the party offering or promising an advantage has been guided by the fact that the public official holds or held a particular official position. It is not necessary for there to be a connection to a particular act or service rendered by the public official. The term ‘public office’ is understood here to mean the main official duties and any supplementary official duties that the public official performs as well as other secondary activities that the official has to carry out at the request, suggestion or instigation of the supervisor. A financial reward may also be

deemed to be in relation to the discharge of a public office if it is granted for a secondary employment activity that is associated with the public official's official duties.

5.1.4 An advantage is deemed not to have been granted in relation to the discharge of a public office if it was granted solely in relation to the public official as a private individual. This includes the typical gifts and courtesies that other members of staff would usually give to a public official as a sign of their friendship or collegial relationship (e.g. on the occasion of a birthday or an anniversary). If the public official discerns that expectations regarding the official's public duties are being linked to this type of personal interaction, he/she shall not accept any further advantages. In this case, the provisions set out in Sec. 5.1.6 shall apply accordingly.

5.1.5 A financial reward, gift or other benefit shall be deemed to have been accepted if the advantage is used or exploited in any way in either a private or work capacity. This includes situations in which the advantage received is directly re-gifted or donated to a third party. The recipient does not need to expressly declare receipt of an advantage for receipt to be assumed; conduct that implies receipt of an advantage is deemed sufficient.

5.1.6 Public officials who are offered or receive an advantage in connection with their official duties shall without undue delay and without prior notice inform the competent authorities about the nature and, where applicable, the value of the advantage, the relevant circumstances/occasion and the name of the party offering or promising the advantage.

## 5.2 Express consent is required for any exception to the prohibition on accepting financial rewards, gifts or other benefits

5.2.1 Any exceptions to the prohibition on accepting financial rewards, gifts or other benefits shall be approved by the relevant top-level administrative agency or, if the official is retired, the final top-level administrative agency under which the official worked (Sec. 42(1), sentence 2 of the Civil Servants Status Act (*Beamtenstatusgesetz*, BeamStG); Sec. 61 of the Saarland Civil Servants Act (*Saarländisches Beamtenengesetz*, SBG); Sec. 3(1), sentence 2 TV-L).

5.2.2 To avoid any suggestion of being susceptible to improper influence, public officials shall, without unreasonable delay, apply for approval

through the official channels before accepting any financial rewards, gifts or other benefits.

5.2.3 If for factual reasons it is not possible to apply for prior approval, the application shall be submitted without undue delay after the reward, gift or other benefit has been accepted. This applies particularly to those cases in which it was not possible to acquire approval in time, especially when the advantage bestowed was unforeseen or the advantage was for immediate use. If it is doubtful whether subsequent approval will be granted, the reward, gift or other benefit shall not be accepted.

5.2.4 The application requesting approval shall be submitted in writing. To enable a decision to be made, the written request shall provide a full description of the relevant situation/circumstances referred to in Section 5.1.6 above. Information provided by a public official in accordance with the rules governing travel expenses does not replace the need to submit a request for approval, but shall instead be supplemented by such a request.

5.2.5 The decision to grant approval shall be made on a case-by-case basis and shall be communicated in writing. Approval will generally be granted to teachers by the top-level administrative agency for minor tokens of appreciation such as those typically given by parents or schoolchildren when a class transfers to another teacher or when children leave school or move to another school.

5.2.6 Approval shall be granted only if the circumstances of each individual case do not give cause for concern that accepting a gift, reward or other benefit would impair the ability of the public official to perform his/her duties impartially and objectively or that third parties who become aware that a gift, reward or other benefit has been accepted could, on the basis of objective criteria, perceive there to be a conflict of interest.

5.2.7 Approval may be granted conditionally. Conditions may include but are not limited to transferring the benefit to the top-level administrative agency – insofar as the benefit is used in a work-related capacity – or transferring the benefit to a not-for-profit or charitable organization or to a public body, institution or foundation governed by public law that has been determined by the relevant approval-issuing authority. If for factual reasons it is not possible to transfer the benefit (e.g. it has already been used, consumed or lost), the transfer may be substituted by payment of a sum of money

determined by the top-level administrative agency to be the typical price of the benefit that was accepted. If the benefit is transferred or the equivalent sum of money paid, the public official concerned shall derive no further advantage, in particular no tax-related advantage, from the transfer or payment made. If the recipient of the benefit has derived no personal advantage from it, the top-level administrative agency may dispense with the requirement to make an equivalent payment.

5.2.8 Approval, possibly subject to conditions, is likely to be granted if

- the public official who accepted the benefit provided prompt notification and offered to transfer the benefit;
- the benefit was clearly presented to the public official in his/her role as a representative of his/her administrative agency;
- returning or rejecting the benefit would be regarded as impolite or as a breach of the generally accepted rules of social etiquette;
- returning or rejecting the benefit was not possible for factual reasons or for reasons of protocol;
- the party offering the benefit refused to accept its return or was very likely to refuse its return;
- the cost/effort of returning the benefit is not commensurate with the value of the benefit.

### 5.3 Tacit approval of exceptions to the prohibition on accepting financial rewards, gifts or other benefits

5.3.1 Tacit approval of the acceptance of minor tokens of appreciation is generally deemed to have been granted, unless this has been prohibited by the relevant top-level administrative agency for certain areas of activity.

5.3.2 Tacit approval is granted to public officials who accept the following benefits:

- Minor tokens of appreciation whose monetary value does not exceed €15 in each case (e.g. simple promotional items, such as ballpoint pens, calendars, notepads) and does not exceed a maximum value of €60 in a calendar year. The value shall be the market value in the Federal Republic of Germany.
- An appropriate level of catering or hospitality provided by public sector bodies or by recipients of public grants who are

primarily funded by the public purse.

- An appropriate level of catering or hospitality that is provided by private companies or individuals and is directly related to official acts, meetings, visits or similar activities, or such catering or hospitality that is offered to a public official in accordance with normal social customs or rules of etiquette and that – despite the obligation to perform duties impartially and objectively – it would be difficult for the official to refuse without appearing to breach accepted social conventions. This does not apply when the type or extent of catering or hospitality provided is of appreciable value, whereby the standard used to assess what is considered appreciable will depend in each case on the official function performed by the public official.
- Catering or hospitality that is provided as part of a general event that the public official is attending either as part of his/her official duties or because the event is a social engagement that the public official would be expected to attend in his/her role as a public official (e.g. formally welcoming a new official or taking leave of a departing official, official receptions), provided that the level of catering or hospitality provided does not exceed that which is customary and appropriate.
- Accepting minor services that facilitate or accelerate an official task or activity (e.g. being picked by car up from a railway station).

5.3.3 In cases of tacit approval there is no requirement to provide notification in accordance with Section 5.1.6 above, unless from an objective point of view there is concrete evidence of an intentional attempt to influence a public official (e.g. by regularly offering or promising an advantage or repeatedly exploiting the maximum allowed value of benefits).

5.3.4 If there is any doubt as to whether tacit approval of acceptance of a benefit can be assumed, a request for explicit consent shall be submitted without unreasonable delay.

5.3.5 Approval may be revoked by the relevant competent body if the circumstances of an individual case give cause for concern that accepting a gift, reward or other benefit would impair the ability of the public official to perform his/her duties impartially and

objectively or that third parties who become aware that a gift, reward or other benefit has been accepted could, on the basis of objective criteria, perceive there to be a conflict of interest.

- 5.3.6 Tacit approval does not release the recipient of an advantage from reporting information in accordance with the rules governing travel expenses.

#### 5.4 Legal consequences

- 5.4.1 A breach of the prohibition on accepting financial rewards, gifts or other benefits by a public official represents misconduct in office or a violation of the official's employment duties, so that

- civil servants (*Beamtinnen/Beamten*) may face disciplinary measures up to and including removal from office
- retired civil servants may face disciplinary measures up to and including revocation of their retirement pension
- public sector employees and trainees may face sanctions in accordance with employment law up to and including the immediate termination of their contract.

- 5.4.2 Moreover, public officials who breach the prohibition on accepting financial rewards, gifts or other benefits may face criminal conviction with the court imposing a fine or custodial sentence

- for accepting benefits (Section 331(1) of the German Criminal Code – StGB) if they demand, allow themselves to be promised or accept a benefit for themselves or for a third party in return for the discharge of a duty
- for taking bribes (Section 332(1) StGB), or in especially serious cases (Section 335(1), item 1 StGB), if they demand, allow themselves to be promised or accept a benefit for themselves or for a third party in return for the fact that they performed or will in future perform an official act and have thereby breached or would be in breach of their duties as a public official.

In addition to a custodial sentence or a fine, the court may impose additional legal consequences, such as depriving the person of the capacity to hold public office (Section 358 StGB) and confiscating the proceeds of unlawful acts (Section 73 ff. StGB).

- 5.4.3 If the state of Saarland suffers economic disadvantage due to a breach of the prohibition on accepting financial rewards, gifts or other

benefits, the public officials concerned shall be liable for damages (Section 48 of the Civil Servants Status Act (*Beamtenstatusgesetz*, *BeamtStG*); Sec. 3(7) of the Collective Agreement on Remuneration of Public Sector Employees in the German Länder (*Tarifvertrag der Länder*, TV-L). Irrespective of possible claims for damages, the state of Saarland may be entitled to claim possession of the benefits.

#### 6 Action to be taken in cases of suspected corruption

- 6.1 A public official who has factual evidence suggesting that a corrupt criminal act has been committed is obliged to inform his/her supervisor without undue delay. The supervisor shall immediately call in law enforcement agencies, initiate implementation of the necessary organizational and official procedures and rectify any organizational and managerial deficits. Support shall be provided to facilitate the investigations conducted by law enforcement agencies.

- 6.2 The necessary disciplinary procedures shall be instigated against the public officials concerned or the need to sanction them in accordance with prevailing employment law shall be assessed.

- 6.3 Measures shall be taken to ensure that claims for damages can be asserted.

#### 7 Final provisions

- 7.1 These guidelines shall come into force on the day after they are announced in the Saarland Official Gazette (*Amtsblatt des Saarlandes*). On that same date, the Saarland state government's 'Guidelines on Preventing and Combating Corruption in the State Administrative Agencies of Saarland' of 19 December 2000 (*GMBL* 2001, p. 4), shall cease to be in force.

- 7.2 Existing rules and regulations shall be adapted to comply with these guidelines.

- 7.3 State institutions or bodies may also issue more restrictive, supplementary regulations that are designed to meet the specific requirements of particularly sensitive administrative areas or of individual branches of the public administration sector.

Saarbrücken, 11 December 2018

**Minister for Internal Affairs, Construction  
and Sport**

Bouillon



Please note: This translation is provided for information purposes only. In the event of any discrepancies between the translation and the original German version, the latter shall take precedence.

Annex

Name, Vorname: \_\_\_\_\_  
[Surname, first name:]

Geboren am: \_\_\_\_\_  
[Date of birth: (Date format: DD.MM.YYYY)]

Anschrift: \_\_\_\_\_  
[Address:]

Personalnummer\*: \_\_\_\_\_  
[Personnel number\*:]

Bereich\*: \_\_\_\_\_  
[Operational area\*:] Bezeichnung der organisatorischen Einrichtung (bspw. Fakultätsbezeichnung, Dezernatsbezeichnung)  
[Title of organizational unit (e.g. name of faculty or division)]

**Bitte reichen Sie nur die in deutscher Sprache verfasste Erklärung, die als Anlage beigefügt ist, original handschriftlich unterzeichnet beim Dezernat Personal ein.**

**[Please only sign the original German language version of the declaration (enclosed) and submit it to the Human Resources Division.]**

### **Erklärung** **[Declaration]**

Ich erkläre hiermit, dass ich von der Richtlinie zur Verhütung und Bekämpfung von Korruption in der saarländischen Landesverwaltung vom 11. Dezember 2018 Kenntnis genommen und einen Abdruck erhalten habe. Auf den wesentlichen Inhalt der Richtlinie bin ich mündlich hingewiesen worden.

Mir ist bekannt, dass Korruption schwerwiegende strafrechtliche Konsequenzen hat und darüber hinaus

- für mich als Beamtin oder Beamter regelmäßig ein Disziplinarverfahren nach sich zieht, das zur Entfernung aus dem Dienst führen kann,
- für mich als Arbeitnehmerin oder Arbeitnehmer zu einer außerordentlichen Kündigung führen kann.

*[I hereby declare that I have been made aware of the 'Guidelines on preventing and combating corruption in the state administrative agencies of Saarland of 11 December 2018' and that I have been issued with a copy of the guidelines. I have received a verbal briefing regarding the pertinent elements of these guidelines.]*

*I am aware that corruption may have serious consequences under criminal law and that*

- *for civil servants (Beamtin/Beamter), corrupt behaviour will result in disciplinary proceedings that may lead to removal from office,*
- *for public-sector employees, corrupt behaviour may lead to termination of contract with immediate effect.]*

\_\_\_\_\_  
Ort, Datum [Place, Date]

\_\_\_\_\_  
Unterschrift [Signature]

\* Angaben zur Personalnummer, zum Bereich seitens der Universität des Saarlandes zur verwaltungstechnischen Handhabung vorliegender Erklärung innerhalb der Universität ergänzt (08-00/2021).

[\* Additional information concerning staff at Saarland University (personnel number, operational area) has been added to enable this declaration to be administratively processed within the university (08-00/2021).]

Anlage  
(Original)

Name, Vorname: \_\_\_\_\_

geboren am: \_\_\_\_\_

Anschrift: \_\_\_\_\_

\_\_\_\_\_

Personalnummer\*: \_\_\_\_\_

Bereich\*: \_\_\_\_\_  
Bezeichnung der organisatorischen Einrichtung (bspw. Fakultätsbezeichnung, Dezernatsbezeichnung)

### Erklärung

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\_\_\_\_\_  
Ort, Datum

\_\_\_\_\_  
Unterschrift