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DIRECTOR AND GENERAL INVESTIGATOR  
AIRCRAFT ACCIDENT AND INCIDENT  
INVESTIGATIONS BUREAU

CODE OF ETHICS FOR INVESTIGATORS

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# CODE OF ETHICS FOR INVESTIGATORS

## 1. General Provisions

1.1. The purpose of this Code is to establish and promote the general ethical standards governing the conduct of investigators of the Aircraft Accident and Incident Investigation Authority (hereinafter referred to as "the Authority"), and to safeguard the integrity and reputation of both the Authority and its investigators.

1.2. This Code of Ethics shall be consistent with the "Code of Ethics for Civil Servants of Mongolia" and with internationally recognized ethical standards applicable to accident and incident investigation.

## 2. Scope

2.1. This Code applies to all investigators of the Authority.

2.2. Personnel of the Authority who are not investigators shall be subject to the Code of Ethics for Civil Servants of Mongolia.

## 3. Ethical Principles

3.1. In view of the specialized nature of their functions, investigators shall, in the performance of their duties, adhere to the following principles:

- fairness;
- respect for the rule of law;
- equality;
- accountability;
- service to the public.

## 4. Core Ethical Values of Investigators

4.1. Within the framework of the principles set out in 3.1, investigators shall, in implementing State policy, fulfilling the objectives and functions of the Authority, and delivering public services, uphold the following values:

4.1.1. Under the principle of fairness: investigators shall perform their duties with integrity and loyalty, act in the public interest, avoid conflicts of interest, maintain zero tolerance for unlawful or unethical conduct, and set a positive example for others.

4.1.2. Under the principle of respect for the rule of law: investigators shall comply with the Constitution and other applicable laws at all times in the development of State policies and decisions, as well as in all public service activities.

4.1.3. Under the principle of equality: investigators shall treat all public officials, clients and members of the public equally and without discrimination, and contribute to the development of the Authority.

4.1.4. Under the principle of accountability: investigators shall continuously enhance their knowledge and skills necessary for the performance of their duties, and take full responsibility for the quality and outcomes of their work.

4.1.5. Under the principle of service to the public: investigators shall deliver public services in a transparent, efficient, accessible, timely and courteous manner, and maintain public trust.

## **5. Ethical Conduct**

5.1. In interacting with participants in the investigation and other persons, investigators shall act without discrimination, treat them with respect, and demonstrate the knowledge and professional conduct necessary to make objective, fact-based decisions aimed at preventing future occurrences.

5.2. Investigators shall not discriminate on the basis of nationality, language, race, age, sex, social origin, property status, occupation, official position, religion, opinion, education, or health status.

5.3. In the performance of their duties, investigators shall refrain from any form of inappropriate conduct, including insulting, harassing, coercing, or imposing their views on participants in the investigation or other persons.

5.4. Investigators shall provide participants in the investigation with appropriate guidance and support.

5.5. Investigators shall not, for personal or other interests, destroy, conceal, alter or misrepresent any evidence or information that may be relevant to an accident or incident, including information obtained from other sources.

5.6. Investigators shall refrain from making premature conclusions or expressing opinions on matters that have not been finally determined in accordance with applicable laws and procedures, and shall not disclose or publish any information or materials related to the investigation, except as authorized by relevant laws, regulations or procedures.

5.7. In the course of collecting information, investigators shall not comment on the occurrence, express approval or denial, display bias or partiality, adopt a one-sided approach, or make commitments in favour of any party.

5.8. Investigators shall substantiate their conclusions and decisions with supporting evidence, and shall take into account and, where justified, incorporate evidence-based conclusions of others.

5.9. Investigators shall take all necessary measures to ensure that the investigation is comprehensive, accurate and objective, verify the reliability of information, and properly document the evidence. Investigators shall refrain from making decisions based on assumptions.

5.10. Investigators shall analyse all relevant factual information related to safety, regardless of its apparent significance, in connection with the occurrence, examine the relationships between causes and contributing factors of accidents and serious incidents, and conduct in-depth

analysis of factors that may not have affected safety in the given circumstances but could pose potential risks in the future, with a view to enhancing flight safety.

5.11. Investigators shall not disclose any confidential information relating to individuals or organizations obtained in the course of the investigation.

5.12. Investigators shall not, for personal or other interests, destroy, alter or conceal any evidence that may be relevant to an accident or incident.

5.13. Investigators shall review and respond to requests, complaints and information submitted to the Authority by individuals and legal entities, and shall resolve them within the time limits prescribed by law.

5.14. Investigators shall not participate in matters involving family members, close relatives or associates, or organizations with which they have been employed or whose interests they have represented within the preceding three years.

5.15. Investigators shall not make or disseminate any statements or publications through the media that may harm the reputation of the Authority or its investigators.

5.16. Investigators shall refrain from any agreements or activities that may interfere with, adversely affect, or involve the misuse of their official position.

5.17. While investigators may accept gifts within the limits permitted by anti-corruption legislation, they shall not solicit or accept any donations, assistance, loans, rewards or other benefits, or obtain any personal advantage, in connection with their official duties. Investigators shall not, on the occasion of anniversaries or celebrations, request or accept services, work or items of value from individuals or legal entities.

5.18. Investigators shall provide accurate and truthful information to the competent authority regarding their assets, any changes thereto, and their income.

5.19. Investigators shall provide their supervisors with accurate, evidence-based and well-founded information and professional advice, in accordance with the applicable law, to support policy development, problem-solving and decision-making.

## **6. Ethics Committee**

6.1. A permanent, non-staff Ethics Committee (hereinafter referred to as "the Committee") shall be established with the authority to receive complaints and information regarding breaches of the investigators' code of ethics, examine their grounds, and issue conclusions. The Committee shall consist of no fewer than five members.

6.2. The Committee shall conduct its activities in the form of meetings. Decisions shall be taken by a majority of the members. The Committee shall maintain minutes of its meetings.

6.3. The Chair of the Committee shall be the Head of the relevant section, and the members of the Committee shall be appointed by order of the Head of the Authority.

6.4. The Committee shall have the following functions:

6.4.1. to monitor the implementation of the Code of Ethics for Investigators and ensure compliance with ethical standards.

6.4.2. to meet with the staff members or officials concerned and the complainant, hear their explanations and statements, and request relevant evidence, materials and documentation;

6.4.3. to determine whether a breach of ethical standards has occurred;

6.4.4. to examine acts or omissions constituting a breach of ethical standards and issue conclusions;

6.4.5. to make recommendations on whether disciplinary measures should be imposed.

6.5. The Committee shall monitor the implementation of the Code of Ethics and determine whether an investigator has committed a breach of ethical standards in the following cases, and shall issue a reasoned conclusion within 10 (ten) working days:

6.5.1. upon receipt of applications, complaints or information submitted by employees or members of the public;

6.5.2. as directed by the management of the Authority;

6.5.3. on the initiative of a member of the Committee;

6.5.4. based on information reported in the media;

6.5.5. upon requests or notifications from competent authorities or officials.

6.6. The Committee shall, where an alleged breach has not been substantiated, inform the management and the relevant parties accordingly, and may, where appropriate, provide information to staff.

## **7. Miscellaneous**

7.1. Any act or omission by an employee in violation of the Labour Law, other applicable legislation, internal labour regulations, relevant implementing acts, or this Code shall constitute grounds for the imposition of disciplinary measures.

7.2. In deciding on the imposition of disciplinary measures, due consideration shall be given to the nature of the ethical breach, its consequences, the extent of damage caused to society and the organization, and whether the breach is a first or repeated occurrence, in accordance with Article 131 of the Labour Law.

7.3. The order imposing disciplinary measures shall be placed in the employee's personnel file. Where appropriate, it may be communicated to staff.

7.4. Where an ethical breach involves elements of a criminal offence or corruption, the matter shall be referred to the competent authorities in accordance with applicable laws and regulations.