



COPY

REGENT SUKOHARJO  
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018

ABOUT

CODE OF ETHICS FOR STATE CIVIL APPARATUS

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that in order to create an honest, responsible, disciplined and professional State Civil Apparatus in providing services to the community and in order to realize Governance and to create a clean and authoritative Bureaucracy, it is necessary to prepare a Code of Ethics for State Civil Apparatus of the Sukoharjo Regency Government;

b. that based on the considerations as intended in letter a, it is necessary to stipulate a Regent's Regulation concerning the Code of Ethics for State Civil Apparatus;

Bearing in mind: 1. Law Number 13 of 1950 concerning Formation of Regency Areas in the Environment Central Java Province;

2. Law Number 33 of 2004 concerning Financial Balance Between the Central Government and Regional Government (State Gazette of the Republic of Indonesia 2004 Number 126, Supplement to the State Gazette Republic of Indonesia Number 4438);

3. Law Number 28 of 1999 concerning the Administration of a State that is Clean and Free of Corruption, Collusion and Nepotism (State Gazette of the Republic of Indonesia of 1999 Nornor 75, Supplement to the State Gazette of the Republic of Indonesia Number 3851);

4. Law Number 12 of 2011 concerning Formation of Legislative Regulations (Plate Republic of Indonesia Year 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234);

5. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to State Gazette of the Republic of Indonesia Number 5494);

6. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia 2014 Number 244, Supplement to the State Gazette Republic of Indonesia Number 5587) as amended the last few times with Law Number 9 2015 concerning the Second Amendment to Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);
7. Government Regulation Number 42 of 2004 concerning the Development of Corps Spirit and the Code of Ethics for Civil Servants (State Gazette of the Republic of Indonesia of 2004 Number 142, Supplement to the State Gazette of the Republic of Indonesia Nomor 4450);
8. Government Regulation Number 60 of 2008 concerning Government Agency Control Systems (State Gazette of the Republic of Indonesia 2008 Number 127, Supplement to the State Gazette of the Republic of Indonesia Number 4890);
9. Government Regulation Number 53 of 2010 concerning Civil Servant Discipline (State Gazette of the Republic of Indonesia of 2010 Number 74, Supplement to the State Gazette of the Republic of Indonesia Number 5135);
10. Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887);
11. Government Regulation Number 11 of 2017 concerning Management of Civil Servants (State Gazette of the Republic of Indonesia Year 2017 Number 63, Supplement to the State Gazette of the Republic of Indonesia Number 6037);
12. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislative Regulations (State Gazette of the Republic of Indonesia of 2014 Number 199);
13. Minister of Home Affairs Regulation Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036);

DECIDE :

To stipulate: REGENT'S REGULATION CONCERNING THE CODE OF ETHICS FOR STATE CIVIL APPARATUS.

PIG  
GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in the implementation of Government Affairs which fall under the authority of the Region.
5. State Civil Servants, hereinafter abbreviated as ASN, are Civil Servants and Government Employees with a Work Agreement.
6. The Code of Ethics for State Civil Apparatus is a guideline for the attitudes, behavior, actions, writings and speech of employees within the Sukoharjo Regency Government in carrying out their main duties and functions as well as their daily life.
7. The Code of Ethics Council is an *ad hoc* team tasked with enforcing and resolving implementation violation of the Code of Ethics by employees within the Sukoharjo Regency Government.
8. The reported party is an employee who is suspected of committing a violation Code of Ethics.
9. A reporter is a person who, because of their rights or obligations under the laws and regulations, must notify the authorized official about an incident that has occurred or is in the process of violating the Code of Ethics.
10. A Complainant is a person who provides information along with a request to an authorized official to take action against an employee who has committed a violation of the Code of Ethics.
11. A witness is a person who can provide information for the purposes of an investigation regarding a violation of the Code of Ethics that he himself heard, saw for himself and experienced for himself.
12. A report is a written notification submitted to an authorized official regarding a violation of the Code of Ethics.

13. A complaint is an oral and written notification accompanied by a request by an interested party to an authorized official to carry out an examination of an employee who is suspected of having violated the Code of Ethics.
14. Violations are any form of speech, writing or action/behavior of the State Civil Apparatus which is contrary to the spirit of the State Civil Apparatus corps and the code of ethics.
15. Civil Servants are Civil Servant Candidates and Civil Servants as intended in Law Number 5 of 2014 concerning State Civil Apparatus.
16. The authorized official is the Civil Service Development Officer or the Official who has the authority to punish or another appointed Official.

CHAPTER II

AIM AND OBJECTIVES OF THE CODE OF ETHICS

Section 2

- (1) The purpose of this Regent's Regulation is as a guideline for behavior/Code of Ethics for State Civil Apparatus.
- (2) The objectives of this Regent's Regulation are:
  - a. encourage the implementation of duties in accordance with statutory provisions;
  - b. increasing discipline in carrying out official duties;
  - c. ensure the smooth implementation of tasks and always maintain a conducive and harmonious working atmosphere;
  - d. improve work quality and professional behavior;
  - e. improve the image and performance of the State Civil Service

CHAPTER III

SCOPE

Article 3

Basic values that must be upheld by every apparatus State Civil Service within the Sukoharjo Regency Government includes:

- a. attitude
- b. behavior;

- c. deed,
- d. writing, and
- e. saying.

CHAPTER IV  
BASIC VALUES

Article 4

Basic values that must be upheld by every apparatus State Civil Affairs includes:

- a. devotion to God Almighty.
- b. loyalty and obedience to Pancasila and the Constitution 1945 Constitution.
- c. spirit of nationalism.
- d. prioritize the interests of the country, above interests individual, or group.
- e. compliance with laws and regulatory provisions legislation.
- f. respect for human rights.
- g. not discriminatory.
- h. professionalism, neutrality and high morals.
- i. esprit de corps.
- j. maintain and uphold high ethical standards.
- k. accountable for their actions and performance public.
- l. have the ability to implement policies and government program
- m. provide services to the public honestly, responsively, quickly, precisely, accurately, efficiently, efficiently and politely.
- n. prioritize high-quality leadership.
- o. value communication, consultation, and cooperation.
- p. prioritize achieving results and encouraging performance employee.
- q. promote equality in employment, and
- r. increase the effectiveness of the government system democracy as a career system device.

CHAPTER V  
CODE OF ETHICS FOR STATE CIVIL APPARATUS

Article 5

In carrying out their official duties and daily life, every State Civil Servant is obliged to behave and be guided by Code of Ethics in:

- a. patriotic;
- b. organize;
- c. community;
- d. self; And
- e. fellow State Civil Apparatus.

Article 6

The Code of Ethics in the state includes:

- a. Every State Civil Servant is obliged to fully implement Pancasila and the 1945 Constitution. To implement this ethic, every employee is obliged to:
  1. Always try to understand, appreciate and practice Pancasila and the 1945 Constitution in everyday life; And
  2. Always try to deepen knowledge about state policies, government policies and government plans in carrying out their duties.
- b. Every employee is obliged to raise the honor and dignity of the nation and state to implement ethics, every employee always upholds the honor of the state and always prioritizes the interests of the state above the interests of themselves, other people or groups.
- c. Every employee is obliged to be the glue and unifier of the nation in the Unitary State of the Republic of Indonesia, to implement ethics, every employee in carrying out the duties of the State Civil Service always tries, behaves and acts:
  1. Uphold the establishment of the Unitary State of the Republic Indonesia;
  2. Does not differentiate between groups and ethnicities, religions, races, between groups (SARA); And
  3. Neutral, that is, not involved in practical politics.
- d. Every employee is obliged to comply with all statutory regulations in carrying out their duties, to carry out ethics, every employee must comply with all statutory regulations and in resolving problems so that they are based on statutory provisions;

- e. Every employee is obliged to behave and act responsibly in carrying out the duties of administering a clean and authoritative government. To implement ethics, every employee is obliged to:
1. Always avoid collusion, corruption and nepotism in carrying out duties; And
  2. Always avoid behavior that can cause distrust.
- f. Every employee must be responsive, open, honest and accurate, and punctual in implementing every government policy and program. To implement ethics, every employee must:
1. Always be responsive to the interests of the nation and state;
  2. Be honest and act transparently;
  3. Carry out duties in accordance with statutory provisions;
  4. Use maximum power and effort to avoid mistakes that could cause state losses;
  5. Strive to complete tasks as best as possible in the time available so that work results can be utilized optimally.
- g. Every employee is obliged to use or utilize all state resources efficiently and effectively, based on the Guidelines for Implementing Increased Efficiency, Savings and Work Discipline. In essence, every employee carries out ethics by:
1. Utilize state resources only for official purposes and not for personal, other party or group interests;
  2. Try to find the best alternative so that the available state resources can produce maximum benefits for the interests of the nation and state.
- h. Every employee is obliged not to provide false testimony or incorrect information, to implement ethics, every employee:
1. It is prohibited to disseminate information whose truth cannot be verified;
  2. Must work according to actual conditions, not adding or subtracting from existing facts, namely based on valid, complete and accurate evidence.

## Article 7

The Code of Ethics in organizations is:

- a. Every employee is obliged to carry out their duties and authority in accordance with applicable regulations. To implement this ethics, every employee:
  1. Must set a good example in obeying and implementing statutory regulations;
  2. It is prohibited to accept and/or give compensation in any form, from and/or to parties who are directly or indirectly related to the assignment;
  3. It is prohibited to abuse their authority as a civil servant with the aim of enriching/benefiting themselves/other parties; And
  4. It is prohibited to be involved in activities that are contrary to legislation, public order and/or morality.
  
- b. Every employee is obliged to maintain confidential information. To implement this ethics, every employee is prohibited from divulging and/or not utilizing official secrets/state secrets known because of their position of office for personal, group or other parties' interests who have no right, based on the provisions of the Law -  
  
 Invitation. This includes, not giving way or providing opportunities under any pretext for those who are not entitled to know official secrets/state secrets.
  
- c. Every employee is obliged to implement every policy determined by the authorized official. To implement this ethics, every employee:
  1. Must carry out official orders given by authorized superiors, including participating in other activities required by the office;
  2. It is prohibited to leave an assignment, except for clear reasons, and with the permission of an authorized superior;
  3. It is prohibited to delay the duties of the State Civil Service, except for clear reasons, and with the permission of the competent superior;
  4. Must wear identification in the work environment;  
And
  5. Must obey/comply with working hours provisions.
  
- d. Every employee is obliged to develop a work ethic to improve organizational performance, to implement this ethic every employee is obliged to:
  1. Create and maintain a good working atmosphere;

2. Build work enthusiasm and use working time effectively;
  3. Maintain the cleanliness of each work environment; And
  4. Use and maintain official goods as best as possible, in accordance with their respective responsibilities.
- e. Every employee is obliged to work cooperatively with other related work units in order to achieve goals, to implement this ethic, every employee:
1. Can communicate persuasively with other work units and carry it out in a way that attracts sympathy, so that tasks can be carried out as they should;
  2. Willing/willing to ensure the importance of the tasks to be carried out, while still respecting other routine work tasks;
  3. Willing/willing to understand the activities of other work units, but still pay attention to the smoothness and accuracy of the tasks they carry out;
  4. Willing/willing to foster healthy cooperation with other work units in carrying out tasks smoothly;
  5. It is prohibited to give orders for interests personally to other work units;
  6. Must treat other work units as subjects and not objects, namely trusting and respecting other work units; And
  7. Must respect/respect seniority in terms of age, rank and position in other work units.
- f. Every employee is required to have competence in carrying out their duties. To implement this ethic, every employee:
1. Willing to put knowledge and experience into practice (both own experience and the experience of others) to complete the task;
  2. Able to plan and implement it effectively; And
  3. Willing to use imagination and conceptual skills in carrying out tasks.
- g. Every employee is obliged to obey and adhere to operational standards and work procedures. To implement this ethic, every employee:
1. Must provide services in accordance with *standards Operating Procedure (SOP)*;
  2. Must maintain official criteria and policies;
  3. Must use time effectively; And

4. It is prohibited to complicate the service process given.
- h. Every employee is obliged to develop creative and innovative thinking in order to improve organizational performance. To implement this ethic, every employee:
  1. Can formulate several possible solutions to the problems faced; And
  2. Must make decisions based on facts and professional considerations (on the basis of logical and conceptual thinking).
- i. Every employee must be oriented towards improving the quality of work, to implement this ethic, every employee:
  1. Have high curiosity and full interest/attention to his work; And
  2. Have initiative and have a strong desire to learn; Motivate yourself continuously to always work.

#### Article 8

The Code of Ethics in society includes:

- a. Every employee is obliged to adopt a simple lifestyle. To implement this ethic, every employee:
  1. It is best not to use luxury vehicles;
  2. Can take care of himself and his family in daily life so as not to cause social jealousy in society; And
  3. It is prohibited to use more than one similar position facility, including official vehicles and official housing.
- b. Every employee is obliged to provide service with empathy, respect, politeness, selflessness, and without any element of coercion. To implement this ethic, every employee:
  1. In carrying out your duties and daily life, you must always be humble (not arrogant), considerate, and not demean other parties or society;
  2. Use a natural speaking style, not complicated, and master the subject matter; And
  3. Use a tone of voice that is natural, polite, and not yelling, or making things up.
- c. Every employee is obliged to provide services quickly, precisely, openly and fairly, and not discriminatory, to

implementing this ethic, every employee:

1. Must provide information regarding services provided to the public in a transparent manner;
  2. Discrimination is prohibited in providing services to the community, namely without paying attention to status and SARA;
  3. Must prioritize state interests and/or public interests above personal or group interests; And
  4. It is prohibited to violate applicable statutory provisions or regulations, for the personal interests of a person, group of people or a particular organization.
- d. Every employee is obliged to be responsive to the state of the community environment. To implement this ethic, every employee:
1. Care about events that occur in society;
  2. Actively participate in activities held in the community;
  3. Always maintain cleanliness; And
  4. Provide a good example to society.
- e. Every employee must be oriented towards improving the welfare of the community in carrying out their duties. To implement this ethic, every employee always tries to make policies, create work procedures, and choose alternative actions, which ultimately have an impact on improving the welfare of the community.

#### Article 9

The Code of Ethics towards oneself includes:

- a. Every employee is obliged to behave and act honestly, openly, and not provide incorrect information. To implement this ethic, every employee:
1. Realize that every action will be accountable to God Almighty, therefore you must state something according to the actual situation, neither adding nor subtracting from existing facts;
  2. It is prohibited to receive anything, in any form, that is not his right, or to give anything that could influence or reduce objectivity;
  3. Not hypocritical;
  4. Willing/willing to accept and select proposals/suggestions/instructions from other parties; And

5. Flexible, able, and willing/willing to interact with people, whose position is higher, equal, or lower.
- b. Every employee is obliged to act with full seriousness and sincerity, to implement this ethic, every employee:
1. Realizing that his duty of service to the Indonesian nation, state and society, through his work within the Regency Government, if carried out with sincerity and good intentions, is also a service and/or worship of Almighty God;
  2. Willing/willing to use the power of analysis and evaluation;
  3. Interact with people whose position is proportionally higher, equal or lower;
  4. Be aware of all information received and not received easily influenced;
  5. Can make quick and accurate decisions based on rational considerations and principles of justice;
  6. Willing/willing to find a solution within facing difficulties;
  7. Have strong self-confidence, but still consider the suggestions/ opinions of other parties; And
  8. Must resolve problems reasonably, without violate applicable provisions.
- c. Every employee is obliged to avoid conflicts of personal, group or class interests. To implement this ethic, every employee:
1. Must prioritize the interests of the organization, above personal, group or group interests;
  2. Must respect the interests of individuals, groups and other groups; And
  3. Can communicate effectively, personally, groups, and other groups.
- d. Every employee is obliged to take the initiative to improve the quality of knowledge, abilities, skills and attitudes, to implement this ethic, every employee:
1. Have initiative and a strong will to learn, without being ordered or not waiting;
  2. Willing to take part in the training program held the agency or other agencies; And

3. Must always learn new knowledge and technology, which is directly or indirectly related to the workload.
- e. Every employee is required to have high fighting spirit, to implement this ethic, every employee:
1. Not be intimidated by other people and not submit due to pressure exerted by other people to influence their attitudes and opinions;
  2. Dare to face risks related to his work, not afraid to express things that according to his considerations and beliefs need to be done; And
  3. Be steady and confident in facing various difficulties.
- f. Every employee is obliged to maintain physical and spiritual health. To implement this ethic, every employee:
1. Obligation to carry out worship, in accordance with religion, and his beliefs;
  2. Must carry out the orders and avoid the prohibitions of their respective religions, especially those related to universal values;
  3. Willing to play an active role in religious events, held by the office or the environment;
  4. Must apply religious values and beliefs in daily life;
  5. Do regular exercise; And
  6. Consume healthy food.
- g. Every employee is obliged to maintain family integrity and harmony. To implement this ethic, every employee:
1. Not neglecting his family;
  2. Striving to guarantee the fulfillment of primary needs to his family from the income he receives;
  3. Must provide proper education to their children; And
  4. You must avoid acts that constitute betrayal of your marriage, such as infidelity and the like.
- h. Every employee must have a simple, neat and polite appearance. To implement this ethic, every employee:
1. Simple in everyday life;
  2. Dress simply, neatly, and politely prevalence; And

3. Be polite and behave politely

Article 10

Code of Ethics for fellow State Civil Servants:

- a. Every employee is obliged to respect fellow citizens who adhere to different religions/beliefs. To implement this ethic, every employee:
  1. Must respect the religion and beliefs of other employees;
  2. It is prohibited to discriminate between employees based on SARA;
  3. Can communicate well with followers of other religions/beliefs;
  4. It is prohibited to obstruct adherents of other religions from worshipping;  
And
  5. Do not intimidate/threaten adherents of other religions/beliefs.
- b. Every employee is obliged to maintain a sense of unity and integrity among fellow State Civil Servants. To implement this ethic, every employee:
  1. Do not intimidate other employees;
  2. It is prohibited to carry out actions that threaten the lives of other employees;
  3. Have a sense of togetherness and family among fellow employees;
  4. Must avoid conflicts of personal, group or class interests, including involvement in practical politics; And
  5. It is forbidden to compete with each other regarding the ethics of fellow colleagues employee.
- c. Every employee is obliged to respect each other between colleagues, both vertically and horizontally, within a work unit, agency or between agencies. To implement this ethic, every employee:
  1. Must respect the human rights of fellow employees;
  2. Must respect all employees, regardless of position;
  3. View all civil servants as having the same rank, not distinguishing between employees based on ethnicity, religion and race;
  4. Work unit/institution of origin of an employee;
  5. Intellectual/educational level;

6. It is prohibited to embarrass and bad-mouth fellow employees in front of other employees;
  7. Have the will to understand other people's feelings employee;
  8. Respect fellow employees, including employees whose service period has ended (retired);
  9. Strive to gain the trust of others employee;
  10. Suppress jealousy and envy towards fellow employees;
  11. Must control oneself/control emotions; And
  12. It is prohibited to use the names of fellow employees for personal purposes.
- d. Every employee is obliged to respect differences of opinion, to implement this ethic, every employee:
1. Always give a positive attitude towards every opinion emerging;
  2. Respect the opinions of other people who are more experts in a particular field, after assessing that these opinions are rational;
  3. Respect the opinions of other people who are more experts in a particular field, after assessing that these opinions are rational; And
  4. Turning differences of opinion into profitable diversity.
- e. Every employee is obliged to uphold the honor and dignity of the State Civil Service, to implement this ethic, every employee:
1. Must act in accordance with employment regulations valid;
  2. It is prohibited to accept compensation, in any form, from work partners outside the applicable provisions, either during or after carrying out duties;
  3. Be alert to all kinds of gifts, no matter how small and in any form, whether in goods or services, which will affect their independence and objectivity in carrying out their duties;
  4. It is prohibited to enter places that could tarnish dignity and honor, such as prostitution, immoral nightlife, and so on, except for the sake of duty;
5. It is prohibited to carry out acts against the law and morality,

such as gambling, sexual harassment, pornographic action, and/or pornography, and the like;

6. Prohibited from being involved in narcotics and illegal drug abuse;
  7. Do not drink alcoholic beverages; And
  8. Must always uphold moral and religious values.
- f. Every employee is obliged to maintain and establish cooperative cooperation with fellow State Civil Servants, to implement this ethic, every employee:
1. Able to work together healthily with other employees in carrying out tasks and achieving goals;
  2. Communicate relevant issues in daily tasks, prioritizing the use of Indonesian;
  3. Communicate important information regarding job issues to other employees who will carry out the same tasks;
  4. Willing to help other employees who have difficulties in carrying out their duties;
  5. Must prioritize the interests of the organization, above personal, group or class interests;
  6. Must respect the interests of individuals, groups and other groups;
  7. Can communicate effectively with individuals, class, and other groups;
  8. It is prohibited to criticize the work results of other employees;
  9. Provide positive appreciation for people's success other;
  10. Willing to help fellow employees, in terms of improving employee abilities, knowledge, skills and ethics;
  11. Willing to accept suggestions, healthy criticism, or corrective actions from fellow employees;
  12. Encourage fellow employees to be responsible for their respective duties; And
  13. Remind fellow employees to always refer to these rules of conduct, in a tactful manner.
- g. Every employee is obliged to gather in one Corps forum

Employees of the Republic of Indonesia, who guarantee the realization of solidarity and solidly of all State Civil Servants in fighting for their rights, to implement this ethic, every employee:

1. Must be a member of the Republic of Indonesia Civil Service Corps (Corpri);
2. Must carry out obligations as a member; And
3. Obtain rights as a member.

CHAPTER VI  
CODE OF ETHICS IN REGIONAL APPARATUS  
AND PROFESSIONAL CODE OF ETHICS

Article 11

- (1) Heads of Regional Apparatus can establish a Code of Ethics in their respective agencies and an Individual and/or Professional Code of Ethics.
- (2) The Code of Ethics as intended in paragraph (1) is stipulated in the Regulation of the Head of Regional Apparatus based on the characteristics of each Regional Apparatus.

CHAPTER VII  
CODE OF ETHICS ASSEMBLY

Article 12

- (1) To enforce the Code of Ethics, the Regency Government forms a Regency Code of Ethics Council which is determined by the Regent.
- (2) To enforce the Code of Ethics at the Regional Apparatus level a Code of Ethics Assembly can be formed.
- (3) The formation of the Code of Ethics Council as intended in paragraph (2) is determined by the Head of the respective Regional Apparatus.

Article 13

- (1) Membership of the Code of Ethics Council as referred to in Article 12, consists of:
  - a. 1 (one) Chairman and Member;
  - b.1 (one) Deputy Chairperson who is also a Member;
  - c. 1 (one) Secretary and Member; And
  - d. at least 3 (three) members.
- (2) If there are more than 5 (five) members of the Code of Ethics Council, the number must be odd.

- (3) The position and/or rank of a Member of the Code of Ethics Council may not be lower than the position and rank of the State Civil Apparatus being examined who is suspected of violating the Code of Ethics, at least the rank and/or position is the same as the State Civil Apparatus being examined.

#### Article 14

The Code of Ethics Assembly is obliged to convey the decision of the Code of Ethics panel session to the authorized official as a material in providing moral sanctions and/or administrative sanctions to State Civil Servants who violate the Code of Ethics.

#### Article 15

The Code of Ethics Council has the following tasks:

- a. conduct trials and determine the type of violation  
Code of Ethics;
- b. make recommendations for providing moral sanctions and actions administrative to authorized officials; And
- c. convey the decision of the Code of Ethics Council session to the authorized official.

#### Article 16

The Code of Ethics Council in carrying out its duties is authorized to:

- a. summon the employee to hear his statement as reported;
- b. present witnesses to hear their statements for examination purposes;
- c. ask questions directly to the Reported Party and Witnesses regarding anything necessary and related to the alleged violation committed by the reported party;
- d. decide/determine whether the reported party is proven or not proven to have committed a violation; And
- e. recommend moral sanctions and administrative action.

#### Article 17

(1) The Chairman of the Code of Ethics Council is obliged to:

- a. carry out coordination with members of the Code of Ethics Council to prepare for the trial by studying; And
- b. determine the trial schedule;

- c. determine the witnesses whose statements need to be heard;
  - d. lead the proceedings;
  - e. explain the reasons and objectives of the trial;
  - f. consider suggestions, opinions from both members of the Code of Ethics Council and Witnesses to formulate the trial decision;
  - g. sign the trial decision;
  - h. read the court decision; And
  - i. sign the minutes of the trial.
- (2) The Deputy Chair of the Code of Ethics Council is obliged to:
- a. assist in the smooth implementation of the duties of the Chairman of the Assembly Code of Ethics;
  - b. chairing the session if the Chairman of the Code of Ethics Council is absent;
  - c. coordinate activities with the Secretary of the Code of Ethics Assembly; And
  - d. sign the minutes of the trial.
- (3) The Secretary of the Code of Ethics Council is obliged to:
- a. preparing trial administration;
  - b. create and send a summons to Reported;
  - c. Reporter/Complainant and/or Witness required;
  - d. prepare trial minutes;
  - e. prepare a draft of the trial decision;
  - f. deliver the trial decision letter to the Reported Party;
  - g. prepare and send a report on the results of the trial to reported superior; And
  - h. sign the minutes of the trial.
- (4) Members of the Code of Ethics Assembly are obliged to:
- a. ask questions to the Reported Party, Witnesses for the purposes of the trial;
  - b. submit suggestions to the Chairman of the Code of Ethics Council whether requested or not; And
  - c. Participate in all trial activities including conducting field inspections if necessary.

#### Article 18

- (1) Members of the Code of Ethics Council who do not agree with the trial decision must still sign the trial decision.

- (2) Disapproval as intended in paragraph (1) is stated in the minutes of the trial.

#### Article 19

- (1) The Code of Ethics Assembly hearing continues to be held without the presence of the reported party after being legally summoned 2 (two) times in a row.
- (2) The summons as intended in paragraph (1) with a grace period between the first summons letter and the next summons letter of 3 (three) working days.
- (3) The Code of Ethics Council session continues to provide the trial decision even though the reported party was not present at the hearing.
- (4) The decision of the Code of Ethics Council is final.

#### CHAPTER VIII

#### RIGHTS AND OBLIGATIONS

#### REPORTED, REPORTERS/COMPLAINERS, AND WITNESSES

#### Article 20

- (1) The Reported Party has the right to:

- a. know the membership composition of the Code of Ethics Council before the trial;
- b. receive a copy of the report/complaint file either individually or collectively no later than 3 (three) days before the hearing is held;
- c. submit a defense;
- d. presenting witnesses in the trial process;
- e. receive a copy of the trial decision 3 (three) days after the decision is read out; And
- f. receive administrative protection.

- (2) The Reported Party is obliged to:

- a. fulfill all calls;
- b. attend court;
- c. answer all questions asked by the Chairman and members of the Code of Ethics Assembly; provide information to facilitate the running of the Code of Ethics Council session;
- d. comply with all provisions issued by the Code of Ethics Assembly; And
- e. be polite.

Article 21

- (1) The Reporter/Complainant has the right to:
  - a. know the follow-up to reports/complaints submitted;
  - b. presenting witnesses in the trial process;
  - c. obtain a copy of the inspection report; And
  - d. receive administrative protection.
- (2) The Reporting Party/Complainant is obliged to:
  - a. provide clear identity;
  - b. provide clear identity;
  - c. maintain confidentiality reports/complaints conveyed to authorized officials;
  - d. fulfill all calls;
  - e. provide information to make the process easier Code of Ethics Assembly session; And
  - f. comply with all provisions issued by the Assembly Code of Ethics.

Article 22

- (1) Witnesses have the right to receive administrative protection
- (2) Witnesses are obliged to:
  - a. fulfill all calls;
  - b. attend court;
  - c. answer all questions asked by the Code of Ethics Assembly;
  - d. provide correct information according to what is known without deduction or addition;
  - e. comply with all provisions issued by the Code of Ethics Assembly; And
  - f. be polite.

Article 23

- (1) In the event that there is no proven violation of the Code of Ethics, the Code of Ethics Council may recommend moral sanctions for the reporter/complainant to the authorized official.
- (2) The imposition of moral sanctions on whistleblowers/complainants is determined in accordance with this Regent's Regulation.

CHAPTER IX  
PENALTY

Part One  
Moral Sanctions  
Article 24

- (1) State Civil Servants who violate the Code of Ethics are subject to moral sanctions.
- (2) The moral sanctions as intended in paragraph (1) are made in writing and stated by the Civil Service Development Officer.
- (3) Moral sanctions as intended in paragraph (1) are in the form of:
  - a. closed statement; or
  - b. open statement.
- (4) The closed statement as referred to in paragraph (3) letter a is delivered by the authorized official in a closed room known only to the relevant State Civil Apparatus and other related Officials in accordance with the Official rank requirements and must not be lower than the State Civil Apparatus in question. concerned.
- (5) Public statement as intended in paragraph (3) letter b by an authorized official or other official appointed through:
  - a. Official meeting forum for State Civil Apparatus;
  - b. Flag ceremony; And
  - c. Bulletin board.
- (6) When giving moral sanctions as intended in paragraph (3), the type of violation of the code of ethics committed by the State Civil Apparatus must be stated.
- (7) Officials as intended in paragraph (2) can delegate their authority as intended in paragraph (3) to other officials in their environment, at least echelon IV structural officials and whose rank is at least the same as the State Civil Apparatus being examined.

Article 25

State Civil Servants who violate the Code of Ethics, apart from being subject to moral sanctions as intended in Article 24, may be subject to administrative action in accordance with the provisions of statutory regulations, on the recommendation of the Code of Ethics Council.

The second part  
Administrative Sanctions

Article 26

Administrative sanctions are given based on recommendations from the Code of Ethics Council and in accordance with statutory provisions.

CHAPTER X  
DECISION OF THE ASSEMBLY ON CODE OF ETHICS

Article 27

- (1) The Code of Ethics Council makes a decision after examining State Civil Apparatus who are suspected of violating the Code of Ethics.
- (2) The Code of Ethics Council makes a decision after the State Civil Apparatus concerned has been given the opportunity to defend himself.
- (3) The decision of the Code of Ethics Council is taken by deliberation consensus.
- (4) In the event that consensus deliberation as intended in paragraph (3) is not reached, then the decision is taken by majority vote.
- (5) The decision of the Code of Ethics Council is final.

CHAPTER XI  
REHABILITATION

Article 28

- (1) State Civil Servants who are reported to have violated the Code of Ethics, and after being tried by the Code of Ethics Council and it is found that they have not been proven to have violated the Code of Ethics, will have their reputation rehabilitated.
- (2) Rehabilitation as intended in paragraph (1) is determined with the Decision of the Code of Ethics Council.

CHAPTER XII  
IMPLEMENTATION

Article 29

The implementation, control and supervision of the Code of Ethics is carried out by REGIONAL APPARATUS in charge of the management of the State Civil Apparatus.

CHAPTER XIII  
FINANCING

Article 30

All costs incurred as a result of the enactment of this Regent's Regulation are charged to the Regional Revenue and Expenditure Budget of Sukoharjo Regency.

CHAPTER XIV  
ADMINISTRATIVE COMPLETENESS FOR ENFORCING THE CODE OF ETHICS

Article 31

Complete administrative enforcement of the Rules of Conduct/Code of Ethics are listed in Appendix I, Appendix II, Appendix III, Appendix IV, Appendix V, Appendix VI, Appendix VII, Appendix VIII, Appendix IX, Appendix

is an integral part of this Regent's Regulation.

CHAPTER XV  
TRANSITIONAL PROVISIONS

Article 32

The Code of Ethics for Individuals and/or Professionals in the regional apparatus environment which was established prior to the enactment of this Regent's Regulation, is declared to remain valid as long as it does not conflict with this Regent's Regulation.

CHAPTER XVI  
CLOSING

Article 33

So that everyone knows, order an Invitation  
This Regent's Regulation with its placement in the Regional Gazette  
Sukoharjo Regency

Set in Sukoharjo  
on March 6, 2018  
REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

Promulgated in Sukoharjo  
on March 6, 2018

REGIONAL SECRETARY  
SUKOHARJO DISTRICT,

signed

AGUS SANTOSA

REGIONAL NEWS SUKOHARJO DISTRICT  
YEAR 2018 NUMBER 23

APPENDIX I  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
CONCERNING  
THE CODE OF ETHICS FOR THE STATE CIVIL  
APPARATUS OF THE SUKOHARJO DISTRICT  
GOVERNMENT.

ORAL REPORTS/COMPLAINMENTS  
NUMBER :

IDENTITY :  
REPORTER

Name :

NIP :

Rank / Class:

Position :

Work unit :

IDENTITY :  
REPORTED

Name :

NIP :

Rank / Class:

Position :

Work unit :

Name, Address of Witness:

- 1. ....  
.....
- 2. ....  
.....
- 3. ....  
.....

Contents of the report :

.....  
.....  
.....  
.....

Thus this report was made in truth at .....

....., date .....

Employee Receiving Reports

Reporter

.....

.....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX II  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
ABOUT  
CODE OF ETHICS FOR STATE CIVIL APPARATUS  
SUKOHARJO REGENCY GOVERNMENT

WRITTEN REPORTS/COMPLAINMENTS  
NUMBER :

IDENTITY :  
REPORTER

Name :

NIP :

Rank / Class:

Position :

Work unit :

IDENTITY :  
REPORTED

Name :

NIP :

Rank / Class:

Position :

Work unit :

Name, Address of Witness:

1. ....  
.....

2. ....  
.....

3. ....  
.....

Contents of the report :

.....  
.....  
.....  
.....

Thus this report was made in truth at .....

....., date .....

Employee Receiving Reports

Reporter

.....

.....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX III  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
ABOUT  
CODE OF ETHICS FOR STATE CIVIL APPARATUS  
SUKOHARJO REGENCY GOVERNMENT

Letterhead

THE CALL  
NUMBER :

Your presence is respectfully requested:

Name :

NIP :

Rank / Class:

Position :

Work unit :

To face :

Name :

NIP :

Rank / Class:

Position :

Work unit :

On :

Day :

Date :

O'clock :

place :

To be examined/asked for information regarding alleged violations of the code of ethics in the form of.....

That's how it's done

....., date .....

Head of BKPP / Head of OPD

Copy:

.....

1. ....

2. ....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX IV  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
CONCERNING  
THE CODE OF ETHICS FOR THE STATE CIVIL  
APPARATUS OF THE SUKOHARJO DISTRICT GOVERNMENT.

LETTERHEAD

....., date .....

Number :

Characteristic :

Attachment :

Regarding :

Dear. (Regent of Sukoharjo / Head of REGIONAL APPARATUS)  
in .....

1. Referrals:

Report/complaint No.  
.....  
.....

2. In connection with the report/complaint above, we are of the opinion that Name .....  
NIP. .... Rank/Goals.  
..... Position ..... Work Unit ..... is suspected of having  
violated the ASN Code of Ethics.

3. Based on the provisions of Article ... Regent's Regulation Number ..... Year ..... concerning  
the Code of Ethics for ASN for the Government of Sukoharjo Regency, it is proposed to form a  
Code of Ethics Council to carry out further examination of the violations in question. .

So check it out.  
Head of BKPP / Structural Officer  
in charge of Personnel  
at the Regional Apparatus level

.....

Copy:

- 1. ....
- 2. ....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX V  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
CONCERNING  
THE CODE OF ETHICS FOR THE STATE CIVIL  
APPARATUS OF THE SUKOHARJO DISTRICT GOVERNMENT.

LETTERHEAD

DECREE (REGENCY / REGIONAL APPARATUS)  
NUMBER ..... YEAR .....

ABOUT

ESTABLISHMENT OF THE STATE CIVIL APPARATUS CODE OF ETHICS ASSEMBLY  
IN (SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT/PERANGKAT  
AREA)

(REGENCY OF SUKOHARJO / Head of REGIONAL APPARATUS),

Weigh : that to implement the provisions of Article .. paragraph (..) Sukoharjo Regent Regulation Number ..... Year .... concerning the Code of Ethics for State Civil Apparatus in the Sukoharjo Regency Government, it is necessary to form a Code of Ethics Council;

Remember : 1. Law Number .....Year .... concerning .....;  
2. ....;  
3. Regulation of the Regent of Sukoharjo Number ..... Year ..... concerning the Code of Ethics for State Civil Apparatus of the Sukoharjo Regency Government.

Pay attention to: 1. Reports / complaints .....;  
2. Letter / Service Note ..... Number ..... Date ..... regarding the proposal to establish a State Civil Service Code of Ethics Council;

DECIDE :

Determine:

FIRST : Establish a Code of Ethics Council for State Civil Apparatus of Sukoharjo Regency Government/Regional Apparatus), with membership composition as stated in the Attachment to this Decree.

SECOND : Duties of the Assembly as referred to in the FIRST Dictum is :

a. conduct trials and determine the type of violation Code of Ethics;

- b. make recommendations on the imposition of moral sanctions and administrative actions to authorized officials; And
- c. convey the decision of the Assembly session to the authorized official.

THIRD

: In carrying out the duties of the Assembly as intended SECOND Dictum, the Assembly has the authority to:

- a. summon the employee to hear his statement as reported;
- b. present witnesses to hear their statements for examination purposes;
- c. ask questions directly to the Reported Party and Witnesses regarding anything necessary and related to the alleged violation committed by the reported party;
- d. decide/determine whether the reported party is proven or not proven to have committed a violation;
- e. decide/determine sanctions if the reported party is proven to have violated the Code of Ethics; And
- f. recommend moral sanctions and administrative action.

FOURTH: The Assembly as referred to in the FIRST Dictum carries out the obligations stated in article... Sukoharjo Regent Regulation Number.... Year .... concerning the Code of Ethics for State Civil Apparatus of the Sukoharjo Regency Government

FIFTH

: This Decision shall take effect on the date specified.

Set in Sukoharjo  
on

REGENT SUKOHARJO,

RECORDS: Delivered to the Honorable:

- 1. ....
- 2. ....
- 3. ....

WARDOYO WIJAYA

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX VI  
 SUKOHARJO REGENCY REGULATIONS  
 NUMBER 23 OF 2018  
 CONCERNING  
 THE CODE OF ETHICS FOR THE STATE CIVIL  
 APPARATUS OF THE SUKOHARJO DISTRICT GOVERNMENT.

MEMBERSHIP COMPOSITION OF THE CIVIL APPARATUS CODE OF ETHICS ASSEMBLY  
 COUNTRY IN (SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT  
 /REGIONAL DEVICE)

No.	Name	Rank/Goals	Position	
			Structural	In Assembly
1.				Concurrent Chairman Member
2.				Concurrent Deputy Chairman Member
3.				Concurrent Secretary Member
4.				Member
5. etc				Member

REGENT SUKOHARJO,

WARDOYO WIJAYA

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX VII  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
ABOUT  
CODE OF ETHICS FOR STATE CIVIL APPARATUS  
SUKOHARJO REGENCY GOVERNMENT

LETTERHEAD

POLICE INVESTIGATION REPORT

NUMBER :

On this day ..... date ..... month ..... year ..... we :

1. Name :

NIP :

Rank /  
Group :

Position :

2. Name :

NIP :

Rank /  
Group :

Position :

3. etc

Based on the authority vested in me/ Order..... have carried out inspections of:

Name :

NIP :

Rank / Class:

Position :

Work unit :

Because the person concerned is suspected of having violated the provisions of Article ....  
number .... letter .... Sukoharjo Regent Regulation Number  
.....

1. Question:

1. Answer

2. Question:

2. Answer

Thus, this Audit Minutes has been prepared so that it can be used properly.

Checked

Assembly

Name :

1. Name :

NIP :

NIP :

Signature :

Position :

Signature :

2. Name :

NIP :

Position :

Signature :

3. etc :

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX VIII  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
ABOUT  
CODE OF ETHICS FOR STATE CIVIL APPARATUS  
SUKOHARJO REGENCY GOVERNMENT

LETTERHEAD

DECISION OF THE ASSEMBLY ON CODE OF ETHICS (REGENCY OF SUKOHARJO / REGIONAL  
APPARATUS)  
NUMBER ..... YEAR .....

ABOUT

DECISION OF THE ASSEMBLY  
STATE CIVIL SERVICE CODE OF ETHICS ASSEMBLY (DISTRICT GOVERNMENT  
SUKOHARJO/REGIONAL APPARATUS),

Weigh : that to implement the provisions of Article .. paragraph (2)  
Sukoharjo Regent Regulation Number ..... Year .... concerning the Code  
of Ethics for State Civil Apparatus in the Sukoharjo Regency Government,  
it is necessary to form a Code of Ethics Council;

Remember : 1. Law Number .....Year .... concerning .....;  
2. ....;  
3. Regulation of the Regent of Sukoharjo Number ..... Year .....  
concerning the Code of Ethics for State Civil Apparatus of the  
Government of Sukoharjo Regency.

Read : 1. Reports / complaints .....;  
2. Letter / Service Memorandum ..... Number ..... Date .....  
regarding the proposal for formation State Civil Service Code of  
Ethics Council;

DECIDE :

Determine:

FIRST

: Reported :

Name :

NIP :

Rank/Goals :

Position :

Work unit :

Proven to have violated the Sukoharjo Regency Government Employee Code of Ethics as regulated in Article ..... Sukoharjo Regent Regulation Number ..... Year ..... concerning the Sukoharjo Regency Government State Civil Service Code of Ethics

SECOND

: Based on the considerations as intended in the Dictum FIRST, the recommendation:

.....  
.....  
.....  
.....

THIRD

: This Decision shall take effect on the date specified.

Set in Sukoharjo  
on

Chairman,

.....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX IX  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
CONCERNING  
THE CODE OF ETHICS FOR THE STATE CIVIL  
APPARATUS OF THE SUKOHARJO DISTRICT GOVERNMENT.

SUMMONS  
NUMBER : .....

1. Your presence is respectfully requested:

Name :  
NIP :  
Rank / :  
Group :  
Position

to appear before the Code of Ethics Council, at:

Day :  
Date :  
O'clock :  
place :  
Work Units to :

be inspected are asked for information regarding alleged violations of the code of ethics against the provisions of .....

2. That's how it should be implemented

....., date .....

Chairman/Secretary,

Name .....

NIP. ....

RECORDS: Delivered to the Honorable:

- 1. ....
- 2. ....
- 3. ....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX

POLICE INVESTIGATION REPORT

On this day ..... date ..... month ..... . year .....

State Civil Service Code of Ethics Assembly based on Decision.....Number...date.....respectively:

1. Name :

NIP :

Rank/Goals :

Position :

Work unit :

2. Name :

NIP :

Rank/Goals :

Position :

Work unit :

3. Name :

NIP :

Rank/Goals :

Position :

Work unit :

Carrying out checks on:

Name :

NIP :

Rank/Goals :

Position :

Work unit :

Because the person concerned is suspected of having violated the code of ethics against the provisions of .....:

- 1. Question : Do you know why you were called into this room?  
 x :
- 2. Questions : Are you currently in good physical health?  
 and Rokhani?  
 x :
- 3. Questions : Are you willing to answer our questions honestly, correctly and  
 responsibly?  
 x :
- 4. Questions : What religion do you follow?  
 x :
- 5. Questions : Do you need to add information other than what we have asked?  
 x :x
- 6. Questions : Did you feel pressured or coerced during our examination so that your  
 answer was due to coercion or pressure from us?  
 x :x
- 7. Questions : Are you willing to be called again if needed?  
 x :x

Thus, this Audit Minutes has been prepared so that it can be used properly.

Checked :		Code of Ethics Assembly
Name :		Chairman
NIP :		Name :
Signature :		NIP :
		Signature :

Notes :

Secretary

Name :

NIP :

Signature :

Member

1. Name :

NIP :

Signature :

2. Name :

NIP :

Sign :

hand

3. etc

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

ANNEX XI  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
CONCERNING  
THE CODE OF ETHICS FOR THE STATE CIVIL  
APPARATUS OF THE SUKOHARJO DISTRICT GOVERNMENT.

SUBMISSION OF RECOMMENDATIONS TO THE STATE CIVIL SERVICE CODE OF ETHICS ASSEMBLY

To  
YTh. ....  
in

CONFIDENTIAL

RECOMMENDATIONS OF THE STATE CIVIL SERVICES ETC CODE ASSEMBLY

1. We hereby submit the following recommendations from the Code of Ethics Council:

On this day..... date..... the Code of Ethics Council has examined you:

Name : .....

NIP: .....

Rank: .....

Position: .....

Work unit : .....

In the examination, the person concerned was proven/not proven  
committing an act that violates the provisions of ... in the form of .... Based on  
The Code of Ethics Assembly session on the day ..... date ....., the Code of Ethics  
Assembly has decided that the ASN concerned is to:

- 1) subject to moral sanctions in the form of a closed/open statement because  
violates the provisions .....that is .....
- 2) subject to administrative action in accordance with regulatory provisions  
legislation.

2. As material in determining the decision to impose moral sanctions,  
We attach herewith the Minutes of Civil Apparatus Inspection  
The State/Regional Institution ..... concerned.

3. Thus, this recommendation is submitted, to be used as is  
must comply with the provisions of the laws and regulations.

....., date .....

Chairman

Name .....

NIP. ....

Chairman/Secretary,

Name .....

NIP. ....

RECORDS: Delivered to the Honorable:

1. ....
2. ....
3. ....
4. ....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX XII  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
CONCERNING  
THE CODE OF ETHICS FOR THE STATE CIVIL  
APPARATUS OF THE SUKOHARJO DISTRICT GOVERNMENT.

DECISION .....  
NUMBER .....  
ABOUT THE DOWNLOAD  
MORAL SANCTIONS

Weigh : a. that by Decree ..... Number.... ... date .... a State Civil Service Code of Ethics Council has been established to examine alleged violations of the code of ethics committed by you.... NIP ... ..... job title  
..... units  
..... ;  
b. that the recommendation of the Code of Ethics Assembly dated.....  
Brother .....is proven to have committed an act that violates the provisions and decides to ....;  
c. that based on the considerations as intended in letters a and letters it is necessary to stipulate a Decision imposition of moral sanctions on you... in the form of closed/open statement;

Remember : 1. Law Number 5 of 2014 concerning Apartments Civil Country;

Remember : 2. Law Number .....Year .... concerning .....;  
3. ....;  
4. Regulation of the Head of BKN Number ... Year .....

DECIDE :

Determine:

FIRST : Declare Brother  
Name :  
NIP :  
Rank/Goals :  
Position :  
Work unit :

proven to have violated the ASN Code of Ethics and/or Employee Code of Ethics as specified in Article. ... in the form of ....

- SECOND : This Decision shall take effect on the date specified.
- THIRD : This decision is conveyed to the person concerned to be heeded and implemented as appropriate.

Set in Sukoharjo

on

.....,

Name .....

RECORDS: Delivered to the Honorable:

1. ....

2. ....

NIP. ....

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

APPENDIX XIII  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 23 OF 2018  
ABOUT  
CODE OF ETHICS FOR STATE CIVIL APPARATUS  
SUKOHARJO REGENCY GOVERNMENT

MINUTES OF THE DELIVERY OF MORAL SANCTIONS  
IN THE FORM OF A CLOSED/OPEN STATEMENT

On this day ..... date ..... month ..... year ..... I:

Name :

NIP :

Rank/Goals :

Position :

has delivered Decision ..... Number ..... date ..... regarding the imposition of moral sanctions in the form of a closed/open statement which has been read aloud open on .....month. .... ..year. ....place .....in the event of imposition of moral sanctions in the form of an open/closed statement to:

Name :

NIP :

Rank/Goals :

Position :

Thus, this Minutes of Closed/Open Submission has been prepared so that it can be used properly.

Who receive :

Name :

NIP :

Signature :

Who submit :

Name :

NIP :

Signature :

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA