

Date: 09/09/2022

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ETHICS & INTEGRITY MANAGEMENT POLICY: UNETHICAL CONDUCT IN THE WORKPLACE

The Department of Cooperative Governance & Traditional Affairs has an approved Ethics & Integrity Management Policy (EIMP) in place which articulates the values and standards expected of all employees in the department. The Policy was approved in the 2021/2022 financial year and is available on the departmental Intranet. The custodian of the EIMP is the Ethics Officer, **Mrs Nomathamsanqa Mosehana**, appointed by the Head of Department (HoD). The Ethics and Integrity Management Committee, appointed by the HoD, is also in place. The Committee has an approved schedule of quarterly sittings to oversee the promotion of ethical culture in-line with the department's code of conduct. The following constitutes unethical conduct in the workplace:

- **Bribery:** Receiving, soliciting or accept any gratification, as defined in Section 1 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), from any employee or any person in return for performing or not performing his or her official duties.
- **Conflict of Interest:** Engaging in any transaction or action that is in conflict with or infringes on the execution of official duties.
- **Trading with an organ of state:** Conducting business with any organ of state or being a director of a public or private company conducting business with an organ of state, unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management act. Recusing oneself from any official action or decision-making process which may result in improper personal gain, and this shall immediately be properly declared by the employee.



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- **Fraud, Corruption, Nepotism and Maladministration:** Not immediately reporting to the relevant authorities, fraud, corruption, nepotism, maladministration, and any other act which constitutes a contravention of any law (including, but not limited to, a criminal offence) or which is prejudicial to the interest of the public, which comes to your attention during the course of your employment in the public service.
- **Abuse of power and authority:** Favoring relatives and friends in work-related activities and abusing one's authority or influencing another employee to abuse his or her authority.
- **Confidentiality of Information:** Using or disclosing any Departmental official information for personal gain or the gain of others. Releasing official Departmental information to the public without the necessary approval.
- **Gifts or Hospitality:** Receiving or accepting any gift from any person in the course and scope of your employment, other than from a family member to the cumulative value of R350 per year, **unless** prior approval was obtained from the relevant Executive Authority.
- **Remunerative work outside the employee's employment:** Performing personal work during official work hours and using official equipment or state resources for such work, **unless** permission in terms of Section 30 of the Act to perform outside remunerative work, was granted.
- **Impartiality:** Dealing unfairly, unprofessionally, and inequitably with other employees or members of the public, due to their race, gender, ethnic or social origin, color, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture, or language; and performing political party activities in the workplace.
- **Punctuality:** Tardiness in the execution of one's official duties.
- **Grievance:** Dealing with grievances without the use or application of the appropriate mechanisms available in the department.
- **Alcohol:** Consuming alcoholic beverages or any other non-medicinal substance with an intoxicating effect while on duty or not reporting for duty as a result of such influence.
- **Dress Code:** Dressing and behaving in a manner that is not befitting of a public service employee, when on official duty.

TO REPORT UNETHICAL CONDUCT IN THE DEPARTMENT CALL: 0800 701 701

For more details on unethical conduct and behaviours, the Ethics & Integrity Management Policy may be read as promulgated within the Prevention and Combating Corrupt Activities Act, 12 of 2004.

Source: Directorate of Risk Management



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