



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

Ethics and Integrity Management Policy

SERVING OUR COMMUNITIES BETTER



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Accounting Officer

The Accounting Officer has committed the Department of Cooperative Governance and Traditional Affairs to a process of Ethics and Integrity Management that is aligned to the principles of good corporate governance, as supported by the Chapter 2 of the Public Service Regulation 2016 and other applicable pieces of legislation.

Ethics and Integrity Management is the foundation of, and reason for, good corporate governance, which involve understanding values, standards of right, good & fair conduct and how internal and external stakeholders need to conform to those set of ethical standards as defined.

Having an Ethics and Integrity Management Policy is imperative to the Department to fulfil its mandate, the service delivery expectations of the public and the performance expectations within the department.

Signed	
Designation	Mr. V. Mlokothe Head of Department
Date	13/08/2025

Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the livelihoods of the people by effectively rendering the many services that it is expected to provide. We envisaged a department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that guidance from this Ethics and Integrity Management Policy will contribute to the effective fulfilment of the departmental mandate, the service delivery expectations of the public and the performance expectations within the department.

Signed	
Designation	MEC: Honourable Z. A. Williams Department of Cooperative Governance and Traditional Affairs
Date	<i>18-08-2025</i>

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1. Preamble

- 1.1 The Department of Cooperative Governance and Traditional Affairs commits itself to a process of Ethics and Integrity Management that is aligned to the principles of good corporate governance, as supported by Chapter 2 of the Public Service Regulations, 2016 and other applicable pieces of legislation.
- 1.2 Ethics and Integrity Management is the foundation of, and reason for, good corporate governance which involve understanding values, standards of right, good & fair conduct and how the internal and external stakeholders need to conform to those set of ethical standards as defined.
- 1.3 Ethics and Integrity Management Policy does not replace and should be read with other existing Departmental policies.

2. Legislative Mandate

- 2.1 The Constitution of the Republic of South Africa, 1996
- 2.2 Public Administration Management, 2014 (Act No, 11 of 2014)
- 2.3 Public Service Regulation, 2016
- 2.4 SMS Handbook 2003, as amended
- 2.5 King Report on Corporate Governance IV 2016
- 2.6 Prevention and Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004)
- 2.7 Public Service Act, 1994 (Proclamation No. 103 of 1994)
- 2.8 Public Finance Management Act, 1999 (Act No 1 of 1999)
- 2.9 Treasury Regulations issued in terms of Public Finance Management Act 1999
- 2.10 Protected Disclosure, 2000 (Act No 26 of 2000)
- 2.11 Code of Conduct as per Public Service Regulation 2016
- 2.12 Protection of Personal Information, 2013 (Act No 4 of 2013)
- 2.13. Public Sector Integrity Management Framework (2013)
- 2.14. Directive by Minister for the Public Service and Administration on Financial Interest Disclosure
- 2.15. South African Labour Relations Act, 1995 (Act No 66 of 1995)

3. Purpose of the Policy

- 3.1 The purpose of this policy is to institutionalise the directive from the Department of Public Service and Administration on Ethics and Integrity Management.
- 3.2 Also, this policy articulates the Department of Cooperative Governance and Traditional Affairs' values and ethical standards with an objective of entrenching and promoting ethical culture and ethical behaviour in the department in compliance with Chapter 10 of the Constitution of South Africa.

4. Definitions of key terms

Term	Definition
Ethics	Moral principles that govern a person's behaviour or the conducting of an activity or function. Well based standards of right and wrong that prescribe our rights, obligations and benefits to society. Ethics is about how we ought to live, treat others, run or manage our lives and organisations.
Integrity	Quality of being honest and having moral principles. Steadfast adherence to a strict moral or ethical code, policy or legal instruments and preceding codes.
Morals	Standards of behavior, principles of right and wrong. Individuals or societal standards of right and wrong behavior.
Values	Convictions we hold about what is important in our character and interactions with others. Fundamental beliefs and principles that guide individuals or groups choices and behavior in which they consider important and desirable.
Standards	Principles of conduct informed by notions of honour and decency.
Ethical Behaviour	Acting in a way consistent with the Department Values and Standards.

Employee	Any individual excluding an independent contractor who works for another person or for the state and who receives or is entitled to receive any remuneration.
Designated employees	Members of the SMS, MMS (and OSD Equivalent), Level 9 & 10 (and OSD Equivalent), and all the Finance and SCM employees.
Ethics officer	An employee designated to perform ethics and integrity management functions.
Head of Department/Accounting Officer	Means a person mentioned in section 36 of the Public Finance Management Act.

5. Responsibility and accountability

5.1 The maintenance, revision and distribution of this policy are the responsibilities of the Accounting Officer whose responsibility is to ensure that the policy is effectively implemented.

6. Scope and Applicability

6.1 This policy is applicable to all employees (permanent and non-permanent) of the Department as appointed in terms of the Public Service Act of 1994 and external stakeholders including Service providers and Partners.

7. Values

The following are departmental values as per the Strategic Plan 2025-2030.

Value	Definition
We value our staff	We believe our employees are integral to the success of the organisation and we will at all times endeavour to ensure that their organisational needs are satisfied.
Inclusivity	Prioritizing participation from diverse communities in governance processes.

Collaboration	Fostering partnerships between various levels of government, Traditional and Khoi-San leadership institutions and civil society.
Transparency	Ensuring that decision-making processes are open and accessible to the public.
Accountability	Holding officials responsible for their actions and decisions to build trust with citizens.
Empowerment	Strengthening municipalities, Traditional and Khoi-San leadership institutions and communities to make decisions that affect their lives.
Sustainability	Promoting policies that ensure long-term environmental, economic, and social well-being.
Innovation	Encouraging new approaches to governance that address contemporary challenges.
Respect for diversity	Valuing the unique cultures and traditions of all communities, ensuring their voices are heard in governance and delivery of services.
Integrity	Perform our responsibility with honesty, truthful, ethical and moral principles.
Diligence	We execute our mandate carefully and thoroughly.
Ethical standards	We shall always maintain ethical conduct, zero tolerance towards fraud and corruption.
Equality	We shall give equal access to our services to all, with special emphasis on targeted groups.

8. Unethical conduct

8.1 Bribery

An employee shall;

- 8.1.1 not receive, solicit 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.

8.2 Conflict of Interest

An employee shall;

- 8.2.1 not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties.

8.3 Conducting business with an organ of state

Regulation 13 (c) of the PSR, 2016, prohibits an employee from conducting business with an organ of state or be a director of a public or private company unless such an employee is in an official capacity a director of a company listed in Schedules 2 and 3 of the Public Finance Management Act. These regulations contribute towards the enhancement of the value system which guides the professional conduct of employees in the public service.

An employee is prohibited from;

- 8.3.1 registering with government's Central Supplier Database;
- 8.3.2 conducting business directly or indirectly with an organ of state (including the department in which the employee is employed);
- 8.3.3 being a director of a company or a member of a close corporation conducting business with an organ of state;
- 8.3.4 not conduct business with any organ of state or be 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;
- 8.3.5 recuse herself or himself 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.

In terms of section 8(3) of the Public Administration Management Act, 2014, conducting business with the State; or be a director of a public or private company conducting business with the State is an offence, and any person found guilty of the offence is liable to a fine or imprisonment for a period not exceeding 5 years or both such fine and imprisonment. It

also constitutes serious misconduct which may result in the termination of employment by the employer.

8.4 Fraud, Corruption, Nepotism and Maladministration

An employee shall;

- 8.4.1 promote sound, efficient, effective, transparent and accountable administration; be honest and accountable in dealing with public funds and use the State's property and other resources effectively, efficiently, and only for authorized official purposes.

- 8.4.2 immediately report 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 his or her attention during the course of his or her employment in the public service.

8.5 Abuse of power and authority

An employee shall;

- 8.5.1 refrain from favouring relatives and friends in work-related activities and not abuse his or her authority or influence another employee, nor be influenced to abuse his or her authority.

8.6 Confidentiality of Information

An employee shall;

- 8.6.1 not use or disclose any Departmental official information for personal gain or the gain of others.
- 8.6.2 not release official Departmental information to the public unless he or she has the necessary approval;

8.7 Gifts or Hospitality

An employee shall;

8.7.1 not receive or accept any gift in the course and scope of his or her employment to the cumulative value exceeding R500 per year, unless prior approval is obtained from the relevant executive authority.

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8.8 Remunerative work outside the employee's employment

An employee shall;

8.8.1 if he or she has permission in terms of section 30 of the Act to perform outside remunerative work, not

- ❖ perform such work during official work hours; and
- ❖ use official equipment or state resources for such work.

8.9 Impartiality

An employee shall;

8.9.1 deal fairly, professionally and equitably with all other employees or members of the public, irrespective of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language, and refrain from party political activities in the workplace.

8.10 Punctuality

An employee shall;

8.10.1 be punctual in the execution of his or her official duties.

8.11 Grievance

An employee shall;

8.11.1 use the appropriate mechanisms to deal with his or her grievances or to direct representations.

8.12 Alcohol

An employee shall;

8.12.1 not consume alcoholic beverages or any other non-medicinal substance with an intoxicating effect while on duty or shall not report for duty under such influence.

8.13 Dress Code

An employee shall;

8.13.1 when on official duty, dress and behave in a manner that is befitting of a public service employee;

Detailed under unethical conduct in paragraph 8 of this policy may be read with some unethical behaviours as promulgated within Prevention and Combating Corrupt Activities Act, 12 of 2004.

As listed below:

- Bribery
- Embezzlement
- Fraud
- Corruption
- Extortion
- Abuse of power and authority
- Abuse of privileged information
- Nepotism
- Favoritism
- Conflict of interest

9. Disclosure of financial interest

9.1 In accordance with Public Service Regulations of 2001, designated members of Senior Management Services are required to disclose their financial interest on an annual basis.

9.2 The Department of Public Service and Administration amended the Public Service Regulations of 2016 and issued instruction note to give effect to disclosure of financial

interest by categories of designated employees other than Senior Management Services, as determined by the Minister.

9.3 The provision of the instruction note is applicable to the following categories of designated employees;

Other categories of designated employees	Period to disclose financial interest
SMS members	01 – 30 April of the year in question
Employees earning an equivalent of salary level 13 and above through the OSD. OSD/ personal notches (level 13 & above)	01 June – 30 July of the year in question
Employees appointed in salary level 12 including employees equivalent of salary level 12 through the OSD. OSD & MMS level 12	01 June – 30 July of the year in question
Employees who are authorised by the Minister, EA, HOD, or the Chairperson of the Public Service Commission (PSC) for purpose of record keeping and effective implementation of Part 2 of Chapter 2 of the PSR 2016. Ethics Officers/ Dept. Admin/ PSC Officials.	01 – 30 June of the year in question 01 June – 30 July of the year in question
Employees appointed at salary level 11 including employees earning the equivalent of salary level 11 through the OSD. OSD & MMS level 11	01 June – 30 July of the year in question
Employees appointed at ASD level 9 & 10	01 June- 31 July of the year in question
Employees appointed OSD equivalent to level 9 & 10	01 June- 31 July of the year in question

Employees at Supply Chain Management and Finance Units, irrespective of their salary level. SCM/Finance below level 9	01 June – 30 July of the year in question
New employees appointed in the above categories	Up to the 30 days after assumption of duty

9.4 In terms of section 9(2) of the Public Administration Management Act, 2014, failure to disclose financial interests constitutes misconduct.

10. Compulsory Training on Ethics in the Public Sector

In compliance with directive on compulsory training programmes for the public service, all employees (salary levels 1 – 16) must complete Ethics in the Public Service online course offered by National School of Government and provide a copy of their certificate to the Ethics Office and Human Recourses Utilisation and Capacity Building.

11. Roles and Responsibilities

11.1 The Head of Department shall;

- Appoint an Ethics Officer and Ethics Champions (Deputy Director Generals)
- Establish an Ethics and Integrity Management Committee.
- Institute a disciplinary enquiry on issues of unethical behaviour.

11.2 The Ethics Officer of the Department shall develop and implement ethics and integrity management implementation plan to institutionalize ethics and integrity management in the Department.

11.3 Ethics Champions and Senior Management to quarterly report on Ethics and Integrity Management to Ethics and Integrity Management Committee in a prescribed format.

11.4 Ethics and Integrity Management Committee shall oversee the implementation of ethics and integrity management programme which includes promotion of ethical culture in-line with the code of conduct.

11.5 It is the responsibility of every employee to uphold Departmental Ethics, Integrity and Values.

12. Policy Review

This policy shall be reviewed at least once in five years or as and when the need arises.

VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	YY/MM/DD	Contact person – full name & title.	Include any superseded procedure and what the amendment is to the document.
2017	2017 October 01	Fikile Xasa (MEC)	The contents of this policy are all aligned to be in line with departmental policy guideline.
2021	31 March 2021	Xolile Nqata (MEC)	The contents of this policy are all aligned to be in line with departmental policy guideline.