



ENQUIRES: Ms N. Mditshwa

EXT. 7470

**MANUAL ISSUED BY PUBLIC SERVICE COMMISSION
(A PRACTICAL GUIDE TO ETHICAL DILEMMAS IN THE WORKPLACE)**

CODE OF CONDUCT FOR THE PUBLIC SERVICE

1. PURPOSE

To provide practical effect to the relevant constitutional provisions relating to the Public Service, all employees are expected to comply with the Code of Conduct as to what is expected of them from an ethical point of view, both in the individual conduct and in their relationship with others.

2. CODE OF CONDUCT

The following shall serve as guideline to promote exemplary conduct:

2.1 RELATIONSHIP WITH THE LEGISLATURE AND THE EXECUTIVE

An employee –

- a) Is faithful to the Republic and honours the Constitution and abides thereby in the execution of his or her daily tasks;
- b) Puts the public interests first in the execution of his or her duties;
- c) Loyally executes the policies of the Government of the day in the performance of his or her official duties as contained in all statutory and other prescripts;
- d) Strives to be familiar with and abides by all statutory and other instructions applicable to his or her conduct and duties; and
- e) Co-operates with public institutions established under legislation and the Constitution in promoting the public interest.

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2.2 RELATIONSHIP WITH THE PUBLIC

An employee –

- a) Promotes the unity and well-being of the South African nation in performing his or her official duties;
- b) Will serve the public in an unbiased and impartial manner in order to create confidence in the Public Service;
- c) Is polite, helpful and reasonably accessible in his or her dealings with the public at all times treating members of the public as customers who are entitled to receive high standards of service.
- d) Has regard for the circumstances and concerns of the public in performing his or her official duties and in the making of decisions affecting them;
- e) Does not unfairly discriminate against any member of the public on account of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language;
- f) Does not abuse his or her position in the Public Service to promote or prejudice the interest of any political party or interest group;
- g) Respects and protects every person's dignity and his or her rights as contained in the Constitution; and
- h) Recognises the public's right of access to information, excluding information that is specifically protected by law.

2.3 RELATIONSHIP AMONG EMPLOYEES

An employee –

- a) Co-operates fully with other employees to advance the public interest;
- b) Executes all reasonable instructions by persons officially assigned to give them, provided these are not contrary to the provisions of the Constitution and/or any other law;
- c) Refrains from favouring relatives and friends in work-related activities and never abuses his or other authority or influences another employee, nor is influenced to abuse his or her authority;
- d) Uses the appropriate channels to air his or her grievances or to direct representations;
- e) Is committed to the optimal development, motivation and utilisation of his or her staff and the promotion on sound labour and interpersonal relations;
- f) Deals fairly, professionally and equitably with other employees, irrespective of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language; and
- g) Refrains from the party-political activities in the workplace.

2.4 PERFORMANCE OF DUTIES

An employee –

- a) Strives to achieve the objectives of his or her institution cost-effectively and in the public's interest;
- b) Is creative in thought and in the execution of his or her duties, seeks innovative ways to solve problems and enhances effectiveness and efficiency within the context of the law;
- c) Is punctual in the execution of his or her duties;
- d) Executes his or her duties in a professional and competent manner;
- e) Does not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties;
- f) Will recuse himself or herself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the employee;
- g) Accepts the responsibility to avail himself or herself of ongoing training and self-development throughout his or her career;
- h) Is honest and accountable in dealing with public funds and uses the Public Service's property and other resources effectively, efficiently and only for authorised official purposes;
- i) Promotes sound, efficient, effective, transparent and accountable administration;
- j) In the course of his or her official duties, shall report to the appropriate authorities, fraud, corruption, nepotism, maladministration and any other act which constitutes an offence, or which is prejudicial to the public interest;
- k) Gives honest and impartial advice, based on all available relevant information, to higher authority when asked for assistance of this kind; and
- l) Honours the confidentiality of matters, documents and discussions, classified or implied as being confidential or secret.

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2.5 PERSONAL CONDUCT AND PRIVATE INTERESTS

An employee –

- a) During official duties, dresses and behaves in a manner that enhances the reputation of the Public Service;
- b) Acts responsibly as far as the use of alcohol beverages or any other substance with an intoxicating effect is concerned;
- c) An employee shall not, without prior written approval or the Head of Department obtain or accept any gifts, benefits or item or monetary value (a description and the value and source of gift with a value in excess of R350) from any person for himself or herself during the performance of duties as these may be construed as bribes;
- d) Does not use or disclose any official information for personal gain or the gain of others; and
- e) Does not without approval, undertake remunerative work outside his or her official duties or use of office equipment for such work.

I, (*FULL NAMES AND SURNAME*)have read and clearly understand the Code of Conduct and promise to live the guidelines attached to it during my tenure as a public servant and the employee of this Department.

Signature of the Employee

Date

Witness

Date