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Department:
Public Works and Roads
North West Provincial Government
Republic of South Africa

ETHICS POLICY/STRATEGY 2018/19

POLICY TITLE: ETHICS POLICY/STRATEGY
DEPARTMENT: PUBLIC WORKS AND ROADS

TABLE OF CONTENTS

PAGE NO

1. Background	4
2. Purpose	4
3. Scope of the Policy	4
4. Standard of conduct	4
5. Acts of misconduct	5
6. Policy compliance	6
7. Conclusion	6
8. Policy review	6

1. Background

The Constitution of the Republic of South Africa, 1996, makes various calls for ethical behaviour by Government employees. Section 195 of the Constitution states that public administration must be conducted with the democratic values and principles enshrined in the constitution, as expressed in the following statements:

- A high standard of professional ethics must be promoted;
- Efficient, economic and effective use of resources must be promoted;
- Public administration must be developed oriented;
- Services must be responded impartially, fairly, equitably and without bias;
- People's needs must be responded to, and the public must encouraged to participate in policymaking;
- Public administration must be accountable;
- Transparency must be fostered by providing the public with timely, accessible and accurate information;
- Sound human resource management and career development practices designed to maximise human potential must be cultivated;
- Public administration must be broadly representative of the South African people with employment and personnel management practices based on ability, objectivity, fairness and the need to redress the imbalances of the past in order to achieve broad representation.

Therefore guidance to simplify the current working environment has to be created to ensure that the Department adhere to the same values and ethical standards, to promote trust, good behaviour and fairness among all employees.

Ethics is about distinguishing between what is morally right and wrong with the purpose of doing what is right. In an ethical organisation employees will do the right thing for the right reason- not just because the rule says so. Rules and procedures influence individuals' behaviour, but values are what change the culture within the Department.

2. Purpose

The primary objective of this Policy is to:

- Strengthen measures and standards for managing integrity and promote ethical conduct within the Department;
- Manage unethical conduct that can arise as a result of financial interests, gifts, hospitality and other benefits and remunerative work outside the public service.

3. Scope of the Policy

This policy applies throughout the Department in as far as ethics management is concerned.

4. Standard of conduct

- We conduct our operations with honesty, integrity, openness and with respect for the human right and interests of our employees;
- We shall similarly respect the legitimate interest of those with whom we have relationships;
- The Department is committed to diversity in a working environment where there is mutual trust and respect, and also where everyone feels responsible for the performance and reputation of our Department;
- A zero tolerance to discrimination in terms of race, religion or gender will apply;
- We will recruit and employ employees on the sole basis of the qualifications and abilities needed for the work to be performed subject to the Employment Equity Act;
- We are committed to safe and healthy working conditions for all employees and working with employees to develop and enhance each individual's skills and capabilities;
- We will maintain good communication with employees through Departmental based information and consultation procedures;
- Any breaches of the Code must be reported in line with the Whistle Blowing Policy.

5. Acts of misconduct

Any official will be guilty of misconduct if he or she (this list is not exhaustive)-

- Without permission possesses or wrongly uses the property of the Department or that of another official and or visitor;
- Wilfully, intentionally or negligently damages and or causes loss of property;
- Endangers the lives of self or others by disregarding safety rules or regulations;
- Prejudices the administration, discipline or efficiency of the Department;
- Steals, bribes, or commits fraud;
- Accepts any compensation in cash or otherwise from a member of the public or another official for performing his or her duties without written approval;
- Discriminates against others on the basis of race, gender, disability, pregnancy, ethnic and social origin, colour, age, etc.
- Without written approval performs work for compensation in a private capacity for another person or organisation either during or outside working hours;

- While on duty conducts him/herself in an improper disgraceful and unacceptable manner;

6. Conclusion

Rules and procedures influence individuals' behaviour but values are what change the culture within the Department. Adherence to this Code of Ethics by all employees is one of the important ways we can merit the confidence and support of the public.

Organisational integrity by understanding the Departmental policies, procedures and legislation applicable will assist with achieving our vision.

7. Policy compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8. Policy review

This Policy shall be reviewed annually to determine its adequacy and effectiveness for current circumstances and recommend to the Head of Department for approval.

Recommended by the Risk Management Committee:



Signature:

Date:

09/04/2018

Approved by the Accounting Officer / Authority:

Signature: _____

Date: _____

A large, stylized handwritten signature is written over the signature line. Below the signature, the date "10/4/2018" is handwritten in a similar style.

DEPARTMENTAL ETHICS MANAGEMENT PLAN 2018/19

Activity	Due Date & Responsible Official	Outputs/ Outcomes	Progress to date
Review the ethics Policy/ Strategy	Chief Risk Officer June 2018	Approved Ethics Policy/Strategy	
Financial disclosures: Declaration of financial interests	April 2018- SMS officials June 2018- Level 12 & OSD officials July 2018- Level 11, Finance & SCM officials	Detailed reports for financial disclosures: eDisclosure reports	
Conduct the Departmental Ethics Risk Assessment	Chief Risk Officer/ Ethics Officer July 2018	Approved Departmental ethics risk register	
Conduct monitoring & evaluation for the ethics Risk Register	Chief Risk Officer/ Ethics Officer 3 rd & 4 th Quarter	Approved Risk Monitoring Report	
Investigating ethics/misconduct cases reported	MISS Ongoing	Ethics/misconduct case database	
Conduct ethics awareness workshops	Chief Risk Officer/ Ethics officer 3 rd & 4 th Quarter	Well informed officials on ethics management	