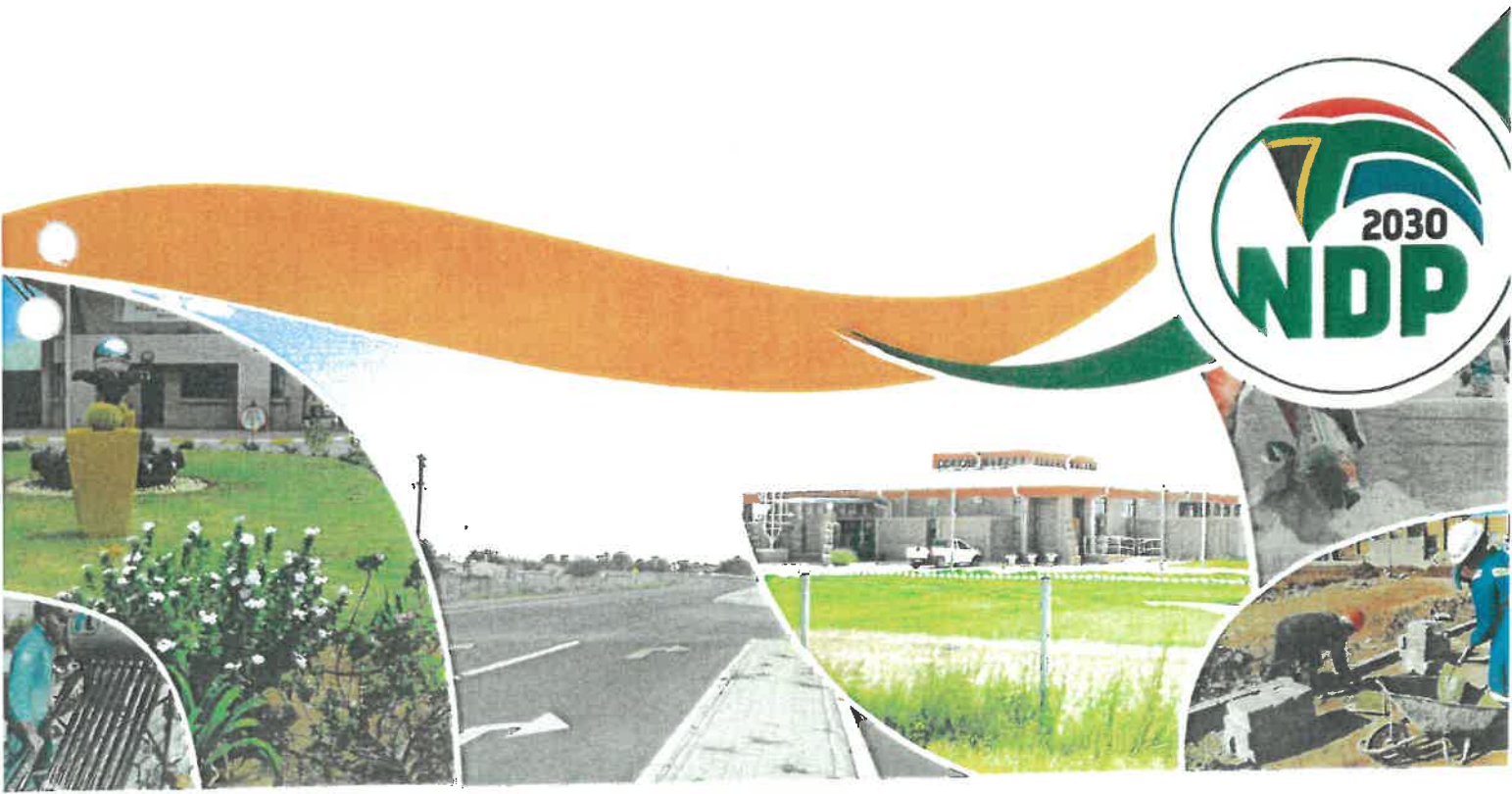


# FINANCIAL DISCLOSURE POLICY

## 2023/2024



### public works & roads

Department:  
Public Works and Roads  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**

**POLICY TITLE: FINANCIAL DISCLOSURE POLICY**

**DEPARTMENT: PUBLIC WORKS AND ROADS**

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## 1. POLICY STATEMENT

This is the policy of the Department of Public Works and Roads to exercise its function, therefore all employees have an obligation to avoid or mitigate situation in which their personal interest might conflict, or appear to conflict with the interests of organ of state.

Conflicts of interest may arise in many types of situations, such as when financial or other outside interests produce conflicting loyalties, affect the job performance, or are against the interests of Department.

The Financial Disclosure is intended to identify such potential and actual conflicts of interest so that they may be assessed and mitigating actions taken to limit or eliminate associated risks.

In observing the highest standards of integrity, the Department has a duty to ensure that designated officials disclose in full, any potential financial conflicts of interest concerning activities conducted outside the Department's operations that exceed the designated thresholds as indicated in the PSR and are likely to affect decisions taken within the Department.

Financial interests to be disclosed may include the following:

- Shares and other financial interests in any private or public company;
- Directorships and partnerships;
- Interests in land and property, including intellectual property;
- Loans and sponsorships;
- Income from financial interests such as dividends, interest, royalties and rent and

## 2. PURPOSE AND OVERVIEW

The purpose of this Policy is to promote ethical behaviour among employees in the department, reduce possible, perceived and potential conflict of interest.

It is to assist Departmental employees designated to file a Financial Disclosure or Declaration of Interest statement in complying with their obligations to avoid personal interests that may or may appear to interfere with the performance of their duties and responsibilities, or appear to adversely influence the integrity, independence and impartiality required by their status.

When a potential or actual conflict of interest arises, it must be disclosed to the Risk Management Unit or the Ethics Officer



### **3. GENERAL PROVISION**

#### **3.1 Authority**

This policy emanates from the requirement of the Public Service Regulations 2016, Chapter 2 Part 2 on financial disclosure, declaration of interest and the determination and Directives on declaration of interest issued by Department of Public Service Administration.

#### **3.2 Scope**

This policy applies to all employees at all levels.

1. The ethics officer will conduct the financial disclosure and declaration of interest statement must provide full and accurate information, which may require eliciting the cooperation of immediate family members when they are doing business with the organ of state.

### **4. REGULATING BEHAVIOUR**

The department applies the requirements of Chapter 2, Part 2 Public Service Regulations as it relates to Financial Disclosure.

The requirement to disclose financial interests extends beyond members of the SMS as indicated in the Public Service Regulations of 2016. Financial Disclosure promotes the level of openness and transparency required in Batho Pele to build trust in public service and more directly, between the Department and the public it serves.

### **5. THE OBLIGATION TO COMPLETE AND SUBMIT FINANCIAL DISCLOSURE**

Section 41(1) (b) (vi) allows the Minister(DPSA) to make regulations relating to the disclosure of financial interest by all designated employees or particular categories of employees and the monitoring of such interests, therefore designated employees will be determined per the directive of the Minister of Public Service and Administration as and when issued.

Financial Disclosures must contain the full particulars of the benefit, those submitted by SMS employees must be sent to the Public Service Commission for verification and review, those of other categories of employees must be verified and reviewed by the ethics officer for possible or actual conflict of interest, thereafter they must be submitted to the Accounting Officer as delegated by the Executive Authority



Designated employees must disclose financial interests as per directive of the Minister (DPSA) through the electronic disclosure system on [edisclosure.gov.za](http://edisclosure.gov.za), no physical disclosure will be accepted. These electronic submissions should be detailed on disclosure forms which indicate all categories of financial interests for which registration is required and maintained in a registry by the ethics officers.

## 6. OBLIGATION OF EMPLOYEES

- 6.1 Employees are obligated to comply with all requests for additional information, clarification or verification concerning their financial disclosure
- 6.2 Employees making disclosure pursuant to this policy and the programs thereunder shall certify the information disclosed is true, correct and complete to the best of their knowledge and beliefs.

## 7. CONFIDENTIALITY

The Financial Disclosure and Declaration of Interest forms and any relevant supporting documentation, information and/or communications either electronic or physical are strictly confidential.

## 8. NON-COMPLIANCE WITH THE FINANCIAL DISCLOSURE

Failure to comply with the requirements of the Public Service Regulations 2016 and the policy, including the obligation to submit a financial disclosure or declaration of interest constitute misconduct and appropriate disciplinary action shall be taken against the employee.

Recommended by the Risk Management Committee:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by the Head of Department:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

