



dpwr

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

FINANCIAL DISCLOSURE POLICY 2018/19

POLICY TITLE: FINANCIAL DISCLOSURE POLICY

DEPARTMENT: PUBLIC WORKS AND ROADS

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1. POLICY STATEMENT

It is the policy of DPWR 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 adverse to the interests of DPWR.

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.

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 DPWR 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 and 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 issues by DPSA.

3.2 Scope

This policy applies to all employees at the salary level 1 to 13.

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. THE OBLIGATION TO FILE FINANCIAL DISCLOSURE

The following categories of employees have an obligation to disclose their financial interests:

1. Employees earning the equivalent of salary level 13 and above through the Occupation Specific Dispensation (OSD);
2. Employees appointed at salary levels 11 and 12 including employees earning the equivalent of salary levels 11 and 12 through the OSD;
3. Employees employed in supply chain management units irrespective of their salary level;
4. Employees employed in finance units irrespective of their salary level; and
5. Any employee who is authorised by Head of Department for the purposes of record keeping and the effective implementation of Part 2 of Chapter 2 of the Public Service Regulations 2016 (PSR) irrespective of salary level. This category includes ethics officers, officials with delegated authority on the e-Disclosure system and officials who perform verification functions. It is important that employees whose functions include the assessment of a conflict of interest, are themselves cleared of such conflict.

No employees shall perform or engage him/her to perform remunerative work outside his or her employment (RWOPS) in the relevant department, except with the written permission of the Executive Authority/ delegated authority of the department.

5. OBLIGATION OF EMPLOYEES

- 5.1 Employees are obligated to comply with all requests for additional information, clarification or verification concerning their financial disclosure
- 5.2 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.

6. CONFIDENTIALITY

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

7. PERIOD TO DISCLOSE FINANCIAL INTERESTS

- 7.1 The financial disclosure period will take place annually between 01 April to 31 July (over such other period designed by DPSA).
- 7.2 New employees must complete within 30 days after assumption of duty

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:

ASB

Signature:

Date:

09/04/2018

Approved by the Accounting Officer / Authority:

Signature:

Date:

10/4/18