

THE CODE OF CONDUCT AND ETHICS

Second Schedule

The Code specifies the values that public Officers are expected to uphold in the Public Service.

All officers in the Public Service, should uphold values that reflect a Service that

- is apolitical, impartial and professional;
- maintains the highest ethical standards;
- recruits and promotes persons based on merit;
- is responsive to the Government in implementing the Government's policies and programmes;
- provides a workplace that is free from discrimination and promotes the fair treatment of officers;
- delivers services fairly, effectively, impartially and courteously to the public;
- establishes relations in the workplace that value communication, consultation, co-operation and input from employees on matters that affect their workplace;
- provides conditions conducive to the good health and welfare and safety in the workplace
- focuses on achieving results and managing performance;
- provides a system of preserving employee privacy

Officers shall

- conduct themselves with integrity, impartiality and honesty and shall;
- not deceive or knowingly mislead Ministers, Parliament, Permanent Secretaries or the public.

Mode of dealing with public and other officers

Officers shall endeavour to deal with the affairs of the public sympathetically, efficiently, promptly and without bias or maladministration, being courteous and respectful in words and demeanour to members of staff and to the public.

Officers shall endeavour to ensure the proper, effective and efficient use of public funds; and officers are strictly accountable in respect of the use of those funds in accordance with the provisions of

- (a) the Financial Management and Audit Act;
- (b) any Rules made under the Financial Management and Audit Act; and
- (c) the Financial Administration (Financial) Rules, 1971

Officers shall not appropriate or use public funds in contravention of this Act or any other law. And shall not

- misuse their official position or information acquired in the course of their official duties to further their private interests or those of others; or
- receive benefits of any kind from a third party that might reasonably be seen to compromise their personal judgement or integrity.

Officers shall conduct themselves in a manner that will ensure the efficient and effective discharge of their duties.

Officers shall comply with restrictions on their political activities in accordance with the Act or Regulations.

Public officers shall conscientiously perform their duties and obligations and impartially assist, advise and carry out the lawful policies of the Government.

Officers shall not, without authority, disclose official information that has been communicated in confidence within with Ministry or department, or received in confidence from others.

CODE OF DISCIPLINE IN THE PUBLIC SERVICE

Third Schedule

In this Code, “misconduct of a serious nature” means conduct that warrants the dismissal of the offending person and in addition to the misconduct specified, including the following:

- (a) absence from duty without leave or approval;
- (b) conviction of a criminal offence punishable by a term of imprisonment;
- (c) failure to report or disclose any information that ought reasonably to be reported or disclosed where the consequence of that failure amounts to a grave injustice;
- (d) unauthorized disclosure of information pertaining to the Government;
- (e) habitual intoxication or possession, use or distribution of illegal drugs while on duty;

- (f) reporting for duty or performing duties while under the influence of alcohol or illegal drugs;
- (g) failure to observe any laws, orders, rules or regulations governing the Public Service;
- (h) falsification of accounts or records, either manual or electronic;
- (i) willful mutilation, alteration or destruction of property including official documents or records, either manual or electronic;
- (j) the threatening of a fellow officer or any person or threatening the destruction of any property while on duty;
- (k) the causing of grievous bodily harm;
- (l) the unauthorized possession of a firearm or other device that can be considered an offensive weapon;
- (m) acceptance of bribes or other inducements;
- (n) misappropriation of public funds;
- (o) major loss of or damage to property of the employer;
- (p) failure to perform the duties assigned to the office;
- (q) negligence in the performance of duty;
- (r) sexual harassment;
- (s) failure to maintain official records where the consequence amounts to a grave injustice;
- (t) misconduct involving 3 or more of the matters listed herein as matters of misconduct of a minor nature in paragraph (a) to (h) within a period of 2 years;

“misconduct of a minor nature” means misconduct that does not warrant dismissal and includes the following:

- (a) use of obscene, abusive or insulting language while on duty;
- (b) malingering on duty;
- (c) failure to maintain official records as required;
- (d) insubordination;
- (e) unpunctuality without just cause;
- (f) loss of or damage to property of the Crown other than that considered as a misconduct of a serious nature;
- (g) misuse of the Government’s intranet, the internet and any other information technology network;
- (h) disorderly conduct.

“officer” includes a temporary employee;