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GOVERNMENT NOTICE GOEWERMENTSKENNISGEWING

OFFICE OF THE PUBLIC SERVICE COMMISSION
KANTOOR VAN DIE STAATSDIENSKOMMISSIE

No. R. 825

10 June 1997

ANNEXURE

For general information it is hereby notified that the President has, under the powers vested in him by section 41(1) of the Public Service Act, 1994, issued the following regulations:

The Public Service Regulations, published under Government Notice No. R. 1091 of 10 June 1994, as amended, are hereby further amended by the addition of the following new Chapter M:

"CHAPTER M

CODE OF CONDUCT FOR THE PUBLIC SERVICE

M1 DEFINITION

In this Chapter any word or expression to which a meaning has been assigned in the Act, bears the meaning so assigned thereto, and "this Act" means the Public Service Act, 1994, and the regulations issued in terms thereof.

M2 PURPOSE

M2.1 In order to give practical effect to the relevant constitutional provisions relating to the Public Service, all employees are expected to comply with the Code of Conduct provided for in this Chapter.

M2.2 The Code should act as a guideline to employees as to what is expected of them from an ethical point of view, both in their individual conduct and in their relationship with others. Compliance with the Code can be expected to enhance professionalism and help to ensure confidence in the Public Service.

M3 INTRODUCTION

M3.1 The need exists to provide guidelines to employees with regard to their relationship with the legislature, political and executive office-bearers, other employees and the public and to indicate the spirit in which employees should perform their duties, what should be done to avoid conflicts of interests and what is expected of them in terms of their personal conduct in public and private life.

M3.2 Although the Code of Conduct was drafted to be as comprehensive as possible, it does not provide a detailed standard of conduct. Heads of department are, in terms of section 7(3)(b) of the Act, *inter alia* responsible for the efficient management and administration of their departments and the maintenance of discipline. They may therefore, after the matter has been consulted in the appropriate Chamber of the Public Service Bargaining Council, and without derogating from it, supplement the Code of Conduct provided for in this Chapter in order to provide for their unique circumstances. Heads of department should also ensure that their staff are acquainted with these measures, and that they accept and abide by them.

- M3.3** The primary purpose of the Code is a positive one, viz. to promote exemplary conduct. Notwithstanding this, an employee shall be guilty of misconduct in terms of Section 20 (t) of the Public Service Act, 1994, and may be dealt with in accordance with the relevant sections of the Act if he or she contravenes any provision of the Code of Conduct or fails to comply with any provision thereof.

M4 CODE OF CONDUCT

M4.1 RELATIONSHIP WITH THE LEGISLATURE AND THE EXECUTIVE

An employee -

- M4.1.1** is faithful to the Republic and honours the Constitution and abides thereby in the execution of his or her daily tasks;
- M4.1.2** puts the public interest first in the execution of his or her duties;
- M4.1.3** 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;
- M4.1.4** strives to be familiar with and abides by all statutory and other instructions applicable to his or her conduct and duties; and
- M4.1.5** co-operates with public institutions established under legislation and the Constitution in promoting the public interest.

M4.2 RELATIONSHIP WITH THE PUBLIC

An employee -

- M4.2.1** promotes the unity and wellbeing of the South African nation in performing his or her official duties;
- M4.2.2** will serve the public in an unbiased and impartial manner in order to create confidence in the Public Service;
- M4.2.3** 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;
- M4.2.4** 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;
- M4.2.5** is committed through timely service to the development and upliftment of all South Africans;

- M4.2.6 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;
- M4.2.7 does not abuse his or her position in the Public Service to promote or prejudice the interest of any political party or interest group;
- M4.2.8 respects and protects every person's dignity and his or her rights as contained in the Constitution; and
- M4.2.9 recognises the public's right of access to information, excluding information that is specifically protected by law.

M4.3 RELATIONSHIPS AMONG EMPLOYEES

An employee -

- M4.3.1 co-operates fully with other employees to advance the public interest;
- M4.3.2 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;
- M4.3.3 refrains from favouring relatives and friends in work-related activities and never abuses his or her authority or influences another employee, nor is influenced to abuse his or her authority;
- M4.3.4 uses the appropriate channels to air his or her grievances or to direct representations;
- M4.3.5 is committed to the optimal development, motivation and utilisation of his or her staff and the promotion of sound labour and interpersonal relations;
- M4.3.6 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
- M4.3.7 refrains from party political activities in the workplace.

M4.4 PERFORMANCE OF DUTIES

An employee -

- M4.4.1 strives to achieve the objectives of his or her institution cost-effectively and in the public's interest;
- M4.4.2 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;

- M4.4.3 is punctual in the execution of his or her duties;
- M4.4.4 executes his or her duties in a professional and competent manner;
- M4.4.5 does not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties;
- M4.4.6 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;
- M4.4.7 accepts the responsibility to avail himself or herself of ongoing training and self-development throughout his or her career;
- M4.4.8 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;
- M4.4.9 promotes sound, efficient, effective, transparent and accountable administration:
- M4.4.10 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;
- M4.4.11 gives honest and impartial advice, based on all available relevant information, to higher authority when asked for assistance of this kind; and
- M4.4.12 honours the confidentiality of matters, documents and discussions, classified or implied as being confidential or secret.

M4.5 PERSONAL CONDUCT AND PRIVATE INTERESTS

An employee -

- M4.5.1 during official duties, dresses and behaves in a manner that enhances the reputation of the Public Service;
- M4.5.2 acts responsibly as far as the use of alcoholic beverages or any other substance with an intoxicating effect is concerned;
- M4.5.3 does not use his or her official position to obtain private gifts or benefits for himself or herself during the performance of his or her official duties nor does he or she accept any gifts or benefits when offered as these may be construed as bribes.
- M4.5.4 does not use or disclose any official information for personal gain or the gain of others; and
- M4.5.5 does not, without approval, undertake remunerative work outside his or her official duties or use office equipment for such work."

No. R. 825**10 Junie 1997****BYLAE**

Vir algemene inligting word hiermee bekend gemaak dat die President, kragtens die bevoegdhede aan hom verleen in artikel 41(1) van die Staatsdienswet, 1994, die volgende regulasies uitvaardig het:

Die Staatsdiensregulasies gepubliseer in Goewermentskennisgewing no. R. 1091 van 10 Junie 1994, soos gewysig, word hierby verder gewysig deur die byvoeging van die volgende nuwe Hoofstuk M:

"HOOFSTUK M**GEDRAGSKODE VIR DIE STAATSDIENS****M1 WOORDOMSKRYWING**

In hierdie Hoofstuk het enige woord of uitdrukking waaraan 'n betekenis in die Staatsdienswet, 1994 (Proklamasie No. 103 van 1994), geheg is, daardie betekenis en beteken "die Wet" die Staatsdienswet, 1994, en die regulasies daarkragtens uitgevaardig.

M2 DOEL

- M2.1 Ten einde uitvoering te gee aan die toepaslike Grondwetlike bepalings met betrekking tot die Staatsdiens, word van alle werknemers verwag om te voldoen aan die Gedragskode waarvoor hierdie Hoofstuk voorsiening maak.
- M2.2 Die Gedragskode moet vir werknemers as riglyn dien van wat eties gesproke van hulle verwag word in sowel hulle individuele gedrag as hulle verhouding met andere. Voldoening aan die Kode sal na verwagting professionalisme verbeter en help om vertroue in die Staatsdiens te verseker.

M3 INLEIDING

- M3.1 Daar is 'n behoefte daaraan om riglyne aan werknemers te verskaf rakende hulle verhouding met die wetgewende gesag, politieke en uitvoerende ampsdraers, ander werknemers en die publiek, en om 'n aanduiding te gee van die gees waarin werknemers hulle pligte moet verrig, van wat hulle moet doen om belangebotsings te vermy en van wat van hulle verwag word met betrekking tot hulle persoonlike gedrag in die openbare en private lewe.
- M3.2 Hoewel die Gedragskode so omvattend moontlik opgestel is, bied dit nie 'n uitvoerige gedragsnorm nie. Departementshoofde is ingevolge artikel 7(3)(b) verantwoordelik vir onder andere die effektiewe bestuur en administrasie van hulle departemente en die handhawing van dissipline. Hulle kan dus, nadat

daar in die betrokke kamer van die Staatsdiensbedingsraad daaroor oorleg gepleeg is, en sonder om aan die Gedragskode afbreuk te doen, die Gedragskode waarvoor hierdie Hoofstuk voorsiening maak, aanvul ten einde voorsiening te maak vir hulle unieke omstandighede. Departementshoofde moet toesien dat hulle personeel bekend is met hierdie maatreëls en dat hulle dit aanvaar en nakom.

- M3.3 Die hoofdoel van die Gedragskode is positief, naamlik om onbesproke gedrag te bevorder. Desondanks is 'n werknemer, indien hy of sy 'n bepaling van die Gedragskode oortree of versuim om daaraan te voldoen, skuldig aan wangedrag kragtens artikel 20(t) van die Wet en kan daar ooreenkomstig die toepaslike artikels van die Wet met hom of haar gehandel word.

M4 GEDRAGSKODE

M4.1 VERHOUDING MET DIE WETGEWENDE EN UITVOERENDE GESAG

'n Werknemer –

- M4.1.1 moet in die uitvoering van sy of haar daaglikse pligte getrou bly aan die Republiek en die Grondwet in ere hou en nakom;
- M4.1.2 moet in die uitvoering van sy of haar pligte die openbare belang eerste stel;
- M4.1.3 moet in die uitvoering van sy of haar amptelike pligte soos uiteengesit in alle toepaslike statutêre en ander voorskrifte, die beleid van die regering van die dag lojiaal uitvoer;
- M4.1.4 moet daarna streef om bekend te wees met alle statutêre en ander opdragte van toepassing op sy of haar gedrag en pligte, en moet dit nakom;
- M4.1.5 moet met openbare instellings kragtens wet en die Grondwet ingestel, saamwerk ter bevordering van die openbare belang.

M4.2 VERHOUDING MET DIE PUBLIEK

'n Werknemer –

- M4.2.1 moet die eenheid en welsyn van die Suid-Afrikaanse nasie in die uitvoering van sy of haar amptelike pligte bevorder;
- M4.2.2 moet die publiek onbevooroordeeld en onpartydig dien ten einde vertroue in die Staatsdiens te wek;
- M4.2.3 moet hoflik, hulpvaardig en redelik toeganklik wees in sy of haar omgang met die publiek en lede van die publiek te alle tye behandel soos kliënte wat geregtig is op hoë diensleweringstandaarde;

- M4.2.4** moet in die uitvoering van sy of haar amptelike pligte en die neem van besluite wat die publiek raak, agting hê vir die omstandighede en belange van die publiek;
- M4.2.5** moet deur tydige dienslewering verbind wees tot die ontwikkeling en opheffing van alle Suid-Afrikaners;
- M4.2.6** mag nie onbillik diskrimineer teen enige lid van die publiek op grond van ras, geslagtelikheid, etniese of sosiale herkoms, kleur, seksuele georiënteerdheid, ouderdom, gestremdheid, godsdiens, politieke oortuiging, gewete, oortuiging, kultuur of taal nie;
- M4.2.7** mag nie sy of haar posisie in die Staatsdiens misbruik om die belange van enige politieke party of belangegroep te bevorder of te benadeel nie;
- M4.2.8** moet elke mens se waardigheid en sy of haar regte soos vervat in die Grondwet, respekteer en beskerm; en
- M4.2.9** moet die publiek se reg op toegang tot inligting, uitgesonderd inligting wat spesifiek by wet beskerm word, erken.

M4.3 VERHOUDING TUSSEN WERKNEMERS

'n Werknemer –

- M4.3.1** moet ten volle met ander werknemers saamwerk ten einde die openbare belang te bevorder;
- M4.3.2** moet alle redelike opdragte uitvoer van diegene wat amptelik aangewys is om dit te gee, mits die opdragte nie strydig is met die Grondwet en/of enige ander wetlike bepaling nie;
- M4.3.3** moet hom of haar daarvan weerhou om familie of vriende in werkverwante bedrywighede te begunstig en mag nooit sy of haar gesag misbruik of 'n ander werknemer beïnvloed om dit te misbruik nie, of hom of haar nooit laat beïnvloed om dit te misbruik nie;
- M4.3.4** moet die gepaste kanale gebruik om sy of haar griewe te lug of verhoër te rig;
- M4.3.5** moet verbind wees tot die optimale ontwikkeling, motivering en benutting van sy of haar personeel en tot die bevordering van gesonde arbeids- en interpersoonlike verhoudinge;
- M4.3.6** moet ander werknemers regverdig, professioneel en billik behandel, ongeag ras, geslagtelikheid, etniese of sosiale herkoms, kleur, seksuele georiënteerdheid, ouderdom, gestremdheid, godsdiens, politieke oortuiging, gewete, oortuiging, kultuur of taal; en
- M4.3.7** moet hom of haar weerhou van politieke bedrywighede in die werkplek.

M4.4 UITVOERING VAN PLIGTE

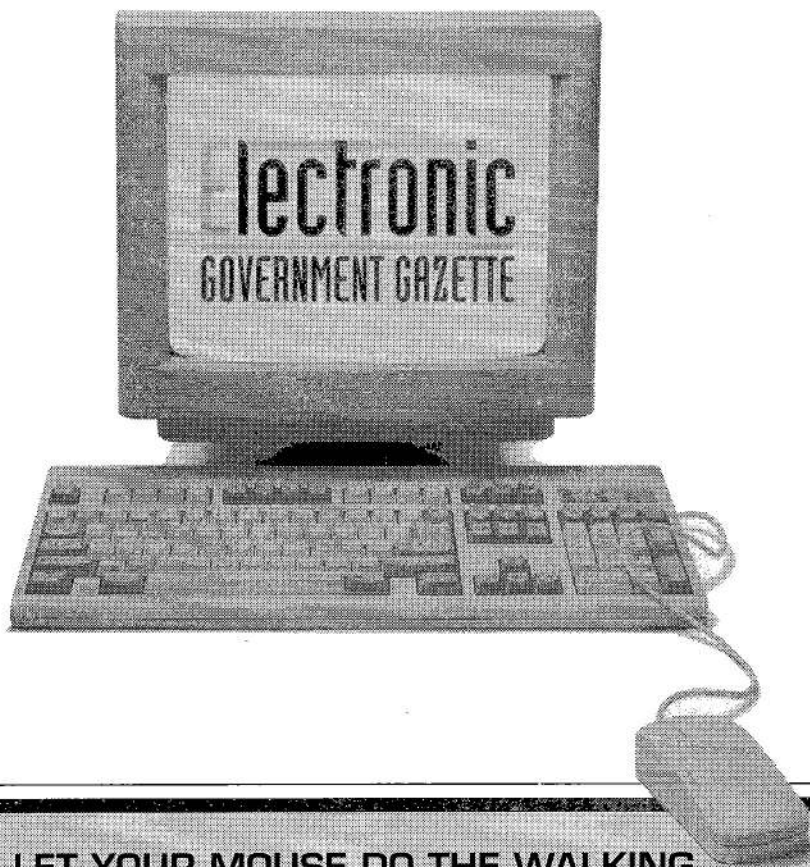
'n Werknemer –

- M4.4.1 moet daarna streef om die doelwitte van sy of haar instelling kostedoeltreffend en in die openbare belang te bereik;
- M4.4.2 moet kreatief wees in sy of haar denke en die uitvoering van sy of haar pligte, innoverende maniere probeer vind om probleme op te los, en effektiwiteit en doeltreffendheid bevorder binne die raamwerk van die reg;
- M4.4.3 moet nougeset wees in die uitvoering van sy of haar pligte;
- M4.4.4 moet sy of haar pligte op professionele en bevoegde wyse uitvoer;
- M4.4.5 mag nie meedoen aan enige saak of handeling wat strydig is met of inbreuk maak op die uitvoering van sy of haar amptelike pligte nie;
- M4.4.6 moet hom of haar onttrek aan enige amptelike handeling of besluitnemingsproses wat kan lei tot onbehoorlike persoonlike voordeel, wat behoorlik deur die werknemer verklaar moet word;
- M4.4.7 moet die verantwoordelikheid aanvaar om deurlopende opleiding te benut en selfontwikkeling toe te pas deur sy of haar hele loopbaan;
- M4.4.8 moet eerlik en verantwoordelik wees in die hantering van openbare fondse en die Staatsdiens se eiendom en ander hulpbronne doeltreffend, doelmatig en slegs vir gemagtigde amptelike doeleindes gebruik;
- M4.4.9 moet gesonde, doeltreffende, effektiewe, deursigtige en verantwoordbare administrasie bevorder;
- M4.4.10 moet in die loop van sy of haar amptelike pligte bedrog, korrupsie, nepotisme, wanadministrasie en enige ander handeling wat 'n misdryf uitmaak of wat tot nadeel van die openbare belang strek, aan die toepaslike owerhede rapporteer;
- M4.4.11 moet eerlike en onpartydige advies, gebaseer op al die beskikbare toepaslike inligting, aan hoër gesag gee wanneer hy of sy om bystand van hierdie aard gevra word; en
- M4.4.12 moet die vertroulikheid eerbiedig van aangeleenthede, dokumente en besprekings wat as vertroulik of geheim geklassifiseer is of dit by implikasie is.

M4.5 PERSOONLIKE GEDRAG EN PRIVATE BELANGE

'n Werknemer –

- M4.5.1 moet tydens die uitvoering van amptelike pligte geklee wees en hom of haar gedra op 'n wyse wat die reputasie van die Staatsdiens bevorder;
 - M4.5.2 moet verantwoordelik optree wat die gebruik van alkoholiese drank of enige ander middel met 'n bedwelmende uitwerking betref;
 - M4.5.3 mag nie sy of haar amptelike posisie gebruik om private geskenke of voordele vir homself of haarself te bekom in die uitvoering van sy of haar amptelike pligte nie, en mag nie enige geskenk of voordele aanvaar wanneer dit aangebied word nie, aangesien dit as omkoperij beskou kan word;
 - M4.5.4 mag nie enige amptelike inligting gebruik of bekendmaak vir eie voordeel of die voordeel van andere nie; en
 - M4.5.5 mag nie sonder amptelike toestemming besoldigde werk buite sy of haar amptelike pligte onderneem nie of kantoortoerusting vir sodanige werk gebruik nie."
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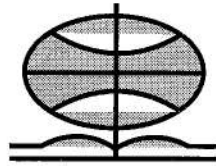
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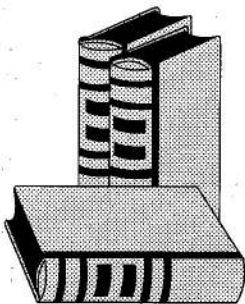
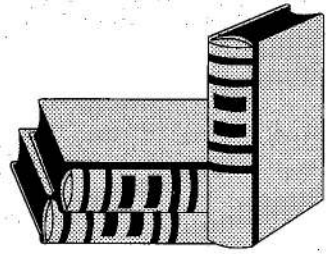
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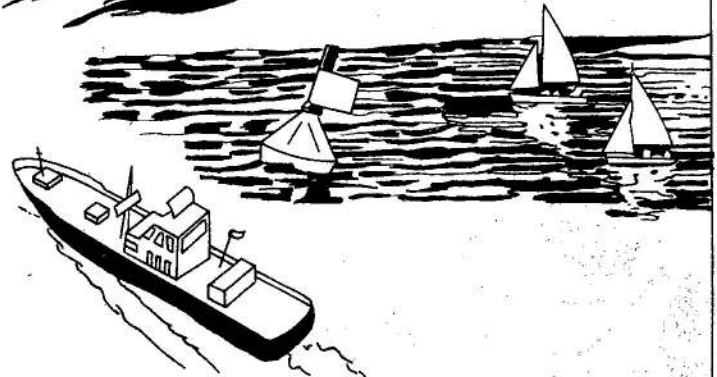
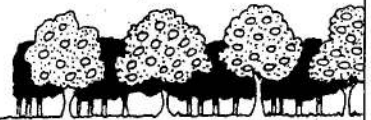
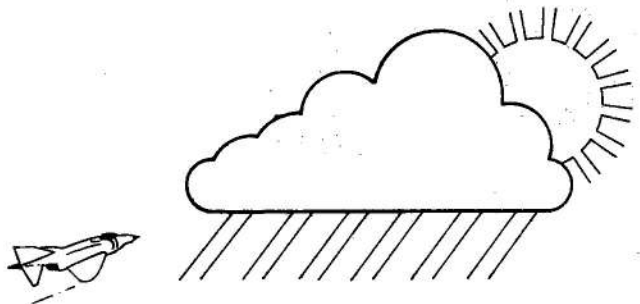
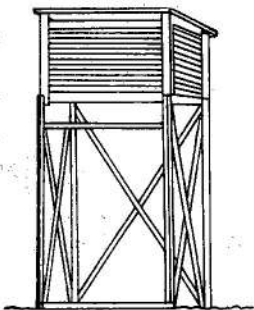
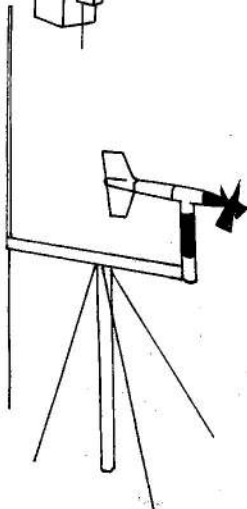


Waar is die meeste weerkundige inligting in die hele Suid-Afrika beskikbaar?

Department of Environmental Affairs and Tourism
Departement van Omgewingsake en Toerisme

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THE WEATHER BUREAU HELPS FARMERS TO PLAN THEIR CROP



THE WEATHER BUREAU: DEPARTMENT OF ENVIRONMENTAL AFFAIRS & TOURISM
DIE WEERBURO: DEPARTEMENT VAN OMGEWINGSAKE EN TOERISME

CONTENTS

No.		Page No.	Gazette No.
GOVERNMENT NOTICE			
Public Service Commission, Office of			
<i>Government Notice</i>			
R. 825	Public Service Act, 1994: Code of Conduct for the Public Service	1	18065

INHOUD

No.		Bladsy No.	Koerant No.
GOEWERMENTSKENNISGEWING			
Staatsdienskommissie, Kantoor van			
<i>Goewermentskennisgewing</i>			
R. 825	Staatsdienswet, 1994: Gedragskode vir die Staatsdiens.....	6	18065