



ETHICS MANAGEMENT STRATEGY

Version control

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Responsible Manager: Senior Manager for Corporate Services

Recommended :

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Approved by the Head of Department:

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Date

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1. Strategy Aim

The aim of this strategy is to curb any corrupt or unethical activities whether internal or external.

2. Legislative and Policy Framework

- Public Service Anti-Corruption Strategy
- The Whistle blowing Policy
- The Code of Conduct for the Public Service contained in the Public Service Regulations, 2016
- The Financial Disclosure Framework contained in the Public Service Regulations, 2016
- The Risk Management Strategy and Policy of the Department.
- Public Service Integrity Management Framework.

3. Strategy Scope

This policy is applicable employees¹ in the Department.

4. Policy Statement

It is the policy of the Northern Cape Department of Transport, Safety and Liaison:

- 4.1. To maintain efficient management and administration of the department and the maintenance of discipline, as well as ensure that the conduct of employees conforms to the basic values and principles governing public administration and the norms and standards as prescribed. Heads of department should also ensure that their staff are acquainted with these measures, and that they accept and abide by them.
- 4.2. The Head of Department in his /her discretion can assign responsibilities in terms of the following to such employee(s) as necessary to enhance ethics management in the department:
 - Development and implementation of measures to ensure adherence to Constitution and other laws
 - Relationship with public
 - Ethical conduct

¹ Appointed in terms of the Public Service Act, on contract through EPWP as well as inters and learners

- Performance of official duties
- Employees as candidates for elections
- Financial Disclosure
- Register of designated employees' interests
- Disclosure of designated employees' interests
- Details of interests to be disclosed
- Confidentiality of submitted forms and register
- Conflict of interest
- Anti-corruption and ethics management
- Anti-corruption functions
- Designation of ethics officers
- Other remunerative work by employees

4.3. The following strategies will be implemented to achieve the promotion and maintenance of ethics in the Department:

- Improved management policies and practices such as fraud and risk management policies
- Propagating and training on the codes of conduct and ethics
- Development of appropriate manuals and information leaflets
- Publishing case law and other case studies relating to ethics
- Awareness, training and education on areas in ethics that need emphasis
- Research, Social analysis, and policy advocacy to determine trends and areas of vulnerability
- Connecting ethics with the Batho Pele principles
- Identifying unethical behaviour and acts and developing appropriate responses to such
- Training on forms wherein unethical behaviour manifests such as fraud, corruption, embezzlement, bribery, extortion, favouritism, nepotism, abuse of power, insider trading/abuse of privileged information
- Consistent application of discipline

- Promotion of sound financial, ethical and management practices
- 4.4.** Structural support mechanisms will be put in place in pursuance of the strategy.
- Examples of such structures include reference in documents and policies of the PSC Anti-corruption Hotline, Office of the Public Protector, Ethics Champion, Complaints Desk in the Department, The South African Police Services, The HAWKS, and Office of the Chief Procurement Officer.
 - These structures should be scrutinized by the Ethics Management Committee and the best suitable clustering of any or all of the structures for the purposes of the Department.
 - The Efficiency Directorate in Office of the Premier with the Human Resource Directorate, Office of the Head of Department and Chief Financial Officer must in collaboration with the Ethics Management Committee decide on an appropriate structure for the Department.

5. Roles and Responsibilities

5.1. The Head of Department shall appoint an ethics officer.

5.2. The Ethics Officer shall:

- 5.2.1. Promote integrity and ethical behaviour in the department;
- 5.2.2. Advise employees on ethical matters;
- 5.2.3. Identify and report unethical behaviour and corrupt activities to the head of department;
- 5.2.4. Manage the financial disclosure system; and
- 5.2.5. Manage the processes and systems relating to remunerative work performed by employees outside their employment.

5.3. The Ethics Management Committee:

- 5.3.1. Provide oversight on ethics management in the department.
- 5.3.2. Assist the determination of the department's ethics strategy, and
- 5.3.3. Provide oversight of integrity management.

- 5.3.4. Give advice and input into educational and awareness raising material and projects
- 5.3.5. Develop monitoring mechanisms for managing the implementation of this Framework and conduct on-going analyses of emerging issues and trends that relate to it;
- 5.3.6. Take appropriate action to ensure that all public servants comply with the requirements of the Strategy;
- 5.3.7. Cooperate and consult with various stakeholders, inside and outside the department, in reviewing the problems of implementation and application of this Strategic Framework.

6. Review and Distribution

- 6.1. The senior manager for Corporate Services is responsible for this strategy and for ensuring that it is reviewed and updated.
- 6.2. This Strategy will be reviewed on an annual basis. If necessary, an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).
- 6.3. The senior manager for Policy & Planning will distribute updated versions to:
- Member of the Executive Council
 - Head of Department
 - All senior managers who will in turn distribute to their staff as appropriate.

