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**ETHICS FOR ALL OKHAHLAMBA MUNICIPAL
STAFF MEMBERS
2021 / 2022**

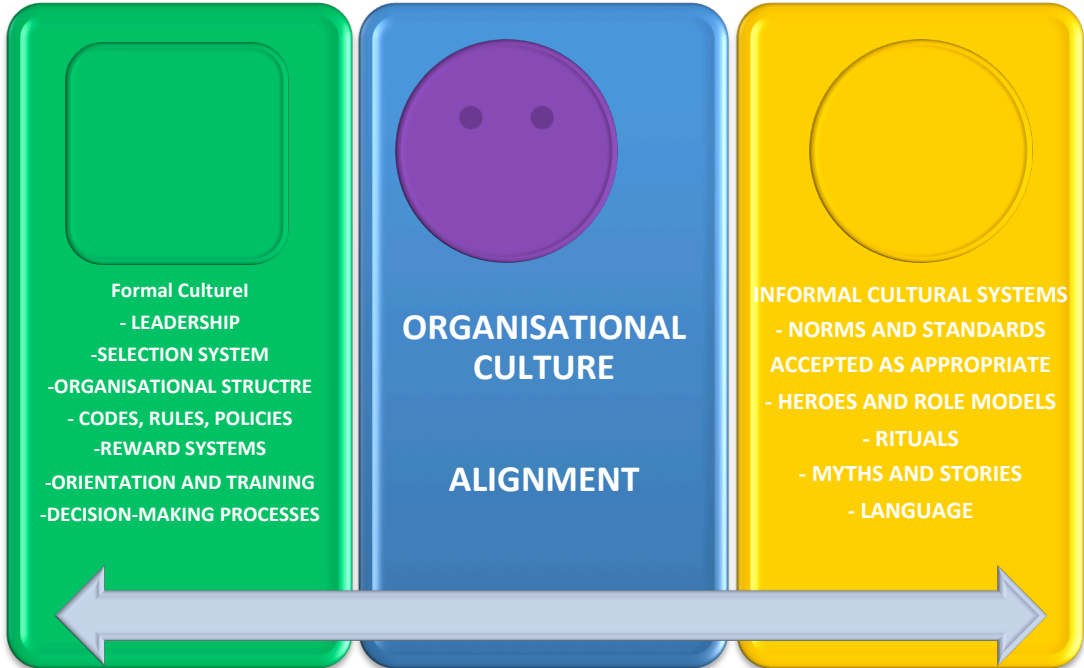
REVIEWED IN:

APPROVED BY COUNCIL ON: May 2021

CODE OF ETHICS FOR ALL OKHAHLAMBA MUNICIPAL STAFF

1. THE PHILOSOPHICAL BASIS OF ETHICS

- 1.1. In its broadest terms, the study of ethics is the study of what we understand to be good and right behaviours and how we, as individuals make value-judgements in terms of such understanding. As such these judgements cause the decisions, choices of action (behaviour) or non-action that we make- sometimes of an unethical nature.
- 1.2. In a municipality an individual is provided with opportunities to exercise any unethical tendency he or she might have. That is, unless established and effective practices have been implemented to modify or discourage such behavioural tendencies.



1.3. Against the above, we can define ethics as follows:

Ethics are:

- **The principles** (values) that guide behavior in respect of what is right, what is good and what is proper.
- **The standards** which help to guide us in achieving that which is right, good and proper.
- **The sustained efforts** which compel us and our municipality to employ those sound principles and standards- which best serve the public and their interests.

2. TYPES OF UNETHICAL BEHAVIOUS

Set out below are a number of unethical behaviour which will not be tolerated to Okhahlamba Municipality

2.1. Behavior concerning a lack of diligence and probity

Laziness

Carelessness; ignorance

Waste of municipal resources

Abuse of the municipal assets

Disrespect for the public and their interests

2.2. Behaviour concerning dishonesty for purposes of self interest

Corruption, theft, graft and fraud

- Using insider knowledge and influence
- Self-dealing
- Making personal use of municipal property
- Unauthorized outside employment

3. KNOWLEDGE AND INSIGHT

In order to continuously be aware of legislation and proactive complaint and ethical standards we all need to also keep in view the numerous existing legislation, regulations, policies and codes applicable to municipalities in South Africa. Refer to the list hereunder which are also in

the Okhahlamba Local Municipality web site link
www.okhahlamba.org.za

LEGISLATION

- Constitution
- Local Government: municipal Structures Act (no 117 of 1998)
- Local Government: Municipal Systems Act (no 32 of 2000)
- Municipal Finance Management Act (MFMA) (no 56 of 2003)
- The Prevention and Combating of Corrupt Activities Act (Act No.12 of 2004)
- Public Service Regulations in terms of Public Service Act (proclamation 103 of 1994)
- Public Finance Management Act (no 29 of 1999)
- The Promotion of Access to Information Act (no 2 of 2000)
- The Financial Intelligence Centre Act (no 38 of 2001)
- Other legislation aimed at preventing serious instances of unethical practice.
- Batho Pele Principles

REGULATIONS

- Municipal regulations on Minimum Competency levels
- Municipal Supply Chain Management Regulations
- Municipal Investment and Public-Private-Partnership (PPP's) Regulations
- Municipal Regulations on Finance Misconduct and Criminal Proceedings
- Municipal Regulations on Conditions of Employment for Senior Managers and Municipal Manager

CODES OF CONDUCT

- Conflicts of Interest
- King 3 Report on Corporate Governance and the King Code
- Triple Bottom Line reporting
- Batho Pele (Value for Money, Redress, Openness and transparency, Information, Courtesy, Access, Service Standards and Consultation)
- Schedule 2 of Municipal Systems Act, No.32 of 2000

4. CORE VALUES

The Okhahlamba Local Municipal Council has adopted the core values as set out below which must at all times be adhered to by every staff member

- Ethical behaviour
- Respect
- Honesty and Integrity
- Accountability to each other and the public
- Team work
- Initiative and Innovation
- Fiscal responsibility
- Excellent customer service
- Hard work and timeliness
- Care and protection of resources
- Flexibility and Cooperativeness
- Compliance with all set regulations
- Loyalty
- Unity
- Efficiency
- Professionalism
- Cost effectiveness
- Discipline
- Diligence
- Openness and Transparency
- Non-discriminatory

4.1 Mission statement in achieving good ethics and excellent customer care. Corporate services has developed the Complain / Comment registers placed in different offices of the municipal offices (Dukuza MPCC, Main Municipal Office, Technical, Library, Traffic and Winterton (Library / Museum)).

4.2 Registers checked on weekly basis Wednesday / Friday by Director Corporate and section heads where registers are allocated. Director Corporate Reports to Manco of raised complains or comments.

4.3 Director Corporate/ Municipal Manager / Communications Officer respond to all received comments / complains with sms or emails which ever the complainant has left as way of communication.

5. **CODE OF CONDUCT**

This code of ethics should be read in conjunction with the code of conduct as contained in Schedule 1&2 to the Municipal Systems Act of 2000 and Batho Pele principles. **ALL MUNICIPAL EMPLOYEES SIGN CODE OF CONDUCT**
