



STAFF CODE OF CONDUCT

POLICY NUMBER	
POLICY TYPE	HUMAN RESOURCE POLICY
LAST APPROVAL DATE	19 JANUARY 2026
COMMENCEMENT DATE	19 JANUARY 2026
INITIAL APPROVAL DATE	19 JANUARY 2026
PREVIOUS REVIEWALS	30 JUNE 2016
NEXT REVIEW DUE	19 JANUARY 2026
RESPONSIBLE MANAGER	HEAD: CORPORATE SERVICES

TABLE OF CONTENT

1. PREAMBLE.....	3
2. PURPOSE.....	3
3. SCOPE OF APPLICATION.....	4
4. CODE OF CONDUCT.....	4-6
a. Relationship with the entity	
b. Relationship with the public	
c. Relationship among employees	
5. PERFORMANCE OF DUTY.....	6-7
6. PERSONAL CONDUCT AND PRIVATE INTERESTS.....	7
7. DISCLOSURE OF BENEFITS.....	8
8. UNAUTHORISED DISCLOSURE OF INFORMATION.....	8
9. UNDUE INFLUENCE.....	8
10. REWARDS, GIFTS AND FAVOURS.....	8-9
11. POLICY MONITORING AND EVALUATION.....	9
12. COMMUNICATION AND CONSULTATION.....	9
13. PENALTIES.....	9
14. DISPUTE RESOLUTION.....	9
15. POLICY REVIEW.....	9
16. 16. APPROVAL AND SIGNATURE.....	9

CODE OF CONDUCT FOR PORT ST JOHNS DEVELOPMENT AGENCY STAFF MEMBERS

1. PREAMBLE

- 1.1 The need exists to provide direction 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 interest and what is expected of them in terms of their personal conduct in public and private life.
- 1.2 Although the Code of Conduct was drafted to be as comprehensive as possible, it is not exhaustive set of rules regulating standards of conduct. However, heads of department are, *inter alia*, under a duty to ensure that the conduct of their employees conform to the basic values and principles governing public administration and the norms and standards prescribe by the Code. Heads of department should also ensure that their staff are acquainted with these measures, and they accept and abide by them.
- 1.3 The primary purpose of the Code is a positive one, viz. to promote exemplary conduct. Notwithstanding this, an employee shall be guilty of misconduct and may be dealt with in accordance with the relevant collective agreement if she or he contravenes any provision of the Code of Conduct or fails to comply with any provision thereof.

2. PURPOSE

- 2.1 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.
- 2.2 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 held to ensure confidence in the Public Service.

3. SCOPE OF APPLICATION

This Staff Code of Conduct applies to all employees of the organization, regardless of position, level, or type of employment. This includes, but is not limited to:

- Permanent, temporary, and contract employees
- Interns and trainees
- Part-time and full-time staff
- Employees at all organizational levels, including management and executive leadership
- Any other individuals representing the organization in an official capacity

The Code is always applicable when employees are acting in the course of their duties, both within and outside the workplace, including:

- On official premises
- During remote or field work
- While attending meetings, conferences, trainings, or events on behalf of the organization
- During travel related to official business
- In any situation where the employee is representing or identified with the organization

All employees are expected to read, understand, and comply with the Code. Failure to adhere to the provisions may result in disciplinary action, up to and including termination of employment

4. CODE OF CONDUCT

4.1 RELATIONSHIP WITH THE ENTITY

An employee –

4.1.1 is faithful to the entity and honors its mandate and abides thereby in the execution of his or her daily tasks;

4.1.2 puts the public interest first in the execution of his or her duties;

4.1.3 loyally executes the policies of the entity in the performance of his or her official duties as contained in all statutory and other instructions applicable to his or her conduct and duties; and

4.1.4 co-operates with public institutions established under legislation and the Constitution of the republic in promoting the public interest



4.2 RELATIONSHIP WITH THE PUBLIC

An employee -

- 4.2.1 promotes the unity and well-being of the entity in performing his or her official duties;
- 4.2.2 will serve the public in an unbiased and impartial manner in order to create confidence in the Public Service;
- 4.2.3 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;
- 4.2.4 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;
- 4.2.5 is committed through timely service to the development and up-liftment of all South Africans;
- 4.2.6 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;
- 4.2.7 does not abuse his or her position in the Public Service to promote or prejudice the interest of any political party or interest group;
- 4.2.8 respects and protects every person's dignity and his or her rights as contained in the Constitution; and
- 4.2.9 recognizes the public's right of access to information, excluding information that is specifically protected by law

4.3 RELATIONSHIP AMONG EMPLOYEES

Any employee -

- 4.3.1 co-operates fully with other employees to advance the public interest;
- 4.3.2 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;
- 4.3.3 refrains from favoring 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;
- 4.3.4 uses the appropriate channels to air his or her grievances or to direct representation;

- 4.3.5 is committed to the optimal development, motivation and utilization of his or her grievances or to direct representations;
- 4.3.6 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
- 4.3.7 refrains from party political activities in the workplace.

5. PERFORMANCE OF DUTIES

An employee –

- 5.1.1 strives to achieve the objectives of his or her institution cost-effectively and in the public's interest;
- 5.1.2 is creative through execution of his or her duties, seeks innovative ways to solve problems and enhances effectiveness and efficiency within the context of the law;
- 5.1.3 is punctual in the execution of his or her duties;
- 5.1.4 executes his or her duties in a professional and competent manner
- 5.1.5 does not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties;
- 5.1.6 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;
- 5.1.7 accepts the responsibility to avail himself or herself of ongoing training and self-development throughout his or her career;
- 5.1.8 is honest and accountable in dealing with public funds and uses the Public service's property and other resources effectively, efficiently and only for authorized official purposes;
- 5.1.9 promotes sound, efficient, effective, transparent and accountable administration;
- 5.1.10 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;
- 5.1.11 gives honest and impartial advice, based on all available relevant information, to higher authority when asked for assistance of this kind; and

5.1.12 honors the confidentiality of matters, documents and discussions, classified or implied as being confidential or secret.

6. PERSONAL CONDUCT AND PRIVATE INTERESTS

An employee –

- 6.1.1 during official duties, dresses and behaves in a manner that enhances the reputation of the entity;
- 6.1.2 acts responsibly as far as the use of alcoholic beverages or any other substance with an intoxicating effect is concerned.
- 6.1.3 an employee shall not accept any gifts, benefits or item of monetary value from any person for himself or herself during the performance of duties as these may be construed as bribes;
- 6.1.4 does not use or disclose any official information for personal gain or the gain of others; and
- 6.1.5 does not, without approval, undertake remunerative work outside his or her official duties or use office equipment of such work

6.2 PERSONAL GAIN

An employee may not:

- 6.2.1 use the position or privileges of an employee, or confidential information obtained as an employee, for private gain or to improperly benefit another person; or
- 6.2.2 take a decision on behalf of the Entity concerning a matter in which that employee, or that employee's spouse, partner or business associate, has a direct or indirect personal or private business interest.
- 6.2.3 Except with the prior consent of the Board, an employee of the Entity may not
 - 6.2.3.1 be a party to a contract for:
 - 6.2.3.2 the provision of goods or services to the Entity; or
 - 6.2.3.3 the performance of any work for the Entity otherwise than as a employee;
 - 6.2.3.4 obtain a financial interest in any business of the Entity; or

7. DISCLOSURE OF BENEFITS

- 7.1 An employee of the Entity who, or whose spouse, partner, business associate or close family member, acquired or stands to acquire any direct benefit from a contract concluded with the Entity, must disclose in writing full particulars of the benefit to the CEO.
- 7.2 This item does not apply to a benefit which an employee, or a spouse, partner, business associate or close family member, has or acquires in common with all other employees.

8. UNAUTHORISED DISCLOSURE OF INFORMATION

- 8.1 An employee may not, without permission, disclose any privileged or confidential information obtained as an employee of the Entity to an unauthorized person.
- 8.1.1 For the purpose of this item "privileged or confidential information" includes any information:
- 8.1.1.1 determined by the Board or any structure or functionary of the Entity to be privileged or confidential;
 - 8.1.1.2 discussed in closed session by the Board or a committee of the Board;
 - 8.1.1.3 disclosure of which would violate a person's right to privacy; or
 - 8.1.1.4 declared to be privileged, confidential or secret in terms of any law.
- 8.1.2 This item does not derogate from a person's right of access to information in terms of national legislation.

9. UNDUE INFLUENCE

An employee may not—

- 9.1 unduly influence or attempt to influence the Board, or a structure or functionary of the Board, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- 9.2 mislead or attempt to mislead the Board, or a structure or functionary of the Board, in its consideration of any matter; or
- 9.3 be involved in a business venture with the Entity without the prior written consent of the Board.

10. REWARDS, GIFTS AND FAVOURS

- 10.1.1 An employee may not request, solicit or accept any reward, gift or favour for:
- 10.1.1.1 persuading the Board, or any structure or functionary of the Board, with regard to the exercise of any power or the performance of any duty;

- 10.1.1.2 making a representation to the Board, or any structure or functionary of the Board;
- 10.1.1.3 disclosing any privileged or confidential information; or
- 10.1.1.4 doing or not doing anything within that employee's powers or duties.

10.1.1.5 An employee must without delay report to a superior official or to the Chairperson of the Board any offer which, if accepted by the employee, would constitute a breach of this code

11. POLICY MONITORING AND EVALUATION

The Head of Corporate Services is responsible for ongoing monitoring and evaluation of the policy's implementation.

12. COMMUNICATION AND CONSULTATION

- The policy will be communicated to all employees using all available communication channels and posted on the Entity's website.
- Corporate Services will manage policy communication and awareness.

13. PENALTIES

- a. Non-compliance with any part of this policy is regarded as misconduct and will be addressed according to the Entity's Disciplinary Policy.

14. DISPUTE RESOLUTION

- a. Internal dispute resolution procedures must be followed for grievances arising from this policy.

15. POLICY REVIEW

- a. The policy must be reviewed annually to assess its effectiveness and relevance.

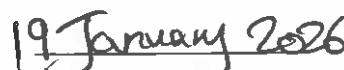
16. POLICY APPROVAL

This policy was formulated by the Entity for recommendations by HRRC and approved by the Board.

Chief Executive Officer



 Signature



 Date

Board Chairperson

 Signature

 Date