



**DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON  
ISEBE LEZOTHUTO, EZOKHUSELEKO NONXULUMANO  
LEFAPHA LA DIPALANGWA, PABALESEGO LE BOGOKAGANYI  
DEPARTEMENT VAN VERVOER, VEILIGHEID EN SKAKELING**

Noord-kaap Provinsie / Northern Cape Province  
Phondo Lomntla Kapa / Porofensi ya Kapa Bokone

**DEPARTMENT OF TRANSPORT, SAFETY AND LIAISON**

**ETHICS MANAGEMENT STRATEGY**

**2018/2019**

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## 1. BACKGROUND

Section 195 (1) (a) of the Constitution of RSA Act no.108 of 1996 requires that "a high standard of professional ethics must be promoted and maintained in Public Administration generally." The Merriam-Webster Dictionary describes ethics as "rules of behaviour based on ideas about what is morally good and bad."

## 2. INTRODUCTION

Government has taken a number of steps to ensure that ethics be promoted in the public service and that such measures be promoted and maintained throughout the Public Service. Although in this document it is attempted to focus specifically on ethics in general, the information in this document cannot be read in isolation from the following that forms part and parcel of this Ethics Management Strategy for the Department:

- a. PUBLIC SERVICE ANTI-CORRUPTION STRATEGY
- b. The Whistle blowing Policy
- c. The Code of Conduct for the Public Service contained in the Public Service Regulations, 2016
- d. The Financial Disclosure Framework contained in the Public Service Regulations, 2016
- e. The Risk Management Strategy and Policy of the Department.
- f. Public Service Integrity Management Frame-work.

This strategy is however sensitive and complimentary to the above documents and supplementary to the stipulations contained in Section 30 of the Public Service Act, 1994, as amended by Act 30 of 20.., and Chapter1, Parts 1,2 and 3 of the Public Service Regulations, 2016.

## 3. SCOPE OF APPLICATION

This Strategic Framework as well as the supplementary frameworks and policies already developed and or to be developed, are applicable to

- I. All persons employed in terms of the Public Service Act, 1994, as amended;
- II. Employees appointed on contract either through the EPWP Determination and or other provisions;
- III. Interns and Learners appointed through Sectoral Determinations as issued from time to time by the Minister of Labour.

## 4. MEASURES TO IMPLEMENT ETHICS IN THE DEPARTMENT

### 4.1 IDENTIFICATION OF ROLE PLAYERS AND FUNCTIONS:

The Head of Department, by virtue of his/her responsibility in terms of section 7 (3) (b) of the Public Service Act, 1994 as amended, is responsible for the efficient management and administration of their departments and the maintenance of discipline, and therefore, inter alia, under a duty to ensure that the conduct of their employees conforms to the basic values and principles governing public administration and the norms and standards prescribed by the Act. Heads of department should also ensure that their staff are acquainted with these measures, and that they accept and abide by them. 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 i.e



- Development and implementation of measures to ensure adherence to Constitution and other laws
- Relationship with public
- Ethical conduct
- 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

#### 4.2 The Head of Department

**shall appoint:**

- An Ethics Officer(s) with role and functions
- promote integrity and ethical behaviour in the department;
- advise employees on ethical matters;
- identify and report unethical behaviour and corrupt activities to the head of department;
- manage the financial disclosure system; and
- manage the processes and systems relating to remunerative work performed by employees outside their employment in the relevant department

#### 4.3 Ethics Management Committee with role and functions

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



## 5. STRATEGIES TO ENSURE IMPLEMENTATION OF ETHICS MANAGEMENT AND PROMOTION IN THE DEPARTMENT

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 etc
- Consistent application of discipline etc.
- Promotion of sound financial, ethical and management practices.

### 5.1 Structural Support Mechanisms

- It is necessary that support systems be put in place in the pursuance of the Strategy and to give effect to management policies and frameworks identified in the strategy that still need to be developed or improved where it already exist.
- 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, Office of the Chief Procurement Officer etc.
- 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 OTP with the Directorate HR, Office of the HOD and CFO must in collaboration with the Ethics Management Committee decide on an appropriate structure for the Department.

### 5.2 Strategy Status

- The Strategy as outlined above is an interim document for purposes of the department until such time that either a Provincial Strategy is developed or other instructions is received from Office of the Premier.

## 6. REVIEW

The strategy will be reviewed when the needs arises.



## 7. ENDORSEMENT

This Ethics Management Strategy for the Department of Transport, Safety and Liaison will be endorsed by:

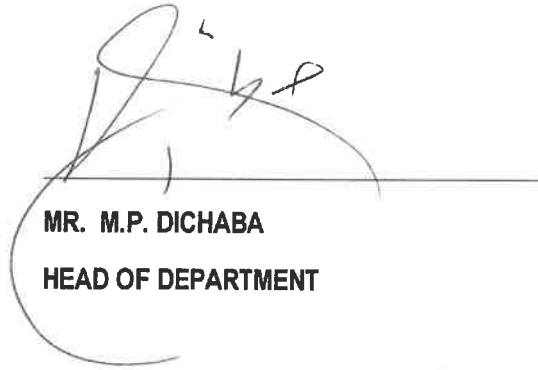


MR. E. CROUCH

DIRECTOR: CORPORATE SERVICES

26-3-2018

DATE



MR. M.P. DICHABA

HEAD OF DEPARTMENT

26-3-2018

DATE



