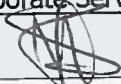




TRANSPORT EDUCATION AND TRAINING AUTHORITY

Document Title:	Code of Ethics & Business Conduct	Document No and Revision:	HRPOL02 Rev00
Department	Corporate Services	Effective date	01 September 2013
Approved		1 st Issue Date	01 September 2013

1. BACKGROUND & PURPOSE

BACKGROUND

- 1.1 This document sets out the Code of Ethics and Business Conduct for TETA and augments existing guidelines.
- 1.2 The spirit of this document is to encourage and support ethical conduct by all individuals covered by it as reflected in the scope below.

PURPOSE CODE IS:

- (a) To set out TETA'S core values;
- (b) To provide a framework for identifying conduct that is ethical and acceptable for the employees of TETA who act as its agents;
- (c) To create a climate where authority is used ethically, and
- (d) To support all efforts aimed at curbing moral degeneration.

2. SCOPE OF THE CODE


- 2.1 Compliance with the Code is required of all employees of TETA. The ethical principles contained in the Code also apply to contract labour, consultants, temporary employees, part-time employees, casual employees, occasional employees, customers, suppliers and others acting on behalf of, or dealing with TETA.
- 2.2 Although TETA has limited legal rights in enforcing its policy of ethical business conduct and behaviour on its goods and services providers, TETA can exercise moral persuasion to gain compliance with the Code or choose not to enter into business relationships with providers that do not comply.

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3. ETHICS

3.1 The term "ethics" refers to standards of conduct which indicate how a person should behave, based on moral duties and virtues arising from the principles of right and wrong.

3.2 Ethical standards are necessary for the following reasons:

- To ensure that all stakeholders of TETA are aware of the core values respected by its employees (including management), and
- To ensure accountability within TETA in terms of fundamental ethical values and TETA'S core values.

4. CORE VALUES

4.1 As an organisation which operates in the public domain, TETA:


- Is accountable to the public through exemplary conduct;
- Discharges its responsibilities professionally and with humility, and with the aim of promoting growth and prosperity for all;
- Aspires to the highest standards of financial management and discipline;
- Acknowledges the importance of delivering excellent services to clients, through team work, planning with precision and executing with enthusiasm and commitment, striving at all times to improve performance;
- Recognises its staff as a valued asset and by investing in them, offers opportunities to enhance skills, access to the best technology and advance careers to full potential;
- Acts transparently and with integrity in dealing with the public and colleagues, showing respect and demonstrating fairness and objectivity, and
- In achieving these goals, will honour the faith that the investing public has placed in us.

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5. THE CODE OF CONDUCT

5.1 TETA subscribes wholly to a Code of Conduct.

A. INTRODUCTION


- A.1 The need exists to provide direction to employees with regard to their relationship with TETA 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.*
- A.2 Although the Code of Conduct was drafted to be as comprehensive as possible, it is not an exhaustive set of rules regulating standards of conduct. However, heads of department and Chambers, by virtue of their responsibility, are responsible for the efficient management and administration of their departments and Chambers and the maintenance of discipline, are, 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. Heads of department should also ensure that their staff are acquainted with these measures, and that they accept and abide by them.*
- A.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.*

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B. CODE OF CONDUCT

B.1 RELATIONSHIP WITH THE EXECUTIVE

An employee –

- B.1.1 is faithful to the Republic and honours the Constitution and abides thereby in the execution of her or his daily tasks;*
- B.1.2 puts TETA'S interests first in the execution of her or his duties;*
- B.1.3 loyally executes the policies of TETA on the day in the performance of her or his official duties as contained in all statutory and other prescripts;*
- B.1.4 strives to be familiar with and abides by all statutory and other instructions applicable to her or his conduct and duties, and*
- B.1.5 co-operates with institutions established under legislation and the Constitution in promoting TETA'S interests.*

B.2 RELATIONSHIP WITH THE PUBLIC

An employee –


- B.2.1 promotes the unity and well-being of TETA in performing her or his official duties;*
- B.2.2 will serve the public in an unbiased and impartial manner in order to create confidence in TETA and its activities;*
- B.2.3 is polite, helpful and reasonably accessible in her or his dealing with the public, at all times treating members of the public as customers who are entitled to receive high standards of service;*
- B.2.4 has regard for the circumstances and concerns of the public in performing her or his official duties and in the making of decisions affecting them;*
- B.2.5 is committed through timely service to the development and upliftment of all South Africans;*
- B.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;*
- B.2.7 does not abuse her or his position in TETA to promote or prejudice the interest of any political party or interest group;*
- B.2.8 respects and protects every person's dignity and her or his rights as contained*

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in the Constitution, and

B.2.9 recognises the public's right of access to information, excluding information that is specifically protected by law.

B.3 RELATIONSHIPS AMONG EMPLOYEES

An employee –

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

B.4 PERFORMANCE OF DUTIES

An employee –


- B.4.1 strives to achieve the objectives of her or his activities cost-effectively and in TETA'S interest;*
- B.4.2 is creative in thought and in the execution of her or his duties, seeks innovative ways to solve problems and enhances effectiveness and efficiency within the context of the law;*
- B.4.3 is punctual in the execution of her or his duties;*
- B.4.4 executes his or her duties in a professional and competent manner;*
- B.4.5 does not engage in any transaction or action that is in conflict with or infringes*

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on the execution of her or his official duties;

- B.4.6 will recuse herself or himself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the employee;*
- B.4.7 accepts the responsibility to avail himself or herself of ongoing training and self-development throughout her or his career;*
- B.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;*
- B.4.9 promotes sound, efficient, effective, transparent and accountable administration;*
- B.4.10 in the course of her or his 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;*
- B.4.11 gives honest and impartial advice, based on all available relevant information, to a higher authority when asked for assistance of this kind, and*
- B.4.12 honours the confidentiality of matters, documents and discussions, classified or implied as being confidential or secret.*

B.5 PERSONAL CONDUCT AND PRIVATE INTERESTS

An employee –


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

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6. CREATING AWARENESS

6.1 The term "ethics" refers to standards of conduct which indicate how a person should behave, based on moral duties and virtues arising from the principles of right and wrong.

6.2 Ethical standards are necessary for the following reasons:

- To ensure that all stakeholders of TETA are aware of the core values respected by its employees (including management), and
- To ensure accountability within TETA in terms of fundamental ethical values and TETA'S core values.

7. COMPLIANCE

7.1 All employees of TETA –

- a) shall sign an annual declaration that they have read, are familiar with, understand and will conform with this Code. Responsibility for ensuring that all employees have delivered this declaration lies with all managers; and
- b) who have doubts regarding a questionable situation that might arise, should immediately consult their manager who will secure clarity from the Corporate Services Manager: Human Resources.

8. ADOPTION OF CODE



**Chairperson
 TETA**

**Chief Executive Officer
 TETA**

Date:

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Code of Ethics and Business Conduct

ANNUAL DECLARATION

I,, hereby declare that I have read, am familiar with, understand and have conformed with this code.

Signature:

Date

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