

CODE OF CONDUCT

FACILITATOR

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OBJECTIVES OF SESSION

- Explain the basics and essence of ethics in order to encourage its application
- Describe how employees' ethical/unethical decisions lead to a negative/positive outcome.
- Describe how appropriate the values and the code of conduct can be used in making ethical decisions

ETHICS, VALUES AND CODE OF CONDUCT

- **WHAT IS ETHICS?**

- Ethics is the practice of what is good and right for people at all times.
- Ethics is also the continuous effort of studying our own moral beliefs and conduct, and striving to ensure that we live up to standards that are reasonable and solidly-based.
- Ethics asks the question: how should I act towards others, especially when their interest is at stake?

ETHICS, VALUES AND CODE OF CONDUCT

WHAT ARE VALUES?

- Values are agreed norms that guide behavior.
- Values are determined by environmental factors and learned experiences (lessons learnt).
- The values and principles of the Service are designed to enable it achieve its mandate, i.e. seeks to advance the common good of the communities.

ETHICS, VALUES AND CODE OF CONDUCT

- **THE CODE OF CONDUCT?**
- The Code of Conduct is an in-depth view of what the Service believes in and how its employees see themselves and their relationship with each other and the rest of the citizenry.

OBJECTIVES OF THE VALUES OF THE SERVICE AND THE CODE OF CONDUCT:

- To set the tone and standards for the conduct of the activities of the employees of the Service
- To provide an expansive and continuous Ethics education process
- To provide appropriate administrative sanctions to be applied where an employee's conduct is found to be inconsistent with the Code

OBJECTIVES OF THE VALUES OF THE SERVICE AND THE CODE OF CONDUCT:

- The Code of Conduct prescribes appropriate norms and standards of behavior and attitudes.

RULES AND REQUIREMENT

- The Code of Conduct expressly gives the rules and requirement of the Civil Servant in public life based on the following guiding principles.
- a. Selflessness
- b. Integrity
- c. Justice and Fairness
- d. Accountability
- e. Transparency
- f. Leadership

SELFLESSNESS

- Civil Servant should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefit for themselves, their family or their friends

INTEGRITY

- Civil Servants should not place themselves under any financial or other obligation to any individuals or organizations that might influence them in the performance of their official duties, including awarding of contracts etc.

JUSTICE AND FAIRNESS

- In carrying out public business including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Civil Servant should make choices based solely on merit.
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ACCOUNTABILITY

- Civil Servants shall be responsible to both the Government (employer) and the public (customer) for their decisions and actions, and must submit themselves to whatever scrutiny is appropriate to their office.

TRANSPARENCY

- Civil Servants should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict access to information only when the wider public interest clearly demands that the information should not be released.

LEADERSHIP

- Civil Servants should strive to excel in all their endeavour; be an example to others and encourage others to follow their footsteps.

GENERAL REQUIRMENTS

1. The Civil Servants shall serve the constitutionally mandated Government i. e the duly constituted Government and State and recognizing the following:
 - a. The accountability of Civil Servants to the President and Parliament through Ministers of State, as well as to the Public

GENERAL REQUIREMENTS

- To discharge public function reasonably and according to Law
- To comply with the law, including international law, and treaty obligations, & to uphold the administration of justice
- Ethical standards governing particular professions represented in the Civil Service (accounting, audit)
- To observe the Ghana Civil Service Work Ethic.

GENERAL REQUIREMENTS

- A Civil Servant shall conduct himself at all times either at work or off- duty so as to deserve the respect of his employer, colleagues and members of the community.
- Exhibits these values; honesty, faithfulness, and justice, and shall not act in a manner derogatory to the honour or dignity of the Service

GENERAL REQUIREMENTS

- Civil Servants shall fully support and implement effectively Government policies/programmes and in doing this, protect vulnerable groups in the society, like women, the disabled, children etc. from undue discriminatory practices.

GENERAL REQUIREMENTS

- Make honest and impartial information relevant to a decision, available to Ministers. They should not deceive or knowingly mislead Ministers, Parliament or the Public. And they should conduct themselves in such a way as will deserve and retain the confidence and trust of the substantive Minister and also to established the same relationship with those whom he/she may be required to serve in some future administration.

GENERAL REQUIREMENTS

- Civil Servants as agents of Government or Ministers should not indicate their specific contribution to policy development.

MISCONDUCT

Misconduct in the Civil Service Code is as defined in Section 76 of the Civil Service Law 1993 (PNDCL 327) viz

MISCONDUCT

- “This is an Act by a Civil Servant without reasonable cause:
- Which amounts to a failure to perform in a proper manner any duty imposed on him; or
- Which contravenes any enactment relating to the Civil Service; or
- Which is otherwise prejudicial to sufficient conduct of the function of the Civil Service; or
- d. Which tends to bring the Civil Service into disrepute; constitutes misconduct.”

MISCONDUCT

- “For the avoidance of doubt, the conviction of a Civil Servants for any offense involving fraud, dishonesty or moral turpitude, tends to bring the Civil Service into disrepute.”

EXPOSURE OF MISCONDUCT

- A Civil Servant will be expected to expose any act of misconduct, the commission of which he knows or ought to have known to be a misconduct.

OFFENCES NOT IN THE CODE

- Any act of misconduct by a Civil Servant not expressly mentioned in this Code or in any regulations operating within the Civil Service shall be reported to the Head of Civil Service, who may, after consultation with the Civil Service Council, issue instructions as to how it should be dealt with, and the case shall be dealt with accordingly.

SERVICE

- A Civil Servant must show courtesy and decency in his communication about any person or matter that is under consideration or forms the subject of comment or response.
- A Civil Servant shall refrain from the use of insulting or intimidating words against Authority, a fellow Civil Servant, or , customer, or, from showing disrespect to any of them.

SERVICE

- Any Civil Servant who libels or slanders may be investigated departmentally and appropriate disciplinary action may be taken against him. Such disciplinary action will be without prejudice to any action that the aggrieved person may decide to take

SERVICE

- A Civil Servant shall refrain from engaging in sexual affairs in Government offices, or in any criminal sexual acts or malpractices anywhere.
- Civil Servants should not, during working hours, engage in behavior or conduct that disrupts or interferes with work of other officers by such means as: congregating on verandas, or outside their offices and engaging in gossip

SERVICE

- A Civil Servant shall not engage in unofficial commercial activities on office premises nor shall he encourage peddles to sell to him, during working hours.
- Civil Servant shall not maliciously/destructively criticize the work or conduct of another Civil Servant.
- Civil Servant should continue to maintain the ethic/culture of confidentiality even after they have left office. In other words, they should not release confidential information they have come by during their tenure of office to unauthorized people, when they are out of office. To do so, they might render themselves liable under the State Secrets Act, 1962, Act 101.

DISCIPLINARY PROCEDURES/PENALTIES

- 1. Disciplinary procedures may be initiated against a staff member who fails to comply with the standards of conduct in the Code ethics.
- 2. Disciplinary procedure for all offences shall be in accordance with the provisions of the Civil Service Regulations/Administrative Instructions.

DISCIPLINARY PROCEDURES/PENALTIES

- 4 Warning in writing to be issued to any officer whose work or conduct is unsatisfactory.
- In every case where an officer has been so warned the fact should be so recorded by the Head of the Department concerned.
- An officer should not be allowed to accumulate a long record of warnings and censures for acts of misconduct before disciplinary action is taken against him.

DISCIPLINARY COMMITTEE

- A Disciplinary Committee is constituted to investigate acts of misconduct and recommend appropriate disciplinary or corrective measures

MAJOR AND MINOR PENALTIES

- Penalty is classified as either major or minor
- Imposition of major or minor penalty, depends on the gravity of offence/misconduct.

MAJOR PENALTY

- Major penalties consist of the following
 - a. Reduction in rank
 - b. Removal from the Civil Service
 - c. Dismissal

MINOR PENALTY

- Minor penalties consist of the following :
 - a. Warning or reprimand
 - b. Suspension of increment
 - c. withholding or deferment of increment

MINOR PENALTY

- d. Suspension from duty with loss of pay
- e. Reduction in salary
- f. Surcharge

PETITIONS

- Where there is a breach of the Code of Conduct a Civil Servant may report or complain to a superior officer or the appropriate authority.

Hierarchy of Authority for Lodging Petitions/Complain

- Petitions may be lodge in the following ascending order:
 - a. Immediate Supervisor (of officer complained of)
 - b. Head of Department/Chief Director;
 - c. The Head of Civil Service;
 - d. The Civil Service Council
 - e. The President/ Vice-President

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- THANK YOU