

## **Do's and don'ts for municipal employees**

The Code of Conduct for municipal staff members in terms of the Municipal Systems Act stipulates the rules which employees must adhere to in order to avoid disciplinary action against them.

In general, a staff member must at all times –

- loyally execute the council's policies;
- perform his functions in good faith, diligently, honestly and in a transparent manner;
- act in the best interest of the municipality, and in such a way that the credibility and integrity of the municipality are not compromised; and
- act impartially and treat all people equally without favour or prejudice.

In particular, a staff member may not –

- use the position or privileges of a staff member, or confidential information obtained as a staff member, for private gain or to improperly benefit another person;
- take a decision on behalf of the municipality concerning a matter in which that staff member, or his/her spouse, partner or business associate, has a direct or indirect personal or private business interest;
- be engaged in any business, trade or profession other than the work of the municipality except with the prior consent of the latter;
- be a party to or beneficiary under a contract for the provision of goods or services to any municipality;
- without permission disclose any privileged or confidential information obtained as a staff member;
- unduly influence the council or a structure or functionary of the council, or a councillor, with a view to obtaining any appointment, promotion, privilege, advantage or benefit, or for a family member, friend or associate;
- be involved in a business venture with a councillor with the prior written consent of the council;
- request, solicit or accept any reward, gift or favour for – inter alia – persuading the council or structure or functionary with regard to the exercise of any power or the performance of any duty;
- use, take, acquire, or benefit from any property or asset owned, controlled or managed by the municipality to which that staff member has no right;
- participate in an election of the council of the municipality, other than in an official capacity or pursuant to any constitutional rights.
- embark on any action amounting to sexual harassment.

**Should you be aware that an employee of the municipality is in breach of these rules, please report full particulars of the alleged conduct to the office of the internal auditor at 022-487 9400 for investigation.**