



MPUMALANGA REGIONAL
TRAINING
TRUST

Empowerment Through Training

CODE OF CONDUCT

Policy No.: HRM: 08

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CODE OF CONDUCT

FOR MRTT EMPLOYEES

1. DEFINITION

In this code "Partner" means a person who permanently lives with another person in a manner as if married.

2. GENERAL CONDUCT

A staff member of the entity must at all times –

- (i) Loyal execute the lawful policies of the entity
- (ii) Perform the functions of office in good faith, diligently, honestly and in a transparent manner;
- (iii) Act in the best interest of the entity and in such a way that the credibility and integrity of the entity are not compromised;
- (iv) Act impartially and treat all people, including other staff members equally without favour or prejudice.

3. COMMITMENT TO SERVING THE PUBLIC INTEREST

A staff member of the entity is a public servant in a developmental public system and must accordingly –

- (i) Implement the provisions of the Public Finance Management Act of 1999
- (ii) Foster a culture of commitment to service the public and a collective sense of responsibility for performance in terms of standards and targets;
- (iii) Promote and seek to implement the basic values and principles of public administration described in section 195 (1) of the Constitution of the Republic of South Africa;
- (iv) Obtain copies of or information about the entity's plan and as far as possible within the ambit of the staff member's job description, seek to implement the objectives set out in the plan and achieve the performance targets set for each performance indicator;
- (v) Participate in the overall performance management system

4. CONFIDENTIALITY OF INFORMATION

- a. No employees shall furnish any confidential information unless duly authorised to do so by the CEO or his designate. When an employee leaves the service of the entity for any reason whatsoever, such former employee shall be required to adhere to the provisions of this policy.
- b. Employees may not during or after their period of service with the entity, divulge any confidential information pertaining to the entity, to any person or media, unless he/she is required to do so in the execution of his/her duties or with the prior approval of the entity.
- c. No public or press statements or announcement may be made on behalf of the entity without the written consent of the Chief Executive Officer.
- d. An employee may not utilise or disclose any information of or concerning the entity and/or its activities in any study or course without prior approval of the Chief Executive Officer.
- e. The disclosure of any information, which may create expectations amongst entity clients, should be avoided in view of the potentially damaging effects thereof.
- f. All employees are required to sign a declaration of secrecy on appointment

- g. Employees must take reasonable steps, acceptable to their Sub Programme managers/supervisors, to ensure that working papers and files left unattended are stored securely.
- h. Employees or their relatives for their own gain must not use information that comes to the knowledge of employees in their course of their work. Critical care concerning privacy and security should be taken where the affairs of the entity are being discussed and where documents and working papers are concerned.
- i. Personal information contained within personal files should under no circumstances be disclosed, unless with the permission of the Chief Executive Officer and the Human Resources Sub-Programme.
- j. Should employee require any information concerning the entity or its activities, prior approval must be obtained from the Chief Executive Officer.

5. COMPENSATION FROM NON-ENTITY SOURCES

- a. To define the policy of the entity regarding the acceptance by employees of any form of compensation, other than the involvement from the entity for services rendered during official working hours.
- b. An employee serving as the entity's nominee on the Board of Directors must remit all fees or remuneration to the entity. Likewise, any consulting, presentation or other fees for work done as the entity employee or during working hours are for the account of the entity.

6. PROTECTING THE ENTITY INTEREST

- a. To ensure that the image and property of the entity is professionally handled at all times.
- b. Employees must at all times protect the property of the entity and not use such property for their benefit without authorization.
- c. Employees must strive to protect and promote the dignity and interest of the entity.
- d. Employees must serve the entity diligently and to the best of their ability, and during the hours of duty, apply their attention and energy to the service of the entity only.
- e. An Asset register must be completed by all employees on receiving entity property, e.g. Laptop, vehicle, etc.
- f. All employees shall sign a Code of Ethics and such a copy shall be kept in the employee file.

7. PROPRIETARY INTEREST

- a. To ensure compliance to Corporate Governance and any applicable legislation.
- b. Employees shall have no proprietary interest in any of the products, services or documentation produced or developed by them in the course of their employment with the entity.

8. PERSONAL INFORMATION

- a. To ensure that the entity has updated and correct employee information at all times.
- b. Employees must at all times inform the entity of any change to their personal information.
- c. This should be done within five (5) days from the date on which a change took place.
- d. The employee must complete and sign the official form/payroll input, indicating any changes to his/her personal information.

9. COMMUNICATION TO THE BOARD OF DIRECTORS

- a. No employee or group of employees may submit a request or communicate any kind of such directly to the Board of Directors, REMCO or a member of the board of directors without the approval of the Chief Executive Officer. And/or give effect to an instruction or request by an individual member of the Board of Directors which has bearing on or infringes on the activities of the management of the Board of Directors, without the mediation or approval of the Senior Management Committee.
- b. Communication to or from the Board of Directors will only be through the CEO or Entity Secretary's Office.

10. ELECTION TO PUBLIC OFFICE

- a. To set rules and guide the Sub Programmes relating to election in the Public Office.
- b. An employee may not accept nomination to become a candidate for election for a public office without prior notification of the Chief Executive Officer.
- c. No employees shall use his/her position in the entity to promote or prejudice the interest of any political party or grouping.
- d. The employee must inform the Sub Programme Manager in writing of such intentions to participate in an election to the public office.

11. CANVASSING AND LOBBYING

- a. To set entity rules and guide the Sub Programmes relating to canvassing and lobbying.
- b. No employee shall display on the entity property printed material such as posters, books, magazines, or any other item promoting any political party or grouping or which might offend particular gender, race or group.
- c. Any employee canvassing and lobbying in the entity premises will be subjected to a disciplinary procedure.

12. MEDIA RELATIONS

- a. To set entity rules and guide Sub Programmes relating to Media Relations.
- b. Employees may not publicise issues relating to matters affecting the entity, whether by speaking out in public or by communicating either orally or in writing with the press except the Chief Executive Officer or his/her delegate.

13. THE PERSONAL POSITION OF AN EMPLOYEE

- a. To ensure that all employee personal information is handled confidentially and professionally at all times.
- b. Representation by an employee on any issue affecting his/her personal position shall be dealt with in terms of the channels of communication as mentioned in the grievance procedure. However, any matter regarding the personal position of an employee may be directly referred to the Human Resources Sub-Programmes by the employee himself/herself at any time.

14. POLICY REVIEW

CODE OF CONDUCT	
DATE REVIEWED	29 MARCH 2021
NEXT DATE OF REVIEW	30 MARCH 2023

15. POLICY APPROVAL

POLICY APPROVED BY:		SIGNATURE
ACTING CHAIRPERSON OF THE BOARD: Ms T Mawelele	DATE: 29-03-2021	