

CHAPTER 3: CIVIL SERVICE VALUES AND CONDUCT

3.1 Policy

- 3.1.1 Promote a neutral, apolitical, efficient, effective, transparent and accountable Civil Service.
- 3.1.2 Be always guided by the values of the State.
- 3.1.3 Establish desired standard of behavior amongst the civil servants.
- 3.1.4 Promote and maintain trust and respect for Civil Service.
- 3.1.5 Civil Service Values and Conduct detailed in this chapter is not exhaustive and not limited to it.

3.2 Civil Service core values:

A civil servant shall maintain and uphold the highest standard of, amongst others, integrity, honesty, fortitude, selflessness, loyalty, right attitude, right aptitude, patriotism, professionalism and be apolitical in service of the *Tsa Wa Sum*.

3.2.1 **Integrity means** putting the obligations of public service above one's personal interest while performing duty.

a. A civil servant SHALL:

- i. Be conscientious at all times;
- ii. Fulfill his duties and responsibilities reliably;
- iii. Act in a way that is ethical and that deserves and retains confidence of all those with whom he deals;
- iv. Uphold administration of justice;
- v. Deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively;
- vi. Intend all his thoughts and actions at benefiting the system, society and country;
- vii. Recognise and reward only those who truly deserve;
- viii. Maintain self-discipline and self-respect at all times;
- ix. Be loyal to his Agency and Royal Government, and industrious at work.
- x. Is transparent in all his dealings.

b. A civil servant SHALL NOT:

- i. Harbour any personal propaganda while discharging official duty;
- ii. Claim merit or have expectations beyond what he deserves or is entitled to;
- iii. Indulge in sycophancy and superfluous behaviour;
- iv. Engage in nepotism, favouritism or patronage;
- v. Neglect his duties and responsibilities;
- vi. Hold malicious intent or vengeance against client or another civil servant;
- vii. Resent an admonishment or punishment he deserved;
- viii. Use office time and resources for personal purposes;
- ix. Criticise his Agency and the Royal Government.
- x. place himself under any financial or other obligation to outside individuals or organisations that may influence him in the performance of official duties.

3.2.2 **Honesty** means being truthful and trustworthy.

a. A civil servant SHALL:

- i. Declare private interests relating to his official duties and take steps to resolve conflicts arising in a way that protects the public interests;
- ii. Display all facts and figures truthfully and completely;
- iii. Admit his mistake and rectify it immediately;
- iv. Provide sincere and complete advices, feedback and suggestions to superiors, peers and subordinates;
- v. Admit when he does not possess authority to decide;
- vi. Communicate openly and effectively with clients;
- vii. Give due acknowledgement for the work done by others, including subordinates and
- viii. Shall ensure proper effective and efficient use of public resources.

b. A civil servant SHALL NOT:

- i. Be impolite while being honest;
- ii. Be deceptive and propagandistic;
- iii. Hide or tamper facts and figures;
- iv. Blame others for his mistake;
- v. Intentionally mislead by giving half-truth, fib or an omission of part or whole of information;

- vi. Make decisions he is not authorised to;
- vii. Make fictitious claims or incur expenses such as travel and subsistence payments, unnecessarily either by themselves or by staff reporting to them.

3.2.3 **Fortitude** means being strong and courageous in carrying out duties.

a. A civil servant SHALL:

- i. Be prepared to make tough decisions while carrying out duties;
- ii. Openly communicate and provide feedback if what his superiors/colleagues/subordinates do or say is professionally or morally unacceptable and
- iii. Provide forthright and impartial advice in a constructive manner that facilitates the achievement of agency objectives.

b. A civil servant SHALL NOT:

- i. Fear consequences for being honest and sincere in his duties;
- ii. Change his position or stand upon unfair pressure; and
- iii. Lose focus of his Agency's mandates, and his duties and responsibilities.

3.2.4 **Selflessness** means giving priority to the nation's interests and his official duty.

a. A civil servant SHALL:

- i. Always take decisions solely in terms of the public interest;
- ii. Put official obligations before personal interests;
- iii. Always be courteous and extend full cooperation and support;
- iv. Be a team player;
- v. Always be aware and mindful of the needs, aspirations and hopes of his colleagues; and;
- vi. As Head of Agency or Supervisor, be considerate of the needs of his staff to the extent possible.

b. A civil servant SHALL NOT:

- i. Be influenced by ulterior motives while carrying out duties; and
- ii. Intentionally disadvantage a colleague for one's own benefits.

3.2.5 **Loyalty** means being true, loyal and faithful to the *Tsa- Wa-Sum* at all times.

a. A civil servant SHALL:

- i. Defend and implement the policies and programmes of the Royal Government and his Agency;
- ii. Work towards achieving the objectives of his Agency
- iii. Be economical and pragmatic about his Agency's resources;
- iv. Continuously learn and develop himself to benefit his Agency;
- v. Be reliable, diligent and responsible in his duties;
- vi. Handle and care for office equipment; and
- vii. Be prudent in use of public resources.

b. A civil servant SHALL NOT:

- i. Criticise in public the policies, programmes and actions of the Royal Government and his own Agency;
- ii. Engage in corrupt activities
- iii. Obstruct the success of his Agency;
- iv. Steal or vandalize office properties; and
- v. Embezzle.

3.2.6 **Right attitude** means having positive way of thinking and perception.

a. A civil servant SHALL:

- i. Uphold the right attitude about his work and people at all times;
- ii. Build and maintain smooth and effective interpersonal relationships;
- iii. Accept his weaknesses positively and work on improving them;
- iv. Understand other's weaknesses and help them improve;
- v. Be motivated and work hard not only for his Agency, but also for his own job satisfaction;
- vi. Be accountable for his actions;
- vii. Respect seniors and elders;
- viii. Promote organisational harmony; and
- ix. Respect views, initiatives and contributions of seniors, peers and subordinates.

- b. A civil servant SHALL NOT:
 - i. Resent when he is called for accountability;
 - ii. Resent or be intolerable to disagreements; and
 - iii. Think he is doing his clients a favour by doing his job.

3.2.7 **Right aptitude** means possessing appropriate ability and values that support it.

- a. A civil servant SHALL:
 - i. Try to be creative and productive;
 - ii. Take interests to learn every day and do it better each day; and
 - iii. Know his strengths to uphold them and weaknesses to improve on them.

- b. A civil servant SHALL NOT:
 - i. Complain about his job, and remain apathetic and unproductive; and
 - ii. Influence others with negative views about the job and make them ineffective.

3.2.8 **Patriotism** means love for one's country and serving it's interests with heart and soul.

- a. A civil servant SHALL:
 - i. Love and serve the *Tsa-Wa-Sum*;
 - ii. Be happy and proud of being Bhutanese;
 - iii. Do things that will strengthen peace, prosperity and happiness in the country;
 - iv. Be a Goodwill Ambassador of the country while on study/training or otherwise abroad;
 - v. Be sincere during trainings/visits outside and bring back maximum information, knowledge and skills to benefit the nation; and
 - vi. Be willing to volunteer to serve the nation in times of need.

- b. A civil servant SHALL NOT:
 - i. Engage in any thought or action that would undermine peace, security and sovereignty of the nation;

- ii. Express views or involve in activity that would tarnish the image of the country; and

3.2.9 **Professional excellence** means possessing right attitude and aptitude supported by strong values.

a. A civil servant SHALL:

- i. Serve with competence, efficiency, timeliness and truthfulness in his duty;
- ii. Carry out his duty ethically and responsibly;
- iii. Maintain an acceptable standard of behaviour; and
- iv. Gain and maintain respect of all stakeholders.

b. A civil servant SHALL NOT:

- i. Engage in unethical behaviour and substandard skills while carrying out duty; and
- ii. Discriminate his clients while performing duty.

3.3 Code of Conduct

A civil servant bestowed with the unique privilege and honour to serve the *Tsa-Wa-Sum* and with confidence and trust reposed in him shall abide by the following values and Code of Conduct. This Code forms part of the terms of employment of all civil servants who are expected to abide by it at all times.

3.3.1 A civil servant shall be conversant with and uphold all the provisions of the Constitution, CSAB 2010 and BCSR.

a. A civil servant SHALL:

- i. Read, understand and abide by all provisions of the Constitution, CSAB 2010 and BCSR;
- ii. Share with and guide his superiors, peers and subordinates if they are not aware of any of the provisions;
- iii. Abide by the laws and rules of the country; and
- iv. Undertake courses on values and code of conduct as and when made available.

- b.** A civil servant SHALL NOT:
 - i. Remain apathetic about the provisions of the Constitution, CSAB 2010 and BCSR; and
 - ii. Breach or attempt to breach any of the laws or rules of the country.
- 3.3.1 A civil servant shall subscribe and promote the values of *Tha Damtsi and Ley Jumdrej* while serving the *Tsa-Wa-Sum*.
- a.** A civil servant SHALL:
 - i. Always be loyal and faithful to the *Tsa-Wa-Sum*;
 - b.** A civil servant SHALL NOT:
 - i. Disrepute the Royal Government, Agencies, superiors, peers and subordinates;
- 3.3.2 A civil servant shall maintain *Driglam Namzhag*, official decorum and refrain from indulging in behaviours that affect one's performance of official duties and/or tarnishes the image of the Civil Service and/or endanger the safety of other people;
- a.** A civil servant SHALL:
 - i. Be punctual and regular at work;
 - ii. Deal with clients in a befitting manner;
 - iii. Demonstrate exemplary behaviour and actions at all times; and
 - iv. Show consideration and respect to others.
 - b.** A civil servant SHALL NOT:
 - i. Indulge in gambling or imbibing intoxicating substances like Consuming drugs, alcoholic drinks or any other substance that may weaken his personal integrity and affect his work performance or affect his normal behaviour or endanger the safety of other people;
 - ii. Engage in individual or group altercation in public, related to official duty or otherwise;
 - iii. Speak and act in a way that is not in conformity to the civil service values of integrity, professionalism, honesty, impartiality, accountability, loyalty, and leadership.

3.3.3 A civil servant shall render services with due respect, courtesy, sincerity and to the best of his knowledge and abilities.

a. A civil servant SHALL:

- i. Treat his clients with dignity, empathy and humility;
- ii. Always realise that he is a civil “servant” and paid to serve;
- iii. Be genuine in his behaviours, thoughts and actions;
- iv. Provide services with right frame of mind and as per established rules and procedures; and
- v. Respect the “Rights and Duties” of the client.

b. A civil servant SHALL NOT:

- i. Falsely bring down the honour, reputation and dignity of another civil servant or client;
- ii. Insult or disclose personal aspects of client or another civil servant in public;
- iii. Criticise or unreasonably humiliate someone with whom he has dealings;
- iv. Resort to unreasonable argument or violence with clients or another civil servant while carrying out his duty; and
- v. Intentionally delay a service or ignore a client.

3.3.4 **Apolitical Civil Service:** A civil servant shall be apolitical, non-partisan and not stand for election under electoral laws of the Kingdom.

a. A civil servant SHALL:

- i. Remain and uphold the political neutrality of the Civil Service at all times;
- ii. Provide forthright and impartial advice to the Government;
- iii. Speak truth to power;
- iv. Discharge official duties without fear and favour
- v. Institute fair and transparent systems with proper documentation to ensure that decision making is not politicised.

b. A civil servant SHALL NOT:

- i. Be a candidate for any election conducted under the electoral laws of the Kingdom or hold any paid or unpaid post in any political party;

- ii. Canvass for a political party or a candidate in an election conducted under the electoral laws of the Kingdom;
- iii. Attend political party meetings and support or carry out any activities related to such parties;
- iv. Express any opinion on Politics/Political Parties either explicitly or implicitly.
- v. Perform or neglect his duty based on his political view; and
- vi. Impose or influence another person's or group's political views.

3.3.5 **Official Misconduct:** A civil servant shall not misuse his official position and authority.

a. A civil servant SHALL:

- i. Lead and manage human resources effectively and responsibly;
- ii. Use his position and resources to fulfill mandates of his Agency;
- iii. Be the role model within and outside his Agency;
- iv. Respect the public interests while making decisions; and
- v. Declare Conflict of Interests.

b. A civil servant SHALL NOT:

- i. Engage in patronage, favouritism, and nepotism;
- ii. Show any irrational behaviour that would unfairly disadvantage a subordinate;
- iii. Expect, or make subordinate do things, which may not be part of his official duty;
- iv. Attempt to influence clients and staff for personal gains;
- v. Act in contravention to the prevailing rules and other legal requirements; and
- vi. Misuse human resources and Government properties.

3.3.6 A civil servant shall maintain confidentiality of official information and decisions. In particular, a civil servant shall refrain from unauthorised communication of information, which shall be detrimental to the smooth and efficient functioning of the Royal Government and the prestige, territorial integrity, national security and stability of the Kingdom as a sovereign and independent nation.

- a.** A civil servant SHALL:
- i. Uphold the duty of confidentiality at all times as per established norms.
 - ii. Be as open as per established norms with his immediate official colleagues about decisions and actions;
 - iii. Maintain confidentiality of information discovered in the course of duty, both while in service and after separation.
 - iv. Maintain confidentiality of information that is critical in the interest of the nation's security;
 - v. Understand the importance and necessity of not disclosing certain information to protect wider interest;
 - vi. Realise that the first priority of every Bhutanese is the security and sovereignty of the nation; and
 - vii. Ensure he has the necessary authority to disclose important official information.

- b.** A civil servant SHALL NOT:
- i. Disclose critical information to inappropriate person or audience/platform/forum;
 - ii. Share information with anyone including his family until it is brought to public by the authority concerned or an authorised person;
 - iii. Use information for personal gains; and
 - iv. Use such information to incite disorder in the community and nation.

3.3.7 A civil servant shall ensure efficiency, effectiveness, professionalism, meritocracy and accountability.

- a.** A civil servant SHALL:
- i. Be economical and result-oriented while carrying out his duty;
 - ii. Uphold principles of ethics and morality associated with his job;
 - iii. Be accountable for decisions he makes and other actions and behaviours; and
 - iv. Make decisions based on merit of the case.

- b.** A civil servant SHALL NOT:

- i. De-motivate his subordinates by withholding important information about the Agency's objectives, priorities and decisions;
- ii. Leave his tasks incomplete; and
- iii. Make decisions which are not in line with the Government's policy and his Agency's objectives.

3.3.8 A civil servant shall ensure cooperation within the Civil Service and judicious use of resources.

a. A civil servant SHALL:

- i. Extend support and cooperation within as well as beyond his own Agency;
- ii. Make efforts to minimise waste of his Agency and nation's resources; and
- iii. Communicate effectively and on time within his own Agency as well as with others.

b. A civil servant SHALL NOT:

- i. Engage in incitement and conflicts;
- ii. Mislead or give false information; and
- iii. Ignore instructions and established norms and guidelines.

3.3.9 A civil servant shall avoid all forms of discrimination and favour in discharging official responsibilities.

a. A civil servant SHALL:

- i. Treat his clients objectively and fairly; and
- ii. Make decisions based on the merit of the case.

b. A civil servant SHALL NOT:

- i. Favour, show or intend disfavour towards anyone based on personal relationships, gender, appearance, region, ethnicity and family background, being rich or poor, health and physical condition and religion; and
- ii. Make decisions, pass judgments or comments, based on the aforementioned attributes of a person.

3.3.9.1 A civil servant shall not accept, for self or family members, favours, gifts, benefits or donations which can be construed by the authority

as affecting the decisions and performance of his duties except as permitted by laws.

a. A civil servant SHALL:

- i. Be aware of prevailing rules and regulations concerning gift; and
- ii. Ensure that his decisions are not influenced by gifts, favours or benefits he may have received.

b. A civil servant SHALL NOT:

- i. Solicit or accept a gift, directly or indirectly from a prohibited source as per the Gift rule.
- ii. Accept gifts that would be construed as affecting the objectivity of the decisions he makes; and
- iii. Extend unethical or illegal favours to anyone, which is obligated by gifts he has received.

3.5.6 A civil servant shall not accept titles or decorations from foreign States or Organisations without the approval of the Royal Government.

a. A civil servant SHALL:

- i. Judge, rationalise, analyse and convince himself that such title or decoration does not have any negative implication to his Agency and the nation;
- ii. Be sure that it is not in conflict with his official duties and responsibilities; and
- iii. Communicate to the Royal Government or any appropriate authority, and obtain prior approval.

b. A civil servant SHALL NOT:

- i. Accept title or decoration that may not be in the interest of his Agency and the nation;
- ii. Seek or accept a title or decoration that may entail Conflict of Interests; and
- iii. Accept a title or decoration without prior approval of the Royal Government or an appropriate authority.

3.5.7 A civil servant shall not engage in proselytisation.

a. A civil servant SHALL:

- i. Respect the country's religious and cultural heritage.

- b. A civil servant SHALL NOT:
 - i. Be a member of the decision making Board of any religious groups/Agencies/ Association/ Foundations etc.
 - ii. Impose or influence another person's or group's religious beliefs.

3.5.8 A civil servant shall not engage in sexual harassment. Sexual harassment means an "unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment."

- a. A civil servant SHALL:
 - i. Avoid and discourage using words and gestures that may be sexually offensive or suggest sexual interest;
 - ii. Openly communicate and provide feedback if what his superiors and colleagues/subordinates do or say is professionally or morally unacceptable; and
 - iii. Report to appropriate authority without fear or prejudice if situation does not improve.
- b. A civil servant SHALL NOT:
 - i. Pass lewd remarks to his clients and colleagues;
 - ii. Engage in physical gestures or activities that may suggest sexual interests;
 - iii. Use his position to gain or force sexual favour;

3.5.9 A civil servant shall appear before Disciplinary Committee or Administrative Review Committee or Administrative Tribunal or Court of Law or other Appellate Authority, as and when summoned.

- a. A civil servant SHALL:
 - i. Respect and attend the summons of the Court of law;
 - ii. Respect and attend the call of his Agency's Disciplinary Committee;
 - iii. Respect and attend the call of the Administrative Tribunal; and
 - iv. Produce all information of facts and figures before the Court, Administrative Tribunal or Disciplinary Committee or

Administrative Review Committee or Appellate Authority, without fear or favour.

- b. A civil servant SHALL NOT:
 - i. Excuse himself from appearing in the Court, Administrative Tribunal or Administrative Review Committee or Disciplinary Committee, except in emergency; and
 - ii. Hide or tamper records of information related to the case in question.

3.5.10 A civil servant shall refrain from making any statement of fact or opinion in the media (broadcast, print and online) or in any document which may have adverse effects against policies or actions of the Royal Government.

- a. A civil servant SHALL:
 - i. Maintain the integrity of the position he is holding;
 - ii. Always support the Royal Government in furthering its policies and programmes; and
 - iii. Give all his expertise and feedback including grievances in-house/relevant authority implementing the policies.
 - iv. Provide the required information necessary to keep the public informed on key government policies and decision as per established protocol of the respective agencies for sharing information with the media and public.

- b. A civil servant SHALL NOT:
 - i. Criticise or undermine policies, programmes and actions of the Royal Government in public and/or media (broadcast, print and online)

3.5.11 A civil servant shall abstain from indulging in any activity or association that adversely affects an institution, national sovereignty and integrity of the country.

- a. A civil servant SHALL:
 - i. Be aware of the purpose of an activity or Association before becoming part of it;
 - ii. Be sure joining an activity or Association is not in conflict with his official position;

- iii. Consult appropriate authority prior to joining a significant activity or Association; and
- iv. Bring to the notice of relevant authority if he knows of any such inconsistent and inappropriate activity.

b. A civil servant SHALL NOT:

- i. Be a member of, belong to or take part in a society, assembly or association that is:
 - 1. Not in the interest of the nation's security and sovereignty, and development processes.
 - 2. Not legally and formally established/registered with approval of Competent Authority.
 - 3. Profit making in nature
 - 4. Aligned with political parties
 - 5. Established for the purposes of collective bargaining or pressure group against the policies and plans of the Royal Government rather than to promote professional and ethical standards, proficiency, knowledge and skills.
 - 6. Indulge in the sabotage of his Agency's and the nation's plans and programmes;
 - 7. Aid or cover another person or group engaged in anti-Agency or anti-social activities; and
 - 8. Breach the Civil Service Values and Code of Conduct for being a member of an association.

3.5.12 A civil servant shall not instigate, involve or participate in a strike, petition or protest online, demonstration, marches or other similar activities which shall be detrimental to the smooth and efficient functioning of the Royal Government and the prestige, territorial integrity, national security and stability of the Kingdom as a sovereign and independent nation except those required as a part of his direct official functions.

a. A civil servant SHALL:

- i. Be aware of his 'rights and duties' as a civil servant;
- ii. Make efforts to dissuade/prevent such events; and

iii. Ensure that participation in any type of marches/parades directly related to his official functions has prior approval of the Working Agency.

b. A civil servant SHALL NOT:

i. Initiate, support or participate in any form of demonstration or similar other activities including protesting on line.

3.5.13 A civil servant shall not provide any wrong information to the Royal Government.

a. A civil servant SHALL:

i. Exercise an honest, informed and sincere judgment at all times while discharging his duty;

ii. Provide correct information and realistic recommendations.

b. A civil servant SHALL NOT:

i. Mislead his superiors, peers and subordinates with wrong information; and

ii. Conceal or tamper any information of facts and figures

3.5.14 A civil servant shall not in any manner influence an individual to pay, lend or contribute anything of value to an Association, Non-Governmental Organisation (NGO), Agency or person whose activities are prejudicial to the *Tsa-Wa-Sum*.

a. A civil servant SHALL:

i. Attempt to deal or report any adverse activity in his Agency or other Agencies to an appropriate authority on time pertaining to an Association, Non-Governmental Organisation (NGO), Agency or person whose activities are prejudicial to the *Tsa-Wa-Sum*.

b. A civil servant SHALL NOT:

i. Support an Association, Non-Governmental Organisation (NGO), Agency or person whose presence and activities are contentious;

ii. Ask for donation to support such institutions; and

iii. Lobby for or do things to promote such institutions

3.5.15 A civil servant shall not undertake any activity, private trade/commercial activity or additional employment as per Chapter 18 of this rule.

3.5.16 A civil servant shall declare assets and liabilities periodically to the authorities concerned as prescribed in Asset Declaration Rules

a. A civil servant SHALL:

- i. Maintain a proper record of his wealth and assets and liabilities; and
- ii. Be aware of and strictly abide by the Assets Declaration Rule.

b. A civil servant SHALL NOT:

- i. Acquire assets through unethical or illegal means;
- ii. Make false declaration; and
- iii. Aid or conceal such vices happening in his environment.

3.5.17 A civil servant shall not victimize or discriminate another civil servant who reports breaches or alleged breaches of the Civil Service value and Code of Conduct.

a. A civil servant SHALL:

- i. Report to authorities concerned on corrupt practices; and
- ii. Maintain confidentiality of identity and ensure protection of the informant.

b. A civil servant SHALL NOT:

- i. Initiate or take actions without verifying the case;
- ii. Covertly or overtly victimize the informant; and
- iii. Support or conceal information related to corrupt practices.

3.5.18 A civil servant is *in principle* on official duties for twenty four hours a day and seven days a week and is accordingly paid for and, as such, is liable for call to duty anytime. Otherwise, a civil servant shall generally follow the following official working time from Mondays to Fridays, inclusive of a lunch break of half an hour:

- a. From 9AM to 5 PM in Summer from the month of March to October;
- b. From 9 AM to 4 PM in Winter from the month of November to February;

3.5.19 The above shall not apply to Civil Servants required by profession to work on Saturdays or provide continuous service round the clock which the respective agencies shall determine.

3.6 Conflict of Interest

A civil servant shall declare and avoid ***Conflict of Interest*** in the process of official decision-making and while discharging all other official responsibilities.

- a. A civil servant SHALL:
 - i. Honestly and voluntarily declare, and avoid Conflict of Interest as per Schedule 3 (i);
 - ii. Encourage others to declare Conflict of Interest; and
 - iii. Enable an environment conducive to making fair and objective decisions.
- b. A civil servant SHALL NOT:
 - i. Participate in a decision-making process where he cannot respect the merit of the case because of his own personal interests and/or relationship with stakeholders;
 - ii. Participate in any Committee Meeting when the Committee is required to make decisions pertaining to someone with whom he may have positive or negative relationships;
 - iii. Lobby his Agency or others to promote the business or trade of his family or relatives; and
 - iv. Borrow money, materials, equipments or any other resources from his clients by which his objective judgment would be compromised.

3.7 Accountability

- 3.7.1 A civil servant concerned shall be accountable and liable for administrative actions for breach of Civil Service Values and Code of Conduct;
- 3.7.2 A civil servant in Managerial and Supervisory Positions shall be accountable to provide necessary leadership and control over his/her subordinates, amongst others, to ensure that there is no corruption or serious official misconduct amongst his/her subordinates; and
- 3.7.3 A civil servant, particularly in a Managerial and Supervisory position, shall be liable for supervisory accountability in the event serious corruption or official misconduct charges are brought against his subordinates, for the lack of his supervision and reporting to authority.

COMMITMENT TO THE CIVIL SERVICE CODE OF CONDUCT FORM

1. I have received and read the Civil Service Values and Code of Conduct and I understand:
 - a. The standards and policies contained in the Code and that there may be additional policies or laws.
 - b. that I can obtain clarification on any aspect of the Code from the relevant officer(C/HROs)/authority(RCSC); and

2. I understand and agree that :
 - a. this Code forms part of my terms of my employment in the civil service and I shall comply with the code at all times.
 - b. In the event I violate any of the values and code of conduct, my agency may take disciplinary actions against me, up to and including termination of my employment.

Employee Name

Employee ID No

Signature

Date

Please sign and return this form to the Human Resource Division.