

**LEKWA-TEEMANE LOCAL MUNICIPALITY  
“NW396”**



**CODE OF CONDUCT POLICY  
REVIEWED AND ADOPTED BY COUNCIL  
25 NOVEMBER 2011  
RESOLUTION NO. 170/2011**

## **1. SCOPE**

This Policy shall apply to all employees of the Lekwa-Teemane Local Municipality (LTLM) excluding Councillors, the Municipal Manager and managers appointed in terms of Section 57 of the Systems Act. The Policy must, where applicable be read together with the Code of Conduct for municipal staff members (Schedule 2 of the Systems Act), other national and provincial local government legislation, applicable collective agreements and existing conditions of service.

## **2. CONDUCT**

- 2.1 No confidential information regarding the Lekwa-Teemane Local Municipality may be divulged with anyone who is not part of the Lekwa-Teemane Local Municipality. To divulge confidential information will be treated as a criminal offence.
- 2.2 Employees should maintain an in-depth knowledge of the Lekwa-Teemane Local Municipality and its operations so as to promote the mission of the Lekwa-Teemane Local Municipality at all times.
- 2.3 Respect for different cultures and gender should be maintained. Any derogatory statements, language or words are discouraged as it may cause damage or personal grief.
- 2.4 Employees must at all times protect and promote the dignity and interest of the Lekwa-Teemane Local Municipality and shall convey a positive and professional image of the Lekwa-Teemane Local Municipality.
- 2.5 Employees are encouraged to treat colleagues and visitors with respect and dignity. Interpersonal and work related conflict situations should be managed privately.
- 2.6 Employees should, during normal working hours, perform their duties in a conscientious, productive and professional manner.
- 2.7 Employees should arrive on time and should be well prepared when attending internal and/or external meetings. Employees who are unable to attend either an internal or external meeting for whatever reason, should nominate an alternate, or should submit apologies with due notification.
- 2.8 No employee may be away from work without authorized leave. In the case of minor illness or other health-related absences, employee should inform the relevant Divisional manager, as early as possible of the reason for such absence.

### **3. DISCLOSURE OF INFORMATION**

- 3.1 Employees may not make public statements about any aspect of Lekwa-Teemane Local Municipality's business or status without the consent of the Chairperson or his/her delegate. The Chairperson or his/her delegate will issue any public statements or announcements and any enquiries in this regard should be referred to their offices.
- 3.2 All information pertaining to personal records of employees is confidential.

### **4. ACCEPTANCE OF GIFTS**

- 4.1 Employees may not accept any gifts, donations, gratuities or any other form of reward from any client, business contact or supplier.
- 4.2 In the case where gifts are delivered without the employee's prior knowledge, such gift should be declared to the Municipal Manager who may approve acceptance, or rule that it should be distributed to benefit all staff.

### **5. ASSIGNMENT OF COPYRIGHT**

- 5.1 Copyright in all work produced by the employee in the course and scope of employment vests in the Lekwa-Teemane Local Municipality.
- 5.2 Any reference to "work" includes photographic material, written work intended for publication in the print or electronic media, and any work produced for broadcast by radio or television service.

### **6. CONFIDENTIALITY**

- 6.1 "Confidential and sensitive information" means any of the Lekwa-Teemane Local Municipality's confidential information or any other sensitive information regarding any aspect of the Lekwa-Teemane Local Municipality's business or affairs.
- 6.2 Subject to the laws of the country, the employee undertakes that he/she will not without the Lekwa-Teemane Local Municipality's written consent, while employed by the Lekwa-Teemane Local Municipality thereafter:
  - 6.2.1 Disclose any confidential or sensitive information to any person who is not employed by the Lekwa-Teemane Local Municipality or who is not entitled to such disclosure.
  - 6.2.2 Use any confidential or sensitive information to Lekwa-Teemane Local Municipality's detriment or for any unauthorized purpose.
- 6.3 The employee will, whenever requested by the Lekwa-Teemane Local Municipality, and in any event upon the termination of this contract, hand over to the Lekwa-Teemane Local Municipality all confidential or sensitive documents relating to Lekwa-Teemane Local

Municipality’s business that may have been prepared by him/her or have come into his/her possession in the course of employment with the Lekwa-Teemane Local Municipality. The employee will not retain copies of any such documents without the Lekwa-Teemane Local Municipality’s consent.

**7. TEAMWORK**

The Lekwa-Teemane Local Municipality encourages teamwork. Employees are requested to support one another as well as team objectives, and make positive contributions towards collective goals. Employees should assist one another in their personal development and share their knowledge, experience and any other information to contribute to their personal development and growth within the Lekwa-Teemane Local Municipality.

**8. DRESS CODE**

8.1 Staff of the Lekwa-Teemane Local Municipality should dress in a manner which is appropriate in relation to the inherent nature of their job

**9. COMMITMENT TO SERVING THE PUBLIC INTEREST**

An employee of the Lekwa-Teemane Local Municipality is a public servant in a developmental local system, and must accordingly:

- 9.1 Strive to achieve the objects of local government set out in Section 152(1) of the Constitution;
- 9.2 Foster a culture of commitment to serving the public;
- 9.3 Promote and seek to implement the basic values and principles of public administration.
- 9.4 Obtain copies of or information about the Lekwa-Teemane Local Municipality’s Integrated Development Plan, seek to implement the objectives set out therein and achieve the performance targets set for each key performance indicator, within the ambit of the employee’s job description;
- 9.5 Participate in the overall performance management system for the LTLM, as well as employee’s individual performance appraisal and reward system.

Department	Corporate Services (HR Section)
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Signed by Mayor	
Signed by Municipal Manager	