

(vii). **Accountability**

Being responsible to the Government and the public for decisions and actions taken, and submitting to whatever scrutiny is appropriate to one's office by;

- ensuring proper, effective and efficient use of public funds and other resources such as transport, stationery, telephone, or secretarial services provided for official duties or functions;
- carrying out their responsibilities in a transparent and efficient manner;
- being accountable to the public and the Government in the discharge of their duties;
- Safeguarding and accounting for all public assets and resources under one's responsibility and custody; and
- not absenting from official duties during office hours without leave or be late for duty without a valid reason.

(viii). **Excellence**

Being diligent, committed, efficient, and effective in the execution of one's duties by;

- dealing with the affairs of the public efficiently, promptly and effectively without bias or maladministration;
- upholding the highest standard of performance;
- striving to excel in all one's endeavours by being diligent, competent, efficient and effective;
- performing all duties and exercise all powers that has been assigned by his/her office;
- projecting a good, right and positive image of the Public Service; and
- having due regard for hygiene, cleanliness and safety of the public and colleagues at the work place.

(ix). **Confidentiality**

Being trustworthy by not revealing or disclosing privileged information observing confidentiality even after one has left the Public Service by;

- not disclosing without authority official information which has been communicated in confidence within Government or received in confidence from others. Nothing in the Code

should be taken as overriding existing statutory or common law obligations to keep confidential, or to disclose certain information.

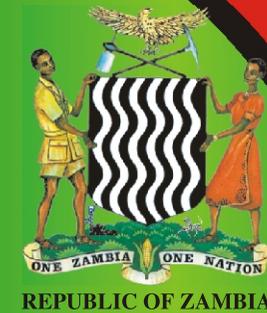
(X). **Selflessness**

Being noble and avoid seeking personal gain or benefits for one's family or friends through one's official position by;

- carrying out their responsibilities in a noble, unselfish and gallant manner; and
- applying themselves to the best of their abilities in the discharge of duties and responsibilities for the public good.

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# CODE OF ETHICS FOR THE PUBLIC SERVICE

Integrity  
Honesty  
Objectivity  
Impartiality  
Loyalty  
Respect  
Accountability  
Excellence  
Confidentiality  
Selflessness

### 1. The purpose of the Code is to:

- create a Public Service that has enduring core values; and
- provide guidance on the standards of behaviour required of Public Service employees.

### 2. Principles

Public Service employees are expected to carry out their roles and responsibilities with dedication and commitment to the Public. They shall fulfill their lawful obligations to Government of the day with high degree of professionalism while adhering to the principles of natural justice.

3. Public Service employees, in the performance of their duties, shall carry out their roles with dedication and commitment to the Public Service based on its Core Values of:

#### (i). Integrity

Putting the obligations of the Public Service above one's personal interests, and conducting one's self in a manner that is beyond reproach by;

- discharging their functions reasonably and according to law;
- complying with ethical standards governing their profession;
- reporting to relevant authorities any misconduct by any other officer of the commission which he/she knows of;
- not accepting gifts, rewards or hospitality or receiving benefits of any kind from any person or organisation which might compromise, or reasonably be seen to compromise one's personal judgment or integrity;
- not acting in a way which may involve possible maladministration or is inconsistent with this Code;
- not misusing their official position to further one's private interests/gain or those of others;
- Not consuming alcoholic beverages while on duty;
- at all times, not dressing and behaving in a manner that is not inappropriate, and brings into disrepute the Public Service; and
- not engaging in any outside employment, for remuneration or otherwise, unless prior approval has been obtained from the Responsible Officer.

#### (ii). Honesty

Being truthful and declaring all private interests relating to one's public duties by;

- setting out facts and relevant issues truthfully;
- avoiding situations in which their private interests conflict, or might reasonably be perceived to conflict, with the impartial fulfillment of their official duties and the public interests.
- disclosing to the relevant authorities one's direct or indirect financial interest (including loans and shares) in any undertaking that may be or viewed as conflicting with Government interest;
- not deceiving or knowingly misleading anyone in the course of duty;
- not being influenced by improper pressures from others with the prospect of personal gain; and
- not exerting undue or improper pressures on others with prospects of personal gain/interest.

#### (iii). Objectivity

Being open and basing one's advice and decisions on unbiased and rigorous analysis of the evidence by;

- providing information and advice on the basis of evidence, and accurately present the options and facts;
- making decisions based on the merits of each case;
- taking due account of expert and professional advice; and
- not ignoring inconvenient facts or relevant considerations when providing advice or making decisions.

#### (iv). Impartiality

Acting solely according to the merits of the case and serving the public fairly by;

- carrying out their responsibilities in a way that is fair, just, and equitable and reflects the Public Service commitment to equality and diversity;
- serving the Government of the day, whatever its political persuasion, to the best of one's ability in a way that maintains political impartiality, and is in line with the requirements as outlined in the Code, no matter what one's political beliefs are;
- acting in a way which deserves and retains

the confidence of the political leadership, while at the same time ensuring that one will be able to establish the same relationship with those whom they may be required to serve in some future Government;

- not acting in a way that unjustifiably favours or discriminates against particular individuals or interests based on party political, cultural, religious, ethnic, social and other considerations; and
- not allowing one's personal political views to determine any advice one gives or action taken, or use official resources for party political purposes.

#### (V). Loyalty

Serving the Government of the day regardless of ones political, religious, social or cultural beliefs by;

- pledging and fulfilling allegiance to the Government of the day regardless of one's political, religious, ethnic, social and cultural beliefs;
- at all times having absolute and undivided loyalty to the Constitution of Zambia, other written laws and the lawfully constituted Government;
- complying with any lawful restrictions that have been laid down on socio-economic, cultural or religious activities;
- not frustrating the implementation of Government and other policies once decisions are taken by declining to take or abstain from taking action which flows from those decisions; and
- maintaining relationship of mutual trust and confidence with superiors, colleagues and the general public.

#### (Vi). Respect

Being considerate to the needs, beliefs, opinions and rights of others whether juniors, equals, peers, or superiors, and the public in general by;

- refraining from using offensive, intimidating, derogatory words and/or gestures to those in authority, fellow Public Service employees, and members of the general public; and
- being courteous and protecting every person's dignity and rights as enshrined in the