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Strategic People Management Minute: 0009/2023

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, (Head Office and district offices), Circuit Managers, Principals.

Subject: Dissemination of Code of Conduct and Public Service Regulations

1. The Code of Conduct for the public service, as published in Chapter 2 of the Public Service Regulations, 2016, published in Government Gazette No. 40167 of 29 July 2016, is a government manual that states the rules, values, goals, ethics and vision of government. It provides employees with a clear outline of expected behaviour as well as what is and is not considered good practices by government.
2. It is an important pillar in the establishment of good governance and ethical conduct of public servants. It also raises issues such as respect for human rights, the rule of law, accountability, transparency in government, personal conduct and private interests.
3. The Code of Conduct acts as a guideline for employees on what is expected of them from an ethical point of view, both in their individual conduct and in their relationships with others. Compliance with the Code of Conduct enhances professionalism and helps to instil confidence in the public service.
4. The primary purpose of the Code of Conduct is to promote exemplary conduct. Notwithstanding this, an employee shall be guilty of misconduct in terms of section 20(f) of the Public Service Act, 1994 (Proclamation 103 of 1994), and may be dealt with in accordance with the relevant sections of the Act if he or she contravenes or fails to comply with any provision of the Code of Conduct.
5. A booklet on the Code of Conduct is usually handed to employees during their public service induction training and must be read in conjunction with the *Public Service Regulations, 2016*.

6. The Directorate: Strategic People Management, as the custodian of the induction training, has undertaken to distribute the Code of Conduct and the *Public Service Regulations, 2016*, to Western Cape Education Department employees via Registry.
7. It is compulsory for all WCED employees to familiarise themselves with the contents of both the Code of Conduct and the *Public Service Regulations, 2016*.
8. Managers are requested to bring the contents of this minute to the attention of all staff.
9. Your cooperation is highly appreciated.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2023-06-01