

Department Correctional Services - Code of Conduct

This widely consulted and agreed on Code of Conduct aims at moulding staff behaviour into what is desirable and acceptable within an organization that strives to be one of the best correctional systems in the world. It is expected of all staff members to acquaint themselves with the contents of the Code of Conduct and to adhere to it, both in terms of their personal conduct and in their relationships with others.

Guiding staff conduct to a high level of professionalism

Relationship with the Legislature and the Executive

A member of the Departmental of Correctional Services:

- is faithful to the Republic and honours the Constitution and abides thereby in the execution of his or her daily tasks;
- puts the public interest first in the execution of his or her duties;
- loyally executes the policies of the Government of day in the performance of his or her official duties as contained in all statutory and other prescripts;
- strives to be familiar with and abides by all statutory and other instructions applicable to his or her conduct and duties; and
- co-operates with public institutions established under legislation and the Constitution in promoting the public interest.

Performance of duties

A member of the Department of Correctional services:

- strives to achieve the objectives of his or her institution cost-effectively and in the public's interest;
- is creative in thought and in the execution of his or her duties, seeks innovative ways to solve problems and enhance effectiveness and efficiency within the context of the law;
- is punctual in the execution of his or her duties;
- executes his or her duties in a professional and competent manner and maintains professional standards in performing his or her duties to enhance service delivery;
- does not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties;

- will recuse himself or herself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the member;
- accepts the responsibility to avail himself or herself of ongoing training and self-development throughout his or her career;
- is honest and accountable in dealing with public funds and uses the Public Service's property and other resources effectively, efficiently and only for authorized official purposes;
- promotes sound, efficient, effective, transparent and accountable administration;
- in the course of his or her official duties, shall report to the appropriate authorities, corruption, nepotism, maladministration and any other act which constitutes an offence, or which is prejudicial to the public interest;
- gives honest and impartial advice, based on all available relevant information to higher authority when asked for assistance of this kind;
- honours the confidentiality of matters, documents and discussions, classified or implied as being confidential or secret; and
- promotes the Department of Correctional Service's vision and core values positively in the execution of his or her duties.

Personal conduct and private interests

A member of the Department of Correctional Services:

- during official duties, dresses and behaves in a manner that enhances the reputation of the Department of Correctional Services and also respects the corporate wear and adheres to the dress code;
- acts responsibly as far as the use of alcoholic beverages or any other substance with an intoxicating effect is concerned;
- does not use his or her official position to obtain private gifts or benefits for himself or herself during the performance of his or her official duties, nor does he or she accept any gifts or benefits when offered as these may be construed as bribes, and refrains from using the Departmental property for personal gain;
- does not use or disclose any official information for personal gain or the gain of other; and
- does not, without approval, undertake remunerative work outside his or her official duties, or use office equipment for such work.

Relationship with the public

A member of the Department of Correctional Services:

- promotes the unity and well-being of the South African nation in performing his or her official duties;
- will serve the public in an unbiased and impartial manner in order to create confidence in the Department of Correctional Services;
- is polite, helpful and reasonably accessible in his or her dealings with the public, at all times treating members of the public as customers who are entitled to receiving high standards of service;
- his regard for the circumstances and concerns of the public in performing his or her official duties and in the making of decisions affecting them;
- is committed through timely service to the development and upliftment of all South Africans;
- does not unfairly discriminate against any member of the public on account of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture, or language;
- does not abuse his or her position in the Correctional Services to promote or prejudice the interest of any political party or interest group;
- respects and protects every person's dignity and his or her rights as contained in the Constitution; and
- recognizes the public's right of access to information, excluding information that is specifically protected by law.

Relationships among members

A member of the Department of Correctional Services:

- co-operates fully with other members to advance the public interest;
- executes all reasonable instructions by persons officially assigned to give them, provided these are not contrary to the provisions of the Constitution an/or any other law;
- refrains from favouring relatives and friends in Work-related activities and never abuses his or her authority or influences another member, nor is influenced to abuse his or her authority;
- uses the appropriate channels to air his or her grievances or to direct representations and deals with conflict in an appropriate manner;

- is committed to the optimal development, motivation and utilisation of his or her staff and the promotion of sound labour and interpersonal relations;
- deals fairly, professionally and equitably with other members, irrespective of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language and will act impartial when dealing with personnel;
- will protect the lives of others;
- recognizes and respects the diversity of fellow-workers;
- upholds strong ethical values when dealing with others;
- respects the rights of his or her colleagues to develop their own talents within the broader spectrum of society;
- protects and promotes a drug-free work environment;
- keeps the workplace free from party political activities; and
- treats his or her colleagues with respect and human dignity.

Relationship with stakeholders

A member of the Department of Correctional Services:

- promotes the vision and mission and core values of the Department in dealing with its external stakeholder; and
- strives to maintain sound mutual relations with its stakeholders.

Relationship between members and prisoners

A member of the Department of Correctional Services:

- Treats prisoners with the necessary dignity and respect;
- acknowledges and adheres to the limitations placed on social and intimate relationships with prisoners in his or her care;
- will aim at developing prisoners to live law-abiding and productive lives on release from prison; and
- follows acceptable directives and practices when dealing with prisoners.