



# **WEST RAND DISTRICT MUNICIPALITY**

## **DRAFT CODE OF ETHICS POLICY AND BUSINESS CONDUCT**

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**1. Integrity Management Framework Policy**

It is the agenda plan of the West Rand District Municipality to provide a policy guideline on the Code of Ethics and Business Conduct, which will serve as a guide to a professional and proper business conduct for all employees. We expect all employees to observe the highest standards of ethics and integrity in their conduct. This means following a basic code of ethical behavior that includes the following.

**2. Build Trust and Credibility**

The success of our core business is dependent on the trust and confidence we earn from our employees, customers, suppliers and Community. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching West Rand District Municipality goals solely through honorable conduct.

When considering any action, it is wise to ask: will this build trust and credibility for WRDM? Will this help create a working environment in which WRDM can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

**3. Respect for the Individual**

We all deserve to work in an environment where we are treated with dignity and respect.

WRDM is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our core business success.

WRDM is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to the Human Resources Department and Ethics Office.

**4. Create a Culture of Open and Honest Communication**

At WRDM everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

WRDM will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the West Rand District Municipality will take appropriate action. We will not tolerate retaliation against employees who raise ethics concerns in good faith.

**5. Set the Tone at the Top**

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. We want the ethics dialogue to become a natural part of daily work.

**6. Uphold the Law**

Our commitment to integrity begins with complying with laws, rules and regulations where we do business engagements. Further, each of us must have an understanding of the West Rand District Municipality policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or West Rand District Municipality policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

**7. Proprietary Information**

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of others proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

**8. Selective Disclosure**

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to WRDM ,its business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers and community to ensure that our presentations do not contain material nonpublic information.

**9. Avoid Conflicts of Interest**

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of WRDM may conflict with our own personal or family interests because of the course of action that is best for us personally may not also be the best course of action for WRDM. We owe a duty to WRDM to advance its legitimate interests when the opportunity to do so arises. We must never use WRDM property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with WRDM.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the Human Resources department and Ethics Office.

**10. Accepting Business Courtesies**

Most business courtesies offered to us in the course of our employment are offered because of our positions at WRDM. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position to obtain business courtesies, and we must

never ask for them, we may accept unsolicited business courtesies. Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the West Rand District Municipality's reputation for impartiality and fair dealing. The prudent course is to refuse a courtesy from a supplier when WRDM is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain WRDM business.

**11. Meals, Refreshments Entertainment and Gifts**

We may accept occasional meals, refreshments, entertainment, gifts and similar business courtesies that are customary and conform to reasonable ethical practices of the Government, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.
- Value of offers are above the maximum threshold of R350 in which case they must be declared in the Gift/Hospitality Register and approved by a Line Manager

Customary business entertainment is proper however, impropriety results when the value or cost is such that it could be interpreted as affecting an otherwise objective business decision.

Employees with questions about accepting business courtesies should talk to their manager or the Human Resources department and Ethics Office.

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected on the books and records of WRDM.

**12. Report Results Accurately*****Accurate Public Disclosures***

We will make certain that all disclosures made in financial reports are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform the Accounting officer and Compliance Office if they learn that information in any filing or public communication was untrue or misleading at the time it was



made or if subsequent information would affect a similar future filing or public communication.

### ***Record keeping***

We create, retain and dispose of our West Rand District Municipality records as part of our normal course of business in compliance with all WRDM policies and guidelines, as well as all regulatory and legal requirements.

All records must be true, accurate and complete, and West Rand District Municipality data must be promptly and accurately entered in our books in accordance with WRDMs' and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any audit, nor interfere with any auditor engaged to perform an independent audit of WRDM books, records, processes or internal controls.

### **13. Accountability**

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about West Rand District Municipality policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact our Line Authority, the Human Resources department and Ethics Office. We take seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

Integral to our business success is our protection of confidential West Rand District Municipality information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or nonpublic information about other companies, including current or potential suppliers and vendors. We will not disclose confidential and nonpublic information without a valid business or legal purpose and proper authorization.

### **14. Use of West Rand District Municipality Resources**

West Rand District Municipality resources, including time, material, equipment and information, are provided for West Rand District Municipality business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause disruption to the workplace. Employees and those who represent WRDM are trusted to behave responsibly and use good judgment to conserve West Rand District Municipality resources. Managers are

responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use West Rand District Municipality equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity. Solicitation of West Rand District Municipality employees by non-employees is prohibited at all times. Solicitation by an employee of another employee is prohibited, while either the person doing the soliciting or the person being solicited is on working time and on West Rand District Municipality property. Distribution of materials by employees in work areas or on working time is prohibited.

In order to protect the interests of the WRDM network and our fellow employees, we reserve the right to monitor or review all data and information contained on an employee's West Rand District Municipality-issued computer or electronic device, the use of the Internet or WRDM's intranet. We will not tolerate the use of West Rand District Municipality resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

## **15. Compliance**

Compliance with these principles is an essential element in our business success. Our Compliance Office is responsible for ensuring these principles are communicated to and understood and observed by all employees. Day to day responsibility is delegated to all management members who are responsible for implementing these principles, if necessary through more detailed guidance. Assurance of compliance is monitored and reported each year. Compliance with the code is subject to review by the Management and subject to audit review. Employees are expected to bring to management's attention any breach or suspected breach of these principles. Provision has been made for employees to be able to report in confidence using the Hotlines.

From time to time, employees will likely have questions as to how this Code of Ethics and Business Conduct applies in particular situations. We expect all employees with such questions to discuss the exact circumstances with their Managers, Human Resources, Compliance Office and Ethics Office. Should the Human Resources and Compliance Office be uncertain on what actions should be taken to ensure compliance with this Code of Ethics and Business Conduct, he/she will obtain further guidance by consulting with the Ethics Office.