
**SOUTH AFRICAN ASSOCIATION OF
PUBLIC ADMINISTRATION
AND MANAGEMENT**



THE SOUTH AFRICAN ASSOCIATION OF PUBLIC ADMINISTRATION AND MANAGEMENT CODE OF ETHICS

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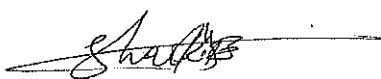
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DEFINITION OF TERMS

Terms	Definitions
Compliance	Means adhering to SAAPAM constitution, code of conduct, statutory requirements, rules, regulations, and codes.
Corruption	Means the abuse of entrusted power for private gain.
Conflict of interest	Means a situation where a member of SAAPAM is confronted with choosing between the duties and demands of their position and their own private interests.
Ethics	Being ethical is about distinguishing between what is morally right and wrong with the purpose of doing what is right.
Integrity	Means doing right thing always, even when no one is looking.
Organisational integrity	Means the values of the members are aligned with that of the Association, and that values reflect the Associations' legislative mandate, its vision and mission, and the services rendered by the Association is in line with the expectation of their stakeholders, namely the public and their partners.
Unethical behaviour	Means a conduct that is wrong, unfair, and bad. It refers to behaviour that falls below or violates the professional standards of the Association.
Values	Describes individual or personal standards of what is valuable or important. It is our fundamental beliefs about what is desirable, what is right and what is good that provide us with guidance to distinguish between right and wrong.

1 PREAMBLE

The South African Association of Public Administration and Management (SAAPAM) is an independent, professional, and non-profit association established in 1999. At the time, the founders of the association placed their faith in the potential of academics and practitioners in Public Administration and Management to share a common belief and vision of a high-performing and leading-edge, people-valued government capable of providing quality public service for all.

The mission of the South African Association of Public Administration and Management (SAAPAM) is to encourage and promote good governance and effectual service delivery through the advancement of professionalism, scholarship and practice in public administration and management.

The Constitution of the Republic of South Africa compels adherence to high standard of professional ethics from public officials. Government leaders are globally held to a higher level of ethical and professional standards than others in wider society. The general public and civil society organizations expect that managers at all levels will fulfill their leadership and governance responsibilities in a manner that demonstrates adherence to democratic values and principles.

2 PURPOSE AND APPLICABILITY OF THE CODE OF CONDUCT

The conduct serves to hold members, affiliates, Associates, and staff of the SAAPAM accountable, for moral and professional behaviour within and outside the association. Granted that SAAPAM prides itself in its high professional values and principles, it is pivotal that all SAAPAM's stakeholders adheres to rules and regulations that will help promote our excellent professional standing.

It is on the afore mentioned that this code of conduct shall be adhered to and is compulsory to all its members and staff. This code of ethics does not however supersede or replace SAAPAM's regulatory documents and will therefore be read in conjunction with the SAAPAM's constitution, by-laws, and all ratified documentations.

This code of ethics does not attempt to cover every situation in which a member may encounter professional issues of ethics. Therefore, to this effect SAAPAM retains the

prerogative rights to suggest relative disciplinary measures, in conjunction to the professional and ethical principles at the core of SAAPAM's professional behaviour to which members must therefore adhere to.

3 OBJECTIVES

3.1 SAAPAM endeavours to contribute towards the development of good governance and effective service delivery. The objectives of SAAPAM are to promote excellence in the theory and practice of Public Administration and Management by:

- 3.1.1 Promoting the basic values and principles underlying economic, efficient, and effective democratic Public Administration and Management as explained in subsection 195(1) of the Constitution of the Republic of South Africa, 1996.
- 3.1.2 Promote discipline and practice of public administration and management through research and the provision of appropriate training and development.
- 3.1.3 Promote ethical conduct and accountability within the profession.
- 3.1.4 Promoting and protecting the profession and career interests of its members.
- 3.1.5 Co-operating with other associations and institutions.
- 3.1.6 Co-operate, when necessary, with other national and international professional institutions and organisations to further the interests of *SAAPAM*.
- 3.1.7 Publish a code of conduct and operate a mechanism for reporting and investigating members who have allegedly contravened the code, and protect the public interest in relation to services provided by its members and the associated risks; and
- 3.1.8 Establish a register of complaints and submit as part of the mid-term monitoring and re-recognition, the register must indicate number, and nature and date of the complaints received as well as the findings and or resolutions achieved.

4 LEGISLATIONS SUPPORTING THE CODE OF ETHICS

- a. Constitution of the Republic of South Africa (1996)
- b. Regulations containing the Code of Conduct for Public Servants.
- c. The Promotion of Access to Information Act (PAIA), 2000

- d. The Promotion of Administrative Justice Act (PAJA), 2000
- e. Protected Disclosures Act (PDA), 2000
- f. Prevention and Combating of Corrupt Activities Act (PRECCA), 2004
- g. King IV Report on Corporate Governance for South Africa, 2016

5 VALUES AND PRINCIPLES

5.1 SAAPAM ascribes to the Constitution of South Africa (1996) which provides the framework for good governance in the Public Service. Chapter 10 of the Constitution states as follows: "A high standard of professional ethics must be promoted and maintained". Furthermore, members of the South African Association of Public Administration and Management should adhere to the following values that governs the association:

- a. Integrity – members will conduct themselves ethically and do right thing always, even when no one is looking.
- b. Veracity – members should conduct business with truthfulness or honesty
- c. Accountability – members have the obligation or willingness to accept responsibility for one's actions.
- d. Excellency
- e. Effective Public Service Delivery

6 DISCIPLINARY MEASURES

6.1 The South African Association of Public Administration and Management's members should consider that disciplinary actions may be undertaken for the ethical code's non-compliance. The above takes place in cases where a member's conduct is considered prejudicial to their status as a member or reflects adversely to the reputation of SAAPAM.

7. MEMBERSHIPS CODE'S BRIDGING CRITERIA

7.1 SAAPAM prescribes rules to regulate the ethical conduct of members and the necessary steps to be undertaken against members, on account of the contravention of the stated rules enshrined in this ethical code.

- 7.2 Fair and just measures shall be adhered to during the process of investigation, which subsequently leads to a final verdict to which can be appealed.
- 7.3 Post the appeal and the same verdict is related, no correspondence shall be entered to internally with any of the association's officials.
- 7.4 Otherwise, formal and legal appeals may be taken by members to which only then a legal representative of a member may liaise with the association on behalf of the member.
- 7.5 The SAAPAM membership is categorised into the following categories: Institutional and professional (where institutional includes members under liaison of SAAPAM's affiliating organisations (academia) and or is enrolled in public affairs or any other relevant field of study). Professional membership is subscribed to, by any SAAPAM member serving under the public sector irrespective of their work experiential years.
- 7.6 On the above basis herein lies the offensive contradictions of the South African Association of Public Administration and Management's internal and external code of ethics:
 - 7.6.1 No SAAPAM member shall be engaged in any criminal acts inclusive of corrupt and or any thievery act of funds not belonging them.
 - 7.6.2 All affiliating members of SAAPAM shall not be found within and outside of SAAPAM with a criminal record in accordance with the South African criminal Acts enshrined in the S.A Constitution.
 - 7.6.3 SAAPAM members cannot be accused and found guilty of committing any sexual offence and public indecency.
 - 7.6.4 No SAAPAM member shall be accused and persecuted for bribery and fraudulent acts in their respective institutional affiliations (academic and professional organisation).
 - 7.6.5 In a case where SAAPAM has any formal sitting be it virtual or physical, no member shall use in addressing other members derogatory verbal and non-verbal means of communication inclusive of discriminative words on accounts of gender, ethnicity, and race.
 - 7.6.6 Intellectual property theft is considered a crime worthy of the contradiction of SAAPAM's ethical code of conduct.

7.6.7 All SAAPAM's financial proceedings shall not in any way be tempered with, this includes the warranted and unwarranted sales of SAAPAM's materials, inclusive of books, articles, and souvenirs.

7.6.8 Any membership approved through favour or nepotistic ways shall face the full ethical code's processes inclusive of a criminal report with South African crime officials.

8. PROCESSES AND PROCEDURES OF DISCIPLINARY MEASURES ON ACCOUNTS OF CODE'S CONTRAVENTIONS

8.1 The South African constitution embraces values of equality, freedom and human dignity, therefor this code promotes just and fair treatment of all individuals during and post the ethical code's bridging of SAAPAM.

8.2 To the above effect all members found in contravention of the bridging criteria shall be treated justly and fairly, also fully held accountable for their offences.

8.3 If a designee is found guilty of misconduct under the Code of Conduct of SAAPAM could be subject to various sanctions:

8.3.1 The designation could be revoked – this is the most severe sanction;

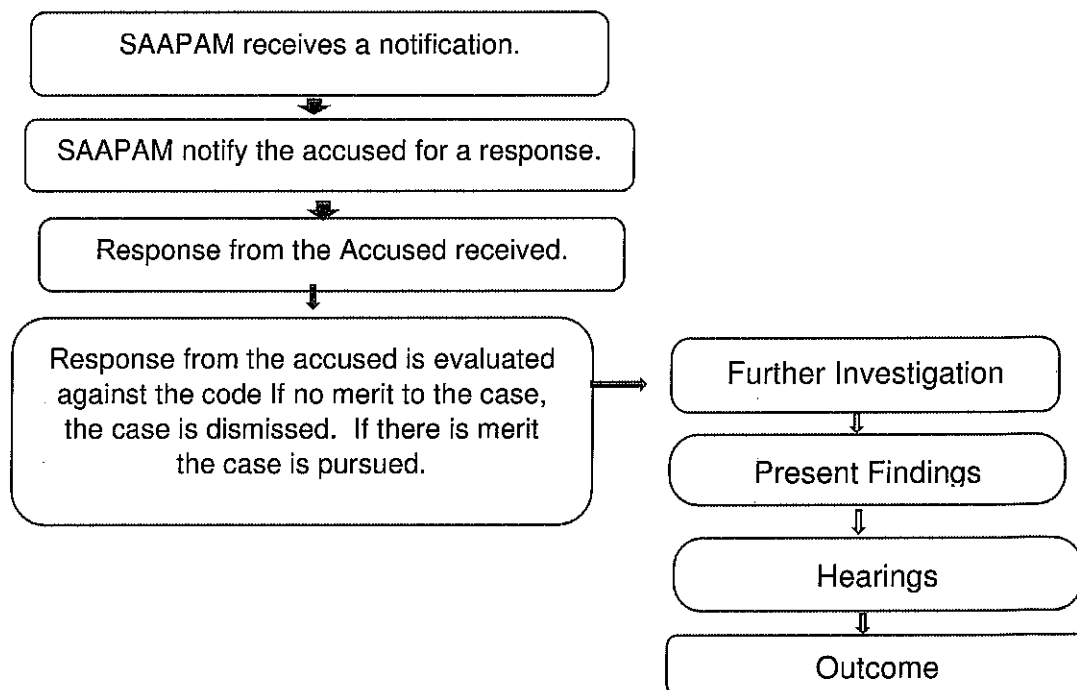
8.3.2 The accused could be fined;

8.3.3 The accused could be suspended for a period of time;

8.3.4 The accused could be required to remediate whatever activity or action resulted in the misconduct that was investigated; or,

8.3.5 Another appropriate sanction.

8.4 Disciplinary Process:



Step 1: The SAAPAM is notified of the misconduct of one of their members.

Step 2: The accusation is considered, and the accused is given an opportunity to respond.

Step 3: The case is then either dismissed or pursued.

Step 4: If the decision is taken to further investigate the accusation of misconduct, then the SAAPAM Ethics Committee convenes a disciplinary committee meeting.

Step 5: Both the accuser and the accused are given an opportunity to prepare and present their cases.

Step 6: After the hearings the committee decides the outcome of the case.

9. APPEALS PROCESS

9.1 The accused can appeal the outcome of the case in writing within 14 days from date of communication of the outcome. The final decision of the disciplinary

committee is signed off by the SAAPAM board and records are kept by the SAAPAM Administrative Office.

9.2 The following process should be followed when lodging an appeal:

- 9.2.1 The complainant or respondent may appeal the decision in writing, to the SAAPAM National Board, within 14 days of receipt of the outcome.
- 9.2.2 All appeals must be based only on the information provided initially to the Board's Ethics Committee. Appeals will not involve a new investigation or hearing.
- 9.2.3 The National Board of SAAPAM is the last place of appeal and will make the final decision.
- 9.2.4 The complainant will be notified of the reviewed outcome.
- 9.2.5 If not satisfied, the complainant can take his case at his own expense to the Court of law.

10. ETHICS COMMITTEE

- 10.1 The Ethics and Social Committee shall be chaired by the member of the National Board.
- 10.2 The Ethics and Social Committee must enhance the ethical culture of the Association by fulfilling the following roles and responsibilities in terms of Section 7.3. of the SAAPAM Constitution:
 - 10.2.1 Holding Committee meetings four times a year and record deliberation;
 - 10.2.2 Advocating and promoting SAAPAM Code of Ethics;
 - 10.2.3 Ensuring procedures are in place to investigate misconduct;
 - 10.2.4 Elevating significant ethics issues to the National Board;
 - 10.2.5 Promoting discussion of ethics issues at National Board;
 - 10.2.6 Ensuring that the SAAPAM ethics risks are assessed and that the SAAPAM has an understanding of their ethics risk profile;
 - 10.2.7 Implementing and reporting on the Associations' ethics performance,
 - 10.2.8 Ensure fairness, effectiveness and timeousness of disciplinary processes;
 - 10.2.9 Providing strategic advice to the National Board on ethical issues; and
 - 10.2.10 Formally report to the National Board through the chairperson of the Committee. The committee will also prepare the report on the SAAPAM ethics performance which must be included in the Association' annual report.

11 MEMBERSHIP

- 11.1 Membership to this committee shall be voluntarily.
- 11.2 The composition of the Ethics and Social Committee shall be as follows:
 - 11.2.1 The Committee shall be Chaired by the Member of the National Board;
 - 11.2.2 Members of the ethics committee shall consist of representatives from the nine (9) provincial chapters;
 - 11.2.3 The Secretariat shall be provided by the Office of the Director of SAAPAM;
and
 - 11.2.4 Additional members can be co-opted to the committee for their technical expertise.

12 POLICY MONITORING AND REVIEW

This Code of Ethics shall be implemented on the date of approval by the National Board. The Code of Ethics will be reviewed every four years. The implementation of this code of ethics shall be monitored by the National Board.

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DECLARATION BY A MEMBER:

As a member of the South African Association of Public Administration and Management, I will abide by the following –

- a. I will not accept bribes;
- b. I will be honest and ethical when performing my duties;
- c. I will discharge my duties with diligence, competence and punctuality;
- d. I will not profit from confidential information acquired from SAAPAM and associates while engaged with associates or after termination of my relationship with SAAPAM and its Associates;
- e. I will act at all times in the interest of SAAPAM;
- f. I will endeavour to promote a culture of consensus at all times;
- g. Contravention of this code of ethics may result in disciplinary action against me, including expulsion from the South African Association of Public Administration and Management.

Acceptance

I _____ ID no: _____

hereby accept the code of conduct above when applying for membership. I agree to abide by the preceding code of conduct and good practice as drawn up by the South African Association of Public Administration and Management.

Signature: _____

Date: _____