



RADIATION PROTECTION AUTHORITY OF ZIMBABWE

"...protecting people and the environment against the harmful effects of radiation..."

RPAZ CODE

CODE OF ETHICS

RPAZ/CO/LCA-01

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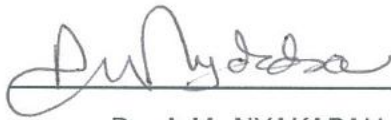
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CODE OF ETHICS



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The document can be viewed on the RPAZ website, www.rpaz.co.zw.

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1.0 INTRODUCTION 12

As the Radiation Protection Authority of Zimbabwe executes its functions, the public has a right to expect that the Authority's board and staff are honest and competent and

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that they devote themselves wholeheartedly to achieving effective service delivery by the Authority.

2.0 PURPOSE

The purpose of this code of ethics is to provide a framework for ethical behavior that guides decision-making and sets clear expectations for employees and other stakeholders, with the intention to build a culture of integrity, ensuring accountability, and promoting a consistent level of professional conduct by defining desirable core values and principles.

3.0 APPLICABILITY OF THE CODE

This Code applies to Members of the Entity's Board, Executive Management and all Employees.

4.0 APPLICATION OF OTHER LAWS

In addition to this Code, members of the Entity's board and staff must comply with all other laws, in particular:

1. The **Public Entities Corporate Governance Act [Chapter 10:31]** sets out their duties and contains a detailed code of conduct which they must obey.
2. The **Public Finance Management Act [Chapter 22:19]**, in section 45, states that employees of public entities must:
 - comply with the entity's financial management systems
 - ensure that the entity's resources and assets are used effectively, efficiently, economically and transparently

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- prevent irregular, pointless and wasteful expenditure, and
- manage and safeguard the entity's assets.

3. The **Labour Act [Chapter 28:01]** lays down codes of conduct for all employers and employees.

Members of the Entity's board and staff are expected to read and understand these laws. Copies of them are available at the Legal and Corporate Services Office.

5.0 BASIC DUTIES OF THE BOARD AND SENIOR STAFF MEMBERS

Under the Act and this Code, board members and employees owe the following basic duties towards the State, the Entity and its stakeholders and towards each other.

5.1 Honesty and Integrity

Board members and employees must:

- a) perform their duties honestly, in good faith and in the best interests of the entity. In their private lives, board members and employees are expected to show integrity and complete honesty
- b) be honest and accountable in dealing with public funds, and must use the Entity's property and other resources effectively, efficiently and only for authorised official purposes.

5.2 Duties to the State and Government

Board members and employees must:

- a) be loyal to Zimbabwe.

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- b) abide by the Constitution and obey the law when carrying out their duties and also in their private lives. If they do not know what the law is, they must take reasonable steps to find out, and
- c) co-operate with public institutions established under the law and the Constitution.

5.3 Relationship with the Public

Board members and employees must:

- a) serve the public in an unbiased and impartial way to create confidence in the Entity,
- b) be polite, helpful and reasonably accessible in their dealings with the public, treating members of the public as customers who are entitled to receive high standards of service,
- c) respect the concerns and needs of the public in performing their duties,
- d) treat all members of the public with equal respect, regardless of their nationality, race, colour, tribe, place of birth, ethnic or social origin, class, religious belief, political affiliation, opinion, custom, culture, sex, gender, marital status, age, pregnancy, disability or economic or social status
- e) not abuse their positions to promote or prejudice the interest of any political party or interest group, and
- f) recognise the public's right to obtain information about the Entity, apart from information that is specifically protected by law.

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5.4 Relationships with Co-workers

Board members and employees must:

- a) co-operate fully with other members and employees to advance the public interest and, in particular, the interests of the Entity
- b) carry out all lawful instructions given to them by their superiors
- c) treat their subordinates with proper respect, and must never abuse their authority over them by inducing them to breach their duty to the Entity or to do something against the law
- d) not engage in nepotism, i.e., they must not:
 - i. employ their relatives or friends in the entity or improperly influence or encourage the entity to employ their relatives or friends, or
 - ii. favour relatives or friends in work-related activities
- e) use the proper channels to air their grievances
- f) not solicit benefits to which they are not entitled
- g) deal fairly and professionally with their co-workers, regardless of their nationality, race, colour, tribe, place of birth, ethnic or social origin, class, religious belief, political affiliation, opinion, custom, culture, sex, gender, marital status, age, pregnancy, disability or economic or social status, and
- h) not engage in any party-political activities in the workplace.

5.5 Performance of Duties

Board members and employees must:

- a) put the public interest first when carrying out their duties
- b) do their best to achieve the objectives of the Entity cost-effectively and in the public interest

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- c) try to be creative in carrying out their duties, seeking innovative ways to solve problems and to increase effectiveness and efficiency
- d) be punctual in reporting for work and, except for proper reasons, must work diligently during working hours
- e) carry out their duties promptly, professionally and competently
- f) keep proper records of what they do, particularly regarding financial matters
- g) try to avail themselves of continuous training and self-development throughout their careers
- h) report fraud, corruption, nepotism, maladministration or other conduct which is criminal or prejudicial to the interests of the Entity or the public, and must encourage others to report such conduct
- i) in the case of board members and senior staff members, ensure adequate protection for those who report fraud, corruption, nepotism, maladministration or other criminal or prejudicial conduct
- j) give their superiors honest and impartial advice, based on all available relevant information, whenever required to give advice
- k) except when authorised or required by law to disclose it, or when disclosure is clearly in the public interest, respect the confidentiality of information they acquire in the course of their work with the Entity, and
- l) in the case of board members:
 - i. be independent in their judgments and actions
 - ii. diligently analyse all proposals placed before the board: and

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- iii. take all reasonable steps to satisfy themselves as to the soundness of all decisions of the board.

5.6 Conflict between Official Duties and Personal Interest

Board members and employees must:

- a) not do anything that prevents or hinders them from carrying out their official duties impartially. In particular, they:
 - i. must not give preference to or favour a supplier in exchange for any personal benefit to themselves or their families or friends
 - ii. must not have a personal interest in any business transaction conduct on behalf of the Entity
 - iii. must withdraw from any official action or decision-making process which may result in improper personal gain to themselves
 - iv. must not use their positions for personal gain
 - v. must not engage in any activity that competes with the Entity or interferes with or hinders its activities or business, and
 - vi. must not take advantage of the Entity's property or use its property for personal gain or to compete with the Entity.
- b) make full disclosure of any personal interest they may have in any decision that is being taken or transaction conducted on behalf of the Entity
- c) disclose receipt of any gifts, payments, hospitality or other benefits that are or may be intended to influence or sway their judgement or prejudice their impartiality
- d) not make improper use of information they acquire as board members or employees, and
- e) disclose their assets fully when required to do so by law
- f) disclose to the Board their Directorship(s) on the Board(s) of any other entity(ies), public or private, on which they sit, as well as any shareholding or

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interest, direct or indirect, they or any associate may have in other entities/companies.

5.7 Personal Dress and Conduct

Board members and employees must:

- a) when carrying out their duties, dress and behave in a way that upholds the reputation of the Entity
- b) not consume alcohol or other intoxicating substances when on duty
- c) act responsibly in the use of alcohol or other intoxicating substances when off duty, and
- d) whether in their official capacity or in their personal lives and dealings, not engage in conduct likely to bring discredit upon the entity.

5.8 Compliance with the Code

- a) The Company Secretary shall be the Compliance Officer for the Code of Ethics
- b) It is the responsibility of this officer to ensure that, once per annum or upon revision of this Code, every Board Member, member of Executive Management and employee of the entity shall acknowledge and provide written affirmation that he/she is aware of the Code and has complied with the provisions thereof.
- c) New Board Members and all new members of staff, at all levels, shall sign such acknowledgement (of awareness of the Code) provided as Annexure I of this code at the time of their appointment.

5.9 Reporting

- a) Whilst it is the responsibility of every Board Member, member of Executive Management and employee of the entity to ensure his/her compliance with the

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Code, all violations of the provisions of the PECG Act, its accompanying Regulations, as well as the provisions of this Code must be immediately reported to the Board through the Compliance Officer. A majority of members shall form a quorum at a meeting of the Board.

6.0 REVIEW OF CODE

This Board Charter shall be reviewed once every year or when the need arises.

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ANNEXTURES

Annexe 1: RPAZ/CO/LCA-01/CoECompCert

ANNUAL COMPLIANCE CERTIFICATION

CODE OF ETHICS FOR DIRECTORS, SENIOR MANAGEMENT EXECUTIVES AND EMPLOYEES OF STATE ENTERPRISES AND PATRASTATALS AND PUBLICLY OWNED ENTITIES

I, ... do hereby solemnly affirm
that, to the best of my knowledge and belief, I have fully complied with
the provisions of the Code of Ethics for Directors, Senior Management
Executives and Employees of State Enterprises and Parastatals, Publicly-
Owned Entities during the Financial Year ending

Signature

Name

I.D. No

Designation

Date

Witnessed by

Name of Compliance Officer

Date

