

## **ELABORATING THE CORE PRINCIPLES AND VALUES**

### **1. Honesty and Integrity**

Public servants must:

- (a) Attend work regularly and punctually seeking leave only when necessary in accordance with General Orders.
- (b) Use resources only for authorised public services for which they are provided.
- (c) Be courteous and respectful at all times while serving the public.
- (d) Administer public funds judiciously and efficiently with a view to obtaining best value for money.
- (e) Not engage in any transaction or action that is in conflict with or infringe on the execution of their official duty.
- (f) Not receive presents from any person in the form of money, entertainment or any service that may be regarded as geared to compromising their integrity; (gifts such as pens, calendars and diaries in small quantities are exempted).
- (g) Not solicit or accept bribes from a person whom they are serving or intend to serve.
- (h) Perform their duties honestly to avoid circumstances that may lead to conflict of interest.
- (i) Present the facts and relevant issues truthfully when discussing or reporting on a matter and not seek to mislead Ministers and other members of the Legislative Council.
- (j) Abide by laws, regulations and established procedures when discharging their duties.

### **2. Accountability and Transparency**

Public servants must:

- (a) Exercise prudence in the use of government resources and utilities.
- (b) Not engage in unofficial activities or projects during official hours, or conduct such activities within office premises or using public property.

- (c) Be open and transparent in service delivery and decision making, using published criteria in appointments, promotions and dismissals.
- (d) Always work in accordance with due process and the law which governs public administration.

### **3. Impartiality and Objectivity**

Public servants must:

- (a) Give courteous and efficient service to all members of the public regardless of colour, creed, gender, race or status.
- (b) Not discriminate against customers and public officers in the execution of their duties.
- (c) Give sound, honest and impartial advice to Ministers.
- (d) Be loyal to the government of the day and therefore be politically neutral in their day-to-day functions.
- (e) Comply with any guidelines which have been laid down on political activities in General Orders or any other official documents.
- (f) Not use their influence to further personal and other ends which are not part of government policy, in the course of their duty.

### **4. Professionalism**

Public servants must:

- (a) seek to acquire the knowledge, skills and competences necessary for the efficient discharge of their duties.
- (b) Not be influenced by social and political affiliations in the performance of their duties.
- (c) Be courteous and respectful and protect the dignity of all customers and their rights under the constitution of Montserrat.
- (d) Comply with lawful and reasonable directions from persons of legitimate authority and behave in a way that brings credit to their position and enhances the reputation of the public service.
- (e) Ensure that what they write and say is professional in content and tone.

## **5. Confidentiality**

Public servants must:

- (a) Not disclose official information or documents acquired in the execution of their duties unless under property authority or required by law to do so.
- (b) Not seek to influence or frustrate the policies, decisions or actions of government by the unauthorised, improper or premature disclosure of any information to which they have had access as public officers.
- (c) Be confidential in all matters relating to secret and classified information during and after their terms of office in the public service.
- (d) Be trusted to respect the legitimate confidences of Ministers.

## **6. Pursuit of Excellence**

Public servants must:

- (a) Strive to achieve the highest standard of performance.
- (b) Use their time, skills and expertise to attain expected goals.
- (c) Strive to acquire new knowledge and skills continuously and use them effectively.
- (d) Recognise the need for training and seek to get such training.
- (e) Adhere to their respective professional Codes of Conduct, if they are members of professional bodies such as doctors, lawyers, pharmacists, media workers etc.
- (f) Be models and exemplars of the principles and values embodied in this Code, at the management level.
- (g) Encourage and reward creativity and initiative among subordinates in the performance of their duties.

## **7. Rights and Responsibilities**

- (a) Management has the responsibility of providing public servants with the necessary resources and facilities to enable them to perform at their maximum in the interest of the public service.

- (b) The Department of Administration in collaboration with Department Heads have the duty to make public servants aware of the Code; and public servants have the duty to familiarise themselves with the principles and values which it contains.
- (c) Public servants who become aware of actions by colleagues which they believe conflict with the Code should report the matter to their line manager or seek advice from the Department of Administration.
- (d) Matters not perceived to be adequately dealt with within a reasonable period should be reported to the Chief Establishment Officer/Deputy Governor.
- (e) Public servants have the fundamental right to be affiliated with any religious, civil or political group, but are not expected to engage in advocacy in public offices.
- (f) Public servants have the right to:
  - association whether by representation of Unions or Staff Associations.
  - the expectation of a government which upholds integrity and ensures that they are treated justly, and accorded privileges commensurate with their position.
  - seek legal counsel in compliance with established internal complaints procedure.
  - opportunities for personal and professional development.

## **8. Deportment and Unbecoming Behaviour**

Public servants must:

- (a) Maintain good personal hygiene and dress in respectable attire in accordance with the acceptable norms of the office as stipulated in staff circulars.
- (b) Not embarrass colleagues or members of the public by their dress, speech and behaviour.
- (c) Avoid contact which may be regarded as sexual harassment including:
  - (i) pressure for sexual activity or sexual favour with a fellow employee;
  - (ii) rape, sexual battery and molestation or any sexual assault;
  - (iii) intentional physical contact which is sexual in nature such as unwelcome touching, pinching, patting and grabbing.
- (d) Not engage in gambling, drinking or substance abuse in such a way as to make them liable for judicial action of any kind and at any rate not in the workplace.

(e) Avoid smoking where this is likely to inconvenience others.

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