

Establishment Circular No. 02/2017
Amending the Government of Montserrat
General Orders for the Public Service

10. Appendix VIII inserted

The General Orders is amended by inserting the following as Appendix VIII:

“Appendix VIII

Public Service Code of Conduct

(Order 106)

Honesty and Integrity

1. A public officer shall—

- (a)* behave honestly, responsibly and conscientiously, and promptly and effectively discharge his duties with professionalism, integrity and care and shall not wilfully refuse or omit to perform his duties;
- (b)* attend work at the scheduled time, seeking leave only when necessary and in accordance with the Regulations and the collective agreement;
- (c)* not directly or indirectly be involved in any financial or other interest or undertaking, without the written consent of the head of department, which could compromise, or reasonably be said to compromise his job performance or title;
- (d)* use official resources, including electronic or technological resources only for the purposes for which they are authorised;
- (e)* not use official property or facilities without authority for purposes not connected with his official duties;
- (f)* administer public money judiciously and efficiently with a view to obtaining best value for money and in accordance with the Public Finance (Management and Accountability) Act;
- (g)* act with due diligence with regard to public money under his control;
- (h)* declare any conflict that arises between his private interests and official duties;
- (i)* not accept gifts from a person in the form of money, entertainment or any service that may compromise his integrity; however, gifts that are of minimal value, infrequent

Establishment Circular No. 02/2017
Amending the Government of Montserrat
General Orders for the Public Service

and within the normal custom of courtesy and appreciation are permissible and where there is doubt, the matter should be referred to the head of department who would make a determination as to whether the gift could be received. If the gifts are received, a head of department shall ensure that a record is kept within the department;

- (j) not solicit or accept bribes;
- (k) abide by laws, regulations, the collective agreement and established procedures when discharging his duties.

Accountability and Transparency

2. A public officer shall—

- (a) exercise prudence in the use of public funds, resources and utilities;
- (b) not engage in unofficial activities during official hours, or conduct such activities on office premises or use public property for the conduct of such activities;
- (c) be open and transparent when –
 - (i) handling and processing documents under his care in the course of his duties;
 - (ii) executing decision-making processes for the Government of Montserrat; and
 - (iii) serving the public.
- (d) disclose, and take reasonable steps to avoid any conflict of interest (real or apparent) with his duties as a public officer and shall not use his official position for personal or familial gain.

Impartiality and Objectivity

3. A public officer shall—

- (a) provide courteous and efficient service to all members of the public regardless of colour, creed, gender, age, race or other status;
- (b) not discriminate against customers including public officers in the execution of his duties;

Establishment Circular No. 02/2017
Amending the Government of Montserrat
General Orders for the Public Service

- (c) provide honest, timely and impartial advice to Ministers of Government and other members of the Legislative Assembly;
- (d) be politically neutral in his work and serve the Government of the day in a manner that ensures that he maintains the confidence of the Government, while also ensuring that he is able to establish the same professional and impartial relationship with future Governments;
- (e) ensure that his participation in political matters or public debate or discussions, does not conflict with the proper performance of his functions as a public officer;
- (f) comply with the guidelines which have been laid down regarding political activities in Regulations, the collective agreement or any other official document;
- (g) not, in the course of performance of his duties, use his influence to further personal and other ends which are not part of Government policy;
- (h) not exercise his authority unreasonably or abuse that authority in the course of performing his duties.

Professionalism

4. A public officer shall—

- (a) adhere to the professional Code of Conduct, which applies to a professional body of which he is a member;
- (b) not be influenced by social and political affiliations in the performance of his duties;
- (c) treat all customers with respect and dignity and respect their rights under the Constitution;
- (d) comply with lawful and reasonable directions from his supervisor and work place rules; and
- (e) behave in a way that brings credit to his position and enhances the reputation of the public service.

Confidentiality

5. A public officer shall—

- (a) not disclose to any unauthorised person any official or confidential information or documents acquired in the

Establishment Circular No. 02/2017
Amending the Government of Montserrat
General Orders for the Public Service

execution of his duties unless under proper authority or he is required by law to do so;

- (b) not attempt to influence or frustrate the policies, decisions or actions of Government by the unauthorised, improper or premature disclosure of any information to which he has or had access as a public officer;
- (c) respect the confidences of the Government;
- (d) treat all official information as confidential, and, unless authorised to do so, shall not give or disclose, directly or indirectly, any information about official business.

Deportment and Behaviour


6. (1) A public officer shall—

- (a) not behave in an immoral, obscene or disorderly way in the office or when representing the Government on official duty;
- (b) dress in accordance with acceptable norms of the public service as stipulated in Establishment Circulars;
- (c) not engage in activities that may bring his office into disrepute, such as drug use, gambling or substance abuse or other activities which may make the public officer liable to judicial action, unfit for duty or affect his performance on the job, or cause a hazard to himself or to others;
- (d) not engage in behaviour which may amount to—
 - (i) bullying; or
 - (ii) any form of harassment including sexual harassment;
- (e) not at any time engage in any activity or behaviour that brings the public service or the Government into disrepute including—
 - (i) making excessive noise which disturbs others including colleagues, clients or customers;
 - (ii) the illegal possession or use of firearms, ammunition, weapons or explosives;
 - (iii) fighting or other forms of disruptive behaviour;
 - (iv) any act of sabotage;
 - (v) the careless use, abuse or theft of Government property;

Establishment Circular No. 02/2017
Amending the Government of Montserrat
General Orders for the Public Service

- (vi) larceny or theft from others, including colleagues, clients, customers;
 - (vii) the use of obscene or threatening language;
 - (viii) the failure to obey a reasonable order from a supervisor;
 - (f) not be absent from office or official duties without leave or a valid excuse and shall not be habitually irregular in the time of arrival or departure from the place of employment;
 - (g) be courteous and respectful to everyone, including other public officers, clients and members of the general public and treat everyone with impartiality, fairness and without harassment of any kind.
- (2) For the purposes of subparagraph (1) sexual harassment includes—
- (i) applying pressure to an officer for sexual activity or sexual favour;
 - (ii) intentional and unwanted physical contact with an officer whether of a sexual nature or not and;
 - (iii) sexually suggestive speech and messages to an officer with a sexual tone or content.”.

Made by the Chief Human Resources Officer with the approval of the Governor this 08 day of March, 2017 to take effect from the 01 day of April 2017.


.....
Chief Human Resources Officer