

Anguilla Public Service

Code of Ethics

Government of Anguilla

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Foreword

Establishing Ethics and Standards in the Anguilla Public Service

The Anguilla Public Service has identified the standards outlined in this document as those expected to be met by public servants in the conduct of their duties. It is clear that the public service is made up of public servants who are generally concerned to do the right thing, the right way. Achieving this is not always easy, particularly if members of the general public and public servants are unaware of the standards public servants are expected to attain and maintain. This Code of Ethics for the Anguilla Public Service will assist public servants in their daily efforts to achieve and maintain certain standards in public life. It serves to remind all public servants and the public, of the aspirations of the public service as regards the values that it is hoped will pervade the entire service.

The Code is applicable to **ALL** public servants. It is therefore the duty of all public servants to fully acquaint themselves with the contents of the Code. Permanent Secretaries and Department Heads must ensure that all public servants in their ministries and departments have access to an electronic or hard copy of the Code, as appropriate. The code can also be accessed on the Government of Anguilla's website: <http://www.gov.ai>.

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Stanley E. Reid
Deputy Governor

THE ANGUILLA PUBLIC SERVICE CODE OF ETHICS

A. Introduction

The Anguillian public expects **all** public servants to assist the government of the day in the development and implementation of its policies, procedures and programmes and in the delivery of high quality service to the general public.

It expects **all** public servants to be appointed on the basis of merit and fairness. In circumstances as prescribed by sections 11 and 12 of the Public Service Commission Regulations open, advertised competition must be utilized.

All public servants are expected to discharge their functions and roles in an effective, dedicated and safe manner and to observe, promote and exhibit the following principles.

B. Principles Governing the Anguilla Public Service

1. Honesty and Integrity

Public Servants must:

- (a) fulfill their duties and obligations responsibly and in a timely manner.
- (b) deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively to the best of their ability.
- (c) administer public funds judiciously and efficiently.



Keep to the pathways

- (d) adhere to the rules, regulations, instructions, and guidelines governing the Anguilla Public Service; e.g. General Orders, Public Service Commission Act and Regulations, Finance and Audit Act, Financial Regulations, and the Anguilla Constitution, or any other acts/ regulations which may affect the Public Service from time to time.
- (e) Use resources only for the authorized public purposes for which they are provided.
- (f) avoid the use of alcohol, illicit drugs or any other substance that could impair their judgment or performance while on the job.
- (g)
 - (i) dress and behave in a manner that does not damage the image of their department and the public service. Due regard should be given to the type of work done and the guidelines set out by a specific department
 - (ii) Officers in Government uniform must at all times wear the uniform with pride.
 - (iii) Advice should be sought from a Supervisor, Department Head or anyone so delegated on sensitive issues in regard to dress and behaviour.
- (h) attend work regularly and punctually at all times. Leave must be sought in accordance with General Orders.
- (i) set out the facts and relevant issues truthfully when discussing or reporting on any matter.



- (j) acknowledge and correct any errors as soon as possible.
- (k) be courteous and respectful at all times and treat everyone (including the public) with impartiality and without coercion or harassment of any kind;



- (l) not use their official position to further their private Interests or those of others.
- (m) disclose and take reasonable steps to avoid any conflict (or perceived conflict) of interest and not abuse their official position for personal gain.



- (n)
 - (i) not accept personal gifts, or hospitality, or receive other benefits/ inducements from anyone which might reasonably be seen to compromise/influence their professional judgment or integrity.
 - (ii) Any gifts received must be for the sole use of the Department and should only be received with the authorization of the Department Head.
- (o) be confidential in all matters in relation to classified / confidential information during and after their term of office in the public service.



2. Impartiality and Objectivity



Public Servants must:

- (a) ensure that fairness and equal opportunity are afforded to all.
- (b) not allow their political beliefs to unduly influence their decisions, but be politically neutral in their advice and performance.
- (c) comply with any guidelines which have been laid down on political activities in General Orders or any other official documents.



- (d) not be influenced by social relations, affiliations, gender bias or religious beliefs in the performance of their duties.
- (e) provide sound advice and make decisions based on the facts.
- (f) be consistent in the application of any policies or guidelines of their department.

3. Accountability and Transparency



Public Servants must:

- (a) be open and transparent in all matters dealing with the public service.
- (b) be responsible for all their actions which may affect the public good.
- (c) exercise prudence in the use of public funds, resources and utilities.

4. Leadership



- (a) Management should promote and support the core values and principles identified above by leadership and example. Leadership should be shown at all levels of the public service in the application and implementation of this Code.
- (b) Managers must provide opportunities for junior staff to develop and display their leadership potential and skills.
- (c) Public servants should be encouraged to show creativity where appropriate and initiative in the performance of their duties.



5. Rights and Responsibilities



- (a) Department Heads have a duty to make public servants aware of this Code and its values. Every public servant also has a responsibility to familiarize himself/herself with the principles set out in this Code. If a public servant believes that he/she is being required to act in a way which conflicts with this Code, his/her Department head must consider his/her concern, and make sure that he/she is not penalized for raising it.

- (b) If a public servant has a concern, he/she should start by talking to his/her line manager or someone else in the line management chain. If for any reason this would be difficult, the matter should be raised with the Officers who have been appointed to advise staff on Code.



- (c) A public servant who becomes aware of actions by others which he/she believes conflicts with this Code should report this to his/her line manager or someone else in the line management chain; alternatively, he/she may wish to seek advice from the Public Administration Department.

- (d) Evidence of criminal or unlawful activity should be immediately reported to the police or other appropriate authorities.



- (e)
 - (i) If an officer has raised a matter covered in paragraphs 5 (a) to 5 (c) above in accordance with the relevant procedures, and has not received what he/she considers a reasonable response, he/she may report the matter to the Deputy Governor. If the matter cannot be resolved using the procedures set out above it should be referred to a Public Service tribunal for judgment.
 - (ii) Every effort must be made to bring the matter to a fair and decisive conclusion in the shortest possible time.
 - (iii) Officers shall have the right to seek legal counsel if they feel they have been treated unjustly.



C. Conclusion

This Code is part of the contractual relationship between public servants and the Government of Anguilla. It sets out the standards of behaviour expected of public servants. These standards reflect the position of a public servant in public and national life. Public servants should take pride in living up to these values. Failure to comply is a ground for discipline in accordance with the procedures laid down in General Orders and the Public Service Commission Regulations.



SEVEN PRINCIPLES OF PUBLIC LIFE

There are seven universally recognized principles of public life that when followed by persons in public service will help to ensure good government. They are:

- **Selflessness**
- **Integrity**
- **Objectivity**
- **Accountability**
- **Openness**
- **Honesty**
- **Leadership**

TO SERVE WITH



INTEGRITY