

## **CHAPTER 10**

### **MISCELLANEOUS**

#### **COMPENSATION FOR LOSS OF OFFICER'S PROPERTY**

- 10.1 Officers shall be entitled to claim compensation in respect of losses of or damage to private property incurred through fire, theft, riot or otherwise, in the course of their service. In special cases, the Governor may consider the grant of compensation as an act of grace. No such concession shall, however, be made in respect of losses which in the opinion of the Governor were due to negligence for which officers were responsible or which could reasonably have been covered by insurance.
- 10.2 In submitting any claim, Heads of Department of the Claimant Officers:
- (a) must certify either from corroborative evidence or personal knowledge that they are satisfied that the article was lost or damaged in the execution of duty by the officers concerned;
  - (b) must certify that reasonable precautions were taken by the officer concerned to avoid such loss or damage;
  - (c) must, in the case of a damaged article, which shall be produced by the officers suffering damage, inspect such article; and
  - (d) must certify in each case whether repair or replacement of the article is necessary and that the amount claimed is either a fair valuation to repair the damage or to restore the lost article.

#### **FIRES**

- 10.3 Heads of Department are responsible for ensuring that all public buildings under their charge are equipped, where necessary, with fire extinguishers and that arrangements are made for the periodical examination of such equipment and the supply of refills. Every Head of Department shall cause to be placed in each office, in a prominent position, instructions regarding the action to be taken by the staff in the event of fire.

### **HURRICANES**

- 10.4 Heads of Department are responsible for ensuring that all public buildings under their charge are, as far as practicable, hurricane-proof and that all doors, windows, etc, are made secure on notification of a hurricane warning.

### **KEYS**

- 10.5 Heads of Department are required to keep a register of all keys of buildings and offices under their control and all officers to whom keys are issued for retention should be required to acknowledge the receipt of keys by signature in the register. Duplicates of keys should not be kept in offices or buildings for which they are used. Heads of Department are responsible for ensuring that keys of offices and buildings are handled only by responsible officers. Loss of keys must be reported at once to the Head of the Department and officers who lose a key may be called upon to meet any expenditure resulting from the loss, unless they can satisfactorily establish that the loss did not arise from their negligence.

Officers taking leave in excess of 5 days must return their keys to their Head of Department prior to going on leave.

### **OFFICIAL SEALS**

- 10.6 Officers are strictly forbidden to give an impression of any official seal to any private person; the use of such seals must be strictly confined to official requirements

### **OFFICIAL VEHICLES**

- 10.7 An official vehicle may only be driven by an authorised driver. Heads of Department are responsible for ensuring that drivers of official vehicles including persons specially authorised in that behalf, hold a valid driving licence. Officers should refrain from using government vehicles for their private use.
- 10.8 Officers whose official duties require regular use of transport (and in this respect it must be remembered that house to office travelling is the personal responsibility of the officer) are encouraged to use their private vehicles for this purpose and are permitted in such cases to draw transport or mileage allowances.

### **ACCESS TO GOVERNMENT NETWORK**

- 10.9 No officer should attempt to access any of the services offered on the government network using any username other than the one provided by DITES. Additionally, no officer should allow anyone else to access government's computer system or share his/her password with another. Non-compliance may form the basis of a disciplinary charge pursuant to Chapter 4.

### **OFFICIAL PURCHASES FROM OFFICERS**

- 10.10 Before any Department purchases any article from an officer, such article must be valued by an independent valuer approved by the Permanent Secretary (Finance).

### **OATHS**

- 10.11 Attention is drawn to the Promissory Oaths Act and the Anguilla Constitution Order 1982, which prescribes the oaths to be taken by various officers and other persons. The Governor will be responsible for ensuring that such oaths are in fact taken as circumstances demand.

### **FLAGS**

- 10.12 No flag other than the Anguilla Flag or the Union Flag may be flown on public buildings save with the prior permission of the Governor.
- 10.13 The Union Flag and other flags will be flown at such times in such manner, as the Governor shall direct.

### **PRECEDENCE**

- 10.14 The Order of precedence to be accorded to Ministers, Members of the Anguilla House of Assembly and Executive Council, officers of the Government and to distinguished visitors shall be in accordance with the instructions issued by the Governor as occasion arises.