

PART IV - CONSTITUTIONAL/CIVIL RESPONSIBILITIES

- 6 (1) Civil Servants shall serve the duly constituted Government and State, in accordance with the principles set out in this Code and recognising:- General
- a) the accountability of Civil Servants to the President and Parliament through Ministers of State, as well as to the Public.
 - b) the duty of all Civil Servants to discharge public functions reasonably and according to law;
 - c) the duty to comply with the law, including international law, and treaty obligations, and to uphold the administration of justice.
 - d) ethical standards governing particular professions represented in the Civil Service.
 - e) the need to observe the Ghana Civil Service Work Ethic.
- (2) A Civil Servant shall conduct himself at all times either at work or off-duty so as to deserve the respect of his employer, colleagues and members of the community. He shall be honest, faithful and just, and shall not act in a manner derogatory to the honour or dignity of the Service.

- (3) A Civil Servant shall acknowledge his membership of the Ghana Civil Service and shall strive to enhance the prestige and promote the unity of the Civil Service, and order his conduct in accordance with this Code.
7. Civil Servants shall fully support and implement effectively Government policies/programmes aimed to protect vulnerable groups in the society, like women, the disabled, children etc. from undue discriminatory practices that may tend to hinder their socio-economic advancement. Affirmative action
- 8 (1) Civil Servants should conduct themselves in accordance with the standards of integrity, impartiality and honesty in their dealings with Ministers, Parliament and the Public. They should make honest and impartial information relevant to a decision, available to Ministers. They should not deceive or knowingly mislead Ministers, Parliament or the Public. Relationship with Ministers
- (2) A Civil Servant must conduct himself in such a way as will deserve and retain the confidence and trust of his Minister and be able to establish the same relationship with those whom he may be required to serve in some future administration.
- (3) Civil Servants as agents of Government or Ministers, shall limit themselves to the effective dissemination and implementation of Government policies only and not project themselves by indicating their specific contribution to policy development.

9. Civil Servants shall always remain faithful to the policies of the Government and should seek to implement Government policies impartially, transparently and painlessly at all times. Accountability to Government and obligation to Society
10. Civil Servants shall seek to actively promote and facilitate the processes of decentralising governmental functions to local and non-government levels, consistent with economic growth and development and the rule of law; and for the well-being of the society, as a whole. Promotion of Good Governance
11. Civil Servants shall seek to play a lead-role, with dedication and commitment, in facilitating the development of grassroot participation in socio-economic advancement of the society and by sensitizing the people in accepting popular participation as a societal value. Promotion of popular Participation in Governance
- 12 (1) The Constitution of Ghana confers rights on all citizens of Ghana, including Civil Servants to join any political party or association of their choice. However, by virtue of the traditional role of the Civil Service to serve the Government of the day loyally, and to maintain the confidence of any future Administration, a Civil Servant may not: Relationship with Political Parties/ Association
- a) accept any office paid or unpaid, permanent or temporary, in any political party or organisation ;

- b) declare himself openly as a registered member of a political party or association;
- c) indicate publicly his support for any party, candidate or policy;
- d) make speeches or join in demonstrations in favour of any political person, party, or, propaganda
- e) engage in activities which are likely to involve him in political controversy.
- (2) Notwithstanding, a Civil Servant is entitled to his views in political matters, and, if so qualified, may vote at elections.

PART V - INFORMATION/DISCLOSURE OF CLASSIFIED MATERIAL

- 13 (1) A Civil Servant shall not without the express permission of the Head of Civil Service, act as the editor of any newspaper, or take part directly or indirectly in the management thereof, nor publish in any manner anything which may reasonably be regarded as of political nature or relating to the administration of the country. Public Appearances Press, Broadcasts etc.
- (2) This provision does not affect any Civil Servant who is required as part of his official duties to edit any paper or subscribe articles thereto.

- (3) He may, however, publish in his own name matters relating to subjects of general interest.
- 14 (1) Where a Civil Servant is invited to give a public lecture which relates to the work of the Department in which he works, or, any other official business, the Chief Director of the Ministry concerned shall be consulted about any policy or political implications and his prior approval obtained; and in the case of the Chief Director or Head of a Ministry, this should be sought from the Sector Minister.
- (2) A Civil Servant in making any public statement must ensure that it is accurate, and not misleading, and not one that is likely to cause public resentment or outrage.
- (3) Similarly, a Civil Servant should not engage in loose talk and unguarded statements.
- 15 (1) Civil Servants should avoid writing or circulating anonymous or vexatious letters or statements with malicious intent.
- (2) A Civil Servant would be deemed acting contrary to the tenets of the Code of Conduct if the authorship of such anonymous articles or publications in which he discusses any political subject should be established against him.
- 16 (1) A Civil Servant, unless specially authorised, shall not communicate either directly or

Public Lectures/ Statements

Anonymous Articles

Communication of Confidential Information

indirectly to the press, or to any person such information obtained by virtue of his office, the disclosure of which may damage the security or other interests of his Organisation or the State.

- (2) A Civil Servant shall not seek to frustrate the policies, decisions, or actions, of Government by the unauthorised, improper, or premature disclosure of any information to which he has had access as a Civil Servant.
- (3) A Civil Servant shall not without authority, disclose to a private person, or public official, for his own personal advantage, information which has been communicated in confidence to him or has come to his knowledge as a Civil Servant.

PART VI - CUSTOMER ORIENTATION

17. A Civil Servant shall be courteous and prepared to help a customer/visitor who seeks for his services. If he is not in a position to assist, the officer may refer the visitor to another officer to deal with the client. In all circumstances, a Civil Servant must not snub a customer but shall be accommodating to him.
18. In all their dealings with clients, Civil Servants should not use their authority or office for personal gain but always seek to enhance the image and uphold the self-esteem of the Civil Service and Ghana by:

Customer Relations

Transactions with Clients (Local and Foreign)

- a) maintaining an unimpeachable standard of integrity consistent with the provisions of the Code of Conduct for the Ghana Civil Service;
- b) complying both with the letter and spirit of any contractual obligations;
- c) being approachable, discreet and polite in all interactions with the client.
- d) inhibiting arrogant conduct and self-centredness;
- e) avoiding the use of intemperate language;

PART VII - EFFICIENT, EFFECTIVE AND PROPER USE OF PUBLIC FUNDS/PROPERTY

- 19. Civil Servants should ensure the proper, effective and efficient use of public money within their control. Financial Responsibility
- 20. Civil Servants should avoid waste in the use of human, financial and material resources as well as time. Avoidance of waste
- 21. A Civil Servant shall use the property and assets of his Organisation for official purposes only, and shall exercise reasonable care when using such property and assets. Use of Government Property/ Material
- 22 (1) A Civil Servant shall not employ for private purposes, the services of Government employees at times during which the services of the latter are at the disposal

of Government.

- (2) These provisions do not apply when arrangements have been authorised by a Head of Department whereby services, which may involve the use of Government property, may be rendered by Government employees within official working hours for the benefit of members of the public, including Government officers, in return for a charge to be paid into the Consolidated Fund.

PART VIII - GIFTS, BRIBES, CONFLICT OF INTEREST

- 23 (1) A Civil Servant shall not put himself, family or friends in a position where his or their interest conflicts with the functions of his office. Conflict of Interest
- 24 (1) A Civil Servant is prohibited from receiving valuable gifts (other than the ordinary gifts of personal friends) whether in the shape of money, goods, hospitality or other personal benefits, if he has reason to believe that the gifts received are intended to influence his judgement or action on a case he is dealing with or will handle in the future. It is equally reprehensible for a Civil Servant to give a gift to influence the judgement or action of another person in his favour. Gifts, Remuneration and favours
- (2) In circumstances where a Civil Servant is presented with a gift of any character, he should exercise his own judgement as to whether he should decline the offer, otherwise he should consult with his superior officer.
- (3) At any rate, the value of a gift will be deter-

mined by the circumstances of the transaction between the giver and the recipient.

25. A Civil Servant shall not demand, receive or give any bribe, nor be an agent for any person who intends to influence a Civil Servant with a bribe.

Bribe

- 26 (1) An officer may not in his personal or official capacity, receive any payment from Government funds on behalf of, or, as agent for any member of the public.

Accepting Money from a Member of the Public

(2) All moneys paid to an officer must either be due to him personally, or, paid to him in his official capacity, in which case, they must be properly brought to account.

(3) Failure to comply with this provision will render both the paying and receiving officers liable and held responsible for any loss of Government money which may occur.

PART IX - PERSONAL BEHAVIOUR

- 27 (1) A Civil Servant must show courtesy and decency in his communication about any person or matter that is under consideration or forms the subject of comment or response.

Courtesy in Communication

(2) A Civil Servant shall refrain from the use of insulting or intimidating words against Authority, a fellow Civil Servant, or, customer, or, from showing disrespect to any of them.

28. Any Civil Servant who libels or slanders another may be investigated departmentally and the appropriate disciplinary action may

Libel or Slander

be taken against him. Such disciplinary action will be without prejudice to any action that the aggrieved person may decide to take.

29. Where a Civil Servant is permitted to engage in any other job, or finds himself a job, he should ensure that he fulfils all his tax obligations.

Tax Evasion

30. A Civil Servant shall not engage in verbal assault or be involved in scuffle or physical assault except in self-defence, on any Government premises, or in any public place to the embarrassment of the Civil Service.

Assaults

- 31(1) A Civil Servant, whether as examiner, invigilator/supervisor or candidate shall not indulge in any form of examination malpractice.

Malpractice at Public Examinations

(2) A Civil Servant shall not leak public examination questions to any candidates.

(3) All examination malpractices shall constitute misconduct.

- 32(1) A Civil Servant should avoid smoking, or using narcotic drugs or drinking alcoholic beverage, during official working hours, and should not be found drunk to the embarrassment of his fellow Civil Servants and the Civil Service.

Consumption of Alcoholic Beverages/ Narcotic Drugs

(2) Habitual drunkenness or addiction to drugs shall be viewed as damaging the interest and image of the Civil Service.

- 33 (1) A Civil Servant shall not exploit his/her relationship with another officer/person to gain advantage of him/her, sexually, or confer undue favours on him/her, for sexual and other purposes. Sexual harassment/ other Malpractices
- (2) A Civil Servant shall refrain from engaging in sexual affairs in Government offices, or in any criminal sexual acts or malpractices anywhere.
- (3) Sexual harassment by a Civil Servant of his/her opposite sex may take such forms as for instance, exerting subtle pressure, or threatening punitive action, or giving favours to cause the opposite sex to yield to ones sexual desires.
34. Civil Servants should not, during working hours, engage in behaviour or conduct that disrupts or interferes with work of other officers by such means as: congregating on verandas, or outside their offices and engaging in gossip. Disruption of Office Work
35. A Civil Servant shall not engage in unofficial commercial activities on office premises nor shall he encourage peddlers to sell to him, during working hours. Trading Activities in Offices
36. A Civil Servant shall not maliciously/ destructively criticise the work or conduct of another Civil Servant. Destructive Criticism of another Civil Servant
37. Civil Servants should continue to maintain the ethic/culture of confidentiality even after they have left office. In other words, they should not release confidential Culture of Confidentiality

information they have come by during their tenure of office to unauthorised people, when they are out of office. To do so, they might render themselves liable under the State Secrets Act, 1962, Act 101.

38. All public demonstrations by Civil Servants should be decorous and peaceful. Public Demonstrations
39. Except with the prior sanction of a Minister or the Head of Civil Service, no official may sell or hire his own or another official's private property to Government, nor may he purchase any private property for Government nor furnish supplies on payment without permission. Sale/Purchase of Personal Property
40. A Civil Servant may not give any loan whatsoever to another at interest nor shall he act as agent for a money lender nor take part in collecting debt on behalf of money lenders. Loan
- 41(1) Pecuniary embarrassment from whatever cause will be regarded as a circumstance which necessarily has the effect of impairing the efficiency of a Civil Servant. Such embarrassment, if occasioned by imprudence or other reprehensible cause or, by recklessly standing as security for another person will be deemed to affect the respectability of the Service and the trustworthiness of the individual. Pecuniary Embarrassment
- (2) A Civil Servant should avoid subscribing to a transaction of any value such as giving