



**CODE OF CONDUCT
FOR THE
GHANA CIVIL SERVICE**

Issued by
The Office of the Head
_____ of Civil Service

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PART I - PREFACE

- 1 (1) The Ghana Vision 2020 envisages a Public Administration System (PAS) which is driven by a market oriented, liberalised economy, operating in an environment of good governance. This expectation of the role of the PAS, calls for a Civil Service which is customer sensitive and responsive to its social obligations.
- (2) For these aspirations to be firmly established in the Ghana Civil Service culture/psyche, a Code of Conduct/Work Ethic for Civil Servants should conform to appropriate norms and standards of behaviour and attitudes governing normal interactions between the Civil Servant and his employer on one hand, and his clients/public on the other.
- (3) The standards and norms of behaviour prescribed provide a framework for promoting good governance, projecting the good image of the Civil Service, and sustaining its self-esteem in both local and international circles.
- (4) For these rules to be pragmatic or realistic, they have been formulated to reflect the human rights of the worker, local and international labour regulations, as well as the culture of the people of Ghana and the working environment of the Ghanaian Civil Servant.
- (5) The Code of Conduct should be viewed primarily as a guide to Civil Servants in their normal relationships and dealings with their principal stakeholders, viz, the Government, Civil Service Organisations, and the general public. Nevertheless, provision has been made for appropriate administrative sanctions to be applied where a Civil Servant's conduct is found to be inconsistent with the Code.

PART II - GUIDING PRINCIPLES OF CODE

2. The Code of Conduct has been drawn up, incorporating the following guiding principles of public life:-
 - a) Selflessness:
Civil Servants should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefit for themselves, their family or their friends.
 - b) Integrity:
Civil Servants should not place themselves under any financial or other obligation to any individuals or organisations that might influence them in the performance of their official duties, including awarding of contracts, etc.
 - c) Justice and Fairness:
In carrying out public business including making public appointments, awarding contracts, or, recommending individuals for rewards and benefits, Civil Servants should make choices based solely on merit.
 - d) Accountability:
Civil Servants shall be responsible to both the Government (employer) and the public (customer) for their decisions and actions, and must submit themselves to whatever scrutiny is appropriate to their office.
 - e) Transparency:
Civil Servants should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict access to information only when the wider public interest clearly demands that the information should not be released.

- f) Leadership:
Civil Servants should strive to excel in all their endeavours; be an example to others and encourage others to follow their footsteps.

PART III - APPLICATION AND DEFINITION OF CONDUCT AND MISCONDUCT

- 3 (1) In pursuance of Section 92 (3) and (4) (a), of the Civil Service Law, 1993, PNDC Law 327, the Head of Civil Service in consultation with the Civil Service Council/Public Services Commission hereby, issues as part of the Administrative Instructions, the following Code of Conduct. Coverage
- (2) This Code is applicable to the following personnel:
- a) Civil Servants holding any position, being a Civil Service post;
 - b) Civil Servants, either on contract or secondment to approved employment or on leave of absence with/without pay, annual leave, or, on course of training.
4. **Conduct** in this context, is **behaviour, attitudes, and character** exhibited, for example, by any one within and outside the working environment. The standards of conduct generally required of any member of the Civil Service would be leadership, Definition of Conduct

selflessness, competence, integrity, impartiality, fairness and honesty in matters affecting work and status in society.

- 5 (1) Misconduct in this Code is as defined in Section 76 of the Civil Service Law 1993 (PNDC Law 327) viz: Definition of Misconduct
- (i) "Any act done by a Civil Servant without reasonable cause:
 - (a) which amounts to a failure to perform in a proper manner any duty imposed on him; or
 - (b) which contravenes any enactment relating to the Civil Service; or
 - (c) which is otherwise prejudicial to the efficient conduct of the functions of the Civil Service; or,
 - (d) which tends to bring the Civil Service into disrepute; constitutes misconduct."
 - (ii) "For the avoidance of doubt, the conviction of a civil servant for any offence involving fraud, dishonesty or moral turpitude, tends to bring the Civil Service into disrepute."
- 5 (2) Types of misconduct set-forth in the following paragraphs shall not be taken to affect the generality of this subparagraph.