



CODE OF CONDUCT

DOCUMENT DEFINITION

Version **Final approved policy**

Date **26 May 2004**

Summary **This document describes the code of conduct that will be applicable to CETA.**

Signature
Chief Executive Officer

Date

Signature
Chairperson: Council

Date

Physical Address: 2nd Floor, Unit 5, Midrand Business Park, Old Pretoria Road, 1685
Postal Address: P.O. Box 1955, Midrand Business Park, 1685
E-mail: ceo@ceta.co.za Web: www.ceta.org.za

Table of Content

1. PURPOSE OF THE CODE	4
2. PRINCIPLES	4
3. CODE OF CONDUCT	4
4. APPLICABILITY OF THE CODE	8
5. CONTRAVENTIONS OF THE CODE	9
6. MAINTENANCE OF TH CODE	9

Physical Address: 2nd Floor, Unit 5, Midrand Business Park, Old Pretoria Road, 1685

Postal Address: P.O. Box 1955, Midrand Business Park, 1685

E-mail: ceo@ceta.co.za Web: www.ceta.org.za

1. PURPOSE OF THE CODE

This code is designated to outline the ethical standards and norms adhered to and upheld by CETA in the provision of services and doing business. This Code of Conduct is applicable to all staff members of CETA, management board and committee members of CETA and agents in the interest of CETA.

2. PRINCIPLES

CETA adheres to the principles of fairness, equity, transparency, integrity, reliability and honesty in its operations so as to avoid harm through any activity. CETA strives to uphold the highest ethical standards and is committed to constantly challenge and consider all actions with the expressed intention of maintaining the highest ethical standards and norms.

In this respect, CETA is committed to developing its staff management board and committee members, creating an environment free from any form of unfair discrimination, maintaining an open business environment free from conflict of interest and personal interest, taking action to prevent fraud, maintaining high levels of corporate governance and ensuring that it is constantly updated and educated around challenges to professional conduct, governance and changes in legal requirements.

To this end, CETA will maintain clear and unequivocal policies in line with the legislation, CETA's constitution and this Code of Conduct. Further, CETA will undertake to ensure that staff, management board and committee representatives, and agents acting in the interests of CETA are adequately informed with regards to CETA's Code of Conduct.

3. CODE OF CONDUCT

3.1 Conflict of Interest and Personal Interest

In the interests of fairness, equity and transparency, CETA seeks to avoid actual and perceived inequities caused by conflicts of interest or personal interests in all areas of its operations. To this end, CETA requires:

3.1.1 The disclosure of any interests such that a management board or committee representative, employee or agent acting on behalf of CETA who is directly or indirectly interested in any business of CETA or the committee of which he/she is a member, or who holds any office or possesses any property which might cause a conflict of interest or duties or acts on behalf of CETA on such a way as to be acting in personal interest, or such possible perception exists, must declare such interest or potential conflict. A register is maintained as the CETA offices for such disclosures.

Physical Address: 2nd Floor, Unit 5, Midrand Business Park, Old Pretoria Road, 1685

Postal Address: P.O. Box 1955, Midrand Business Park, 1685

E-mail: ceo@ceta.co.za Web: www.ceta.org.za

3.1.2 The disclosure by a management board or committee representative, employee or agent acting on behalf of CETA regarding any real or perceived conflict of interest or duties to the management board as soon as practicable after he/she becomes aware of the relevant facts and shall not partake in the discussion or decision in relation thereto, unless invited to do so by forum in the interests of furthering CETA's understanding and successful operations.

3.1.3 that a management board or committee representative, employee or agent acting on behalf of CETA must not take part in any transaction between CETA and any company, firm or enterprise in which he/she, or any member of his/her family, have an interest without declaring such interest and having been specifically authorized by the management board to do so: or act on behalf of CETA in such a way as to be acting in personal interest without being specifically authorized by the management board to do so.

3.1.4 That all disclosures made to a meeting of the management board, must be recorded in the minutes of such meeting as well as the related decision and motivation therefore (*Keeping a register*).

3.2 Professional Behavior

In order to uphold the highest ethical standards and norms, a certain professional level of behavior is expected from all CETA staff, management board and committee representatives and agents acting in the interests of CETA. To this end, CETA requires:

3.2.1 Complicity with all applicable laws and regulations that relate to activities conducted for or on behalf of CETA.

3.2.2 All management board and committee representatives, employees or agents acting on behalf of CETA to act honestly and in good faith.

3.2.3 All management board and committee representatives, employees or agents acting on behalf of CETA to perform their duties conscientiously and in the best interests of CETA.

3.2.4 All management board and committee representatives, employees or agents acting on behalf of CETA to exercise reasonable care and diligence in the performance of their duties.

Physical Address: 2nd Floor, Unit 5, Midrand Business Park, Old Pretoria Road, 1685

Postal Address: P.O. Box 1955, Midrand Business Park, 1685

E-mail: ceo@ceta.co.za Web: www.ceta.org.za

3.3 Awareness of Relevant Legislation and Policies

Professional behavioural standards require that management board and committee representatives, employees and agents acting on behalf of CETA comply with all relevant legislation. While CETA will endeavor to notify and update all management board and committee representatives, employees and agents acting on behalf of CETA of all relevant legislative requirements, it is the responsibility of the individual to ensure that they are adequately aware of the relevant legislation and its content. Ignorance of relevant legislation is not an acceptable reason for non-compliance.

3.4 Confidentiality

In accordance with the principle of avoiding harm, as well as in order to comply with legislative requirements, CETA maintains a strict code of confidentiality. To this end, CETA requires:

3.4.1 That a management board or committee representative, employee or agent acting on behalf of CETA may not disclose to any person any information which was acquired while exercising or performing any functions or duties, which is confidential to CETA, any of its committees, or any other constituent employer or employee in the sector. Such information may only be disclosed if it must be disclosed in terms of applicable legislation.

3.4.2 That a management board or committee representative, employee or agent acting on behalf of CETA may not copy or reproduce by any means such secret or confidential information for use other than by the officials of CETA unless authorized or instructed to do so by the management board for the express business of CETA.

3.4.3 That a management board or committee representative, employee or agent acting on behalf of CETA may not make use of information gained for any other purpose other than the purpose for which it has been expressly disclosed.

3.5 Discrimination

CETA is committed to maintaining an environment that is free from any form of unfair discrimination. To this end, CETA requires:

3.5.1 That all management board and committee representatives, employees or agents acting on behalf of CETA respect one another's integrity and dignity, their privacy and their right to equity in the workplace.

Physical Address: 2nd Floor, Unit 5, Midrand Business Park, Old Pretoria Road, 1685

Postal Address: P.O. Box 1955, Midrand Business Park, 1685

E-mail: ceo@ceta.co.za Web: www.ceta.org.za

3.5.2 That any such instances of unfair discrimination are raised and managed in accordance with CETA's grievance procedures.

3.6 Fraud Prevention

CETA is committed to the prevention of Fraud. To this end, a specific Fraud Prevention Plan has been created. Further, CETA has committed to a Fraud 3.6 Prevention Policy Statement. It is expected that all management board and committee representatives, employees or agents acting on behalf of CETA understand and adhere to this policy Statement, which reads as follows:

3.6.1 The Construction Education and Training Authority (CETA) is committed to protecting its revenue, expenditure, assets and its reputation from any attempt by another person to gain financial or other benefit in an unlawful, dishonest or unethical manner.

3.7 Development and Maintenance

In order to maintain the highest levels of corporate governance and ensuring that it is constantly up-dated and educated around challenges to professional conduct, governance and changes in legal requirements, CETA requires:

3.7.1 That all management board and committee representatives, employees or agents acting on behalf of CETA attend and take training programmes offered by CETA.

3.7.2 That all management board and committee representatives, employees or agents acting on behalf of CETA continually review their actions and this Code with a view to continuous improvement.

4. APPLICABILITY OF THE CODE

This Code is applicable to all management board and committee representatives, employees or agents acting on behalf of CETA. Specifically, this means that any person engaged to act in the name of CETA will be expected to adhere to all elements of this Code of Conduct.

5. CONTRAVENTIONS TO THE CODE

Physical Address: 2nd Floor, Unit 5, Midrand Business Park, Old Pretoria Road, 1685

Postal Address: P.O. Box 1955, Midrand Business Park, 1685

E-mail: ceo@ceta.co.za Web: www.ceta.org.za

Should any management board and committee representatives, employees or agents acting on behalf of CETA become aware that the Code of Conduct has been breached by an applicable party, this contravention must be brought to the attention of either the Chief Executive Officer (CEO) or the Chairperson of the management board of CETA.

Once the Chairperson or the CEO has been made aware of the breach, the appropriate disciplinary action shall be initiated in accordance with the CETA Constitution, the CETA Personnel Manual or a Service Level Agreement.

6. MAINTENANCE OF THE CODE

In accordance with the principles of maintaining the highest ethical standards and commitment to constantly challenging and considering all actions with the expressed intention of maintaining the highest ethical standards and norms, CETA seeks to continually question and update this Code of Conduct. The Code shall be reviewed and updated on an annual basis. Any recommendations for the improvement or addition to the Code may, at any time, be forwarded to the Policies and Projects Manager of CETA.

Physical Address: 2nd Floor, Unit 5, Midrand Business Park, Old Pretoria Road, 1685

Postal Address: P.O. Box 1955, Midrand Business Park, 1685

E-mail: ceo@ceta.co.za Web: www.ceta.org.za