



## **KENYA EDUCATION STAFF INSTITUTE STAFF CODE OF CONDUCT AND ETHICS**

*Corruption is like a ball of snow, once it's set a rolling it must increase  
(Charles Caleb Colton)*

### **FOREWARD**

KESI is the capacity building agency of the Ministry of Education, established by Legal Notice No. 565 of 1988. The integrity of the capacity building management system is therefore, crucial in the fight against corruption. This code of conduct provides guidance on work ethics, expected behavior and personal and organizational integrity. It applies to all staff on permanent, contractual or temporary terms.

#### **1. Conflict of Interest**

You shall avoid any conflict – real or potential – between your personal interests and the interests of KESI. Conflicts of interest arise from situations in which your private interest potentially influences, or appears to influence, the impartial and objective performance of your official duties.

#### **2. Official Position and Public Resources**

You shall not use your official authority or public resources for improper advancement of your own, your family's or your friend's financial interest.

#### **3. Enforcement of all laws governing ethics and governance matters**

KESI operates under various laws and regulations under which we are duty bound to act. These include: inter alia, the Public Officer Ethics Act, 2003 and the PSC Code of Regulations and Code of Conduct and Ethics.

#### **4. Proper Personal Conduct**

Your private conduct must not compromise your work as a KESI staff member. Your privacy will be respected only if your private conduct does not impair your ability to perform work satisfactorily.

#### **5. Gifts and Bribes**

You shall not accept gifts or other advantages except as set out in the Public Officer Ethics Act, 2003. It is a breach of this code to offer, give, solicit or receive a bribe of any form, or any improper benefit, to or from any KESI client.

#### **6. Declaration of Assets**

You shall make an annual declaration of your income, assets and liabilities including those of your spouse and dependent children under the age of 18 years.

#### **7. Non-discrimination**

Everybody is entitled to equal treatment irrespective of political party affiliation, gender, colour of skin, religion, culture, education, social status, ethnic affiliation or nationality, and discrimination on these grounds must therefore be avoided.

**8. Reporting Corruption**

- (a.) You shall report evidence and suspicion of corruption to your immediate superior but where it is your superior that is under suspicion then you should report to the Director.
- (b.) The anti-corruption box for reporting suspected corrupt activities should be used as much as possible.
- (c.) You shall continually assess risks and threats of corruption with a view to preventing corruption.
- (d.) You shall continually review the effectiveness of internal controls and checks in order to identify and eliminate any system weakness that could lead to corruption.
- (e.) Where corruption has occurred you should stop a recurrence, safeguard the evidence, review systemic weaknesses to strengthen integrity, inform the Director to call in the Kenya Anti-Corruption Commission for investigations and sanction the staff involved to deter others.
- (f.) The director guarantees confidentiality where necessary and the protection of officers against intimidation by superiors where they report corruption in good faith and on reasonable grounds.

**9. Openness and Transparency as a rule – Confidentiality when required**

- (a.) All information within the Kenyan public administration is public and should be disclosed to anyone demanding access to this information.
- (b.) However, certain information can be protected from publicity and access denied in accordance with the Official Secrets Act.
- (c.) Any final decision concerning giving or denying publication of information to your superiors, clients and members of the public.
- (d.) You should not tamper with or manipulate official information that is electronic or digital or any other format or give out the same information to unauthorized persons for personal gain.

**10. Observance of the code**

You shall familiarize yourself with the code and respect its principles. Breaches of the code shall have disciplinary implications in accordance with the PSC Code of Regulations and Code of Conduct and Ethics and the Public Officer Ethics Act, 2003.

**ACCOUNTABILITY**

- (a.) Heads of departments and divisions must take all reasonable steps to ensure that staff members are aware of and comply with this code of conduct and ethics.
- (b.) The Director is responsible for KESI’s performance under this code.

**AFFIRMATION OF CODE**

As a staff member of KESI, I affirm that I have read and understood the meaning of the above code of conduct and ethics.

Name of staff member: \_\_\_\_\_ Personal Number: \_\_\_\_\_

Designation: \_\_\_\_\_ Signature of staff member: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_