

CODE OF CONDUCT FOR CABINET SECRETARIAT



Cabinet Secretariat

2024

Preamble

Acknowledging that, corruption presents a serious threat to national security and sovereignty, values of democracy, equity and justice and sustainable socio-economic development;

Conscious, that there is need for appropriate legal and policy mechanisms to ensure that corruption, in all its forms are eliminated and ensure rule of law;

Transforming, the perspectives and the way we comprehend corruption and its consequences which stifle national growth, through exemplary conduct, policy, and approach;

Inspiring, the past, present and posterior generations to adopt zero-tolerance policy against corruption;

Optimistic, that the fight against corruption will inspire and unite the citizens, the Government and public servants, so that our outlook against corruption transcend beyond rhetorics;

Nationalising, the efforts of all agencies against corruption to provide a united front, frames and adopts this Code of Conduct as hereunder:

Title

1. This Code shall be called the Code of Conduct for the Employees for Cabinet Secretariat.

Commencement

2. This Code shall come into force on the 1st of June 2024 corresponding to the 24th day of the fourth month of the Wood Male Dragon year.

Application

3. This Code shall apply to all civil/public employees/individuals working in the capacity of employee of the Cabinet Secretariat.

Savings Clause

4. This Code shall not apply to the Hon'ble Prime Minister and Cabinet Ministers. Their code of conduct shall be governed by the Rules of Procedure Lhengye Zhungtshog

Objectives of the Code

5. The Purpose of this Code is to;
 - (a) Spell out the standards of integrity and conduct to be complied by a public servant serving with the Cabinet Secretariat
 - (b) help them meet those standards; and
 - (c) inform the public of the conduct and what is to be expected of public servants working with the Cabinet Secretariat.

Code to be applied as employment terms and conditions

6. This Code shall
 - (a) apply to all civil/public servants working with the Cabinet Secretariat.
 - (b) be considered as part of the employment terms and conditions of a public servant and its breach shall result in disciplinary sanctions as appropriate.

Responsibility for implementation of this Code of Conduct

7. The Human Resource Services of the Cabinet Secretariat shall be responsible for;
 - (a) education of the employees working with the Cabinet Secretariat on this Code of Conduct
 - (b) ensuring effective implementation of this Code.
 - (c) ensuring that individuals working as employees whether full time or part time employees of the Cabinet Secretariat executes a Non-Disclosure Agreement at the initial assumption of office/employment.

Non-Exclusiveness of this Code

8. This Code is only enumerative and not exhaustive. It shall be complemented by other specific or professional code of conduct.

9. The Cabinet Secretariat above all else strive to exhibit:

<i>Agility</i>	A Public Servant shall be agile in performance of their duties.
<i>Confidentiality</i>	Unless otherwise required by law or the exigencies of the circumstances in the execution of official duties necessitate disclosure, a public Servant shall otherwise maintain confidentiality of information received in the capacity as an employee serving with the Office of the Prime Minister and Cabinet Secretariat.
<i>Teamwork</i>	A Public Servant shall at all times exhibit team spirit and foster a culture of teamwork
<i>Integrity</i>	A Public Servant shall uphold the highest form of integrity in the performance of official duties.
<i>Objectives</i>	A Public Servant shall exhibit and abide by the overall objectives of the Agency and shall strive to perform official duties in accordance with the overall objectives of the agency.
<i>Nation first</i>	A Public Servant shall at all times endeavour to prioritise the national objectives before personal goals.

Disciplinary Sanctions

10. A civil/Public Servant working with the Cabinet Secretariat shall be liable for major and minor disciplinary sanctions for breach of the code of conduct which shall include but not limited to the following:

- (a) Major disciplinary sanctions

- (i) Termination: or
 - (ii) Compulsory resignation
- (b) Minor disciplinary sanction
- (i) suspension
 - (ii) withholding promotion
 - (iii) demotion
 - (iv) reassignment of duties
 - (v) withholding annual salary increment
 - (vi) reduction of salary
 - (vii) imposing fine
 - (viii) reprimand
 - (ix) any other appropriate sanction

11. The foregoing disciplinary sanctions shall not preclude the application of any civil or criminal sanctions if the breach of the code of conduct constitutes a criminal or statutory offence punishable under any other law in force.

Accountability

12. A civil/Public Servant holds office in public trust and shall be held personally accountable and liable for any unlawful or inappropriate action or decision.

Supervisory accountability

13. The Head of Agency shall be held accountable for failure to adopt and implement the agency Code of Conduct in line with the policies and purposes of the Cabinet Secretariat.

Amendment

14. The amendment of this Code by way of addition, variation or repeal may be effected only by the Human Resource Committee of the Agency.

Rules of Construction

15. In this Code, unless the context indicates otherwise, the singular shall include plural and masculine shall include feminine and vice-versa.