



**REPUBLIC OF KENYA**

**MINISTRY OF THE EAST AFRICAN COMMUNITY**

**CODE OF CONDUCT FOR THE  
STAFF OF THE MINISTRY OF  
THE EAST AFRICAN  
COMMUNITY**

\* \* \* \* \*

**P.O. Box 8846-00200  
NAIROBI.**

## CODE OF CONDUCT FOR STAFF

**Taking into consideration** the Prevention of Corruption Act (2003);

**Considering** the role of Kenya Anti-Corruption Authority (KACA) in eradicating corruption;

**Cognizant** of the Public Officers' Ethics Act No 4 of 2003;

**Realizing** this Ministry's role in helping in the fight against corruption in the public service;

**Aware of** the need to eradicate corruption within the Ministry by eliminating opportunities for corruption;

We the staff of the Ministry of the East African Community pledge to:

1. **Use** the resources of the Ministry in a transparent, accountable and responsible manner.
2. **Place** the interest of the Ministry above personal interests.
3. **Observe** time tested and universal values of integrity such as honesty, truthfulness, impartiality, incorruptibility, competence and efficiency in all our dealings with the public.
4. **Assist** any law enforcement agency of Kenya in the investigation of corruption or economic crime.
5. **Sensitize** the staff and the public on the dangers of corruption and economic crime.
6. **Pay** taxes and other statutory payments to government
7. **Comply with** all laws.
8. **Espouse** the values and traditions of the Public Service. such as competence, integrity, impartiality and independence.
9. **Respect** equal rights of men and women and the dignity and worth of the human person..
10. **Be loyal** to the government of Kenya, the Ministry of the East African Community and the East African Community.
11. **Appreciate** multicultural, multi-ethnic, gender and regional differences and sensitivities and our country's unity in diversity.
12. **Express** personal views with tact and discretion.
13. **Engender** a harmonious working relationship with and between staff on the one hand and between staff and the public on the other.
14. **Uphold** the highest standards of conduct in serving the public.

15. **Report** any breach of the Code of Regulations to a higher level officer whose responsibility it is to take corrective action.
16. **Promote** a positive image of the Ministry and the Government of Kenya.
17. **Maintain** good public relations and send communication through authorized channels.
18. **Speak for** the Ministry if and only if authorized to do so, and avoid giving personal references and views.
19. **Devote** full energies to the work of the Ministry.
20. **Nurture** 'esprit de corps', i.e. common values and common goals to realize the Ministry's vision and mission.
21. **Treat** everyone with respect and courtesy, and without harassment.
22. **Uphold** the values and the integrity and good reputation of the Ministry and the Government of Kenya at all times.

**We further pledge NOT to:**

1. **Receive** or **solicit** a bribe.
2. **Give** or **offer** a bribe.
3. **Influence** others for personal gain.
4. **Follow** verbal or written instructions that are inconsistent with our official functions or that threaten our safety or the safety of others.
5. **Tamper** with quotations or bids in the tendering and disposal process.
6. **Use** our office to improperly confer a benefit on ourselves or on anyone else.
7. **Deal with** suspect property.
8. **Damage** government property, such as computers fraudulently.
9. **Use** the media to further own interests, air grievances or try to influence policy decisions of the Ministry.
10. **Use** information known to staff by virtue of official position for private advantage.
11. **Engage in** any outside activity, for or without pay incompatible with the status of staff, or are in conflict with the Ministry and the Government of Kenya.
12. **Accept**, without due authorization, any gifts, payments, remunerations, favours or economic benefit of more than a token or nominal value.
13. **Make** fraudulent claims on public funds.
14. **Make** fraudulent payments from public revenues.