



## **Code of Conduct**

# **CLEAN HANDS**

### **Alliance of Sri Lankan Public Sector Officers Against Corruption**

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Code of Conduct  
for members of CLEAN HANDS  
Alliance of Sri Lankan Public Sector Officers against Corruption

**1. GENERAL**

(a) Members of **Clean Hands** (Members) shall at all times

- (i.) Acknowledge and accept that the reputation and credibility of the public service and the public confidence it enjoys is built on and depends upon the unimpeachable integrity of public sector officials.
- (ii.) Conduct themselves in a manner that maintains and enhances the reputation and credibility of the service;
- (iii.) Maintain the ethos and the highest traditions of the Public Service; and
- (iv.) Remain conscious of the fact that they are servants of the Public, maintained by the Public and are holding their positions in the interest of the public

(b) Members shall

- (i) Perform with skill, care, diligence and impartiality the duties of their office.
- (ii) Comply with laws, regulations and departmental/institutional rules relating to the performance of their duties.
- (iii) Comply with any lawful and reasonable directions.
- (iv) Treat members of the public who shall come before them in the course of their duties, with courtesy, attention and with due recognition of their rights and serve them with due respect and utmost efficiency.
- (v) Avoid waste, extravagance and self benefits in the use of public resources.

- (vi) Not sub-let or misuse the Government properties, premises or accommodation allotted to them.
  - (vii) Not discriminate by dispensing favors or prevailing upon any other member or Public Sector Officer to do so whether for remuneration or otherwise.
  - (viii) Not make any private promises of any kind which shall be binding upon the duties of their office or on state resources.
  - (ix) Not use any information received or to which they have access to in the course of the performance of their official duties for their personal benefit, the benefit of any member of family or that of any friends or associate.
  - (x) Not divulge any information received by them or contained in any document received by them in the course of their duties otherwise than in accordance with the requirements in the performance of their duties, without the permission of the head of the relevant department, Ministry or the institution where the Members are employed.
  - (xi) Provide the Executive Committee of Clean Hands with any information relating to acts of corruption which they may receive.
  - (xii) Not misuse or transfer any public asset in an undue and irregular manner.
  - (xiii) Not be a party to or aid or abet corrupt or irregular practices even at the request or exertion of pressure by a higher authority or an influential person.
  - (xiv) Not conduct himself in any other manner unbecoming of a public sector officer or in a manner which is tantamount to betrayal of the trust placed in him as such an officer or as a member of Clean Hands.
- (c) No Member shall accept any remuneration or other benefit whatsoever for him/herself, any member of his/her family or any friend or associate from any person who has entered into, or to his/her knowledge intends to enter into, any contractual, proprietary, financial or such other similar relations with the Government.

- (d) No Member shall take advantage of his/her official position in order to obtain any benefits whatsoever for him/herself, any member of his/her family or any friend or associate. Benefit shall include offers of gifts, free travel, substantial hospitality, entertainment or accommodation.
- (e) No Member shall accept or receive any remuneration or gifts in kind or cash other than those authorized and what he is entitled to according to law.
- (f) No Member shall permit his/her private financial interest or such interest of a member of his/her family or any friend or associate, to come into conflict with the performance of his/her official duty.

Where such a conflict of interest appears to arise, such member shall bring the matter to the notice of the Head of his/her institution and take such steps as he/she may be directed to take to avoid such conflict of interest.

## **02. HOSPITALITY**

- (a) No Member shall accept invitations for receptions, dinners or other hospitality by Foreign Missions or personnel of international Organizations or person or Organization with whom the member or his/her office has entered into contracts or who to his/her knowledge intends to enter into, any contractual, proprietary, financial or such other similar relations with the Government unless the occasion has an official purpose. In any event the strictest discretion should be used in the acceptance of such hospitality extended on the basis of personal contact. The acceptance of such should be intimated to the Head of Organization.
- (b) The conduct of Members at official receptions or functions should be characterized by the highest standards of decorum and dignity.
- (c) In accepting invitations for lunches, dinners or other forms of entertainment from interest groups, a Member shall use the strictest discretion so as to avoid situations where the impression may be created that through the provision of hospitality an attempt is being made to secure the influence or favor of such member and thereby diminish his/her standing in the public eye.
- (d) No Member shall patronize a Casino, Social Club or other place where facilities have been provided for promiscuous gambling, betting etc;

### **03. FOREIGN TRAVEL**

- (a) When traveling into and out of Sri Lanka, a Member shall not seek by the use of his/her office to obtain exemption from compliance with customs and other similar requirements.
- (b) Members in receipt of invitations for foreign travel from foreign Government, international Organizations or Institutions where the expenses are met by such Governments or agencies, shall not accept them without first having obtained approval from the relevant authorities in terms of the established procedures of government.

### **04. CONDUCT IN FOREIGN COUNTRIES**

- (a) The conduct of a Member in foreign countries should be such that it does not diminish the standing of the Country, the Government, the Public Service and Clean Hands
- (b) Members should be conscious of the fact that standards of rectitude, dignity, decorum and confidentiality expected of them in foreign countries must meet the strictest tests.

### **05. BREACH OF THE CODE OF CONDUCT**

Where there has been an alleged breach of this Code of Conduct, and where the Executive Committee is not of the opinion that the infringement is of minimal nature the Executive Committee shall decide what steps should be taken to discipline the member concerned. In the event of a breach of the Code by a Member the Executive Committee of Clean Hands retains the right to take any action considered necessary in relation to his/her membership, in addition to or in the absence of any action that the disciplinary authorities may take.

### **06. REPLACEMENT OF THE CODE OF CONDUCT**

This Code shall be replaced by any Code of Conduct which the Government may prescribe in future for public sector officers, provided that the Executive Committee may decide to retain any provision in the present Code which demands a more stringent level of conduct from Members in the public interest.