

PUBLIC PROCUREMENT AND ASSET DISPOSAL BOARD



Code of Ethics in Public Procurement and Asset Disposal

Approval Date: 6th APRIL 2018

Effective Date: 1ST AUGUST 2018



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CODE OF ETHICS IN PUBLIC PROCUREMENT AND ASSET DISPOSAL

Application of this Code

1. As stipulated by Sections 3 and 8 of the PPAD Act defining the scope of application of the Act, and in line with the requirements of Section 90 whereby all procurement and disposal operatives shall sign and abide by a code of Ethics, this Code of Ethics shall apply to the staff of “ a) all entities of the central Government which are involved in public procurement or the disposal of public assets, whether they are located abroad or within Botswana; (aa) all land boards; (ab) all parastatals, statutory organizations and local authorities, and all other Entities covered in accordance with the provisions of Section 8, except where exempted by the Minister by notice published in the Gazette.”
2. Accordingly, this code applies to all such practitioners who may be involved wholly or partially in any phase of the procurement or disposal process including but not limited to procurement planning, market research, technical, project management, financial, legal, economics, logistics etc. Such staff are named hereafter “**Procurement Practitioners**”.
3. Enforcement: By virtue of their employment contracts, Procurement Practitioners shall be bound to conform with this Code of Ethics in respect of all procurement and disposal activities, which code shall be appended to their job descriptions.

Public Procurement and Asset Disposal Ethical Canons

PROCUREMENT PRACTITIONERS AS DEFINED ABOVE SHALL BE BOUND BY THIS CODE AND SHALL:

1. Demonstrate utmost **loyalty** to the Republic of Botswana and uphold at paramount importance Public Procurement **Objectives and Principles** in every action, conduct or decision taken in the line of duty.
2. Respect **organizational hierarchy** and accept the authority of supervisors and senior managers with prudence that is substantiated by public procurement rules and/or conducive to the proper application of relevant laws, regulations or this code.
3. Fulfil the **responsibilities of their roles** to the best of their knowledge and judgement.
4. Acquire the **necessary knowledge** and **skills** to execute duties and be well **acquainted** with and abide by relevant Laws, Decrees, Regulations, Guidelines and Public Procurement **Principles**.
5. Uphold the value of **honesty** in all dealings, report any unethical act and its perpetrators and fully respect and support accountability systems. Any suspected violations of the Code are to be reported to immediate supervisor. If no resolution can be reached, then the matter shall be escalated in accordance with the established internal institutional processes for reporting violations. Alternatively, such violation can be reported through the Tip-Off Anonymous service on the PPADB.
6. Never attempt to withhold or **conceal** information, data, record of proceedings or documents from authorized personnel, oversight agencies and audit bodies.
7. Disseminate in a **transparent** manner non-confidential information, data, record of proceedings or documents equally and simultaneously to the public and concerned stakeholders.

8. Preserve confidential information, data or documents about procurement proceedings from any form of disclosure until such a time as such information, data, proceedings or documents becomes due for disclosure as per pertinent Laws, Decrees and Regulations. Confidential Information should not in any circumstances be revealed without the Accounting Officer's consent.
9. Conduct work with **due diligence**, always maintaining **records** and **documentation** in an easily traceable and retrievable form in order to facilitate review and audit.
10. Avoid any form of **discrimination, bias or conflict of interest** in the conduct of the procurement process and in arriving at related recommendations and decisions, never pursue individual interests of any form whether directly or indirectly, and maintain impartiality in the pursuit of established public values and goals.
11. Never accept or solicit any form of **valuable consideration**- whether direct or indirect- from any contractor or an interested party.
12. Be an excellent **team player** demonstrating commitment, cooperation, trust and good faith while, at the same time, taking every decision **autonomously** based on factual evidence.

Name and Signature of Procurement Practitioner;

Date;
