



CODE OF ETHICS

**FOR THE BROADCASTING AUTHORITY OF
ZIMBABWE**

CODE OF ETHICS FOR

THE BROADCASTING AUTHORITY OF ZIMBABWE

(Referred to as "the Entity or the Authority" and this 'Code of Ethics' to be referred to as 'the Code')

1. EXECUTIVE SUMMARY

Section 26 of the Public Entities Corporate Governance Act [Chapter 10:31] stipulate that the Chief Executive Officers of Public Institutions shall prepare Code of Ethics for the Institutions. Section 27 of the Public Entities Corporate Governance Act provides that the Code of ethics shall give effect to the following principles—

- a. the promotion and maintenance of a high standard of professional ethics; and
- b. efficient and economic use of available resources; and
- c. the provision of services impartially, fairly, equitably and without bias; and
- d. responsiveness to the needs of the people of Zimbabwe, including the prompt and sensitive processing of complaints by members of the public with respect to the entity's interaction with them; and
- e. co-operation with governmental institutions and other public entities; and
- f. openness and transparency in the internal workings and procedures of the public entity

- concerned, and in its dealings with the public;
and
- g. the maximising of the human resources of the public entity concerned; and
- h. commercial viability, in the case of a public commercial entity; and
- i. generally shall be directed at ensuring efficiency, effectiveness, responsibility, accountability and honesty in the procedures, operations and activities of the public entity concerned

2. OBJECTIVE

The purpose of this Code is to ensure that the Board and Staff of the Broadcasting Authority of Zimbabwe are honest, efficient, competent and accountable. The general public has a right to expect that the Entity's board and staff are honest and competent and that they devote themselves wholeheartedly to achieving effective service delivery by the Entity.

3. APPLICABILITY OF THE CODE

This Code shall be applicable to Members of the Entity's Board, Executive Management and all Employees.

4. APPLICATION OF OTHER LAWS

In addition to this Code, members of the Entity's Board and Staff shall comply with other laws as follows:

- i. The Public Entities Corporate Governance Act [Chapter 10:31] sets out their duties, and contains a detailed code of conduct which they shall obey.
- ii. The Public Finance Management Act [Chapter 22:19], in section 45, which states that employees of public entities shall:
 - a. comply with the entity's financial management systems;
 - b. ensure that the entity's resources and assets are used effectively, efficiently, economically and transparently;
 - c. prevent irregular, pointless and wasteful expenditure; and
 - d. manage and safeguard the entity's assets.
- iii. The Labour Act [Chapter 28:01] lays down codes of conduct for all employers and employees.

Members of the Authority's board and staff are expected to read and understand these laws. Copies of which can be obtained through the Legal Department of the Entity

5. BASIC DUTIES OF BOARD AND SENIOR STAFF MEMBERS

Under the Public Entities Corporate Governance Act [Chapter 10:31] and this Code, Board members and Employees owe the following basic duties towards the State, the Authority, its stakeholders and each other:

5.1. Honesty and integrity

Board members and employees shall:

- i. perform their duties honestly, in good faith and in the best interests of the entity. In their private life also, Board members and Employees are expected to show integrity and complete honesty; and
- ii. be honest and accountable in dealing with public funds, and shall use the Authority's property and other resources effectively, efficiently and only for authorised official purposes.

5.2. Duties to the State and Government

Board members and employees shall:

- i. be loyal to Zimbabwe;
- ii. abide by the Constitution and obey the laws of the country when carrying out their duties and also in their private lives. In the event that they do not know the law they shall take reasonable steps to find out; and
- iii. co-operate with public institutions established under the law and the Constitution.

5.3. Relationship with the Public

Board members and employees shall:

- i. serve the public in an unbiased and impartial way in order to create confidence in the Authority;
- ii. be polite, helpful and reasonably accessible in their dealings with the public, treating members of the public as customers who are entitled to receive high standards of service;
- iii. respect the concerns and needs of the public in performing their duties;

- iv. treat all members of the public with equal respect, regardless of their nationality, race, colour, tribe, place of birth, ethnic or social origin, class, religious belief, political affiliation, opinion, custom, culture, sex, gender, marital status, age, pregnancy, disability or economic or social status;
- v. not abuse their positions to promote or prejudice the interest of any political party or interest group, and
- vi. recognise the public's right to obtain information about the Authority, apart from information specifically protected by law.

5.4. Relationships with Co-workers

Board members and employees shall:

- i. co-operate fully with other members and employees to advance the public interest and in particular, the interests of the Authority;
- ii. carry out all lawful instructions given to them by their superiors;
- iii. treat their subordinates with proper respect, and shall never abuse their authority over them by inducing them to breach their duty to the Entity or to do something against the law;
- iv. not engage in nepotism, i.e. they shall not:
 - a. employ their relatives or friends in the entity or improperly influence or encourage the entity to employ their relatives or friends, or
 - b. favour relatives or friends in work-related activities;
- v. use the proper channels to air their grievances;

- vi. not solicit benefits to which they are not entitled;
- vii. deal fairly and professionally with their co-workers, regardless of their nationality, race, colour, tribe, place of birth, ethnic or social origin, class, religious belief, political affiliation, opinion, custom, culture, sex, gender, marital status, age, pregnancy, disability or economic or social status; and
- viii. not engage in any party political activities in the workplace.

5.5. Performance of Duties

Board members and employees shall:

- i. put the public interest first when carrying out their duties;
- ii. do their best to achieve the objectives of the Entity cost-effectively and in the public interest;
- iii. try to be creative in carrying out their duties, seeking innovative ways to solve problems and to increase effectiveness and efficiency;
- iv. be punctual in reporting for work and, except for proper reasons, shall work diligently during working hours;
- v. carry out their duties promptly, professionally and competently;
- vi. keep proper records of what they do, particularly in regard to financial matters;
- vii. endeavour to avail themselves of continuous training and self-development throughout their careers;
- viii. report fraud, corruption, nepotism, maladministration or other conduct which is criminal or prejudicial to the interests of the

Authority or the public, and shall encourage others to report such conduct;

- ix. in the case of board members and senior staff members, shall ensure adequate protection for those who report fraud, corruption, nepotism, maladministration or other criminal or prejudicial conduct;
- x. give their superiors honest and impartial advice, based on all available relevant information, whenever required to give advice;
- xi. except when authorised or required by law to disclose it, or when disclosure is clearly in the public interest, shall respect the confidentiality of information they acquire in the course of their work with the Entity; and
- xii. in the case of board members, shall:
 - a. be independent in their judgments and actions;
 - b. diligently analyse all proposals placed before the board; and
 - c. take all reasonable steps to satisfy themselves as to the soundness of all decisions of the board.

5.6. Conflict between Official Duties and Private Interests

Board members and employees shall:

- i. not do anything that prevents or hinders them from carrying out their official duties impartially. In particular they shall:

- a. not give preference to or favour a supplier in exchange for any personal benefit to themselves or their families or friends;
 - b. not have a personal interest in any business transaction they conduct on behalf of the Entity;
 - c. withdraw from any official action or decision-making process which may result in improper personal gain to themselves;
 - d. not use their positions for personal gain;
 - e. not engage in any activity that competes with the Entity or interferes with or hinders its activities or business; and
 - f. not take advantage of the Entity's property or use its property for personal gain or to compete with the Entity.
- ii. make full disclosure of any personal interest they may have in any decision that is being taken or transaction conducted on behalf of the Entity
 - iii. disclose receipt of any gifts, payments, hospitality or other benefits that are or may be intended to influence or sway their judgement or prejudice their impartiality;
 - iv. not make improper use of information they acquire as board members or employees; and
 - v. disclose their assets fully when required to do so by law; and
 - vi. disclose to the Board their Directorship(s) on the Board(s) of any other entity(ies), public or private, on which they sit, as well as any shareholding or interest, direct or indirect, they or any associate may have in other entities/companies.

5.7. Personal dress and Conduct

Board members and employees shall:

- i. when carrying out their duties, shall dress and behave in a way that upholds the reputation of the Authority;
- ii. not consume alcohol or other intoxicating substance when on duty;
- iii. act responsibly in the use of alcohol or other intoxicating substances when off duty; and
- iv. not, whether in their official capacity or in their personal lives and dealings, engage in conduct likely to bring discredit upon the entity.

6. Compliance with the Code

The Authority shall appoint a member of Staff to be a "Compliance Officer". It shall be the responsibility of that Officer to ensure that, once per annum or upon revision of this Code, every Board Member, members of Executive Management and all Employees of the Entity shall acknowledge and provide written affirmation that he/she is aware of the Code and has complied with the provisions thereof. New Board Members and all new members of staff, at all levels, shall sign such acknowledgement (of awareness of the Code) at their time of their appointment.

7. Reporting

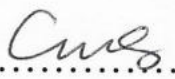
Whilst it is the responsibility of every Board Member, every member of Executive Management and all employees of the entity to ensure his/her compliance with the Code,

all violations of the provisions of the PECG Act, its accompanying Regulations as well as the provisions of this Code shall be immediately reported to the Board through the Compliance Officer.

END OF CODE

SIGNED:  DATE.....12.07.2022.....

(CHIEF EXECUTIVE OFFICER)

SIGNED:  DATE.....12/07/22.....

(BOARD CHAIRPERSON)

ANNUAL COMPLIANCE CERTIFICATION

CODE OF ETHICS FOR DIRECTORS, SENIOR MANAGEMENT AND EMPLOYEES OF THE BROADCASTING AUTHORITY OF ZIMBABWE

I,

Do hereby solemnly affirm to the best of my knowledge and belief, that I am fully aware of the Code of Ethics for Directors, Senior Management and Employees of the Broadcasting Authority of Zimbabwe. I commit to comply and (have) complied with provisions of the Code during the Financial Year ending.....

Signature

Name

I.D. No

Designation

Date

Witnessed by

Name of Compliance Officer

Date

END OF DECLARATION CERTIFICATE

SIGNED:  DATE: 12.07.2022

(CHIEF EXECUTIVE OFFICER)

SIGNED: Chris DATE: 12/07/22

(BOARD CHAIRPERSON)