



**merSETA**

MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

## **CODE OF ETHICS**

### **1. INTRODUCTION**

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (MERSETA) is a schedule 3a public entity and bears responsibility for all its actions:

- That was established in terms of section 9 of the Skills Development Act No. 97 of 1998 (as amended).
- That must fulfil and promote the purposes and objectives of the Skills Development Act, Public Finance Management Act, SAQA Act, Skill Levies Act, Employment Equity Act and all relevant Treasury Regulations.
- That facilitates skills development for the following sub sectors:
  - Metal and engineering;
  - Automobile manufacturing;
  - Motor retail and components;
  - New Tyre ; and
  - Plastics.

The Merseta Governing Board and employees wish to commit themselves to a code of ethical behaviour that is in line with the Merseta status, values, principles and obligations.

## **2. PURPOSE OF THIS CODE**

For the MERSETA to be regarded as ethical, we will establish a set of ethical values and behavioural standards that are consistent with the vision and mission of the Merseta; Merseta Constitution and legal Framework binding on the Merseta; and binding on Governing Board members, management and other employees of the Merseta.

Merseta Code of Ethics incorporates our values to describe our relationship with our stakeholders (The department of Labour, our clients, the public, our employees and our suppliers) focusing on our obligations.

## **3. ETHICAL VALUES**

We at the Merseta (Governing Board members, management and other employees) are driven and will be guided by the following values. These values apply to all activities of the Merseta:

### **3.1 Service excellence**

The Governing Board members and employees will conduct themselves diligently and strive continually to enhance their service and quality of work to exceed clients/stakeholders expectations.

### **3.2 Respect**

We will be reliable, approachable, sensitive to the needs of others (respect for different cultures), open, honest and we will acknowledge the rights of others.

### **3.3 Innovation**

We will develop our skills and abilities, share knowledge and information in order to be effective, efficient and creative.

### 3.4 Integrity

We will be accountable for our actions, consistently fair to others, truthful, respectful and be transparent.

### 3.5 Honesty

We reject all forms dishonesty and dishonest conduct will be rejected such as corruption, bribery or fraud and appropriate remedial action will be taken in this regard.

## **4. ETHICAL BEHAVIOURAL STANDARDS**

### 4.1 Responsibility and Accountable

We act in the best interest of the Merseta and we subscribe to effective corporate governance by complying with all legal obligations and by exercising care in the management of Merseta. We are accountable for our actions.

### 4.2 Business ethics

We base business decision on strategy, policy, facts and analysis and not on prejudice, favour, personal gain or other relevant factors.

### 4.3 Professional Excellence

Governing Board members and employees of Merseta uphold the highest ethical standards in performing their duties including being fair, accountable and protection of confidentiality. We exercise care and due diligence in all our work.

### 4.4 Conflict of interest

We avoid and declare all potential conflict of interest with MerSETA's interest and do not use or misuse our position to obtain personal benefits.

## **5. CONTRAVENTION AND REMEDIES**

- 5.1 Any breach or suspected of ethical standards by a Governing Board member or an employee will be dealt with in accordance with the Code of Conduct and applicable disciplinary rules and procedures respectively.
- 5.2 Unethical behaviour at the Merseta will be dealt with consistently and decisively at all times.

Approved by the Governing Board on 17 April 2008 per resolution A.0095