



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
PUBLIC WORKS, ROADS & INFRASTRUCTURE**

Name of the Policy	Whistle Blowing Policy
The Version / revision number	03
Domain	Risk and Corporate Governance

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1. ACRONYMS AND ABBREVIATIONS

DPWRI	: Department of Public Works, Roads and Infrastructure
MEC	: Member of Executive Council
ODAC	: Open Democracy Advice Centre
PDA	: Protected Disclosure Act
SAPS	: South African Police Service
PSC	: Public Service Commission

2. EXECUTIVE SUMMARY

It is agreed that White Collar Crime is rife in South Africa, placing both the private and public institutions under serious mounting pressure. Fraud and Corruption threaten the relationships of trust between the citizens and government, businesses and customers as well as employers and employees.

I would like to confirm to you that the Department Public Works, Roads and Infrastructure is committed to the eradication of fraud and corruption. This commitment has been confirmed by the signatures of the members of the executive management committee of the Department as well as representatives of labour organisations in the Fraud Prevention Management Plan. Our commitment is to deal with fraud and corruption whether it is perpetrated by individuals within or outside the Department of Public Works, Roads and Infrastructure irrespective of the rank or stature of the person.

This Whistle Blowing Policy and Procedure is part of the Department's commitment in achieving its strategic thrusts that are sustainable and cost effective by reducing fraud, corruption, and maladministration through a culture of openness and transparency.

Having said this, we acknowledge that we will never be able to effectively reduce the levels of fraud or corruption without your active support. This support involves two issues. **First**, do not participate in the commission of fraud or corruption. **Secondly**, report any commission or suspected commission of fraud or corruption and support the investigation and prosecution of the perpetrators.

Should you support this initiative confidentiality will be maintained, and nobody will be penalized for disclosing in good faith, information that might be in the Department of Public Work, Roads and Infrastructure's interest.

I believe that by reducing fraud and corruption much more of our people will be able to receive all the services they deserve.

3. INTRODUCTION

One of the strategic considerations in the Public Service Anti-Corruption strategy is to encourage whistle-blowing as a platform to fight corruption. The resolutions taken at the National Anti-Corruption Summit in April 1999 made specific references to developing, encouraging and implementing whistle-blowing mechanisms, which include measures to protect persons from victimization where they expose corruption and unethical practices.

One of the key obstacles faced in the fight against corruption is the fact that individuals are often too intimidated to speak out or blow the whistle on corrupt and unlawful activities they observe occurring in their workplace.

The Code of Conduct for Public Service requires public servants to report to the appropriate authorities, fraud, corruption, nepotism, maladministration and any other acts which constitute an offence, or which is prejudicial to the public interest. The historical context in South Africa has unfortunately allowed some to stigmatize whistle – blowing as an activity to be despised rather than encouraged.

The Protected Disclosure Act no.26 of 2000 facilitates the disclosure and investigation of serious wrongdoing in an organization and protects employees who disclose the information in accordance with procedures. A disclosure of serious wrongdoing is strongly encouraged by the Department as a means of managing risks, promoting openness and transparency and protecting the reputation of the Department. The Department of Public Works, Roads and Infrastructure will endeavour to provide all possible support and protection to employees who, in good faith, disclose such wrongdoings. The Department is supporting the protection of employees who chose to follow the procedures established by this policy.

This policy is formulated to create a culture which will facilitate the disclosure of information by employees of Public Works, information relating to criminal, irregular conduct, corruption, fraud, nepotism, maladministration and other acts which constitutes an offence in the workplace in a responsible manner by providing guidelines for the disclosures of such information and protection against any victimization or reprisals as a result of such disclosures. This policy will also promote and assist the Department in the fight against fraud and corruption and to minimize the risk of fraud risks from emerging.

4. DEFINITIONS

Whistle-blowing - the act of informing the public or someone in authority about alleged dishonest or illegal activities (misconduct) occurring in a government department, a public or private organisation, or a company.

Ethics - the term "ethics" refers to standards of conduct, which indicate how a person should behave based on moral duties and virtues arising from the principles of right and wrong. Ethics therefore involve two aspects:

- (1) the ability to distinguish right from wrong; and
- (2) the commitment to do what is right.

Values - refers to beliefs of a person or social group in which they have an emotional investment either for or against something.

Integrity - refers to the quality or state of being of sound moral principle, uprightness, honesty and sincerity.

Fraud - is an unlawful and intentional misrepresentation of facts which may actual prejudice another.

Corruption - the Prevention and Combating of Corrupt Activities Act (12 of 2004) provide a very specific legal definition of corruption. It can be summarised as follows:

"Corruption is where someone (A) gives (or offers to give) someone (B) in a position of power something to use that power, illegally and unfairly, to the advantage of A (or anyone else). The person offering to give or do something is always guilty of corruption and both parties (A and B) will be guilty of corruption if the offer is accepted.

Misconduct - is a legal term meaning wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts.

Risk - is a concept that denotes a potential negative impact to an asset or some characteristic of value that may arise from some present process or future event.

Risk Management - is the process of measuring or assessing risk and developing strategies to manage or mitigate it. Strategies include transferring the risk to another party, avoiding the risk, reducing the negative effect of the risk, and accepting some or all of the consequences of a particular risk.

Financial misconduct - can be defined as wilful or negligent failure to comply with the sections, 38,39,40,41 and 42 of the Public Finance Management Act, or the making or permitting an unauthorised, fruitless and wasteful expenditure.

Malicious allegations - can be defined as raising unfounded allegations against an officials or reporting something that you know has no substance, untrue, and raised for private gains.

Protected disclosure - Disclosing of information regarding unlawful or irregular conduct by their employers or other employees in the employ of their employers, and to provide for the protection of employees who make disclosures which are protected in terms of the Act.

5. PURPOSE AND OBJECTIVE OF THE POLICY

The purpose of this policy is to provide a means by which staff and members of the public are able to raise concerns with the appropriate line management, or specifically appointed person in the Department of Public Works, Roads and Infrastructure where they have reasonable grounds for believing that there is fraud or corruption within the Department of Public Works.

These policy and procedures are an extension of the integrated fraud and corruption management strategy and plan of the Department. They are also in line with the Protected Disclosures Act, Act 26 of 2000, which became effective in February 2001, and provides protection to employees for disclosures made without malice and in good faith, in defined circumstances.

6. AUTHORITY OF THE POLICY

This policy is issued and Authorised by the Executive Authority for Limpopo Provincial Department of Public Works, Roads and Infrastructure.

7. LEGAL FRAMEWORK

Protected Disclosures Act no 26 of 2000)

The principal objects of the Act are to make provision for procedures in terms of which employees in both the private and public sector may disclose information regarding unlawful or irregular conduct by their employers or other employees in the employ of their employers, and to provide for the protection of employees who make disclosures which are protected in terms of the Act.

The Protected Disclosure Act provides state-of-the-art protection to whistle blowers in a workplace, but it requires guidelines on policy and procedure for implementation to be effective.

The Public Service Anti-Corruption Strategy adopted by cabinet in 2002

Whistle blowing is crucial to the detection of fraud and corruption. Internal and external audits are not intended to detect or prevent corruption and fraud. For a whistle blowing mechanism to be effective, there must be effective protection of the identity of whistle blower and there must be effective follow-up of all bona fide disclosures.

Labour Relations Act 66 of 1995

A dismissal or other occupational deficit which takes place because the employee made a protected disclosure is automatically an unfair labour practice in terms of the Labour Relations Act.

Occupational Health and Safety Act no 85 of 1993

its Regulations requires the employer to maintain as far as reasonable practicable a work environment that is safe and without risks to the health of the employees. The employer must ensure that the workplace is free from hazards and risks that may cause injuries, Occupational diseases and damage to property.

8. SCOPE OF THE POLICY

The policy is designed to deal with concerns raised in relation to issues relating to fraud, corruption, misconduct and malpractices within Public Works, Roads and Infrastructure.

The policy will not apply to personal grievances, which will be dealt with under existing procedures on grievances, discipline and misconduct. Details of these procedures are obtainable from the Labour Relations Directorate.

The policy covers all genuine concerns raised including:

- I. Financial Misconduct*
- II. Occupational, Health and Safety risks*
- III. Environmental damage*
- IV. Unfair discrimination*
- V. Fraud, corruption and misconduct*
- VI. Attempts to suppress or conceal any information relating to any of the above.*

If in the course of investigation any concern raised in relation to the above matters appears to the investigators to relate more appropriately to grievances or discipline, those procedures will be evoked.

9. POLICY PRONOUNCEMENT

9.1 Who can raise a concern?

9.1.1 Any staff member of the department who has reasonable belief that there is corruption or misconduct relating to any of the protected matters specified above may raise a concern under the procedure detailed.

9.1.2 Concerns must be raised without malice, in good faith and not for personal gain and the individual must reasonably believe that the information disclosed, and any allegations contained in it, deserves investigation.

9.1.3 The issues raised may relate to a manager, another member of staff, a group of staff, the individual's own section or a different section/division of a provincial department or its agency. The perpetrator could be an outsider, an employee, a manager, a customer or an ex-employee. An employee may even be aware of a system or procedure in use, which may cause transgression of legal obligations.

9.2 Culture of openness

The department commits itself to encouraging a culture that promotes transparency and openness. This will be done by:

9.2.1 Involving employees, listening to their concerns and encouraging the appropriate use of this policy/process on whistle-blowing as promoted by Senior Management.

This policy will be issued to all employees, permanent, contracted and those on probation.

- 9.2.2 Educating/training/informing/explaining to employees what constitutes fraud, corruption and malpractice and its effect on the provincial government.
- 9.2.3 Promoting awareness of standards of appropriate and accepted employee conduct and establishing a common understanding of what is acceptable and what is unacceptable behaviour.
- 9.2.4 Encouraging labour to endorse and support this approach.
- 9.2.5 Having a policy to combat fraud and corruption in place i.e. Anti-corruption and Fraud Prevention Plans.
- 9.2.6 Quarterly reporting to the Office of the Premier and Forensic Services Unit at the Department of Finance on the number of fraud/corruption matters reported, status and the outcomes.

10. ASSURANCES TO STAFF MEMBERS

10.1 Employee's safety

- 10.1.1 The Management of the Department is committed to this policy. The Management will ensure that any member of staff who makes a disclosure in the above mentioned circumstances will not be penalized or suffer any occupational detriment for doing so.
- 10.1.2 Occupational detriment as defined by the PDA includes: being dismissed, suspended, demoted, transferred against an employee's will, harassed or intimidated, refused a career reference or being provided with an adverse reference, as a result of an employee's disclosure.
- 10.1.3 If an employee raises a concern in good faith in terms of this policy, an employee will not be at risk of losing his/her job or suffering any form of retribution as a result.
- 10.1.4 Assurance is not extended to employees who maliciously raise matters they know to be untrue. A member of staff who does not act in good faith or who makes an allegation without having reasonable grounds for believing it to be substantially true, or who makes it maliciously or vexatiously, may be subject to disciplinary proceedings as per the Labour Relations Act.

10.2 Employee's confidence / confidentiality

- 10.2.1 In view of the protection offered to a member of staff raising a bona fide concern, it is preferable that the individual puts his/her name to the disclosure. The provincial government will not tolerate the harassment or victimisation of anyone raising a genuine concern.

- 10.2.2 However, the department recognises that an employee may nonetheless wish to raise a concern confidentially under this policy. If an employee asks for the protection of his/her identity in maintaining his/her confidentiality, it will not be disclosed without the employee's consent. However, the employee is required and expected to exercise similar confidentiality regarding the matter.
- 10.2.3 If a situation arises where the GPG is not able to resolve the concern without revealing an employee's identity (for example where the employee's evidence is required in court), the GPG will discuss with the relevant employee whether and how to proceed.
- 10.2.4 Accordingly, while anonymous reports will be considered, this policy is not best suited for concerns raised anonymously.

10.3 How the matter will be handled

- 10.3.1 Once an employee has told the relevant department his/her concern, the department will carry out an initial assessment to ascertain what action should be taken. This may involve an internal inquiry or a more formal investigation.
- 10.3.2 The issue raised by an employee will be acknowledged within seven (7) working days. If it is requested, an indication of how the relevant department proposes to deal with the matter and a likely time scale could be provided. If a decision is made not to investigate the matter, reasons will be provided for such. An employee will be informed of who will handle the matter and how an employee can contact him/her, and whether/or further assistance may be required from the employee.
- 10.3.3 When an employee raises a concern he/she may be asked how he/she thinks the matter might best be resolved. If he/she does have any personal interest in the matter, the relevant department will ask the employee to indicate this from the onset. If the employee's concern falls more properly within the labour grievance procedure, he/she will be told.
- 10.3.4 While the purpose of this policy is to enable department to investigate possible malpractice and take appropriate measures accordingly, the relevant department will give an employee as much feedback as possible. If requested, the response will be confirmed to an employee in writing. Please note however, that it may not be possible to tell an employee the precise action being taken where this could infringe a duty of confidentiality owed by the relevant department to someone else.

10.4 How do you make a disclosure?

If an employee decides to “blow the whistle” on criminal conduct or malpractice in the workplace, he or she may disclose that information to:

10.4.1 a legal representative (route 1);

10.4.2 his or her employer (route 2);

10.4.3 a Member of the Executive Council of a Province (MEC) (route 3);

10.4.4 a specified person or body (route 4); or

10.4.5 persons outside the organisation if other routes have been exhausted (route 5).

Any route may be used to “blow the whistle”, but take note that each route has certain requirements which must be complied with.

10.4.1 Legal Representative: (Route 1)

In many instances an employee will first wish to obtain legal advice regarding the making of the disclosure in terms of the Act and, in this process, make a disclosure to the legal adviser concerned.

Requirements:

10.4.1.1 The person being consulted by the employee must be a legal representative whose occupation must involve the giving of legal advice (for example, an attorney or legal representative of the employee's labour union).

10.4.1.2 The information must be given for the purpose of obtaining legal advice.

10.4.2 Employer (Route 2)

An employee can make a disclosure to his or her employer.

Requirement:

10.4.2.1 An employee must act in good faith when he or she discloses the information (“good faith” means that the employee must act in a responsible and honest manner without any motives to gain any personal advantages from making the disclosure).

Take note that:

10.4.2.2 An employer may decide to lay down certain procedures in terms of which disclosures must be made, even that a disclosure must be made to a person other than the employer (a disclosure of this nature will also be regarded as a disclosure to the employer).

10.4.2.3 Many employers have established anticorruption hotlines which employees may use to report crime in the workplace.

10.4.3 Member of the Executive Council of a Province: (Route 3)

An employee can make a disclosure to a Member of the Executive Council (MEC) of a Department.

Requirements:

10.4.3.1 The employee must act in good faith when he or she discloses the information.

10.4.3.2 This procedure only applies if the employee's employer is:

- an individual appointed by the relevant MEC in terms of legislation; or
- a body (eg a board or other institution) appointed by the relevant MEC in terms of legislation; or
- an organ of state falling within the area of responsibility of the relevant MEC. An organ of state is any state department or administration in the national or provincial sphere of government or any municipality in the local sphere of government or any other functionary (official) or institution exercising a power or performing a duty in terms of the Constitution or a provincial constitution or exercising a public power or performing a public function in terms of any other legislation.

10.4.4 Specified Person or Body: (Route 4)

An employee can, at this stage make a disclosure to the Public Service Commission, Public Protector or Auditor-General.

The Public Service Commission (PSC) derives its mandate from sections 195 and 196 of the Constitution, 1996. The PSC is tasked and empowered to, amongst others, investigate, monitor, and evaluate the organisation and administration of the public service.

This mandate also entails the evaluation of achievements, or lack thereof of government programmes. The PSC also has an obligation to promote measures that would ensure effective and efficient performance within the public service and to promote values and principles of public administration as set out in the Constitution, throughout the public service. At the request of Cabinet, the PSC has also been managing the National Anti-Corruption Hotline (NACH) for the public service since September 2004. The Hotline, which is toll-free and operates 24 hours a day and seven days a week, provides members of the public as well as public servants with an easily accessible instrument to report corruption in the public service.

Contact details for the NACH:
0800 701 701 (Toll free number)
0800 204 965 (fax – toll free)
39772 (SMS facility)

The Public Protector

The Public Protector is a high level independent official who receives complaints against government agencies or officials and investigates improper prejudice suffered by a complainant for example as a result of abuse of power. Maladministration, dishonesty or improper dealings with regard to public money, improper enrichment and receipt of improper advantages can also be investigated.

Contact details for the Public Protector:

Private Bag X677

PRETORIA

0001

(012) 366 7000 / 0800 112040 (tel)

(012) 362 3473 / 086 575 3292 (fax)

The Auditor-General

The Auditor-General who is also a high level independent official must audit and report on the accounts, financial statements and financial management of all national and provincial state departments and administrations, all municipalities and any other institution or accounting entity required by national or provincial legislation to be audited by the Auditor-General.

Contact details for the Auditor-General:

Private Bag X446

PRETORIA

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(012) 426 8000 (tel)

(012) 426 8257 (fax)

Requirements for specified person or body:

- The disclosure must be made in good faith.
- The employee must reasonably believe that the impropriety which he or she wants to disclose, relates to matters that in the ordinary course are dealt with by the Public Protector or Auditor-General; and
- that the information and allegations contained in the disclosure are substantially true.

10.4.5 General Disclosure: (Route 5)

Having pursued the foregoing routes and received no success an employee may make a disclosure to persons outside the organisation, for example, a police official of the South African Police Service or a person working for an organisation which keeps watch over the public sector.

Requirements:

- The employee must act in good faith.
- The employee must reasonably believe that the information is substantially true.
- In all the circumstances of the case, it must be reasonable to make the disclosure, taking into account:
 - the identity of the person to whom the disclosure is made;
 - the seriousness of the impropriety;
 - whether the impropriety is continuing or is likely to occur in the future;
 - whether the disclosure is made in breach of a duty of confidentiality of the employer towards another person;
- The employee must not make the disclosure for personal gain, unless for a reward payable in terms of a law.
- One or more of the following must apply:
 - The employee must believe that he or she will not be subjected to an occupational detriment if the disclosure is made to the employer: or
 - Occupational detriment occurs when an employee is:
 - Subjected to any disciplinary action;
 - Dismissed, suspended, demoted, harassed or intimidated;
 - Transferred against his or her will;
 - Refused transfer or promotion;

- Subjected to a term or condition of employment or retirement which is altered or kept altered to his or her disadvantage;
- Refused a reference, or is provided with an adverse reference;
- Denied appointment to any employment, profession or office;
- Threatened with any of the actions referred to above;
- In any other manner adversely affected in respect of his or her employment, profession or office, including employment opportunities and work security, as a direct or indirect result of having made a protected disclosure.
- The employee must believe that the employer will conceal or destroy evidence relating to the criminal offence or malpractice if the disclosure is made to the employer; or
- No action was taken in respect of a previous disclosure of substantially the same information to the employer; or
- The criminal offence or malpractice is of an exceptionally serious nature.

10.5 Our assurances to you

10.5.1 Your safety.

The management of the Department is aware of the risk that reporting an incident may sometimes carry and thus assures you the following:

10.5.1.1 Any member of staff who makes a disclosure in the above mentioned circumstances would not be penalized or allowed to suffer any occupational detriment for doing so. Occupational detriment as defined by the Act includes being dismissed, suspended, demoted, transferred against your will, harassed or intimidated, refused a reference or being provided with an adverse reference, as a result of your disclosure.

10.5.1.2 If you raise a concern in good faith in terms of this policy, you will not be at risk of losing your job or suffering any form of retribution as a result.

10.5.1.3 This assurance is not extended to employees who maliciously raise matters they know to be untrue. An employee who does not act in good faith or who makes an allegation without having reasonable grounds for believing it to be substantially true, or who makes it maliciously, may be subject to disciplinary proceedings.

10.5.2 Your Confidence.

In view of the protection offered to a member of staff raising a bona fide concern, it is preferable that the individual puts his/her name to the disclosure. The Department of Public Works will not tolerate the harassment or victimization of anyone raising a genuine concern. However, the department recognizes that you may nonetheless wish to raise a concern in confidence under this policy.

- 10.5.2.1 If you ask employer to protect your identity by keeping your confidence, the employer will not disclose it without your consent. However, the employer does expect the same confidentiality regarding the matter from you.
- 10.5.2.2 If the situation arises where the employer is not able to resolve the concern without revealing your identity (for example where your evidence is needed in court), this will be discussed with you on how we should proceed with the matter.
- 10.5.2.3 Accordingly, while the employer will consider anonymous reports, the protection offered by the Protected Disclosures Act, Act 26 of 2000 is not appropriate for concerns raised anonymously.

10.6 How we will handle the matter.

- 10.6.1 Once you have told the employer of your concern, the employer will look into the concern and assess initially what action should be taken. The concern may require or involve an internal inquiry or a more formal investigation.
- 10.6.2 The issue raised will be acknowledged within **7 (seven) working days**. If it is requested, an indication of how the department proposes to deal with the matter and a likely time scale could be provided. If the decision is made not to investigate the matter reasons will be given. The department/employer will inform the complainant who would be handling the matter, how you can contact him or her and whether your further assistance may or will be needed.
- 10.6.3 When you raise a concern, you may be asked how you think the matter might best be resolved. If you do have any personal interest in the matter, the employer would ask you to disclose your personal interest at the outset. If your concern falls more properly within the Grievance Procedure the department will inform you.
- 10.6.4 While the purpose of this policy is to enable department to investigate possible malpractice and take appropriated steps to deal with it, the department will give you as much feedback as it properly can. If requested, the department will confirm the response to you in writing. Please note, however, that the department may not be able to tell you the precise action taken where this could fringe a duty of confidence owed by the department to someone else.

10.7 Internal Reporting Mechanism/Procedure

10.7.1. Step ONE

If you have a concern about misconduct or malpractice, the employer hope you will feel able to raise it first with your **line manager or supervisor**; this may be done verbally or in writing.

10.7.2. Step TWO

- a. If you feel unable to raise the matter with your manager, for whatever reason, please raise the matter with Risk Management Directorate Unit in the Department:

Contact Details (Director: Risk Management Directorate)

Telephone: 015 284 7139

Fax: 015 284 7037

E-mail: kutamad@dpw.limpopo.gov.za

- b. Please say if you wish to raise the matter in confidence so that the department can make appropriate arrangements.

10.7.3. Step THREE

- a. If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact the Head of Department:

Contact Details:

Telephone: 015 284 7000

Fax: 015 284 7039

- b. Should you have exhausted these internal mechanisms or whether you have substantial reason to believe that there would be a cover up or that evidence will be destroyed or that the matter might not be handled properly, you may raise the matter in good faith with the Member of the Executive Council (MEC) responsible for Public Works, Roads and Infrastructure in this province:

10.8 Externally Reporting Procedure

10.8.1 While the department hope this policy will give you the reassurance you need to raise such matters internally, the department recognize that there may be circumstances where you can properly report matters to outside bodies, such as the regulators or the police. The independent legal advice centre Open Democracy Advice Centre (ODAC) will be able to advise you on such an option on the circumstances in which you may be able to contact an outside body safely. The department would rather prefer or encourage you to raise a matter with the appropriate regulator than not to raise it at all. Provided you are acting in good faith, you can contact any of the following:

A. THE PUBLIC PROTECTOR.

The mandate of the Public Protector is to investigate and to make recommendations to state departments on any conduct that may have resulted in prejudice to citizens. It is independent and accountable to Parliament.

Contact Details

National Public Protector
Telephone: 012 322 2915

Public Protector-Limpopo
Telephone: 015 297 5712/5699

B. THE AUDITOR GENERAL.

Is independent and objective which has to audit and report on the accounts, financial statements and financial management of all public sector agencies. It has a forensic auditing division that supports other agencies with the investigation of alleged corruption.

Auditor General-Head Office
Telephone: 012 426 800

Auditor General: Limpopo
Telephone: 015 283 9300

C. THE NATIONAL PROSECUTING AUTHORITY.

This directorate uses the principles of intelligence, investigations, and prosecutions to fight national priority crimes including corruption.

Contact Details:

National Public Authority
Telephone: 012 317 5000

National Public Authority: Limpopo
Telephone: 015 294 6000

D. THE PUBLIC SERVICE COMMISSION (PSC).

The commission's main role is that of oversight and monitoring of the public service. In terms of a memorandum of understanding between the Public Service Commission and the Public Protector, the Public Protector will investigate complaints emanating from a member of the public and the Public Service Commission those reported by members of the public service appointed in terms of the Public Service Act.

Contact Details

Public Service Commission-Head Office
Telephone: 012 325 1204/05

Regional Office: Limpopo
Telephone: 015 297 6276

National Anti-Corruption Hotline: 0800 701 701

E. SOUTH AFRICAN POLICE SERVICES (SAPS).

You may also report any incident of fraud or corruption to any South African Police Service station. If it is necessary, a Police Service Station may refer the matter you have raised to the Commercial Crime Unit, which investigates corruption among other things.

Contact Details

**Commercial Crime Unit Limpopo:
Telephone: 015 297 6276**

10.9 Raising unfounded or malicious allegations

Staff members who knowingly make malicious or vexatious allegations in respect of fraud and corruption may bring the department into disrepute and will be subject to full investigation and appropriate disciplinary action may be taken by the department, but if an allegation is made in good faith, but it is not confirmed by an investigation, no action will be taken against the individual responsible for making the allegation.

10.10 Independent advice

If you are unsure whether to use the above procedure or you want independent advice at any stage, you may contact your personal legal advisor, or your labour organization, or the independent legal advice centre Open Democracy Advice Centre (ODAC) on its toll free help line on **0800 525 352 (0800 LALELA)**. Their legally trained staff can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.

10.11 If you are dissatisfied

If you are unhappy with our response, remember you can go to the other levels and bodies detailed in this policy. While the department cannot guarantee that it will respond to all matters in the way that you might wish, the department commit itself to handle the matter fairly and properly.

11. DEFAULT

Any employee who contravenes the provision of this policy, will be subject to disciplinary action in terms of Disciplinary Code and Procedures.

12. INCEPTION DATE

The inception date of this policy will be effective from the date of approval

13. TERMINATION AND REVIEW

The policy shall be reviewed at the end of the MTSF Period and at an interval of three (3) years or amended by the relevant legislation.

14. ENQUIRIES

All enquiries related to this policy should be forwarded to the Director: Corporate Governance and Risk Management..

Approved



MME. RAKGOALE C. N
MEMBER OF THE EXECUTIVE COUNCIL

31/03/2023
DATE