



**ROAD DEVELOPMENT AUTHORITY**  
**Code of Ethics**

**OCTOBER 2012**

## Code of Ethics

The attention of all employees is drawn to the following Code of Ethics, which is expected to be strictly adhered to.

1. Every effort should be made to maintain and to improve the image of the RDA and to promote and protect its interests.
2. Employees should not take any action that would or could cause prejudice to the RDA.
3. Employees should not talk about nor give any information on the business or activities of the RDA to members of the public or to the press.
4. All document such as:
  - Board Papers
  - Report of Consultants
  - Correspondence with Ministries
  - Correspondence related to procurements process
  - Reports of Board of Enquiries or Disciplinary Panels
  - Records of employees
  - Any document of personal nature

should be treated as confidential and should neither be copied nor disclosed without appropriate authorisation.

5. Employees should declare their interest when dealing with issues in which they have a personal interest.
6. Employees should not make use of the decisional power entrusted to them by the RDA for good performance of their duties to bargain or to obtain any personal gain.
7. Employees should not make any abusive use of RDA assets.
8. Employees should execute their work with utmost professionalism and integrity.
9. Employees should suggest, whenever possible, ways to improve productivity, efficiency and

quality of service.

10. Employees should ensure that RDA installations are consistent with the safety, health and welfare of the public and should report promptly any matter that might present a source of danger to the public or to the environment.
11. Any employee who notices something abnormal on the system of the RDA should report the matter to his Head of Section.
12. All instructions or exchange of information on issues related to safety, security or incidents resulting from abnormal situations on the system of the RDA involving members of the public should be in writing.
13. Employees should treat all members of the public with the same attention and consideration and should show courtesy and politeness.
14. Employees should, at all time in service, be properly dressed and should use proper language.
15. Members of the public and pertinent authorities should be given precise information or prompt assistance with the least possible inconvenience to them.
16. Employees should, at all time, avoid long discussion and unfruitful arguments with members of the public.
17. Employees who are not competent or authorised to talk about financial implications or technical issues related to requests of members of the public should not talk on such matters to the person making such requests.
18. Employees should refrain from entering into any discussion, during work, on issues related to politics or religion with other employees or members of the public.
19. Employees should not undertake any secondary employment nor provide any services to any third party, the more so if such work or services could give rise to a conflict with the interests of the RDA.