



Independent State of Papua New Guinea

GENERAL ORDER 20

ENGAGEMENT IN BUSINESS ACTIVITIES OUTSIDE OF PUBLIC SERVICE EMPLOYMENT & OTHER IMPORTANT PROVISIONS GOVERNING CONDUCT

Being a General Order, to effect the administration of important governance matters related to the employment of officers together with other important matters related to manner in which officers of the Public Service are required to be treated by each other.

Made under the:-

Public Services (Management) Act 1995 (as amended)

I, **John M Kali OBE**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, hereby issue General Order 20, as part of the Fourth Edition of General Orders effective on and from 1st January 2012 and to remain in force until further notice.

JOHN M KALI OBE
Secretary

GENERAL ORDER NO.20

ENGAGEMENT IN BUSINESS ACTIVITIES OUTSIDE OF PUBLIC SERVICE EMPLOYMENT & OTHER IMPORTANT PROVISIONS GOVERNING CONDUCT

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GENERAL ORDER NO.20

ENGAGEMENT IN BUSINESS ACTIVITIES OUTSIDE OF PUBLIC SERVICE EMPLOYMENT & OTHER IMPORTANT PROVISIONS GOVERNING CONDUCT

GENERAL POLICY OBJECTIVES

- 20.1 These General Orders deal with issues referred to in the *Public Services (management) Act* as well as some rules of conduct which do not fit into General Order 15 covering discipline. They shall be read together with the **Public Service Code of Business Ethics and Conduct**, made by the Head of State on advice.
- 20.2 The General Orders are designed to promote equity and inclusiveness in the workplace and to encourage officers to respect each other's rights and interests, regardless of gender and other personal attributes.
- 20.3 These General Orders shall be utilised by Departmental Heads for the purpose of controlling the behavior of officers, for cost saving and for assessing breaches of General Orders and judging any improper conduct of officers.

OUTSIDE BUSINESS INTERESTS

- 20.4 Officers of the Public Service, shall not, other than with the permission of the Secretary, Department of Personnel Management, (however, this permission may be withdrawn at any time):
- (a) accept and or continue to hold an office in or under a Government of another country or in or under any public or municipal corporation; and,
 - (b) accept or continue to hold or discharge the duties or, be employed, in a paid office in connection with any banking, insurance, agricultural, mining, mercantile or other commercial business, whether carried out by a corporation, a firm or an individual; or,
 - (c) engage in or undertake any such business as principal or as agent; or
 - (d) engage and or continue in a private practice of any profession, occupation or trade; or,
 - (e) enter into any employment, whether remunerative or not, with any person, company or firm who or which is so engaged; or
 - (f) accept or engage in any remunerative employment other than in connection with the duties of his office or offices in the Public Service.
- 20.5 Subject to the succeeding provisions of this General Order, General Order 20.4 does not prevent an officer from becoming a member or shareholder of an incorporated company or of a society of persons registered under a law of the country or elsewhere, but he/she shall not take part in the conduct of the business of the company or society other than by the exercise of his/her right to vote as a member or shareholder.

- 20.6 The Secretary, Department of Personnel Management may, by notice in the National Gazette, list companies and societies which are authorized companies and societies with regard to General Order 20.5.
- 20.7 Notwithstanding this General Order, an officer may, with the approval of the Secretary, Department of Personnel Management (which approval may at any time be withdrawn) act as a director of a registered co-operative organisation.
- 20.8 Breaches of the provisions of this General Order shall be considered a disciplinary offence and shall be subjected to disciplinary action for improper behavior.

OFFICERS STANDING FOR PUBLIC OFFICE

- 20.9 A Departmental Head is responsible for dealing with all resignations to stand for public office and reinstatement where applicable.
- 20.10 Probationary officers standing for public office will begin as probationary officers again upon reinstatement, (that is, in the event the officer has been unsuccessful and wishes to be reinstated as stated in General Order 20.25).

Resignation to Stand for Public Office

- 20.11 In accordance with the *Public Services (Management) Act*, an officer wishing to stand for election to the National Parliament or a Provincial Assembly must resign from the Public Service within the following time limits:

General election (normal 5 year	General election (other than normal interval)	By-election 5 year interval)
At least 6 months before election	within 2 weeks before election	within 2 weeks before election

- 20.12 An officer's letter of resignation must express the purpose to be: **"To Contest an Election"**. Upon his resignation, his substantive position becomes vacant.

Payment of Entitlements on Resignation to Contest

- 20.13 When an officer resigns, his/her outstanding entitlements will be frozen pending the results of the election. If the officer is successful in the election or if he is not reappointed to the public service, all his outstanding entitlements will be paid.

Procedure for Reinstatement

- 20.14 An officer who has contested an election may only be reinstated if he/she:
- has indicated in his/her resignation letter that he/she resigned to contest an election; and
 - actually stood in the election and was unsuccessful; and
 - resigned in accordance within the time limits set out in General Order 20.11

above; and

- (d) re-applied to his/her departmental head to re-join the Public Service within two months of the declaration of the result of the election.

20.15 An officer who does not comply with all the requirements listed in paragraph General Order 20.14 shall not be re-appointed.

20.16 Any officer who fails to re-apply for reinstatement, will have all his/her accrued leave entitlement processed and paid and posted to his/her last known address.

Office of Reinstatement

20.17 The Departmental Head of the department from which the officer resigned may reappoint the officer to his/her former position if it is still vacant.

20.18 If the officer's former office has been abolished or is no longer vacant, the Departmental Head may try to find another office of equivalent classification within his/her Department.

20.19 If no equivalent office is available, the Secretary, Department of Personnel Management may transfer the re- appointed officer in the manner indicated in General Order 4.

20.20 An officer shall not commence duty until so advised by his/her Departmental Head.

Medical Examination

20.21 An officer who is to be re-appointed may be required to undergo a medical examination if so directed by the Departmental Head.

Continuity of Service

20.22 An officer to be re-appointed is deemed to have continued in the Public Service for the period of absence. He/She shall be treated as having been on leave without pay for that period from the date of resignation to the day immediately before the day he/she is re-appointed. The period of absence does not affect continuity of service but shall not form part of an officer's service unless otherwise determined by the Secretary, Department of Personnel Management.

PUBLIC SERVANTS ASSISTING THE ELECTORAL COMMISSION

Organic Law on National Elections

20.23 The Organic Law requires that agency heads shall release officers of the Public Service when requested by the Electoral Commission to assist in the carrying out of elections. The Secretary, Department of Personnel Management, will issue a Circular Instruction at the time, detailing the periods of elections during which officers are to be released.

Procedures for Assistance to Electoral Commission

20.24 The Electoral Commission will advertise for assistance in the national press, and interested officers may apply.

- 20.25 If an officer is selected to assist, the Commission will request the release of that officer by his Departmental Head.
- 20.26 Departmental Heads shall agree to the release of an officer selected by the Commission unless the release of that officer will seriously interfere with the operations of that Department.

Allowances and Pay - Electoral Duties

- 20.27 The Secretary, Department of Personnel Management, in consultation with the Electoral Commission, shall determine allowances for officers assisting the Commission for duties performed outside the Public Service hours of employment and on public holidays.

COMPASSIONATE FINANCIAL ASSISTANCE (SPECIAL CIRCUMSTANCES)

Financial Assistance for Officer on Duty Outside PNG

- 20.28 An officer on duty (including training) outside PNG may be granted financial assistance on compassionate grounds in the event of a family emergency occurring in PNG.
- 20.29 A family emergency ordinarily will mean death, serious illness or serious accident to the father, mother, spouse or a child of an officer.
- 20.30 Financial assistance granted by the Secretary, Department of Personnel Management to an officer under this category is limited to the cost of travel for the officer from his/her place of duty or training outside Papua New Guinea to Port Moresby only and his/her return to the place of duty or study.

Repatriation of Deceased Officer to Home District

- 20.31 The following costs authorised by the Departmental Head may be paid in respect of the death and return to the district of a deceased officer:
- (a) the cost of a coffin;
 - (b) the cost of air freighting the coffin by scheduled air service, to the nearest district headquarters;
 - (c) if there is no scheduled flight as in (b) above, the Departmental Head may authorise air charter arrangements, subject to the availability of funds;
 - (d) the cost of one-way airfare for the deceased's spouse and children; and
 - (e) the cost of removal of personal effects of the deceased to his/her home district not exceeding the value of 200kg by air.
- 20.32 If transportation is other than by air, the actual cost of land or sea transport may be paid.
- 20.33 In submitting a claim for assistance, the following information shall be provided to the Departmental Head:
- (a) name of deceased officer, and substantive designation;

- (b) name of home province;
- (c) marital and "breadwinner" status;
- (d) names of spouse and children to accompany the coffin;
- (e) death certificate or other medical evidence of death;
- (f) receipt for the cost of the coffin;
- (g) evidence of payment of airfares or land or sea transport; and,
- (h) personal file of the deceased officer.

DEDUCTIONS FROM PAY

Deductions for Services Provided by the State

20.34 Deductions may be made from the pay of an officer or employee by the State for:

- (a) rental, where the officer or employee resides in accommodation provided by the State;
- (b) meals and subsistence, where the officer or employee resides in accommodation provided by the State; and
- (c) such other services provided by the State as are approved as authorised deductions from pay by the Secretary, Department of Personnel Management; and
- (d) garnishee orders imposed upon the State as employer by a court of law.

Deductions from Pay with Consent of Officer or Employee

20.35 An officer or employee may authorise the deduction of sums from pay by agreement in writing signed by that officer or employee, for payment into accounts other than his own bank account, provided that, the total of all deductions shall not at any time exceed 50 percent of an officer's normal gross salary, inclusive of the deductions made under General Order 20.34.

20.36 In the event that on the coming into effect of this General Order, an officer had already committed to having deductions made which in total exceed 50 percent of normal gross salary, then the arrangements shall be allowed to continue, until the number and amount reduces with time to 50 percent of normal gross salary.

20.37 No new payroll deductions, other than those imposed by law, shall be added to an officer's list of deductions whilst the total of all deductions exceeds 50 percent of normal gross salary. (The source of this General Order is derived from the Employment Act which is designed to provide basic welfare protections for all workers within the Country).

20.38 In effecting pay deductions for purposes of making payments from an officer's salary to

agents and organizations which are providing financial services to the officer, it is a serious offence for a member of the Human Resource Division of a Department to deal with in any way and to take commission in any way from such agents and organizations for this action (of effecting the pay deduction).

- 20.39 A member of the Human Resources Division who aids and abets an agent or organization described in General Order 20.34, to recruit and enroll officers to subscribe through payroll deductions shall be subject to serious disciplinary action which may result in termination.

BANKRUPT AND IMPECUNIOUS OFFICERS

- 20.40 An officer who becomes bankrupt, insolvent, or impecunious or whose estate is sequestered voluntarily or compulsorily for the benefit of his/her creditors shall;
- (a) immediately give notice to the Departmental Head of that fact, and
 - (b) provide, as and when required to do so by the Departmental Head, such information relating to the bankruptcy, insolvency, or impecuniosity as may be required.
- 20.41 A Departmental Head shall seek legal opinion and shall consult the Department of Personnel Management as to whether or not the officer's financial state provides grounds on which the officer is unable to continue to occupy his/her normal office.
- 20.42 Officers having substantial fiduciary responsibilities within Treasury, Finance Revenue Collection, Accounting etc shall not be permitted to hold office until their bankrupt state has been discharged, in such circumstances that the Departmental Head, having obtained legal advice, considers such officers to pose a threat to the integrity of the financial systems for which the officer is responsible.
- 20.43 Disciplinary action which may result under General Order 20.46 in respect to officers with fiduciary responsibilities shall be charged for breach of this General Order, leading to removal and transfer to another position.

OFFICERS ON NON-BREADWINNERS/BREADWINNER STATUS

Rights to certain entitlements (Leave and Transfer Expenses)

- 20.44 In the event that an officer:
- (a) is single and with or without dependent children; or
 - (b) is divorced, with or without legal custody of any children; or
 - (c) has a medically infirmed spouse; or
 - (d) has a student spouse on NATSCHOL or other similar schemes; or
 - (e) has a certified unemployed spouse;

the officer shall be classed as the family breadwinner.

- 20.45 An officer so classified under General Order 20.44 shall be eligible for the following entitlements:
- (a) biennial recreation leave air fares in respect of himself/herself, spouse and children under the age of 19; and
 - (b) fares and removal expenses on transfer as outlined in General Order 4; and
 - (c) to lodge applications for housing, tenancy or purchase to Housing authorities to be considered on equal terms with other applicants.
- 20.46 An officer regardless of their marital or bread-winner status is eligible to contribute to the prescribed Superannuation Fund.

Officer's Rights to Other Entitlements

- 20.47 Where an officer accompanies a spouse on a course of study or on duties overseas, he/she shall be granted leave without pay not to count as service for the duration of his/her spouse's study or appointment, and leave granted for this purpose will not affect continuity of the officer's service.
- 20.48 Where an officer moves to another locality due to the transfer of their spouse, he/she will be granted unpaid leave not to count as service up to maximum of 12 months if he/she cannot be transferred immediately to an equivalent substantive Public Service position, at the same level, in the new locality. Leave granted under this provision does not affect continuity of service and also can be renewed on application to the Secretary, Department of Personnel Management.
- 20.49 Where an officer is serving a probationary period and moves to another locality due to the transfer of his/her spouse, the probationary period served in the previous locality will be carried over to that of the new office and locality.
- 20.50 Under the *Public Services (Management) Act* and the General Orders, marriage is recognised if the officer is married legally or by Papua New Guinea Tradition. Any queries concerning recognition of marriage shall be referred to the Secretary, Department of Personnel Management, for conditions and approval where applicable.
- 20.51 In accordance with the *Superannuation (General Provisions) Act*, a married officer shall contribute to the superannuation fund.

GENDER BASED DISCRIMINATION

- 20.52 Where an officer considers that a personnel management decision has been made which discriminates against him/her on the grounds of their perceived sexuality or sexual orientation, he/she may request the Secretary, Department of personnel Management, and ultimately the Public Services Commission to review the personnel matter.

SEXUAL HARASSMENT

- 20.53 Sexual harassment is a serious disciplinary offence, described in more detail in General Order 15 governing Discipline. Where an officer is subjected to sexual harassment of any kind as described in General Order 15, he/she should report the matter immediately to the Departmental Head for appropriate disciplinary action to be initiated. The officer may also report the matter to the Public Service Commission.
- 20.54 Harassment refers to unwanted or uninvited behaviour that is offensive, intimidating and humiliating. Common forms of harassment that have been identified are sexual, religious, bullying, physical disability, physical attack and threats.
- 20.55 Sexual harassment occurs when an officer is subjected to unwelcome or unwanted conduct of a sexual nature that makes the officer feel offended, humiliated or intimidated. It can be physical, verbal, visual or written. It can involve statements or pictures. Genuine mutual attraction or friendship would not be considered to fall within the definition of sexual harassment.
- 20.56 Some examples of sexual harassment include:
- a) an unwelcome sexual advance;
 - b) a request for sexual favours, with or without promises of promotion or other benefits, or else refusal to approve benefits unless demands of a sexual nature are met;
 - c) unnecessary physical intimacy, such as brushing up against a person;
 - d) being exposed to sexually explicit material, such as photographs or computer images;
 - e) receiving sexual propositions or repeated requests for dates;
 - f) being subjected to unwelcome verbal or physical suggestions which interfere with an employee's work and create an offensive or intimidating working environment;
 - g) linking employment or promotion opportunities to the provision of sexual favours.
- 20.57 If an officer feels that they have been or are being subjected to harassment of any form they should report the matter immediately to their Departmental Head, divisional head or Human Resource Manager. The officer should submit a written account detailing where and how instances of the harassment have occurred and provide any supporting evidence such as witness statements, emails, photographs or other relevant documents.
- 20.58 It is the responsibility of the Departmental Head to investigate the matter promptly and if required, lay charges on the offender as appropriate and in accordance with the disciplinary procedures outlined in General Order 15.

DOMESTIC VIOLENCE & THE WORKPLACE

- 20.59 The Government recognises that domestic violence is a major problem which affects people regardless of their cultural background, level of wealth or position in society. Whilst most instances of domestic violence occur away from work, the effects of these actions often have an impact on the victim's workplace, including his or her work performance.

- 20.60 Domestic violence can impact on the workplace through absenteeism due to injuries, or ill health caused by extreme stress. Injuries and ill health may also result in poor performance at work. Domestic violence can affect the workplace when a perpetrator begins to abuse the person at work, for example, through repeated abusive phone calls, stalking outside the office, or refusing to allow the victim to attend work. If domestic violence takes the form of sexual assault, HIV transmission can occur, which may further impact an officer's attendance and performance at work.
- 20.61 It is the responsibility of Departmental Heads to ensure a consistent, supportive and equitable approach to employees experiencing domestic violence. The rights of employees who have experienced domestic violence include:
- (a) the right to a safe environment at work, free of any form of harassment, intimidation or domestic violence;
 - (b) the right to take leave through the use of existing leave provisions and/or special leave and, within reason, emergency leave, to recover, deal with legal matters and arrange alternative accommodation where necessary; and
 - (c) the right to expect sensitive, respectful and confidential treatment when seeking help and support within the workplace.
- 20.62 There are a variety of support services which can be made available by agencies for victims of domestic violence, which include but are not limited to:
- (a) changing a work phone number or transfer of the officer to another desk to decrease the incidence of telephone harassment or stalking at the office;
 - (b) facilitate changing arrangements for receiving salary payments;
 - (c) enabling access to safety provisions under the *Meri Seif Ples* program (where it is in place within an agency);
 - (d) providing support to the officer in accessing information about interim protection orders and other legal advice;
 - (e) allowing access to various leave provisions, to deal with injuries or to put into effect safety and resettlement plans.
- 20.63 Departmental Heads and staff must recognise the sensitive issues that surround domestic violence and undertake to handle matters in a discreet and private manner. Where an employee is the victim of domestic violence and has revealed his/her status to an officer of an Agency, such officer must ensure the person's identity remains confidential.
- 20.64 If however, the abuse poses a threat to other staff members within the Agency, the Departmental Head or his/her delegate will discuss the process of handling this threat with the victim. It is essential that as far as possible, they resolve how to ensure that the violence does not impact on anyone else at work. This may include the necessity to tell other members of staff that the threat exists with the permission of the primary victim.

- 20.65 The Government will not tolerate harassment or violence of any kind in the workplace. An officer who uses any agency resources to perpetrate domestic violence or harassment (for example, use of work phones, computers, use of cars, use of workspace, etc.) may be subjected to disciplinary processes, which may lead to termination of their employment.

HIV/AIDS AT THE WORKPLACE

- 20.66 Public servants diagnosed with HIV/AIDS will be treated equally in the same manner as any other public servant. It is expected that all Agencies will create a non-discriminatory and caring working environment by respecting the rights of all public servants who are living with the virus.
- 20.67 The following requirements in the *HIV&AIDS (Management & Prevention) Act* apply in relation to HIV/AIDS in the workplace:
- (a) There shall be no discrimination against officers with HIV/AIDS in relation to job applications, promotions, transfers, training and other employment terms and conditions as specified in these General Orders;
 - (b) Officers with HIV/AIDS may continue working as long as their physical conditions permit against normal work performance standards;
 - (c) Where an officer with HIV/AIDS is no longer able to work to normal performance standards, the illness should be treated like any other life threatening illness, in assessing the officer's job reclassification for assignment to lighter duties, transfer or retirement. This must be determined in consultation the officer concerned;
 - (d) Public servants should be encouraged to volunteer for testing and pre/post test counselling in order to know about their HIV status. There shall be no mandatory pre-employment or general workplace screening for HIV/AIDS;
 - (e) An officer with HIV/AIDS is not required to inform the employing agency but may do so at their own will;
 - (f) Confidentiality of officer medical and insurance information must be maintained; Co-workers may not refuse to work or withhold their services for fear of working with a HIV/AIDS person(s); and
 - (g) Agency Heads should provide or facilitate ongoing awareness on HIV/AIDS in the workplace.

DISABILITY

- 20.68 Public servants with a disability will be treated equally in the same manner as any other public servant. It is expected that all Agencies will create a non-discriminatory and caring working environment by respecting the rights of all public servants, including those with a disability.
- 20.69 It is the responsibility of Departmental Heads to ensure a safe workplace in order to prevent workplace injuries that may lead to disability. Departmental Heads will also

ensure that policies and practices are in place to remove barriers that hinder the full participation of people with disabilities in the Public Service.

DE-FACTO RELATIONSHIPS

20.70 A de-facto relationship or 'living together' is not recognised under the Public Services (Management) Act and General Orders. As such, an officer under this category will not be eligible for the entitlements specified in this General Order.

INCLUSION AND EQUITY

20.71 The Government endeavours to provide a workplace that is free from discrimination and recognises and utilises the diversity of the PNG community it serves. It is the responsibility of all public servants to deliver services fairly, effectively, impartially and courteously across agencies and to the public.

20.72 It is expected that public servants will treat themselves, their clients and each other with respect and professionalism and not discriminate on the basis of gender, age, ethnicity, cultural background, religious beliefs, pregnancy, HIV status, disability, education or socio-economic background.

20.73 It is expected that Departmental Heads will continue to promote diversity, equity and inclusion by creating and sustaining an environment where everyone can achieve his/her potential. This can be done by making intelligent use of the range of knowledge and skills held by each public servant and applying work practices equitably across the board. Agencies should also provide or facilitate ongoing awareness about inclusion and equity in the workplace.

20.74 The benefits of providing a flexible, diverse and inclusive workplace are numerous and varied and include public servants having increased individual self-confidence related to good feelings of worthiness:

- improved service to stakeholders
- improved innovation
- promotion of creativity
- wider sources of recruitment
- greater responsiveness to change
- increased employee engagement
- attraction and retention of talented employees
- reputation as an employer of choice.

CONSENSUAL RELATIONSHIPS BETWEEN OFFICERS

20.75 Officers, regardless of their marital status, shall not conduct any kind of consensual relationship between themselves during Government working time and at any time on Government premises and which is detrimental to their designated working relationship and which may cause offence to other officers or members of the public.

20.76 In particular, officers shall not conduct any extra-marital relationship during paid Government time and on Government premises at any time, which would be classified by the Departmental Head under General Order 20.75, and to do so amounts to a serious

disciplinary offence under General Order 15, or the disciplinary procedure of a contract of employment.

- 20.77 In the event that an extra-marital relationship between officers in the same work organization, but conducted outside of the work-place, results in court orders being secured by a partner or spouse of one or the other of the officers involved, then the Departmental Head may determine the means by which the said officers should be separated from further work involvement together.
- 20.78 In the event that the said extra-marital relationship should result in disruption to the work place and to the working efficiency of the work organization, for example from an affray on Government premises, then the Departmental Head shall issue directives to the said officers to desist from creating further disruption through their extra-marital relationship, or face possible disciplinary action.
- 20.79 Disciplinary action arising under this General Order would amount to refusing to follow lawful directions as a result of disrupting the normal work of the organization.

WORKING ARRANGEMENTS FOR MARRIED OFFICERS EMPLOYED WITHIN THE SAME DEPARTMENT OR PROVINCIAL ADMINISTRATION

- 20.80 Two spouses in a marital relationship shall not be employed within the same Branch of a Department and shall not under any circumstances be appointed in any manner which would result in one spouse reporting to or having a close working relationship with the other.
- 20.81 In order to comply with this General Order, the Human Resources Manager shall ensure that a Selection Committee established within a Department is made aware of the marital status of each officer and whether or not he or she has a spouse
- 20.82 The Chairman of a Selection Committee shall ensure that a situation described under General Order 20.81 is not created by a selection decision. The spouse first appointed shall be the one to retain his or her position in the event of a dispute over which of the two should be appointed.

EFFECT OR BREACH OF CIRCULAR INSTRUCTIONS ISSUED BY THE SECRETARY FOR THE DEPARTMENT OF PERSONNEL MANAGEMENT

- 20.83 Circular Instructions are the means whereby the Secretary, Department of Personnel Management shall convey lawful instructions to Departmental Heads and officers, by way of legislation or policy direction of the National Executive Council.
- 20.84 Circular Instructions serve the same purpose on a short term and/or temporary basis as General Orders and are equivalent to General Orders and shall be adhered to by all recipients.
- 20.85 A breach of lawful instructions contained in a Circular Instruction may be deemed as a serious offence and shall be dealt with under the provisions of General Order 8, General Order 9 and General Order 15.



Independent State of Papua New Guinea

**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO
APPROVE GENERAL ORDER NO. 20 OF 1ST JANUARY 2012**

**ENGAGEMENT IN BUSINESS ACTIVITIES OUTSIDE OF PUBLIC
SERVICE EMPLOYMENT & OTHER IMPORTANT PROVISIONS
GOVERNING CONDUCT**

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order No. 20 of 1st January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of *Organic Law* the *Public Services (Management) Act*, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1st June 2002 to 31st December 2011;
- (b) all changes to the **Constitution**, the *Organic Law on Provincial & Local Level Governments* and the *Public Services (Management) Act 1995*, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the *Public Services (Management) Act 1995*, which have been brought into force since 1st June 2002.

On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.

EMMA FAITELI
Executive Manager, I&ER

ISIKEL MESULAM
Director, Legal & Investigations

RAVU VERENAGI
Deputy Secretary, Policy

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