

TEACHERS SERVICE COMMISSION



INTEGRITY POLICY JULY 2019

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VISION, MISSION AND CORE VALUES

Vision

A transformative teaching service for quality education

Mission

To professionalize the teaching service for quality education and development

Core Values

- Professionalism
- Customer Focus
- Integrity
- Team Spirit
- Innovativeness

PREFACE

The Teachers Service Commission is committed to achieving and maintaining high standards of integrity in the execution of its constitutional mandate. Integrity builds a strong foundation of trust and confidence in an organization and creates value in the provision of service thus is an essential virtue to the Commission in the realization of its vision to transform the teaching service for quality education. The Commission, therefore, expects all its employees to act with integrity in the execution of their duties and responsibilities.

The Commission has developed this policy to foster and maintain public trust and confidence in the integrity and professionalism of its employees. The policy is meant to instill honesty, transparency and accountability in the Commission. It seeks to provide a framework for maintenance of efficient and appropriate standards of conduct among the employees of the Commission in the delivery of service.

The Policy sets out principles and guidelines on handling matters relating to integrity such as conflict of interest, whistle blowing, handling gifts and mitigating corruption in accordance with the Constitution, statute, regulations and relevant policies.

The development of this Policy reaffirms the Commission's commitment to exercise its mandate in accordance with the constitutional principles and values on integrity. Its implementation will provide guidance to the Commission and its employees. This will ensure ethical standards are observed in the delivery of services and management of public resources for which the Commission is responsible.

DR LYDIA NZOMO, CBS
COMMISSION CHAIRPERSON

FOREWORD

The Teachers Service Commission is committed to the constitutional principles and values on integrity. The Commission considers integrity to be a fundamental virtue that every employee must possess in order to effectively deliver its mandate. Integrity is the foundation upon which employees build trust and effective interpersonal relationships with co-workers and stakeholders. It is therefore critical for all employees to act with integrity by demonstrating sound moral and ethical principles in the performance of their duties. This will win the trust of their clients and protect the image and reputation of the Commission.

All employees are required to perform their duties objectively, impartially, efficiently, in a transparent and accountable manner, to maintain public confidence in the integrity of the office, observe punctuality, adhere to professional ethics, rules and regulations and deliver the expected outcomes effectively and efficiently.

This policy is aimed at promoting and enhancing integrity in the workplace by fostering a positive workplace culture characterized by transparency, accountability, open communication, participatory decision making with a strong moral compass that guides all decisions and actions.

The implementation of this policy will guide the Commission in pointing out unethical practices and help employees to conduct themselves with integrity, objectivity, impartiality and maintain high standards in service delivery. It will go a long way in mitigating corruption and enhancing ethical culture that will translate to transforming the teaching service for quality education besides inspiring an ethically inclined future citizenry.

DR. NANCY NJERI MACHARIA, CBS
COMMISSION SECRETARY/CEO

ABBREVIATIONS /ACRONYMS

CCPC	County Corruption Prevention Committee
CPC	Corruption Prevention Committee
CRA	Corruption Risk Assessment
CPP	Corruption Prevention Plans
EACC	Ethics and Anti-Corruption Commission
IAO	Integrity Assurance Officer
RCPC	Regional Corruption Prevention Committee
TSC	Teachers Service Commission

DEFINITION OF TERMS

Character:	A set of qualities or features that distinguish a person or group
Conflict of interest	Refers to any competing interests between the employee's official duty and personal interest that can improperly influence their action in the performance of their duties
Corruption	An offence described under the Anti-Corruption and Economic Crimes Act (2016) and includes; bribery; fraud; embezzlement or misappropriation of public funds; abuse of office; breach of trust; or an offence involving dishonesty in connection with any tax, rate or impost levied under any Act
Corruption prevention	Detection and elimination of the causes and conditions of corruption through the development and implementation of a system of appropriate measures as well as deterrence of persons from the commission of crimes of corruption
Fraud	intentional concealment, omission or perversion of truth to gain an unfair or unlawful advantage
Gift	Something given voluntarily without expectation of payment or anything in return
Integrity	Observing moral convictions and doing the right things in all circumstances
'Wet Areas'	Areas perceived to be more vulnerable to corruption
A Whistleblower	Any person who reports transgression in the Commission (the Whistle Blower is at liberty to either identify him/herself or make anonymous report);

Whistle-blowing

Disclosure based on reasonable belief that a person or group of persons has engaged, is engaging or intends to engage in an improper conduct.

1.0 BACKGROUND

The Teachers Service Commission was established in 1967 under the Teachers Service Commission Act, Cap 212 of the Laws of Kenya. Upon the promulgation of the Constitution of Kenya (2010) the Commission was elevated to a Constitutional Commission with its mandate provided for under Article 237. Consequently, the Teachers Service Commission Act No 12 of 2012 was enacted to align the operations of the Commission to the constitutional provisions. This resulted to a comprehensive review of the Commissions regulations and policies.

Article 237 of the Constitution stipulates the mandate of the Teachers Service Commission as; to register trained teachers, recruit and employ registered teachers; assign teachers employed by the Commission for service in any public schools/institutions. It is also mandated to promote and transfer teachers; exercise disciplinary control over the teachers; review the standards of education and training of persons entering the teaching service; review the demand and supply of teachers and advise the national government on matters relating to the teaching profession.

Further, the TSC Act amplifies this mandate by providing that the Commission should ensure teachers comply with the set teaching standards, facilitate career progression and professional development for teachers in the teaching service including the appointment of heads of institution, monitor the conduct and performance of teachers in the teaching service and maintain teacher management data. Currently, the Commission is the largest employer in the country with an enormous workforce comprising of teachers and secretariat staff.

The execution of the Commission's mandate in the recruitment, transfer, deployment and delivery of service in general and management of its workforce exposes the Commission to varied risks of corruption and unethical practices.

In addition, employees get involved in public functions, in both their private and official capacities, where their participation is appreciated in form of gifts. Such engagement also creates an avenue to inculcate corrupt activities and integrity issues amongst the employees of the Commission.

In 2007 the Commission developed a Corruption Prevention Policy in order to curb corruption in compliance with the then Kenya Anti-Corruption Commission Act. This policy addressed issues such as fraudulent activities, fake recruitment letters, loan defaulting and solicitation of bribes, forgery, identity theft, misuse of public resources,

abuse of office among others. Upon promulgation of the Kenya Constitution, it became necessary to review the policy to align it with the provisions of Chapter Six, Article 10 and 232 of the Constitution as well as comply with the new government guidelines on gifts to public officers, conflict of interest and whistle blowing. It is against this background that this policy has been developed.

This Policy puts in place appropriate mechanisms that promote integrity and accountability among the Commission employees. It also provides for channels through which employees and members of the public can voice their concerns whenever they experience corruption related practices. Further, it seeks to protect whistle blowers and ensure that employees observe national values and the provisions of the Code of Conduct and Ethics as they deliver services or represent the Commission in official functions.

1.1 PURPOSE OF THE POLICY

The purpose of this policy is to safeguard the Commission and the general public from corrupt and unethical practices. It also sets out clear guidelines on corruption prevention measures to help its employees and the public in the course of service delivery. The policy will also help to enforce the Code of conduct and Ethics for the Commission employees.

1.2 RATIONALE

The nature of the mandate of the Teachers Service Commission and its large workforce call for a clear policy framework to guide its processes and provide guiding principles and standards that will help employees adhere to the highest standards of professionalism, integrity and conduct in the cause of executing their duties. In addition to the above, the Commission has a legal obligation and policy commitment to develop a policy to guide in eradicating corruption and promote integrity.

2.0 POLICY STATEMENT

The Commission is committed to eradicating all forms of corruption, mainstreaming national values and upholding professionalism in order to promote good governance, transparency and accountability in the execution of its constitutional mandate.

3.0 LEGAL FRAMEWORK

This policy derives its authority from among others, the statutes and legal documents outlined below:

- (a) The Constitution of Kenya 2010.
- (b) Anti-Corruption and Economics Crimes Act (Revised 2016).
- (c) Employment Act (Revised 2012).
- (d) Ethics and Anti-Corruption Commission Act.
- (e) Leadership and Integrity Act (Revised 2012).
- (f) Public Officer Ethics Act (Revised 2009).
- (g) Teachers Service Commission Act (2012).
- (h) The Public Procurement and Disposal Act (2015).
- (i) Witness Protection Act (Revised 2012).
- (j) TSC Code of Conduct and Ethics (Revised 2015).
- (k) Code of Regulations for Teachers (Revised 2015).
- (l) TSC Secretariat Human Resource Manual 2018.

4.0 POLICY OBJECTIVES

4.1 General Objective

The general objective of this policy is to mitigate corruption, mainstream national values and promote ethical organizational culture in the Commission.

4.2 Specific objectives

Specific objectives of this policy are to:

- i. Establish mechanisms to prevent and mitigate all forms of corrupt practices in the Commission;
- ii. Establish appropriate internal controls to mitigate risks resulting from corruption, detect and deter corruption in the Commission;
- iii. Improve governance and accountability in the execution of the Commission's mandate and delivery of service;
- iv. Outline measures to protect Whistle Blowers;
- v. Provide guidelines on maintenance and updating of Gift and Conflict of Interest Registers; and
- vi. Ensure compliance with legal obligations and policy commitments.

5.0 SCOPE

This policy shall apply to all employees and stakeholders of the Commission and will be applicable to all Commission's offices and institutions countrywide.

6.0 POLICY PRINCIPLES

Confidentiality: All information related to reported corruption cases and investigation shall not be divulged to unauthorized persons.

Dignity and respect: All complaints will be dealt with promptly and in a confidential manner, in accordance with the agreed procedures, with due respect and dignity for the rights of the parties involved.

Rules of natural justice: The person or persons alleged to have committed a corrupt activity will be accorded a fair hearing.

Professionalism: The Commission shall maintain a high level of professionalism, integrity, objectivity and impartiality in the implementation of this policy.

Transparency and

accountability: The Commission shall exercise transparency and accountability in the fight against corruption and all employees shall be required/ expected to observe high moral standards and compliance with all applicable laws and regulations.

Responsibility: All employees shall be required to demonstrate high levels of integrity in delivery of service and take responsibility in the fight against corruption in the Commission.

7.0 POLICY IMPLEMENTATION

The Commission shall use the existing administrative framework to implement the guidelines enshrined in the integrity policy. Where necessary, the Commission shall develop appropriate structures to guide implementation of the policy. In addition, the following committees shall be constituted to facilitate implementation of this policy:

i. Corruption Prevention Committee (CPC)

The CPC will be the oversight Committee with the responsibility to constantly review the Commission’s operating procedures and ensure that no opportunities exist for corrupt practices. It will also oversee the implementation of the Presidential Commitments on National Values and Principles of Governance in the Commission. In addition, the Committee will deliberate on Corruption related investigations reports.

The CPC membership will comprise:

- a) Commission Secretary as the Chairperson;
- b) All Directors (Heads of Directorate);
- c) Trained Integrity Assurance Officer- Head of Integrity Section – as CPC Secretary.

ii Regional Corruption Prevention Committee (RCPC)

The RCPCs will be charged with the responsibility of coordinating and implementing anticorruption initiatives in the respective regions. This will include mainstreaming of national values. They will also oversee investigations on Corruption and prepare corruption related reports in their areas of jurisdiction.

Its membership will include:

- a) TSC Regional Director as the RCPC Chairperson;
- b) TSC County Directors within the respective region;
- c) One representative each from:
 - i. Human Resource Management;
 - ii. Staffing;
 - iii. Discipline.

The quorum shall be at least 5 (five) members.

iii. County Corruption Prevention Committees (CCPC)

CCPCs will be charged with the responsibility of implementing anticorruption initiatives and mainstreaming of national values in their respective Counties. The CCPC will also undertake investigation on Corruption related reports in their areas of jurisdiction.

Its membership will include:

- a) TSC County Director as the CCPC Chairperson;
- b) Two Sub County Directors;
- c) One representative each from:
 - i. Human Resource Management;
 - ii. Quality Assurance and Standards;
 - iii. Staffing;
 - iv. Discipline
 - v. Accounts and Finance;
 - vi. Curriculum Support Officers (CSO).

The quorum shall be at least 7 (seven) members

iv. National Values Committee

- a) The Committee will be responsible for the identification and implementation of the Presidential commitments on National Values in the Commission's operations.
- b) Its membership will comprise two officers from each of the Directorates in the Commission.
- c) The National Values Committee Chairperson will be a trained Focal Point Person who will also be the Secretary of CPC.

v. Integrity Assurance Officers (IAOs) or Sub CPC Committee

- a) Integrity Assurance Officers will assist in carrying out Corruption Risk Assessments in their respective service areas, implement anticorruption initiatives and promote national values.
- b) Integrity Assurance Officers (IAOs) will be trained staff drawn from each service area.
- c) The Chairperson of the Committee will be the Head of Integrity Section.

8.0 MONITORING AND EVALUATION

This Policy shall continuously be monitored and evaluated in line with the Commission's existing monitoring and evaluation guidelines.

9.0 POLICY REVIEW

This policy shall be reviewed after every three years and/or when the need arises to incorporate emerging issues and to comply with the government legislative requirements.

APPENDIX I: POLICY GUIDELINES

1.1 Corruption Prevention

The policy will help the Commission to develop appropriate systems and measures within its organizational and functional/operational structures in order to deter its employees from engaging in corrupt practices as they deliver services to customers. It focuses on improving systems and procedures to prevent corruption, change the attitudes of employees in order to continuously improve in the performance of their duties and increase commitment of the management and staff in prevention and eradication of corrupt practices in service delivery and use of resources.

1.1.1 Corruption Risk Areas

The Commission has identified “wet areas” that are perceived to be more vulnerable to corruption. They include but not limited to:

- i. Employee recruitment, promotion, deployment and transfers;
- ii. Resource allocation and utilization, training and workshops;
- iii. Award of tenders for supply of goods and services;
- iv. Payment of salaries, allowances, goods and services;
- v. Management of office records, information, security systems and financial records;
- vi. Breach of trust amongst employees;
- vii. Non-Conformity to the laid down procedures and processes;
- viii. Processing of pensions and death gratuity claims.

1.1.2 Corruption Prevention Measures

The Commission shall adopt the following measures to prevent and eradicate corruption:

- i. Ensure investigations on corruption related allegations are undertaken within six (6) weeks and appropriate prevention measures taken against employees involved in corruption related offences;
- ii. Planning and coordinating corruption prevention and detection strategies;
- iii. Involve stakeholders in corruption prevention and adoption of appropriate corruption prevention measures to minimize corruption and promote ethical culture;
- iv. Establish adequate and effective legal and institutional mechanisms to detect and prevent corruption through oversight and control;
- v. Carry out advocacy programmes on National Values among TSC employees and Stakeholders;

- vi. Promote transparency and accountability in procurement of goods, services, training and overall service delivery
- vii. Undertake regular Corruption Risk Assessment (CRA) to ascertain the levels of corruption, thereafter, develop and implement appropriate Corruption Prevention Plans (CPP);
- viii. Incorporate national values in TSC operations;
- ix. Create awareness through promotion of integrity and mitigate corruption through sensitization, advocacy and outreach programmes;
- x. Create linkages with likeminded institutions to initiate programmes and activities for corruption prevention and eradication;
- xi. Maintain an up to-date registers for Gifts, Conflict of Interest and a databank on all reported corruption related complaints;
- xii. Engage relevant government agencies to conduct lifestyle audit/vetting for employees where necessary;
- xiii. Process initial, final and biannual Declaration of Income Assets and Liabilities for TSC employees as applicable;
- xiv. Submit quarterly reports on corruption eradication to EACC and National Values Secretariat Procedure for handling corruption cases.

1.1.3 Procedures for handling corruption cases

The following procedures shall apply in managing corruption incidents in the Commission:

- i. All corruption related allegations shall be reported to the Integrity Section of the Commission and other relevant agencies.
- ii. Integrity Section shall maintain an updated Register for Corruption related reports with registration numbers for ease of follow up.
- iii. All reported cases of corruption shall be investigated and a report prepared within a period of six weeks from the date the case was reported. The cases shall be dealt with promptly, expeditiously and within the law.
- iv. Persons accused of corruption shall be subjected to the laid down disciplinary procedures and where necessary their cases referred to other relevant authorities for further action.

1.2 GIFT POLICY

The purpose of a Gift policy is to provide guidance on;

- a) A gift or donation given to an employee of the Commission on a public occasion or official function;

- b) A gift or donation given to the Commission;
- c) A gift or donation given out to other entities by the Commission.

Any employee who receives a gift or donation shall declare the gift or donation to the Commission in the manner and form prescribed in **Form A**.

This policy does not however limit the authority of the Commission to accept donations from other organizations in furtherance of its constitutional mandate.

The Commission shall:

- a) Maintain an up-to-date register for all gifts presented to TSC employees and those given by the Commission to other Public Officers/Organizations;
- b) Treat any gift or donation given to an employee on a public occasion or official duty as a gift or donation to the Commission;
- c) Require any employee who is offered a gift prohibited by this policy to notify the giver on the provisions of this policy and graciously decline and/or return the gift;
- d) Require any employee who receives a gift from anonymous sources to surrender the same to the Commission Secretary who shall then deal with it in any of the prescribed methods.

1.2.1 Gifts prohibited by law

The Commission prohibits its employees from:

- a) Soliciting or accepting for personal benefit, directly or indirectly any gift or item of substantial monetary value from any person seeking service or conducting any business with the Commission or has a contractual or legal relationship with the Commission;
- b) Accepting any gift in connection with their service to the customer or from persons or organizations doing business with the Commission;
- c) Accepting gifts of jewelry or other gifts comprising precious metal or stones, ivory or any other animal part protected under the Convention on International Trade in Endangered Species of Wild Flora and Fauna or any other type of gift specified by the Ethics and Anti-Corruption Commission Act;
- d) Receiving any gift with an intention to compromise their integrity, objectivity or impartiality;
- e) Receiving a gift with a view to influence a decision, service or a process which would ordinarily be made, rendered or performed by the Recipient in the normal course of his/her duty.

1.2.2 Gifts allowed by the Commission

The Commission shall allow employees to accept gifts given as token of appreciation for creating time to attend a public function upon invitation if the gift comprises:

- a) Edible and of a nominal value that can be shared with a wide range of colleagues at the workplace;
- b) Gifts received from a friend or relative;
- c) Gifts within the ordinary bounds of propriety, a usual expression of courtesy or protocol and within the ordinary standards of hospitality;
- d) Items that can be displayed in public areas and TSC offices such as flowers;
- e) Handmade items from the members of the public;
- f) Non-monetary and do not exceed a value of Ksh.20,000.

Note: Educational and promotional gifts will not need to be declared.

1.2.3 Disposal of declared gifts

All employees of the Commission are required to surrender gifts that exceed the value of Kshs.20,000 to the office of Director Administration within 48 hours. The Commission may direct that declared gifts be:

- a) Retained by the declarant;
- b) Utilized by public entity;
- c) Shared among officers;
- d) Returned to giver of the gifts;
- e) Given as donation to a charitable institution;
- f) Disposed as per procurement law.

1.3 CONFLICT OF INTEREST

The purpose of this policy is to provide guidance in identifying and managing potential and actual conflicts of interest in the Commission. Teachers Service Commission considers conflict of interest to be any competing interests between the employee's official duty and personal interest that can improperly influence their action in the performance of their duties. The Commission acknowledges that situations of actual or perceived conflict of interest can arise and should be managed by applying the principles of openness, integrity and disclosure.

The Commission is committed to the highest levels of integrity and expects all its employees to perform their duties with objectivity, honesty, transparency and to maintain public confidence in the integrity of the office. All employees have an obligation to avoid and disclose interests, activities, relationships and influences that

can compromise their objectivity and impartiality in the performance of their duties and to remove themselves from a position of decision-making with respect to any situation that may lead to conflict of interest.

The Commission shall:

- a) Make all efforts to ensure that employees avoid being in a situation where personal interests conflict or appear to conflict with their official duties;
- b) Ensure that any employee whose personal interests conflict with their official duties declares such interests in the manner prescribed under **Form B**;
- c) Give direction in writing on the appropriate action to be taken by employees to avoid the conflict of interest to ensure compliance with such directions and that an employee refrains from participating in any deliberations with respect to the matter;
- d) Ensure that no employee shall award or influence the award of a contract to any person or organization on personal considerations;
- e) Demand any affected employee to declare their interest before the start of the meeting where issues to be deliberated are likely to result in a conflict of interest and have the declaration of conflict of interest recorded in the minutes of the meeting;
- f) Maintain a Register of Conflicts of Interest in the prescribed **Form B** (Ref Appendix III) where all concerned employees shall register the particulars of registrable interests, stating the nature and extent of the conflict; Ensure the register is kept for five years after the last entry in each volume of the register;
- g) Prepare a report of the registrable interests within thirty (30) days after the close of a financial year.

Note: It shall be the responsibility of the respective employees to ensure that an entry of registrable interests is updated and to notify the Commission of any changes in the registrable interests within one month of occurrence of each change

1.4 WHISTLE BLOWING

The Commission endeavors to maintain high ethical standards in the delivery of services to the public by providing mechanisms that enable employees, stakeholders and the general public report any improprieties at the earliest opportune time and to protect any person, who acting in good faith, discloses information of improper conduct.

The purpose of these guidelines are to:

- a) Enforce procedures for reporting, investigating, assessing and acting on allegations of impropriety and unethical behavior.

- b) Provide protection to whistleblowers from retaliation that may result from the disclosure.

1.2.3 Reporting procedure

- a) A report may be made verbally, or in writing to either the Integrity Office or to management, or by dropping the complaint to the Corruption Reporting Box. Management will then liaise with Integrity Section on the reports.
- b) Where report is made orally, the person receiving the disclosure shall record the report in writing.
- c) Persons making reports are encouraged to provide the description of the parties involved in the impropriety, details of the impropriety and particulars of documentary evidence if any.
- d) Whistle blowers will be encouraged to give their contacts to facilitate feedback.

1.2.4 Response to allegations

- a) Initial assessment shall be made to determine whether the concerns raised warrant any action.
- b) If the matter warrants further action, it shall be referred to the appropriate office.
- c) An accurate report will be prepared with all necessary details relating to the incident.
- d) The complainant, shall be given feedback on the allegations raised within a period of six (6) weeks.

Protection for Whistle Blowers

The Commission undertakes to protect the identity of persons making corruption disclosures against any reprisals and detrimental action in relation to the disclosures or information given.

The confidentiality of the Whistleblowers shall be maintained. Information that might identify the person making the disclosures will not be released and if there is need to release such information, this will be first discussed with the concerned person.

Anonymous reporting is allowed Concerns expressed anonymously shall be considered at the discretion of the Commission. However, in exercising this discretion, the Commission shall take into consideration the seriousness of the allegations, the credibility of the concern and the likelihood of confirming the allegation from the

source. Informers are encouraged to provide as much information as possible to allow for proper assessment.

APPENDIX II: REPORT ON GIFTS RECEIVED

TEACHERS SERVICE COMMISSION



Form A

Report on Gifts Received

To:..... (Approving authority)

Description of offerer: (individual/company/institution/government entity etc.) Please tick as appropriate

Title..... Name.....

Relationship (Official/Business/Personal)

Occasion on which the Gift was received:.....

Description and assessed values of the gift

.....

.....

Suggested Method of Disposal: (Tick as applicable)

- i). Retained by receiving officer.....
- ii). Retained for display/ as a souvenir in the office
- iii). Shared among the officers
- iv). Received as luck draw price at Staff function
- v). Donate to charitable organization
- vi). Return to the offeror
- vii). Others (please specify)

Name of receiving State Officer.....TSC NO:

Sign..... Date

Part B

Acknowledgment (to be completed by approving authority)

To: (Receiving officer)

The recommended method of disposal is approved/ not approved.....

If not approved, please specify the reasons:

.....
.....
.....

The gifts concerned should be disposed of by way of

.....
.....

Name of Approving Authority..... Title.....

Sign..... Date:.....

APPENDIX III: DECLARATION OF CONFLICT OF INTEREST

TEACHERS SERVICE COMMISSION



Form B

DECLARATION OF CONFLICT OF INTEREST

Part A: Declaration (to be completed by the declaring State Officer)

I TSC/No..... would like to report the following existing/potential conflict of interest situation arising during the discharge of my official duties.

Persons/ Companies with whom/which I have official dealings and/ or Personal interests include:

- 1.....
- 2.....

Brief descriptions of my duties which involve the persons/companies mentioned above that pose real/possible conflict of interest include:

- 1
- 2.....

I shall update and notify the Commission of any changes in the registrable interests within one month of any change occurring

Sign **Date**.....

**APPENDIX IV: ACKNOWLEDGMENT OF DECLARED CONFLICT OF INTEREST
TEACHERS SERVICE COMMISSION**



Part B

Acknowledgment of declared conflict of interest (to be received by the approving authority)

To: (declaring Officer) TSC/NO.....

The information contained in your declaration foris noted. It has been decided that *:

You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to conflict of interest

OR

You should continue to handle the work as described in Part A, since there is no conflict of interest that would affect your decisions in relation to the information declared above.

Other conditions, please specify

.....
.....

Name of Approving authority Title.....

Sign: Date.....

*please delete as appropriate

APPENDIX V: GIFT REGISTER

Date	Description	Gift value	Name of gifter	Name of recipient	Reason	Signature

APPENDIX VI: REGISTER OF CONFLICT OF INTEREST

Serial No.	Name and address of the officer making the declaration	ID/TSC No. of the officer making declaration	Registrable interest	Nature of Conflict	Date of Declaration	Name & signature of person making entry	Remarks or Directions issued	Date	Update of registered interests