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**GENERAL****101 DISCHARGE OF DUTY**

1. Officers are required to discharge the usual duties of the offices to which they are appointed and any other suitable duties which the Permanent Secretary for the Public Service or Responsible Officer may call upon them to perform, including the training, instruction, or examination of Government staff or candidates for appointment to the Public Service.

2. Except when the terms of his appointment provide otherwise, an officer's remuneration is fixed on the assumption that his whole time is at the disposal of the Government. Notwithstanding the provisions of paragraph 1 of General Order C201, it is within the discretion of Responsible Officers to require the attendance of all or any members of their staff on such days and for such hours as they may from time to time consider necessary.

Amendment No. 228/85

**102 ENGAGING IN TRADE OR OTHER EMPLOYMENT**

1. An officer whose remuneration is fixed on the assumption that his whole time is at the disposal of the Government is prohibited from engaging in trade or employing himself in any commercial or agricultural undertaking or shall he undertake any private agency in any matter connected with the exercise of his public duties.

2. An officer on leave of absence (including leave preparatory to retirement) shall not accept any paid employment without previously obtaining the approval of the Permanent Secretary for the Public Service

Amendment no. 228/85

**103 ASSISTANCE TO PRIVATE PERSONS FOR FIRMS**

No Officer may render professional assistance of any sort either during or outside normal working hours whether for remuneration or not except with the prior permission of the Permanent Secretary for the Public Service. Such permission will only be given in very exceptional circumstances and the amount of remuneration, if any, which the officer is allowed to accept must be first approved by the Permanent Secretary for the Public Service.

Amendment No. 228/85

**104 DISCLOSURE OF INTERESTS AND INVESTMENTS**

1. An officer shall on appointment to the service of the Government of Solomon Islands disclose to the Secretary to Cabinet particulars of any investment or shareholding which he may possess in any company carrying on business in the Solomon Islands or any other direct or indirect interest in such company or in any local occupation or undertaking. If the Secretary to Cabinet shall decide that by reasons of the facts disclosed the officer's private affairs might be brought into real or apparent conflict with his public duties, or in any way influence him in the discharge of his duties, the officer shall to such extent as the Secretary to Cabinet may direct, divest himself of such investment or interests.

Amendment No. 228/85

2. An officer shall not directly or indirectly acquire investments or interests of the nature mentioned in this order without the express permission of the secretary to Cabinet.

Amendment No. 228/85

#### **105 PECUNIARY EMBARRASSMENT**

Serious pecuniary embarrassment from whatever cause will be regarded as necessarily impairing the efficiency of an officer and rendering him liable to disciplinary proceedings for misconduct. Responsible Officers shall report to the Permanent Secretary for the Public Service any case in which it appears that an officer is suffering from serious pecuniary embarrassment.

#### **106 MONEY LENDING**

No officer shall lend money at interest. Responsible Officers shall report to the Permanent Secretary for the Public Service such case which comes to their knowledge.

Amendment No. 228/85

#### **107 BROADCASTING AND PUBLICATIONS**

1. An officer shall not without the express permission of the Permanent Secretary for the Public Service, whether in or outside Solomon Islands and whether on duty or on leave of absence:

- (a) act as editor of any newspaper or take part directly or indirectly in the management thereof or contribute anonymously thereto;
- (b) publish either orally or in writing anything which may be reasonably regarded as of a political or administrative nature. Publication for this purpose includes making a speech or taking part in a radio broadcast or television programme;
- (c) give public lectures or broadcasts relating to political or administrative matters or to his official work or duties;
- (d) allow himself to be interviewed on question of public policy or on matters affecting the defence or military resources of Solomon Islands.

2. An officer may in his personal capacity give public lectures or broadcasts or publish matters on subjects not connected in any way with his official duties or relating to political or administrative matters.

Amendment No. 228/85

#### **108 PROCEEDINGS FOR LIBEL OR SLANDER**

No officer may take steps without the prior approval in writing of the Permanent Secretary for the Public Service to institute legal proceedings for libel or slander in connection with matters arising out of his official duties.

**109 IMPROPER REPRESENTATIONS**

Officers are forbidden to make representations to or to attempt to influence directly or indirectly members of the Cabinet or the National Parliament in Solomon Islands or members of any public body to bring their claims for promotion or increased emoluments to the notice of the Permanent Secretary for the public service or otherwise to bring outside influence to bear in any matter connected with their status or official duties.

**110 STRIKES**

1. In terms of the Essential Services Act<sup>1</sup> certain categories of officer are forbidden to strike, whilst the right to do so of others is restricted. Apart from this legislation, there is no law in Solomon Islands which forbids or limits the right of Government servants to strike.

2. Notwithstanding the immediately preceding paragraph, striking is a disciplinary offence, even if, in the case of an officer to whom the Essential Services Act applies, due notice of the intention to strike is given, since it involves the officer in unauthorized absence from his place of work under GO C202.1

3. In addition to rendering himself liable to disciplinary action an officer who takes part in a strike also breaks his service. Under Rule 16(1) of the Pensions Rules<sup>2</sup> only continuous service may be taken into account as qualifying or pensionable service; accordingly, any break in employment resulting from his taking part in a strike and therefore arising from misconduct, may render the officer liable to lose the benefit of service prior to such a break for the purpose of calculating his pension or other retiring benefit. An officer serving on agreement who takes part in a strike breaks his contract of service with the Government and, in terms of his agreement, his employment is liable to termination without notice.

1.Cap 22 – Laws of the Solomon Islands- Sections 2 and 3

2.Cap 110 – Laws of the Solomon Islands.

**111 FALSE INFORMATION ON APPOINTMENT**

An officer shall be liable to dismissal if, at the time when he was a candidate for an appointment to any office in the public service and whether or not he was at such time employed in any capacity in the public service, he either orally or in writing knowingly made any statement of furnished any information which was false in any material particular or by reason of the deliberate omission of any material particular and which was calculated to influence his selection to such office.

**112 CONFIDENTIAL PERSONAL RECORDS**

1. It is the responsibility of the Responsible officer to ensure that particulars are recorded of each officer's service and conduct, including any recommendations for promotion, commendations, reprimands, disciplinary awards, absences from duty, criminal convictions and similar matters in the officer's confidential personal record.

2. No officer shall, as a general rule, be allowed to have access to confidential records relating personally to him.

**113 MISCONDUCT**

Any officer who fails to comply with or who disobeys any General Order, Instruction or Stores Regulation from time to time in force may be charged with misconduct under the provisions of a Commission's regulations.

**114 DISCIPLINARY PROCEEDINGS**

1. Whenever a Responsible Officer has reasonable cause to believe that a public officer within his Office/Ministry has committed an act of misconduct, he shall act in accordance with the provisions of the Commission's Regulations.

Once disciplinary proceedings are begun the Responsible Officer must ensure that there is no unnecessary delay in correspondence and that proceedings are pressed to their conclusion with all possible speed.

2. Whenever any officer is interdicted, suspended from duty or dismissed from the service the Responsible Officer concerned shall at once inform the Permanent Secretary for the Public Service, the Accountant General (Finance) and the Auditor-General.

3. Any letter to an officer conveying disciplinary charges against him under the provisions of the Commission's Regulations may, when it cannot otherwise be delivered to him, be delivered at the officer's last known address.

**115 CRIMINAL PROCEEDINGS**

When criminal proceedings have been instituted against an officer the Responsible Officer shall notify the Permanent Secretary for the Public Service at the earliest opportunity.

**116 DISMISSAL**

1. Without prejudice to the provisions of Section 7 (B)(2) of the Pension Act, Cap110, an officer who is dismissed may forfeit all claims to a pension, gratuity or other retirement allowances.

2. The discretion whether or not an officer shall suffer forfeiture as described above shall be exercised by the Governor General on the recommendation of the Service Commission.

Amendment No. 228/85

## **117 BIRTHS, MARRIAGES AND DEATHS**

The administration of many General Orders depends upon an officer's family circumstances. Accordingly, all officers, save temporary officers, are required to inform their Responsible Officer, the Permanent Secretary for the Public Service and Accountant General of the following occurrences.

- (a) their marriage, or dissolution of marriage by death, divorce or legal separation;
- (b) the birth of any child;
- (c) the death of any dependent child; and
- (d) when a marriage has been dissolved by divorce or legal separation the award of custody of any dependent children.

## **118 HOUSING OWNERSHIP**

1. An officer, save with the approval of the Permanent Secretary for the Public Service in specific cases, may not, at any one time, hold a legal interest in more than one parcel of public land for the purpose of building a house. The Permanent Secretary for the Public Service's approval may be sought under this Order to hold an interest in two such parcels where -

- (a) the officer proposes to move from one to the other and to dispose of the former; or
- (b) the officer has family responsibilities which cannot reasonably be fulfilled on one parcel of land.

2. Any officer who engages in house building activities beyond those mentioned in this order will be regarded as engaging in trade in terms of paragraph 1 of GO C102 or in an investment activity in terms of GO C104.

3. For the purposes of this Order an interest in public land held by the husband or wife of the officer shall be regarded as held by the officer himself.

Amendment No. 228/85

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**2 ATTENDANCE****201 HOURS OF WORK**

1. Except as provided in paragraph 2 of his Order, the standard working week for all officers shall be 37½ hours over five days from Monday to Friday. The normal working day for office staff shall be 7½ hours as follows:-

- (a) 8.00 am to 12 noon and 1 p.m to 4.30 pm; or
- (b) 7.30 am to 12 noon and 1.30 pm to 4.30; p.m; or
- (c) 7.30 am to 12.30 p.m and 1.30 p.m to 4.00 p.m.

at the discretion of the Responsible Officer. It is the responsibility of the Responsible Officer to advise the Permanent Secretary for the Public Service of the hours adopted in his office/Ministry and of any change in them.

2. Officers whose duties involve the direct supervision of non-established employee and other daily paid workers may be required to work a 40 hour week at the discretion of the Responsible Officer.

Amendment No. 228/85

**202 LEAVE OF ABSENCE**

1. No officer may absent himself from his duties without leave. Application for leave of absence must be made to the officer's Responsible Officer.

2. No officer may absent himself from Solomon Islands without the permission of the Permanent Secretary for the Public Service. Any officer who contravenes this Order renders himself liable to summary dismissal.

**203 PUBLIC HOLIDAYS**

No officer is entitled to claim a public holiday as a matter of right. An officer may be required by his Responsible Officer to work on any public holiday. Where an officer is required to work on a public holiday he may be eligible for overtime allowance under section 6 of Chapter F. of these Orders.

Amendment No. 228/85



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**3. COLLECTIONS AND PRESENTS****301 COLLECTIONS**

1. No subscriptions may be collected by an officer from members of the service on any pretext unless the prior permission of the Permanent Secretary for the Public Service has been obtained. Permission will not be given for the collection of subscriptions from subordinate officers to defray the cost of testimonials and presentations to superior officers save on the occasion of an officer's retirement as prescribed in GO C302

2. Individual subscriptions to collections authorised under this Order are not to exceed five (5) dollars.

Amendment No. 228/85

**302 PRESENTS**

1. All officers are prohibited from receiving valuable presents (other than the ordinary gifts of personal friends) whether in the shape of money, goods, free passages or other personal benefits and from giving such presents. This Order applies not only to officers themselves, but also to their families and officers will be held responsible for its observance by their families.

It does not apply to cases of remuneration for a special service rendered and paid for with the consent of the Government. This Order may be relaxed on the occasion of an officer's retirement from the Public Service, but only if the special permission of the Permanent Secretary for the Public Service has been previously obtained.

2. Presents from persons of distinction or others which cannot be refused without giving offence shall be handed over to the Government. When presents are received on behalf of the Government on ceremonial occasions, they shall be handed over to the Government and any return presents shall be given at the Government's expense.

3. Nothing in this order shall prevent the giving and acceptance of gifts of nominal value in accordance with local custom, eg. By officer on tour, or the acceptance by officers at Christmas of an annual small gift of produce in kind from the shop, store or other supplier who has provided their household consumption goods throughout the year equivalent to a token discount for regular patronage. But the giving or acceptance of presents, even of nominal value, in recognition or expectation of favoured treatment, is strictly prohibited.

Amendment No. 228/85

**4 PETITIONS AND REPRESENTATIONS****402 REPRESENTATIONS**

Subject to the provisions GO A103 every officer who has any representations to make to the Government whether of a public or private nature, including any appeal against a decision of the Permanent Secretary for the Public Service under these Orders, shall address them to the Secretary to the Public Service through his Responsible Officer.

**Amendment No. 228/85**

**5 POLITICAL ACTIVITIES****501 PARTICIPATION IN POLITICAL ACTIVITIES**

Offers entitled to vote at election to any public office, or political or trade union office, are encourage to exercise their right to vote. Apart from this, Officers (and especially those in senior positions; those who exercise judicial or statutory power or are members of the Police Force or Prison Service; and those who are in a position to influence the information services) are prohibited from actively participating in politics. In particular they must not –

- (a) speak, broadcast or ask questions in public on political matters;
- (b) write letters to the press or publish books, articles or pamphlets giving their view on political matters;
- (c) canvas or collect funds in support of political candidates, or of any political cause or body;
- (d) propose, sponsor or support in any public way a candidate for election;
- (e) hold office in or take part in the management of any political organisation.

**502 PUBLIC MEETINGS**

No officer may call a public meeting to consider any action of Government or take part in the proceedings of a meeting called for such purpose.

**503    PROVINCIAL, HONIARA TOWN COUNCIL AND NATIONAL    ELECTIONS**

An officer wishing to enter politics may only be allowed to do so on the following conditions –

- (a) Submit an application to the Public Service Commission and the Secretary to Cabinet.
- (b) All applications to reach the Public Service Commission and the Secretary to Cabinet three months before the actual date of polls.
- (c) Applicants are to resign from the Public Service and may re-apply to rejoin if not elected.

Amendment No. 2/92

**504 NATIONAL PARLIAMENT ELECTIONS**

1. For the purpose of this Order “officer” means -

- (a) an officer serving on permanent and pensionable terms in a pensionable office and includes an officer serving on probation in or on leave of absence without pay from a pensionable office; or
- (b) an officer serving on permanent non-pensionable terms and includes an officer serving on probation in, or on leave of absence from, such officer; or
- (c) an officer serving under an agreement or contract of service in a post shown in the salaries and allowances subhead of the annual Estimates; or
- (d) a non-established worker or other employee in the public service paid on daily rates; or
- (e) an officer serving on temporary terms.

2. An officer wishing to stand for election to the National Parliament is required to apply for permission to do so in writing to the Permanent Secretary for the Public Service through his Responsible Officer. It is the responsibility of the Responsible Officer to ensure that the conditions of this Order are fully explained to him.

3. If an officer from categories (a), (b), (c), (d) and (e) is given permission to stand from election and is duly nominated, he will be required to resign from the Public Service and may re-apply to re-join the Service if he is not elected.

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**6 STAFF ASSOCIATIONS****601 RECOGNISED STAFF ASSOCIATION OR UNIONS**

1. For the purpose of this Order a recognized Staff Association or Union shall be an Association or, in the case of a Union, a Trade Union duly registered under the Trade Unions Act Cap. 76 which has been recognized by the Government as representing Officers or non-established employees – as defined in GO C504 (1) (d) or a particular section or class of such officers or employees.

2. Government will normally recognize an Association or Union if it has demonstrated that it represents a substantial number and cross section of the categories of officers or non-established employees in the service of the Government it purports to represent.

Amendment No. 228/85

**602 MEMBERSHIP**

Except as may be provided under any other law or regulation, all officers are free to belong to a recognized Staff Association or Union. Officers are encouraged to become members of such Associations or Unions, for the existence of fully representative Associations not only promotes good staff relations, but is essential to efficient negotiations on conditions of service.

A public officer may only belong to a Union catering exclusively for public officers or any particular section or class of public officers.

**603 HOLDING OF OFFICE**

Officers may hold office in a recognized Association or Union of which they are members, except where the holding of such offices may give rise to conflict with an officer's official duties. Where such conflict is apprehended the Permanent Secretary for the Public Service may call upon such officer to resign such office in the Association or Union and the Officer shall thereupon so resign such office.

Amendment No. 228/85.

**604 CONSULTATION WITH ASSOCIATIONS**

The Government has acknowledged the right of any recognized Staff Associations and Unions to be brought into consultation on proposals affecting the conditions of service of these categories of staff whose interests are represented by it.

**605 ACTIVITIES**

1. Save, exceptionally, for negotiations between the Government and Associations, Association activities are not to be carried on during normal working hours.

2. With the express permission in writing from the Permanent Secretary for the Public Service one office bearer or nominee of a Staff Association or Union may carry out functions on behalf of the Association or Union during normal working hours. Such activities will be limited to not more than 15 hours per week, or as specified in writing in the permission from the Permanent Secretary for the Public Service.

**606 USE OF GOVERNMENT PREMISES**

The use of Government premises for recognized Staff Association meetings will normally be allowed, provided that the permission of the officer in charge of such premises is sought in advance from the Responsible Officer. No charges will be raised for the use of Government premises for this purpose.

**7 SAFETY AT SEA****701 WEARING OF LIFE JACKETS OR BUOYANCY AIDS**

1. Officers, whether or not they are proficient swimmers, are strongly advised to wear life jackets or buoyancy aids when traveling from ship to shore or in small boats or canoes independently of ships.
2. A stock of life jackets or buoyancy aids of approved design will be kept at the headquarters of all Ministries/Offices and Provincial Secretaries' Offices at Provincial headquarters for issue on loan to officers touring in small boats or canoes independently of ships.
3. An officer undertaking touring duties by small boat or canoe is required to take with him a life jacket or buoyancy aid of approved design.

Amendment No. 228/85

**702 AUTHORITY OF MASTER OR BOSUN**

Officers are reminded that the officially designated master or bosun is in complete charge of his ship and its passengers when at sea. Whether the vessel is operated privately or by Government, therefore, his instructions or advice regarding any matter involving the safety of the vessel or its passengers must be complied with at all times.

**703 ADVICE TO TOURING OFFICERS**

1. Responsible Officers shall in January of each year by the issue of an appropriate Ministerial/Office circular cause the text of GOs C701 and C702 to be brought to the attention of all officers whose duties may involve them in travel at sea and all such officers are to acknowledge in writing that they have read and understood the circular.



**8 ROAD SAFETY****801 ROAD SAFETY: WEARING OF CRASH HELMETS**

Officers are required to wear crash helmets of approved design at all times when riding Government motor cycles or privately owned motor cycles when used on official duty. A stock of crash helmets is held at Government Stores for issue to Ministries/Offices as required.

**9. PRINCIPLE CODE OF ETHICS****901. PUBLIC SERVANTS OBLIGATION TO GOVERNMENT**

1. Public officers are expected to loyally execute the policies of the Government of the day in the performance of his official duties with professionalism and integrity;
2. Public servants are obliged to serve the aim and objective of the Minister and must ensure that their personal interest or activities do not interfere with, or appear to interfere with this obligation.

**902. PUBLIC SERVANTS OBLIGATION TO THEIR OFFICIAL DUTY**

1. Public servants should perform their official duties honestly and faithfully in an efficient manner and to avoid behaviours which might impair their work performance;
2. Public servants should demonstrate high competency and be efficient in the performance of assigned duties for which they are paid.

**903. PUBLIC SERVANTS OBLIGATION WITH OTHER PUBLIC OFFICERS**

1. Public servants are expected to co-operate fully with his responsible officer and avoid behaviour which might endanger or cause distress to their colleagues, or otherwise contribute to disruption of the workplace;
2. Public servants are expected to deal fairly, professionally and equitably with all public officers irrespective of gender, marital status, ethnic groups, language, religion or culture.

**904. PUBLIC SERVANTS OBLIGATION TO THE PUBLIC**

1. Public servants must serve the public in unbiased and impartial manner in order to create confidence and trust in the public service.
2. Public officers should act fairly and not to discriminate against any member of the public on account of gender, ethnic origin, age, disability, religion, culture or language when performing their official duties.

**905. PUBLIC SERVANTS PERSONAL BEHAVIOUR**

1. Public servants should avoid any activities, whether connected with his official duties or otherwise, which might bring his department and the Public Service into disrepute with the Government, clients or the general public;
2. Public servants must not use his position to obtain valuable private gifts or benefits for himself during the performance of his official duties. Gifts valued more than SBD\$100.00 presented as a token of appreciation to a public officer must be declared to the Secretary to the Public Service through his Responsible Officer who will determine the appropriate response.