

SOUTH AFRICAN MEDICAL ASSOCIATION TRADE UNION



CODE OF CONDUCT

Office Bearers, Officials, employees and members

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1. INTRODUCTION

- 1.1. This Code of Conduct ("Code") provides guidelines of expected behaviour, attitude and actions for the union's office bearers, officials, employees and union members in good standing. This Code seeks to protect SAMATU from abuse by an individual or group of individuals in furthering their interests that are not consistent with SAMATU's constitution.
- 1.2. The code seeks to maintain the high standard of discipline and behaviour of members within the organisation, particularly amongst officer bearers and official. It must ensure that members do not subject themselves to actions that will cost SAMATU excessive amounts of money or any damage and/loss of reputation.
- 1.3. The Code is also intended to assist us in the running of the day-to-day activities of SAMATU. A breach of this Code may, after due process, result in an office bearer losing his/her official status. Depending on the severity of the conduct, such an office bearer/official/employee may also face expulsion from SAMATU. Similarly, any ordinary membership may be subject to termination in cases of gross misconduct as defined by this code.

2. DEFINITIONS

- 2.1 All expressions used in this Policy, which are defined in the Labour Relations Act, 1995 and as amended, shall bear the same meaning as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine.

3. CODE OF CONDUCT FOR OFFICE BEARERS, OFFICIALS AND UNION EMPLOYEES

3.1 Office bearers, officials and employees are expected to:

3.1.1 Abide by the principles, rules and obligations of this Code.

3.1.2 Act on all occasions in accordance with the best interest of SAMATU and its members.

3.1.3 Make themselves readily available to members and other executive members when required.

3.1.4 Provide fair and vigorous representation of members in any negotiations and consultations as well as before, during and after disciplinary and grievances hearings.

3.1.5 Ensure that SAMATU is managed in accordance with its constitution and sound corporate governance practices.

3.1.6 Keep confidential all matters discussed within the Executive committee, or between Executive committee members, and only communicate any such information to persons authorised to receive such, by the Executive committee.

3.1.7 Keep confidential all information about and provided by members, as well as all information in respect of individual and group cases. Exception to this is only permissible if, to fairly represent members, such information is shared with other Executive members, management or authorised third parties.

3.1.8 Always act in a professional and ethical manner.

3.1.9 Apply their knowledge and skills to the best of their ability and, where such knowledge and skill is lacking, to take active steps to inform themselves appropriately on the matter, principles or skills required.

3.1.10 Attend all SAMATU meetings, including executive meetings, consultative, negotiation, training and members meetings.

3.1.11 Deal honestly, ethically and frankly with members' queries and cases.

3.1.12 Act only in accordance with the mandate of members and the executive committee.

3.1.13 Act in their capacity of office bearer, official or employee only on behalf of SAMATU members in good standing.

3.1.14 Foster an environment of mutual respect amongst members, and colleagues.

3.1.15 Promote the registration of new members irrespective of their race, gender, religion and sexual orientation.

3.1.16 In the performance of their duties and responsibilities, refrain from any unfair discrimination in terms of Section 9 of the South African Constitution.

3.2 An SAMATU member is expected to:

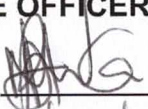
3.2.1 Make timely payment of SAMATU subscriptions.

3.2.2 Abide by the rules and regulations in SAMATU's constitution.

3.2.3 Provide office bearers, officials and SAMATU employees with the necessary authority to act as their representatives in any matters of negotiation, consultation, grievance or discipline.

3.2.4 Keep confidential all matters relating to the SAMATU's operation and its strategies, save when authorised by the office bearers to communicate such.

- 3.2.5 Be honest and open in dealing with SAMATU office bearers, officials and SAMATU employees.
- 3.2.6 Be prepared to stand firm and express solidarity when the majority of member approve a certain course of action or principle.
- 3.2.7 Foster an environment of mutual respect between all members, office bearers, officials and SAMATU employees.
- 3.2.8 Be prepared to provide mandates to the office bearers and officials in order for them to fairly represent your interests.
- 3.2.9 Attend and participate in SAMATU general meetings and activities.
- 3.2.10 Encourage an environment that is free of any unfair discrimination in terms of clause 2.4 of SAMATU's Constitution.
- 3.2.11 Provide loyalty through continuity of membership and by supporting any statements representing support of members' rights and interests.
- 3.2.12 Follow SAMATU procedures for resolving internal conflict, grievance and disciplinary matters.
- 3.2.13 Abide by agreements concluded with SAMATU.
- 3.2.14 Communicate with SAMATU office bearers and officials on any activity that involved change in the workplace – whether such change is considered fair or unfair.

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