



**Part B – Integrity Principles**  
**Use of Assets Policy Statement**

**Principle 4 : Use of MLM Assets**



## Municipal Integrity Framework - Integrity Principle 4

### Use of MLM assets

#### 1. Introduction

MLM is committed to the values and principles of integrity, honesty, professionalism and ethical behaviour. Ancillary to these values are the notions of anti-Corruption and anti-bribery. MLM seeks to prevent, detect and to react to the blight of Corruption. MLM will neither ignore nor acquiesce with the tide of corruption.

Within the context of this Policy Statement the risk of Corruption arises when the use of MLM assets by a business partner, MLM Employees, Clients, or others in a position to influence commercial decisions, may be or may be perceived to be, offered or provided in exchange for a specific benefit or with the intention of obtaining an improper advantage in the conduct of business. In this context, ethical behaviour includes how Employees take care of Assets that don't belong to them.

#### 2. Purpose and Objective

The purpose of this Policy Statement is to regulate the usage of MLM Assets and set clear and definite guidelines on the appropriate manner in which MLM Assets should be utilised and to prevent the exploitation and misappropriation of MLM Assets.

The Policy Statement objectives are to curb the unauthorised usage of MLM Assets as a reward or in return for past or future actions, the use of MLM Assets by Family Members, relatives or friends of the Client and the manner in which MLM's Assets are proposed to be used which would result or would be likely to result in embarrassment to MLM and/or the recipient if it became public knowledge.



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That the use of MLM's Asset is connected to a legitimate MLM business purpose such as transporting Client's to a facility for a meeting, or a transparent public benefit such as allowing the use of MLM's facilities for building the skills or capacities of community members.

### 3. Scope

This Policy Statement shall apply to all Employees, as defined, and where applicable.

In cases where a particular department has adopted a more stringent Policy Statement relating to usage of MLM assets, the more stringent Policy Statement take precedence over this Policy Statement in respect of Employees in that particular department.

This Policy Statement forms part of the terms and conditions of employment. The MLM reserves the right, at its sole discretion, to amend, modify or waive any term or condition in this Policy Statement, subject to obtaining relevant input from affected employees.

### 4. Definitions

<b>Term</b>	<b>Definition</b>
Assets	Any assets belonging to the MLM including any property, land, premises, building, equipment such as telephone, cellphones, switchboard, internet and email, fax machines, photocopiers, vehicles and garage cards, stationery, office furniture, etc.
Clients	Any person (including a legal entity) to which MLM provides or intends to provide Goods or Services including residents, property owners, developers, tenants, shareholders and persons or legal entities associated with such Clients.



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Conflict of Interest	A conflict between the public duties and private interests of an employee, in which the Employee has private interests which could improperly influence the performance of his/her official duties and responsibilities
Employees	Any person who works for the Council and who receives, or is entitled to receive, any remuneration; and any other person who in any manner assists in carrying on or conducting the business of the Council. For purposes of this Framework, employee includes independent contractors, labour broker employees, persons seconded from other local, provincial or national government, or seconded from any entity belonging to a local, provincial or national government.
Family Members	This can be a spouse, children, parents, grandparents, brothers and sisters, parents-in-law, cousins, brothers and sisters-in-law, and any other family of an Employee of MLM. This also includes adopted and step-children. Spouse also includes those married under customary and traditional law and live-in partners of such an Employee.
Corruption	Any offence in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004).
Services	Any intangible activities such as cleaning, consultancy, legal etc.



## 5. Policy Statement and Workplace Rules

No MLM Assets may be used for any purpose other than official MLM business.

MLM's Assets as a general rule should not be provided for the personal or discretionary use of its Employees, business partners or clients or any other person.

Employees have a responsibility to protect MLM's assets against theft, loss, abuse, unauthorised access or disposal.

Employees may use MLM's assets only for purposes related to discharging their MLM responsibilities and other such uses as are authorised by line management.

The appropriateness or otherwise, of the use of MLM Assets by Clients, MLM employees or third parties will depend on the underlying reason for such situation. The use of MLM's Assets by business partners, MLM employees or third parties is generally acceptable in situations where there is a transparent and proper underlying business purpose for it, or clear public benefit from the use of the Asset; for example, providing a venue for developing solutions or proposals which require an intensive consensus-building process.

The use of MLM's Assets by Clients, MLM employees or third parties where there is no proper underlying business purpose or public benefit, or where the assets are used entirely at the discretion of the business partner, MLM employees or third party is inappropriate and will be in breach of this Policy Statement.

## 6. Approval of use of MLM Assets



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The use of MLM Assets for non-official purposes is subject to the approval of the Accounting Officer or his delegated authority. Any person seeking use of MLM Assets must apply to the head of the relevant department in charge of the Assets with a request to use the MLM Asset.

### **7. Contravention**

Compliance with this Policy Statement is mandatory for all Employees of MLM. Non-compliance and/or breach of this Policy Statement will be viewed as serious misconduct which can result in disciplinary action that may include the termination of employment.

### **8. Policy Statement Review**

This Policy Statement will be reviewed annually and revised as necessary.

### **9. Communication**

This Policy Statement will be communicated to all Municipal employees using the full range of communication method available to the municipality.

### **10. Roles and Responsibilities**

The Directors across all functions accept responsibility for implementation and monitoring of this Policy Statement to the extent that it relates to their function.



## 11. Reporting

Every Employee has a duty to report all suspected incidents of a breach of this Policy Statement to the Office of the Chief Risk Officer. If an Employee wishes to remain anonymous, the Employee may call the Fraud Hotline. All queries can be submitted to the Ethics Office on [ethics@madibeng.gov.za](mailto:ethics@madibeng.gov.za).



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