

ASEAN-OSHNET

CODE OF INTEGRITY FOR OCCUPATIONAL SAFETY AND HEALTH INSPECTIONS

Acknowledgement

Reference : The Global Code of Integrity for Labour Inspection, IALI, 2010

This document was drafted by Occupational Safety & Health Division, Ministry of Manpower, Singapore on behalf of ASEAN-OSHNET.

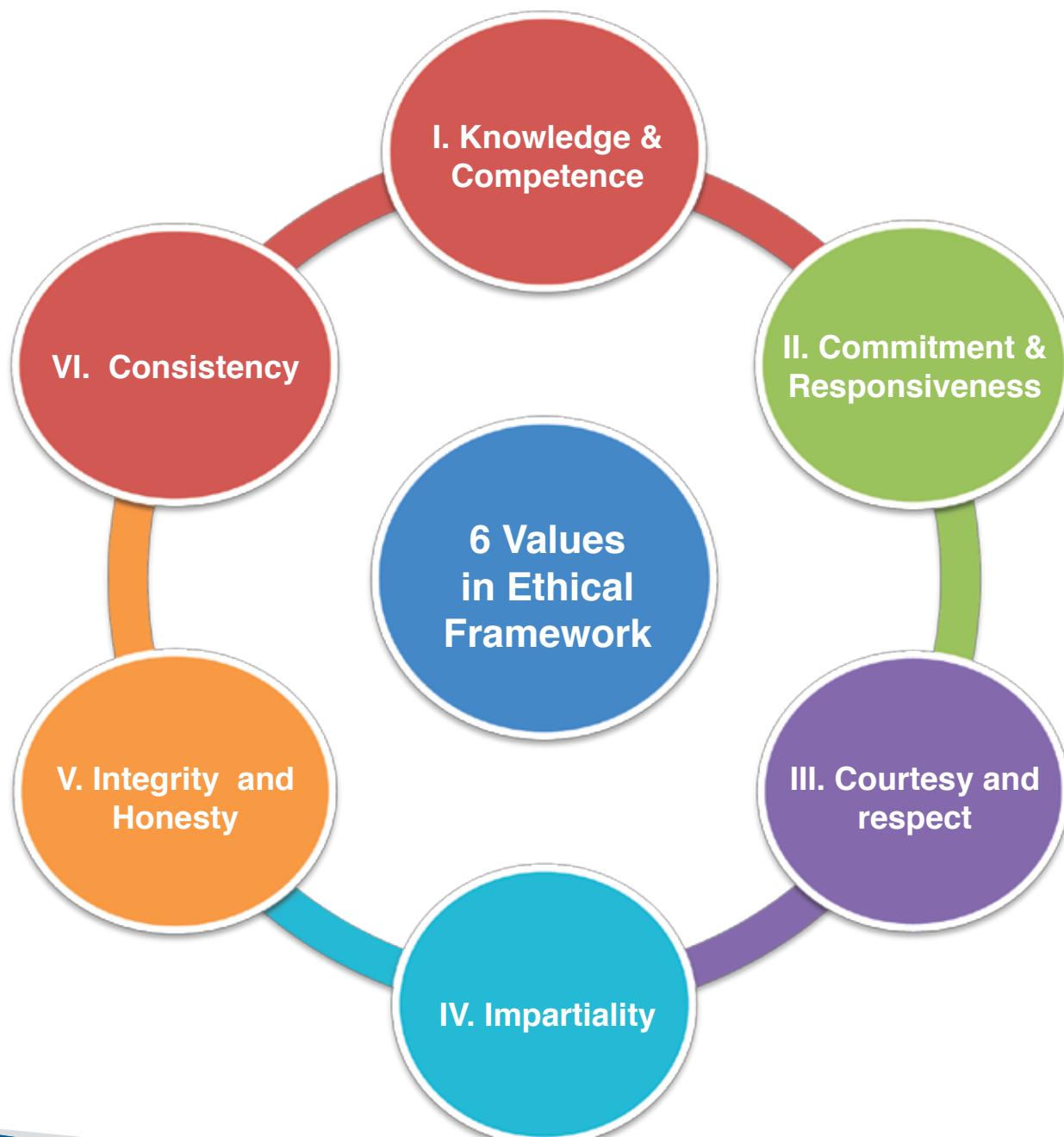
1. Introduction

- 1.1. The subject of Occupational Safety and Health (OSH) concerns the livelihood of millions of workers and is becoming increasingly important globally. At a national level, many studies show a strong co-relation between economic development and OSH standards; and at an enterprise level, many global companies identify OSH as a key consideration in their investment decisions. A good OSH regime in this region is hence crucial as it will help position ASEAN as a stable and reliable operating environment for businesses, make it a more attractive investment destination, and support the goals of ASEAN integration.
- 1.2. The 5-year Plan of Action from 2011-2015, endorsed by the 12th ASEAN-OSHNET Coordinating Board Meeting (CBM12) aims to chart the plans forward to (i) accelerate OSH developments and raise OSH standards in the region, (ii) ensure continued relevance of ASEAN-OSHNET, and (iii) contribute to the goal of ASEAN integration. Three priority areas were identified: (a) Raising the profile of OSH in ASEAN; (b) Benchmarking OSH performances in ASEAN; and (c) Strengthening regional and international cooperation beyond current partner countries and international organisations.
- 1.3. One key initiative under priority (b) was to develop an ASEAN-OSHNET Code of Integrity for OSH Inspections as OSH inspections are crucial towards ensuring compliance with national OSH laws and regulations. The development of this Code of Integrity for OSH Inspections stem from a 5-year Plan of Action (2011 to 2015), with commitment from the ASEAN-OSHNET member nations during the ASEAN OSH Policy Dialogue on Revitalising ASEAN-OSHNET held in Singapore in January 2011. It further reflects the regional commitment to ensure that OSH Inspectors will at all times discharge their duties to (i) promote the highest possible standards of integrity; (ii) meet stakeholder's expectations; and (iii) uphold public confidence in OSH agencies.
- 1.4. This Code, adapted from the IALI's Global Code of Integrity For Labour Inspection, aims to assist OSH Inspectors to understand the roles, responsibilities and authorities as public officials and to ensure that the minimum standards of conduct expected are met. This Code also establishes the commitment required by OSH agencies to facilitate an environment for OSH inspectors to fulfill the values prescribe in the Code¹.
- 1.5. The use of the Code is meant for any country, organization, or individual to either adopt the Code or to use it as a model framework for development of their own documents and standards.

¹The Code can be used for all OSH agencies, and for all OSH officers and inspectors.

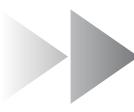
2. ASEAN-OSHNET Code of Integrity As An Ethical Framework

- 2.1. Employees of OSH agencies are expected to provide services to key stakeholder groups (both employers and employees) that promote the highest possible standard of integrity, meet stakeholders' expectation and results in confidence in the organisation and its position of authority.
- 2.2. To assist in alignment of the expectations required from employees of OSH agencies, the Code provides an ethical framework comprising of six broad values provided below.



2.3. These values and its respective standards of conduct should be committed and implemented at both the individual and organisational level.

- a. Personal Commitment - Each individual working in the OSH agencies should recognise and commit to the six values and standards of conduct provided in this Code.
- b. OSH Agency Commitment - At the organisational level, each OSH agency should seek to implement and facilitate a work environment which allows for all employees to comply and apply the values and standards of conduct provided in this Code.
- c. Government Commitment - Resources are required for OSH agencies and employees to be able to fully implement the Code. Governments responsible for the resourcing of OSH agencies, in terms of funding, personnel, and legislative arrangements, will need to consider the provision of appropriate resources to facilitate the achievement of these values.



3. Values and Standards of Conduct

Value I	Knowledge & Competence
<u>Broad Definition :</u> Gained through continuous learning and a focus on building capability	
Value Statement	Standards of Conduct
This value seeks to develop knowledge and build capabilities. It stresses the importance of professional development and the use of professional skills in helping colleagues and the community achieve safe workplaces.	<u>Individual Commitment :</u> I will continually improve professional knowledge and skills, and strive to improve service to the community.
	<u>OSH Agency Commitment :</u> The OSH agency is committed to organising and/or providing opportunities for professional development to increase competency of all staffs.

Value II	Commitment and Responsiveness
<u>Broad Definition :</u> <p>Commitment to the purpose and values of the OSH Agency. Effective planning and timeliness of activities</p>	
Value Statement	Standards of Conduct
<p>This value characterises dedication, application, perseverance and a belief in the OSH Inspector's role to achieve and add value.</p>	<u>Individual Commitment :</u> <p>I will</p> <ul style="list-style-type: none"> • Apply myself and lead by example in my profession as well as my tasks and activities which I have control in; • Persist with any assignment until objectives are achieved or are no longer reasonably attainable and strive to uphold the vision of OSH legislation and standards; and • Respond to the diverse needs of the community in a timely and open manner.
	<u>OSH Agency Commitment :</u> <p>The OSH agency is committed to strategic planning that establishes measurable results of key tasks and activities.</p>

Value III	Courtesy and Respect
<p><u>Broad Definition :</u></p> <p>Where empathy, compassion and understanding are demonstrated acknowledging the diversity of the community.</p>	
Value Statement	Standards of Conduct
<p>This value is about how you treat people and show consideration in any advice, decision-making and service delivery</p>	<p><u>Individual Commitment :</u></p> <p>I will</p> <ul style="list-style-type: none"> • Treat the community and colleagues with respect and courtesy, having regards for the dignity of the people with whom I interact and taking into consideration their cultural and spiritual beliefs; and • Be fair and just to people, promote equity and utilise diversity in both my work and in the community.
	<p><u>OSH Agency Commitment :</u></p> <p>The OSH agency is committed to implementing systems that promote and assist staff to perform according to the principles of this value.</p>

Value IV	Impartiality
<u>Broad Definition :</u> Where conduct is impartial, objective and without bias	
Value Statement	Standards of Conduct
This value promotes professionalism by treating people equitably, without bias and with impartiality. It stresses the importance of avoiding unsupported opinions involving professional judgements that could cause inappropriate official actions.	<u>Individual Commitment :</u> I will <ul style="list-style-type: none"> • Be fair and just to people, and promote equity in both my work and in the community; • Approach people and issues with tolerance and an open mind; and • Give opinions, observations or conclusions for official purposes only after all the relevant facts and appropriate professional considerations have been explored.
	<u>OSH Agency Commitment :</u> The OSH agency is committed to implementing systems that promote and assist staffs to perform according to the principles of this value.

Value V	Integrity and Honesty
<p><u>Broad Definition :</u></p> <p>Where conduct is impartial, objective and without bias</p>	
Value Statement	Standards of Conduct
<p>This value seeks to promote honesty and integrity. This is characterised by the ideals of moral and independent judgement, ethical practices, confidentiality and informed and professional decision-making.</p>	<p><u>Individual Commitment :</u></p> <p>I will</p> <ul style="list-style-type: none"> • Give opinions, observation or conclusion for official purposes only after all the relevant facts and appropriate professional considerations have been explored; • Exercise diligence and honesty in professional activities and be aware of the responsibility to identify improprieties or conflict of interest; • Ensure public interest is paramount in the performance of work and avoid any conduct that might compromise integrity and community confidence; • Refuse any gifts, presents, subscriptions, favours, gratuities, promises or special advantage that could be interpreted as impeding the performance of official responsibilities; • Serve the community in accordance with the direction of the government or relevant authority and the organisation, without fear of reproach, by providing impartial professional service and advice that is frank and apolitical; • Prevent nepotism and patronage; and • Utilise resources at disposal for the public effectively and efficiently while ensuring that they are attainable and justifiable.
	<p><u>OSH Agency Commitment :</u></p> <p>The OSH agency is committed to ensuring processes and procedures are developed and maintained to foster a culture of professional and ethical behaviours.</p>

Value VI	Consistency
Value Statement	Standards of Conduct
<p>This value promotes proper use of position for the public good when faced with conflicting personal and professional interests.</p>	<p><u>Individual Commitment :</u></p> <p>I will</p> <ul style="list-style-type: none"> • Not engage in any employment or accept rewards without consent; • Not intentionally transmit or use confidential information obtained in a professional work, for personal gain or other advantage; • Consider the public interest to be paramount in the performance of any assignment; • Not engage in any activity or relationship that creates or gives the appearance of a conflict with my official responsibilities; and • Behave in a manner that does not bring discredit to the agency or myself, thus maintaining a position of respect in the community in which I live and serve. My personal behaviour must be beyond criticism.
	<p><u>OSH Agency Commitment :</u></p> <p>The OSH agency will establish employment conditions that recognise the value of staff and will encourage appropriate behaviours and an open and transparent environment.</p>

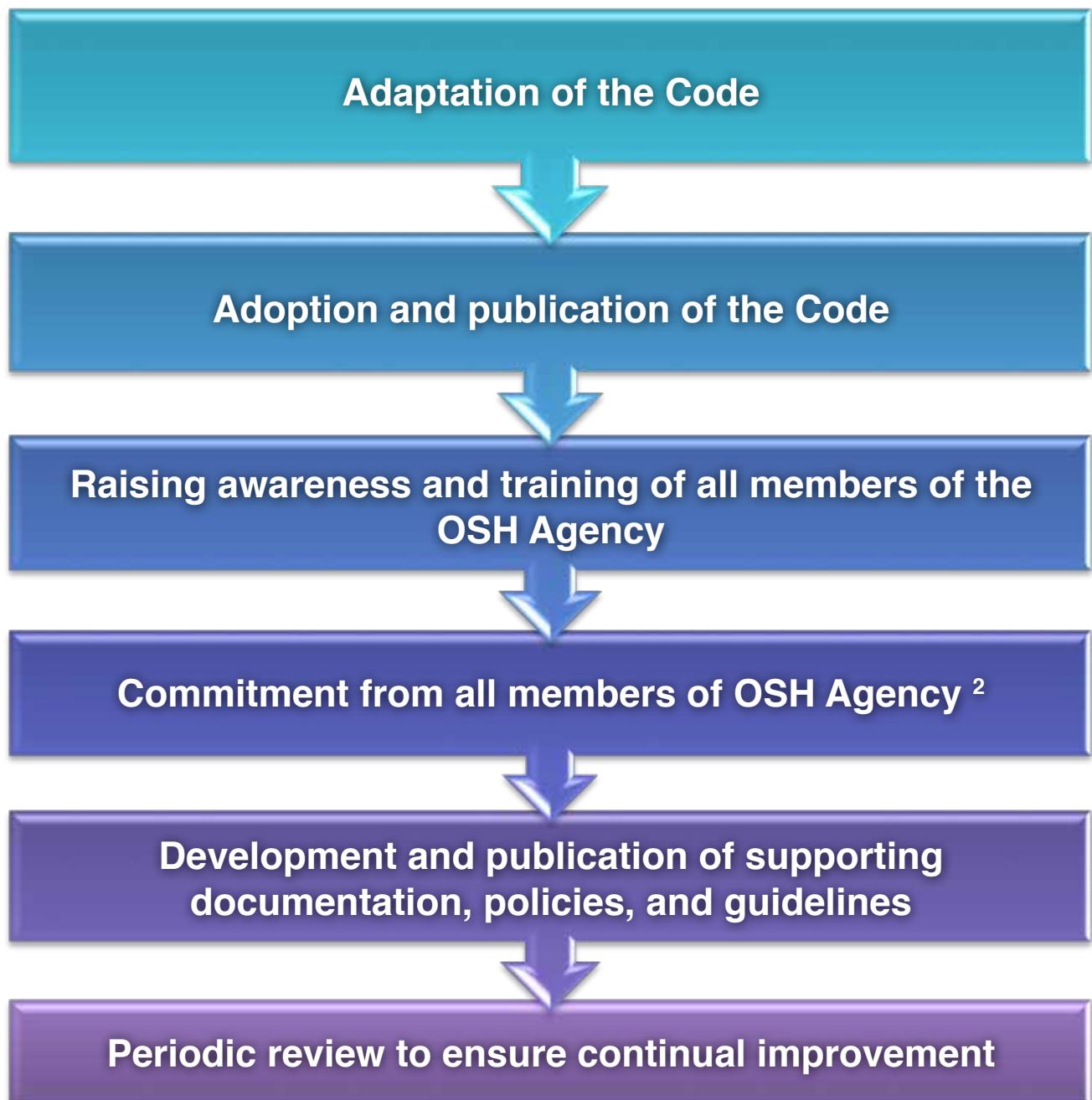


4. Complaints Review Process

- 4.1. Complaints may come from a variety of sources, such as colleague, employer, trade union, worker or member of the public.
- 4.2. Implementation of an appropriate complaint review process is important to ensure the application of the principles of this Code and to preserve the credibility and respect of the service.

5. Steps for Implementation

5.1. To effectively implement this Code and ensure continual improvement and sustainability, the following steps serve as a guide to implementing the Code.



² Commitment from all members of the OSH Agency may differ from country by country. This might take on various forms such as a signed pledge or oath; or it might be an integral part of the contract of employment, etc.

6. A model for Ethical Decision-Making

6.1. The decision-making model outlined below is provided to help inspectors apply the Code in practice and to guide on ethical decision-making. This model can help inspectors determine an appropriate course of action when faced with an ethical dilemma.

Step 1 Define the problem

What are your options?

- What makes the situation difficult?
- Who else is involved? What are their views?

Step 2 Identify the underlying principles

What are the implications of each option?

- What are your duties as a public service inspector?
- How will your actions affect the integrity of your OSH Agency and the public service?
- How will it affect you – do you have anything to gain out of the situation?
- Will there be others who will benefit or be disadvantaged from your actions?

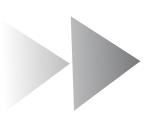
Step 3 Reflection

- What would your colleagues or supervisor have done in the same situation?
- What would be the public's potential reaction to your course of action?

Step 4 Choose your course of action

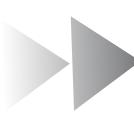
- Does your action and behaviour reflect the Code of Integrity?
- Are you able to justify your course of action?

If you are unsure, seek advice from your supervisor or OSH Agency before you act.

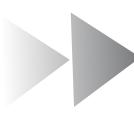


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