

Do the Right Things Right!

Do's and Don'ts of Ethical Behaviour for i-STARS NCIA

An ethical workplace all starts with i-STARS (Integrity, Speed, Accountability, Teamwork, Respect, and Strategic). Integrity means being honest and having strong moral principles. A person with integrity behaves ethically and does the right thing, even behind closed doors. The "Dos and Don'ts" to familiarise i-STARS in general with ethics and integrity, and to infuse confidence and fearlessness in the performance of duties. Ignorance is not an excuse henceforth our purpose is to prevent mistakes caused by ignorance, saving all i-STARS from the pain of punitive vigilance. These Do's and Don'ts is not an alternative for reading information on NCIA's Governance, Integrity, and Anti-Corruption standpoint. The outline provides the basic rule of thumb for i-STARS ethical conduct standards. All i-STARS are expected to be familiar with its contents. The staff is given due time to read and understand this guideline without fail. This information is also part of the i-STARS new hires' HR orientation package. As the staff of NCIA, it is incumbent upon every one of us to internalize and abide by our i-STARS shared values. It is the responsibility of each Head of Department (HODs) to ensure that our staff upholds the i-STARS shared values. The Management Committee and Integrity Department attach great importance to the "Do's and Don'ts of Ethical Behaviour for i-STARS NCIA" and urge that everyone in the NCIA make it a personal commitment to follow the Dos and Don'ts.

Do's

- Always maintain total honesty.
- When it comes to deciding decisions, always act fairly and impartially. Approach with caution.
- If a co-worker approaches you for assistance with an assignment, you should normally say yes – if you believe you can help them while still meeting your deadlines.
- Always maintain a responsible and decent level of conduct even after working hours.
- Put your mobile phone on mute or vibrate mode or moderate mode when you're at work. Loud ring tones are unprofessional and can also be annoying to others.
- At work, be mindful of your pitch and tone. Never yell at others or use profane language. When you're under pressure, it's unprofessional to lash out at others. Keep your cool and think clearly.
- Workplace politics should be avoided at all costs. Playing blame games is something that should be avoided.
- A positive attitude towards your work has a great influence on your performance. Make an effort to be cheerful, nice, and approachable at work. Never underestimate the power of a genuine smile!
- Maintain a good moral compass and follow it. Please be as rational and explicit as possible when stating your reasons for a specific recommendation or choice in the quorum and documentation.
- Liaise with Integrity Dept for any issues involving integrity, governance, and corruption.
- Fill out all claims' paperwork either online or on hardcopy in a timely and accurate manner to HR or Finance. Please take note, that intention to deceive (False Claim) is an offense under Section 18 MACC Act 2009, Malaysian Anti-Corruption Act 2009 (MACC Act 2009) (Act 694).
- Keep your political stance neutral.
- Manage your finances so that you don't fall into a cycle of debt or bankruptcy.
- In your duty to serve the government, private sectors, civil society, and most importantly the public interest within the NCIA's scope of official duty, maintain your independence and impartiality.
- Only travel when it is necessary to achieve job-related goals. Approval from the HOD is required before travel.
- All i-STARS must always avoid any conflict of interest. Refer to Human Resources Unit or Integrity Dept for clarification.
- Wherever possible, take immediate action to address issues and challenges related to official duty. If you must tell "No," do so respectfully but forcefully within the framework of NCIA's SOP and work processes.
- All staff should treat NCIA's property with respect and care, whether it is tangible or immaterial.
- Understand the content of the document before penning your initials or signatures and include the date for future references.
- Any fundraising activities to be channeled to Human Resources Unit for the approval process.
- Always take good care of NCIA's properties at all times.
- Avoid wastage of NCIA's resources (e.g., electricity, water, stationaries, assets &, etc.)

Don't

- Do not misuse of your position in NCIA to influence other parties that are either associated, affiliated, linked, or related to NCIA for personal or other third party's benefit.
- Do not sign a letter of recommendation using your official title in response to a request for an employment recommendation.
- In things relevant to your official duty, do not bring any political influence.
- Do not make decisions regarding NCIA or the government's interest without going through the proper processes.
- Do not accept gifts, entertainment, kindnesses, free travel, or meals from persons or organizations doing or seeking to do business with NCIA and the Government.
- Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
- Do not abuse NCIA's properties including exploiting any vital NCIA documents or e-mails.
- Do not get involved with any demonstrations that might tarnish the image of NCIA.
- Do not bring any political influence to the workplace.
- Do not use official time to work on personal matters.
- Do not get involved in any activities that are against any of the Malaysian laws and/or the NCIA rules and regulations, even if he/she is being forced by the superior. He or she has the right to inform the Human Resources Unit or the Integrity Dept.

#The list of Do's and Don'ts herein are non-exhaustive in nature and may vary, amended, and added from time to time.

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