



THE COMMONWEALTH HANSARD EDITORS ASSOCIATION AFRICA REGION (CHEA - AR)

CODE OF ETHICS AND CONDUCT FOR MEMBERS OF THE COMMONWEALTH HANSARD EDITORS ASSOCIATION - AFRICA REGION



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Vision

A pillar of excellence in Hansard Production in Africa

Mission

To promote accurate and impartial reporting of parliamentary debates through exchange of quality, technical and other related information

Core Values

Accuracy

Impartiality

Efficiency

Effectiveness

Accountability

Professionalism

Teamwork

Integrity

TABLE OF CONTENTS

INTERPRETATION	4
INTRODUCTION	5
THE CODE	6
1. PURPOSE OF THE CODE	6
2. SCOPE OF THE CODE	6
3. GENERAL PRINCIPLES	6
4. RULES OF CONDUCT	8
5. PENALTIES FOR THE BREACH.....	9
6. ENFORCEMENT OF THE CODE.....	10
7. COMMENCEMENT DATE.....	10
8. CONCLUSION.....	10

INTERPRETATION

‘Association’ refers to the Commonwealth Hansard Editors Association-Africa Region (CHEA-AR)

‘Constitution’ means the Constitution of CHEA-AR

‘Hansard professional’ refers to “That person, who by virtue of training works in a legislature, performing the functions of Hansard production”

‘Member’ refers to “A member of the Commonwealth Hansard Editors Association-Africa Region”

‘The Code’ refers to the Code of Ethics and Conduct for CHEA-AR Members

INTRODUCTION

The Commonwealth Hansard Editors Association-Africa Region (CHEA-AR) is a regional subsidiary of CHEA-International. It was established in 1999 in Ulundi, KwaZulu-Natal, South Africa and draws its membership from the following five sub-regions: East Africa, Central Africa, West Africa, Southern Africa and the Islands. The membership to CHEA-AR is open to Hansard professionals serving in African legislatures.

As provided for in Section 3(b) of the CHEA-AR Constitution, members of the Association are governed by a Code of Ethics and Conduct of the Association. The Code conforms to the spirit of parliamentary democracy.

The aim of this Code is to enhance performance and provide general guidance to Hansard professionals in their work as officers of legislatures. The Code is based on the broad tenets that guide them in the discharge of their work, which encompasses accuracy, impartiality, accountability, professionalism, team work and integrity. In order to assist Members of legislatures perform legislative, representative and oversight roles, it is important that Hansard professionals observe the principles, as stipulated in the Code.

Further, the Code complements existing laws, regulations, guidelines and professional codes of conduct issued over the years for purposes of prescribing acceptable standards of behaviour and conduct in Hansard production.

Provision has also been made for appropriate sanctions to be applied where a Hansard professional's conduct is found to be inconsistent with the Code.

1. PURPOSE OF THE CODE

The purpose of this Code is to guide members of CHEA-AR in the discharge of their obligations to the Association by:

- 1.1 establishing standards and principles of conduct expected of all members in undertaking their duties;
- 1.2 setting rules of conduct, which underpin the standards and principles to which all members must adhere;
- 1.3 ensuring confidence and trust in the standards expected of all members; and
- 1.4 upholding the Code.

2. SCOPE OF THE CODE

‘The Code applies to a members’ conduct, which relates to membership of the Association. It does not seek to regulate the conduct of members in their private and personal lives unless such conduct significantly damages the reputation and integrity of the Association as a whole or that of its members generally.

3. GENERAL PRINCIPLES OF THE CODE

3.1 Selflessness

Members of the Association shall act solely in the interest of CHEA-AR and not put their interests before those of stakeholders. Members shall uphold the values of selfless service, dedicating efforts to the shared pursuit of the Association’s goals and objectives.

3.2 Integrity

Members of the Association shall conduct themselves with unwavering honesty and uphold transparency in decision-making while observing strong moral principles.

3.3 Objectivity

Members of the Association shall act and make decisions fairly and on merit using the best evidence and without discrimination or bias.

3.4 Accountability

The Executive Committee of the Association shall be accountable to the Association for its decisions and actions, and shall submit itself to scrutiny. Members of the Association shall act responsibly for their actions and decisions in the discharge of the Association's duties and those of their profession.

3.5 Openness

Members of the Association shall act and make decisions in an open and transparent manner.

3.6 Honesty

Members of the Association shall:

- a) be truthful; and
- b) strive to provide services of high quality and accept full responsibility for all services provided.

3.7 Professionalism

Members of the Association shall:

Comply with the professional standards of their industry or any professional body they are affiliated to.

3.8 Leadership

Members of the Association shall:

- a) strive to adhere to principles, as prescribed in the CHEA-AR statutory documents;
- b) act in a manner that upholds honour and dignity of their profession; and
- c) build their professional reputation on the merit of services they provide to respective legislatures.

4. RULES OF CONDUCT

4.1 Faithfulness and Loyalty to CHEA-AR

A member shall be faithful, loyal and uphold the Constitution of the Association.

4.2 Conflict of Interest

A member shall not be influenced in their professional duties by conflicting interest(s) through taking illegal decisions in order to gain financial and other benefits at the expense of the Association. A member shall, at all times, safeguard the interests of the Association and not be party to any illegal and unethical conduct.

4.3 Secrecy and Confidentiality

A member shall not use confidential information obtained in the performance of their duties to the detriment of the Association.

4.4 Use of Association Resources

A member shall ensure that resources of the Association entrusted in their care are used for the intended purpose(s).

4.5 Publishing of Official Information

A member shall not publish any official information unless authorised by the Executive Committee of the Association.

4.6 Honour and Dignity of the Association

Members of the Association shall conduct themselves with dignity at all times.

4.7 Upholding the Code

The Code shall be upheld through the following means:

- a) enforcement of this Code is the responsibility of the Executive Committee. The Executive Committee shall constitute a Disciplinary Committee consisting of two members from the Executive Committee and one member from each regional bloc. The Chairperson of the Disciplinary Committee shall be appointed from the appointed members. The Disciplinary Committee shall investigate any breach of the Code and make appropriate recommendations to the Executive Committee;
- b) a member has a right to fair hearing by the Executive Committee before a decision is taken;
- c) the Executive Committee may impose sanctions on a member, where necessary, and such a member shall cooperate at all stages of an investigation; and
- d) no member shall lobby the Executive Committee in a manner calculated or intended to influence its consideration of an alleged breach of the Code.

5. PENALTIES FOR BREACH OF THE CODE

Penalties for breach of the Code may include any of the following:

- a) formal written reprimand;
- b) members' suspension or expulsion from participating in the Association's activities;

- c) recommendation for professional training/development to member legislatures, to improve areas of breach;
- d) expulsion from the Association; and
- e) recommendation for prosecution in a court of law in case of serious breach of the Code.

6. ENFORCEMENT OF THE CODE

The Code will be enforced consistently and impartially according to the outlined standards.

7. COMMENCEMENT DATE

The Code shall take effect on 15th August, 2025 and shall remain in force until amended.

8. CONCLUSION

The Code of Ethics and Conduct is a framework that guides members of CHEA-AR in maintaining the highest standards of integrity, professional reputation, accountability, impartiality and objectivity in the discharge of their duties.

The Code affirms the duties of Hansard professionals, who shall responsibly support parliamentary democracy through facilitating and strengthening the work of legislatures.

Lastly, members are encouraged to uphold the shared commitment by observing ethical rules and refraining from using their positions for personal, private pecuniary or partisan gain.

AFRICA



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