



**OFFICE OF THE INTEGRITY COMMISSION**

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# COMPLAINT FORM

To be filled out by the Complainant. If you have questions please contact us via the above address, telephone number or e-mail.

## Part A

### Personal Details

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[Tick correct title] (✓)

**Title:** Mr.( )                      Mrs.( )                      Miss.( )                      Dr.( )                      Prof ( )                      Other ( )

**Name:**.....

**Address:**.....  
.....

**Occupation:**.....  
.....

**Contact Numbers Home:**.....

**Mobile:**.....

**Fax:** ..... **Other:**.....

**E-mail:**.....

**Mailing Address:**.....

This section is to be filled out if the complainant is being assisted/  
represented by someone else, for example an Attorney-at-Law, Parent,  
Spouse, Child or Friend.

If not assisted or represented by any person leave blank.

PLEASE TICK (✓) AS APPROPRIATE WHICH ONE

Assisted ( )          Represented ( )

**Name of Person:**.....

**Organisation:**.....

**Relationship/Connection with Complainant:**.....

**Address:**.....

**Contact Numbers: Home:**.....

**Mobile:**.....

**Office:**.....

**Fax:** ..... **Other:**.....

**E-mail:**.....

**Mailing Address:**.....

**Part B**

**PLEASE IDENTIFY THE PERSON OR INSTITUTION  
AGAINST WHOM THE COMPLAINT IS MADE**

**Name of Person or Institution:**

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**Address.....**

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**Occupation.....**

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**Contact Numbers Home:.....**

**Mobile:.....**

**Fax: ..... Other:.....**

**Email .....**

**Mailing Address.....**

**What is this person's/institution's relationship to you? .....**

.....

**Note: Please use a separate page for each person or institution against whom the complaint is made. Where information is unknown or not applicable please state.**

## Part C

### **PLEASE TICK(✓)AS APPROPRIATE WHICH ONE OR MORE DESCRIBES COMPLAINT(S)**

- Persons in public life are listed in the First Schedule of the Integrity in Public Life Act.
- COC- Code of Conduct
- IPLA- Integrity in Public Life Act No.24 of 2013
- POCA- Prevention of Corruption Act No.15 of 2007

#### **PART IC – Integrity in Public Life Act (IPLA)**

- € Person in public life did not carry out his/her duties in accordance with law, and with the lawful instructions and ethical standards as it relate to functions of employment. **(IPLA COC Sixth Schedule Part 1 Section 2)**
- € Person in public life did not act in a politically neutral manner and attempted to frustrate the lawful policies, decisions or citations of a public authority. **(IPLA COC Sixth Schedule Part 1 Section 3)**
- € Person in public life did not ensure that their political activities or involvement in political or public debates did not impair the confidence of the public and their employers in the ability to perform duties impartially and loyally. **(IPLA COC Sixth Schedule Part 4 Section 1)**
- € Person in public life allowed themselves to be used for partisan political purposes **(IPLA COC Sixth Schedule Part 4 Section 2)**
- € Person in public life did not comply with restrictions in political activity lawfully imposed by reason of their post or nature of duties. **(IPLA COC Sixth Schedule Part 4 Section 3)**

- € Person in public life did not serve loyally, the lawfully constituted national, local or regional authority. **(IPLA COC Sixth Schedule Part 1 Section 4)**
- € Person in public life was not honest, impartial and efficient in the performance of duties to their best ability with skill, fairness and understanding having regard only for the public interest and the relevant circumstances of the case. **(IPLA COC Sixth Schedule Part 1 Section 5)**
- € Person in public life acted arbitrarily to the detriment of any person, group or body and did not have regard for the rights, duties and proper interests of all others. **(IPLA COC Sixth Schedule Part 1 Section 6)**
- € Person in public life allowed private interest to conflict with a public interest. **(IPLA COC Sixth Schedule Part 1 Section 7)**
- € Person in public life took advantage of their position for private interest. **(IPLA COC Sixth Schedule Part 1 Section 8)**
- € Person in public life did not conduct themselves in such a way that the public's confidence and trust in the integrity, impartiality and effectiveness of the public sector are preserved and enhanced. **(IPLA COC Sixth Schedule Part 1 Section 9)**
- € Person in public life did not treat appropriately with all necessary confidentiality all information and documents acquired in the course of, or as a result of, employment. **(IPLA COC Sixth Schedule Part 1 Section 10)**
- € Person in public life disclosed information that is not one of the exceptions provided by the authority by which he or she is employed. **(IPLA COC Sixth Schedule Part 7 Section 1)**
- € Person in public life did not take appropriate steps to protect the security and confidentiality of information for which they are responsible for or becomes aware. **(IPLA COC Sixth Schedule Part 7 Section 2)**

- € Person in public life seek access to information which is inappropriate for them to have and they made improper use of information acquired in the course of, or arising from their employment. **(IPLA COC Sixth Schedule Part 7 Section 3)**
  
- € Person in public life withheld official information that should be properly released and provided information which they know or has reasonable grounds to believe is false or misleading. **(IPLA COC Sixth Schedule Part 7 Section 4)**
  
- € Person in public life engaged in activity or transaction/ acquired any position or function that is incompatible with or detracts from the proper performance of their duties as a public official. **(IPLA COC Sixth Schedule Part 3 Section 1)**
  
- € Person in public life did not comply with any lawful requirement to declare membership of, or association with organisations that could detract from the proper performance of their duties as a person in public life. **(IPLA COC Sixth Schedule Part 3 Section 2)**
  
- € Person in public life allowed themselves to be put in a position of obligation to return a favour to any person or body; and conduct in their official capacity or in public life made them susceptible to the improper influence of others. **(IPLA COC Sixth Schedule Part 6 Section 1)**
  
- € Person in public life sought to influence for private purposes any person or body including other public officials by using their official position or by offering them personal advantages. **(IPLA COC Sixth Schedule Part 6 Section 2)**
  
- € Person in public life was offered an undue advantage and did not take the requisite steps to protect themselves. **(IPLA COC Sixth Schedule Part5)**
  
- € Person without lawful authority , by himself or in conjunction with any other person, offer from another any gratification to a public officer as an inducement or reward for themselves , or any other person in order that the public officer or any other person –
  
- € A) Abstains from performing or performs any act in their official capacity;

- € B) Assists, hinders or delays any other person in the transaction of any business with a public body; or
- € C) Expedites or prevents the performance of an act whether by themselves or through any other public officer. **(POCA Section 4)**

**PART 2C – Prevention of Corruption Act (POCA)**

A Public Officer, without lawful authority, accept or solicit, any gratification from any person for themselves, or for any other person as an inducement or reward in order to

- € A) Abstain from performing or perform any act in their capacity as a public officer;
- € B) Assist, hinder or delay any other person in the transaction of any business with a public body; or
- € C) Expedite or prevent the performance of an act whether by themselves or through any. **(POCA Section 4 (2))**
- € A person committed an offence with regards to corrupt activities relating to tenders. **(POCA Section 7)**
- € A public official committed an offence with regards to acquisition of private interest in contract, agreement or investment of public body. **(POCA Section 8)**
- € Person offered any gratification to a Member of Parliament as an inducement or reward for the Member doing or forbearing to do any act in his or her capacity as a Member. **(POCA Section 9 (1))**
- € Member of Parliament solicited or accepts any gratification as an inducement or a reward for their doing or forbearing to do any act in his or her capacity as a Member. **(POCA Section 9(2))**
- € Other Please state.....  
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**PART D- PLEASE DESCRIBE CONCISELY THE COMPLAINT**

Breach identified in Part C \_\_\_\_\_

Please provide details of the events(s), from the above breach. It is important to include the following:

- (a) What happened; (b) Date and Time; (c) Where it happened; (d) Witness(es); (e) Witness name, contact and employment information.

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Breach identified in Part C \_\_\_\_\_

Please provide details of the events(s), from the above breach. It is important to include the following:

- (a) What happened; (b) Date and Time; (c)Where it happened; (d) Witness (es); (e) Witness name, contact and employment information.

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- Duplicate Part D where necessary ( Example, if there are more than 2 breaches identified in Part C)
  - Attachment of additional pages to this section is permitted where all details cannot fit.
  - Re: Witness - Where information is unknown please state.

## **PART E SUPPORTING EVIDENCE**

Please attach copies of any documents that may assist the Integrity Commission in the investigation of your complaint. If you cannot do this, please tell us about the documents or other evidence and how this evidence can be obtained.

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**Part F END RESULT**

**What desired result/remedy are you seeking?**

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I certify that the information provided above is true and correct to the best of my knowledge, information and belief.

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**Date**

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**Signature of Complainant**

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**Signature of Witness**