

OFFICE OF THE INTEGRITY COMMISSION OF GUYANA

P.O Box 101510

126 Barrack Street

Kingston,

GEORGETOWN

Phone numbers 227-7688, 227-3576, 226-0142; Fax 225-9021

Email ic@integritycommission.gov.gy, integrity_commission@yahoo.com

The Integrity Commission was established by the Integrity Commission Act 1997 to provide oversight on true and accurate declaration of assets and liabilities by public officers and persons in public life as stipulated in Schedule 1 of the said Act.

The Integrity Commission is mandated to review and investigate contents of declarations, and where required, have prosecutions conducted with respect to violations. Violations of the Code of Conduct of the Integrity Commission Act may also be investigated. Any person may report violation (s) of the Code of Conduct by filing a complaint with the Integrity Commission.

This Complaint Form is to be completed by a complainant or representative, and it must be signed and sworn so that the Integrity Commission is able to investigate the complaint on your behalf.

If you have questions, please contact us at the above address during office hours, by telephone, using the numbers above, or by e-mail.

INTEGRITY COMMISSION OF GUYANA

COMPLAINT FORM

To be filled out by the complainant.

PART I

Personal Details

[Tick correct title] (✓)

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

Name.....

Address.....

.....

Occupation:.....

.....

Contact Numbers Home:.....

Mobile:.....

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

Email:.....

Mailing Address:.....

This part is to be filled out if you are complaining on behalf of/ are assisting/ or representing 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 (✓) THE APPROPRIATE BOX

Parent Legal guardian State representative Attorney-At- Law
Social Worker Other

Name of Person :.....

Organisation:.....

Relationship/Connection with Complainant:.....

Address:.....

Contact Numbers Home:.....

Mobile:.....

Office:.....

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

Email:.....

Mailing Address.....

Part 11

PLEASE IDENTIFY THE PERSON AGAINST WHOM THE COMPLAINT IS MADE

Name:.....

Address:.....
.....

Occupation.....
.....

Contact Numbers Home:.....

Mobile:.....

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

Email:.....

Mailing Address.....

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

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

Part II

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

- Persons in public life are listed in the Schedule 1 of the Integrity Commission Act (ICA) No 20 of 1997
- COC Code of Conduct

Person in public life did not carry out his/ her duties in accordance with the law, and with the lawful instructions and ethical standards as it relates to functions of employment. (ICA No 20 of 1997 COC)

Person in public life did not act in a politically neutral manner and attempted to frustrate the lawful policies, decision or citations of a public authority. ((ICA No 20 of 1997 COC)

Person in public life did not ensure that their political activities or involvement in political or public debates do not impair the confidence of the public and their employers in their ability to perform duties impartially and loyally. (ICA No 20 of 1997 COC)

Person in public life allowed themselves to be used for partisan political purposes (ICA No 20 of 1997 COC)

Person in public life did not comply with restrictions in political activity lawfully imposed by reason of their post or nature of duties. (ICA No 20 of 1997 COC)

Person in public life did not serve loyally, the lawfully constituted national, local or regional authority. (ICA No 20 of 1997 COC)

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 to the public interest and the relevant circumstances of the case. (ICA No 20 of 1997 COC)

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. (ICA No 20 of 1997 COC)

() Person in public life allowed private interest to conflict with a public interest. (ICA No 20 of 1997 COC)

() Person in public life did not conduct himself/herself/itself in such a way that the public's confidence and trust in the integrity, impartiality and effectiveness of the public service are preserved and enhanced. (ICA No 20 of 1997 COC)

() 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. (ICA No 20 of 1997 COC)

() Person in public life disclosed information except in accordance with the rules and requirements applying to the authority by which he or she is employed. (ICA No 20 of 1997 COC)

() 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. (ICA No 20 of 1997 COC)

() Person in public life sought to access to information which is inappropriate for that person/those persons to have and made improper use of information acquired in the course of, or arising from their employment. (ICA No 20 of 1997 COC)

() Person in public life withheld official information that should be properly released and provided information which they know or had reasonable grounds to believe is false or misleading. (ICA No 20 of 1997 COC)

() 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 public official. (ICA No 20 of 1997 COC)

() 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. (ICA No 20 of 1997 COC)

() Person in public life allowed him/her/itself to be put in a position of obligation to return a favour to any person or body; and conduct in their capacity or in public life made them susceptible to improper influence of others. (ICA No 20 of 1997 COC)

() 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. (ICA No 20 of 1997 COC)

() Person without lawful authority, by him/her/itself or in conjunction with any other person, offer another any gratification to a public officer 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. (ICA No 20 of 1997 COC)

() 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. (ICA No 20 of 1997 COC)

() Person or public official committed an offence with regards to acquisition of private interest in contract, agreement or investment of public body. (ICA No 20 of 1997 COC)

() 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. (ICA No 20 of 1997 COC)

() Members 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. (ICA No 20 of 1997 COC)

() Other Please state.....

.....

PART VI - OUTCOME

What desired outcome are you seeking?

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

.....

Date

.....

Signature of Complainant

Signed at..... thisday of
.....20.....before

.....

Name

.....

Position

.....

Signature

STAMP MUST BE AFFIXED

(Magistrate/Justice of Peace/Notary Public/any other person empowered to take oaths in accordance with the Laws of Guyana)