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THE WILDLIFE CONSERVATION ACT,
(CAP. 283)

REGULATIONS

(Made under section 12(4))

THE WILDLIFE CONSERVATION (WILDLIFE AND FOREST
CONSERVATION SERVICE) REGULATIONS, 2021

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GOVERNMENT NOTICE NO 589 published on 9/07/2021

THE WILDLIFE CONSERVATION ACT,
(CAP. 283)

REGULATIONS

(Made under section 12(4))

THE WILDLIFE CONSERVATION (WILDLIFE AND FOREST CONSERVATION
SERVICE) REGULATIONS, 2021

PART I
PRELIMINARY PROVISIONS

Citation	1. These Regulations may be cited as the Wildlife Conservation (Wildlife and Forest Conservation Service) Regulations, 2021.
Application	2. These Regulations shall apply to all Officers and Rangers who perform or discharge duties in the Wildlife and Forest Conservation Service.
Interpretation	3. In these Regulations, unless the context otherwise requires-
Cap. 283	“Act” means the Wildlife Conservation Act; “Commanding Officer of the work station” means the head of a work station; “Conservation Commissioner” has the meaning ascribed to it under the Act; “General Orders” means the General Orders of the Service issued by the Minister in accordance with the Act; “member of the Service” means a person enlisted or appointed to the Service; “Ministry” means the Ministry responsible for wildlife, forest and bee resources; “Minister” means the Minister responsible for wildlife, forest and bee resources;

- “Officer” means a Conservator or Commissioner;
- “Paramilitary Coordination Division” means a division within the Ministry responsible for coordination of the operations of the Service;
- “Permanent Secretary” means the Permanent Secretary responsible for wildlife, forest and bee resources;
- “Ranger” means a Conservation Ranger of the rank of or below Principal Conservation Ranger;
- “recruit” means a person undergoing military basic training in the Service before enlistment or appointment;
- “Service” means the Wildlife and Forest Conservation Service established under the Act;
- “Unit” means the Tanzania Wildlife Management Authority, Tanzania National Parks, the Ngorongoro Conservation Area Authority or the Tanzania Forest Services Agency;
- “working gears” means essential equipment issued to members of the Service to facilitate the accomplishment of daily duties;
- “work station” means Units’ headquarters, Zones’ Headquarters, protected areas, forest, plantations, beekeeping and tree seeds stations, liaison offices and any other station as may be determined from time to time; and
- “Zonal Conservation Commander” means the head of a Zone.

PART II

ADMINISTRATION OF THE SERVICE

Composition and
coordination of
Service

4.-(1) The administration of the Service shall be vested in the Conservation Commissioners who shall, in the discharge of their duties in relation to the Service, be under the Permanent Secretary.

(2) The Service shall consist of four Units namely-

- (a) Ngorongoro Conservation Area Authority;
- (b) Tanzania National Parks;
- (c) Tanzania Wildlife Management Authority;
- and
- (d) Tanzania Forest Services Agency.

(3) The coordination of the Service shall be vested in the Paramilitary Coordination Division which shall consist of various sections as the circumstances may require.

(4) The Paramilitary Coordination Division shall comprise members from each Unit of the Service and shall be under a Director appointed by the Permanent Secretary among the members of the Service.

(5) The Director appointed under subregulation (4) shall be of the rank of Assistant Conservation Commissioner or above.

Identification of Service

5. The Service shall be identified through its logo, flag, anthem, plate numbers and any other form of identification as prescribed in the General Orders and as may be approved from time to time by the Permanent Secretary after consultation with the relevant authorities.

Identity card

6. There shall be an identity card approved by the Ministry to be issued to the members of the Service in the form prescribed in the General Orders.

Ranks and seniority

7.-(1) Members of the Service shall be categorized as Officers and Rangers.

(2) Members of the Service shall be donned with ranks as prescribed in the General Orders.

(3) The Service shall consist of members who have ranks in the following order of seniority-

(a) Officers, who shall include:

- (i) Conservation Commissioner;
- (ii) Deputy Conservation Commissioner;
- (iii) Senior Assistant Conservation Commissioner;
- (iv) Assistant Conservation Commissioner;
- (v) Principal Conservator;
- (vi) Senior Conservator ;
- (vii) Conservator I;
- (viii) Conservator II;
- (ix) Conservator III;

- (x) Assistant Conservator; and
- (b) Rangers, who shall include:
 - (i) Principal Conservation Ranger I;
 - (ii) Principal Conservation Ranger II;
 - (iii) Senior Conservation Ranger;
 - (iv) Conservation Ranger I;
 - (v) Conservation Ranger II;
 - (vi) Conservation Ranger III.

(4) Members of the Service shall observe seniority within and among themselves as prescribed in the General Orders.

Deployment and
zoning of
Service

8.-(1) The Service shall be deployed in and outside protected areas in such Zones as may be determined by the Conservation Commissioner of the respective Unit.

(2) Each Zone shall, where applicable, be under the supervision of the Zonal Conservation Commander.

(3) Each Zone shall be divided in the core thematic sub-zones in accordance with the structure of the respective Unit.

Transfer of
members of
Service

9.-(1) Transfers of the Officers and Rangers from one Work Station to another within the Unit may be effected upon approval by the Conservation Commissioner.

(2) Transfers of Officers and Rangers from one Unit to another shall be approved by the Permanent Secretary based on the recommendations by the Conservation Commissioner of the respective Unit.

(3) Transfer procedures, entitlements and other matters related thereto shall be as prescribed in the General Orders.

Special sections

10. There shall be special sections to support operations of the Service as prescribed in the General Orders.

Cooperation and
relationship
within and
outside Service

11.-(1) Each Unit shall establish and maintain collaborative mechanism with other Units in performing its duties and functions under the Act.

(2) The Service shall maintain good working relationship and cooperation with military, paramilitary and other related institutions for the aim of achieving Service objectives.

PART III
RECRUITMENT PROCEDURES AND ENLISTMENT

Recruitment of
members of
Service

12.-(1) A person shall, before joining the Service, undergo basic military training.

(2) Before joining the basic military training referred to under subregulation (1), such person shall undergo-

- (a) medical examination by a designated Government medical officer; and
- (b) vetting as shall be prescribed in the General Orders.

(3) All Units shall maintain a uniform recruitment process in accordance with these Regulations and the General Orders and shall submit their annual recruitment plan to the Paramilitary Coordination Division.

(4) In selecting employees, Units shall ensure that the persons employed are-

- (a) Tanzanian citizens aged between-
 - (i) 18 and 25 years for Conservation Rangers; and
 - (ii) 18 and 30 years for Conservators;
- (b) examined and certified by a Government Medical Officer as being physically fit to serve in the Service;
- (c) of good character;
- (d) without a criminal conviction record; and
- (e) literate in Kiswahili or English.

(5) The Conservation Commissioner may, where sufficient reasons exist, dispense with any qualifications in respect of any particular candidate.

(6) A person who has been dismissed or terminated from the military, Police Unit, Prisons Service or any other auxiliary police Unit or private security firms shall not be recruited in the Service.

Military training
institutes or field
training centres

13.-(1) The Permanent Secretary shall, upon recommendation by the Paramilitary Coordination Division, approve suitable training institutes or field training centers

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where persons employed by the Service shall undergo basic military training.

(2) The formal attestations of recruits shall be in the form as prescribed in the General Orders.

Entry rank

14.-(1) All persons recruited to the Service shall, upon successful completion of the recruit course, attain the rank of Conservation Ranger III.

(2) All recruits who applied for posts requiring bachelor degree or diploma qualifications shall, after successful completion of the recruit course, serve in the rank of Ranger III for the period of one year during which they shall be under probation.

(3) All recruits referred to under subregulation (2) shall, after successful completion of the probation period, attend a promotional course and assume their respective titles as prescribed in the General Orders.

(4) All recruits who applied for posts requiring Certificate qualifications shall, after successful completion of the recruit course, be on a one-year probation as Conservation Ranger III.

Completion of
entries in
Service register

15.-(1) The Commanding Officer of the approved training institute or field training center shall, on arrival of the recruits at the training institute or field training center, prepare two copies of each recruit's personal file and complete the relevant entries regarding medical examination and attestation.

(2) The Commanding Officer of the approved training institutes or field training centers shall, on completion of the recruits training, send one copy of the personal file to the respective recruit's Conservation Commissioner and one copy to the recruit's work station.

Recruits up keep
allowance

16. All recruits shall be entitled to up keep allowance as may be determined from time to time.

Medical services

17. All recruits shall be entitled to free medical services which shall be covered by their respective Units.

GN No. 589 (Contd)

Enlistment and
appointment

18.-(1) Upon successful completion of training, the Conservation Commissioner may enlist the recruits into their respective Units as Conservation Ranger III.

(2) Recruits who applied for the posts requiring qualification of certificate may, upon successful completion of twelve months probation period, be appointed to the rank of Conservation Ranger III on permanent and pensionable terms subject to good performance and conduct.

(3) Recruits who applied for the posts requiring qualification of diploma may, upon successful completion of twelve months probation period and attendance of Junior Ranger Leadership Course, be appointed to the rank of Conservation Ranger II on permanent and pensionable terms subject to good performance and conduct.

(4) Recruits who applied for the posts requiring qualification of bachelor degree may, upon successful completion of twelve months probation period and attendance of Basic Officers Course, be appointed to the rank of Assistant Conservator on permanent and pensionable terms subject to good performance and conduct.

Declaration
upon joining
Service

19.-(1) All enlisted members of the Service shall, upon joining the Service, make and sign a declaration before the Conservation Commissioner in Form No. 1 as set out in the First Schedule to these Regulations.

(2) All enlisted members of the Service shall, after signing a declaration in accordance with subregulation (1), be issued with a Service number, uniforms and working gears as prescribed in the General Orders.

Promotions of
members of
Service

20.-(1) An Officer or Ranger may be promoted to the next rank upon successful completion of the relevant promotional course.

(2) Without prejudice to the provisions of subregulation (1), in deciding the promotion of an Officer or Ranger, the appointing authority shall among other things consider the following:

- (a) availability of vacancy and budget;
- (b) good conduct;

- (c) academic and professional knowledge;
- (d) aptitude for command;
- (e) good temper;
- (f) good manners;
- (g) sobriety;
- (h) displayed qualities of leadership;
- (i) superior intelligence;
- (j) courtesy towards the general public;
- (k) zeal; and
- (l) efficiency in the discharge of Service duties.

(3) Promotion procedures and other matters related to promotions shall be as prescribed in the General Orders and approved schemes of Service.

Retirement

21.-(1) An Officer or Ranger may retire voluntarily at the age of 55 years or more and compulsorily at the age of 60 years:

Provided that, an Officer or Ranger shall not be allowed to retire voluntarily where there are pending disciplinary proceedings against him.

PART IV

RIGHTS, POWERS AND DUTIES OF MEMBERS OF THE SERVICE

Provision of uniforms

22.-(1) A member of the Service shall be issued with a Service crown and uniform as prescribed in the General Orders.

Cap. 410

(2) Uniforms shall be procured at the expense of the respective Units as per the Public Procurement Act.

(3) The Paramilitary Coordination Division shall ensure that the special marks and the colours of the uniforms are protected under the relevant laws.

Leave

23. Leave arrangements and entitlements for members of the Service shall be as stipulated in the General Orders.

Members of Service not to engage in other

24. A member of the Service shall not, during the subsistence of his employment, engage in any other remunerated

employment employment whatsoever.

Extension of
service in case
of emergencies

25. Notwithstanding any other provision in these Regulations, a member of the Service whose contract of service expires during a state of emergency may be retained and his service extended for such further period, and such extension of service shall terminate not later than six months from the cessation of such state of emergency, as the Conservation Commissioner may direct.

Discharge

26. A member of the Service may be discharged by the respective Conservation Commissioner at any time-

- (a) if he is certified by a Government Medical Officer to be mentally or physically unfit for further service;
- (b) on reduction of the size or restructuring of the Service;
- (c) upon completion of Service; and
- (d) upon termination on any ground.

Surrender of
working gear

27.-(1) A member of the Service shall, upon being discharged from the Service, return uniforms and all working gears supplied to him or entrusted to his care to the Commanding Officer of the work station.

(2) A discharged member of the Service who fails to return any working gear pursuant to subregulation (1) shall be charged in accordance with the Firearms and Ammunition Control Act or other relevant laws and upon conviction, he shall be liable to imprisonment for a term not exceeding two years in case of accoutrements.

Cap. 223

Training of
members of
Service

28.-(1) There shall be two categories of training, namely-

- (a) military training; and
- (b) academic training.

(2) Military training shall be conducted in the manner prescribed in the training syllabus and General Orders and shall comprise of-

- (a) a six month recruit training which shall be conducted to persons who are joining the Service;
- (b) leadership training which shall be conducted to

the members of the Service for the period ranging from two to four months depending on their ranks.

(3) Academic training shall be categorized into short term and long term training in the manner prescribed in the General Orders and training program.

(4) A member of the Service attending any training shall be entitled to relevant allowances as prescribed in the General Orders.

Duties and
functions of
members of
Service

29.-(1) A member of the Service shall be deemed to be on duty at all times and shall be responsible for conservation, management, utilisation and protection of wildlife, forest and bee ecosystem and resources.

(2) Without prejudice to the generality of subregulation (1), a member of the Service shall-

- (a) promptly respond to any arising crisis as shall be described in the General Orders;
- (b) promptly obey and execute all lawful commands, orders and warrants issued to him;
- (c) collect and communicate to his superior officers intelligence information affecting the protection of wildlife and forest;
- (d) take all steps necessary to prevent the commission of offences related to wildlife, forest, bee resources and any other offences;
- (e) detect and bring offenders to justice;
- (f) apprehend all persons whom he is legally authorised to apprehend and for whose apprehension sufficient ground;
- (g) provide education on wildlife, forest and bee ecosystem and resources;
- (h) supervise the utilization of wildlife, forest and bee ecosystem and resources;
- (i) provide general security in protected areas; and
- (j) conduct forensic investigation.

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General powers
of members of
Service

30.-(1) A member of the Service shall, in performing his duties, exercise such powers as provided under the Act and any other relevant laws.

Cap. 322

(2) An Officer shall, in carrying out his functions under these Regulations, exercise such powers as are conferred upon the rank of Assistant Superintendent of Police and above in the order of seniority according to the Police Force and Auxiliary Services Act.

PART V

CONDUCT OF INVESTIGATION BY THE SERVICE

Establishment of
investigation
section

31. There shall be established an investigation section in each Unit of the Service which shall be responsible for-

- (a) investigating any crime related to wildlife, forest and bee resources;
- (b) examining the evidence in depth and presenting findings to the Service's decision makers or in court of law;
- (c) conducting crime scene investigation, administering first aid, conducting preliminary investigations, gathering evidence, obtaining witnesses and effecting arrests;
- (d) testifying as a witness in court;
- (e) interviewing persons with complaints, conducting inquiries and making proper disposition or directing them to proper authorities;
- (f) ensuring that suspects are properly guarded and their evidences are well preserved;
- (g) acting as a custodian of personal property and evidence being held for court presentation;
- (h) maintaining records of properties, evidence, automobiles and other related items held or impounded;
- (i) searching for and preserving evidence, when assigned to investigate crimes;
- (j) questioning suspects and witnesses;
- (k) maintaining surveillance over persons and places suspected of illegal activities;

- (l) collecting evidence on various crimes;
- (m) executing arrest warrants and testifying in the courts of law;
- (n) conducting interviews on suspects and witnesses when obtaining information on various illegal acts; and
- (o) preparing reports, record keeping and filling in forms which are related to their investigation work.

Conduct of investigation

32. The procedures governing the conduct of investigation shall be stipulated in the General Orders.

PART VI STORAGE, ISSUANCE AND HANDLING OF ARMS AND AMMUNITION

Arms and ammunition

33.-(1) The Paramilitary Coordination Division shall be responsible for acquisition of arms and ammunition.

Cap. 223

(2) All matters relating to storage, issuance and handling of arms and ammunition shall be as provided for in this Part, General Orders, Operational Manuals, Firearms and Ammunition Control Act and any other relevant law.

Armouries

34.-(1) All arms and ammunition shall be kept in the work station armouries which shall be securely locked at all times.

(2) Each armoury door shall have two different lock systems and the keys of each lock system shall be handled separately by a different armourer.

(3) Each armoury lock system shall have duplicate keys which shall be kept and adequately secured by the Zonal Conservation Commander and Conservation Commissioner.

(4) All ammunition shall be stored in locked containers or metal boxes bolted or cemented to the floor.

Division of arms and ammunition

35.-(1) Arms and ammunition kept in the work stations shall be categorised into-

- (a) "reserved stock" which shall consist of all

those arms and ammunition on work station which are not in day to day use;

- (b) “working stock” which shall consist of the small quantity of arms and ammunition required for daily use.

(2) Reserved and working stock shall be stored separately in different compartments within the armouries.

(3) Reserved stock compartment of the armoury shall be kept closed at all times and its keys shall be kept by the Commanding Officer of the work station.

Issuance of arms
and ammunition

36.-(1) The armourer shall be responsible for issuance and receipt of all arms and ammunitions to and from the armouries.

(2) Notwithstanding subregulation (1), no arm or ammunition shall be issued from the armoury without written authorisation of the Commanding Officer of the work station.

(3) The armourer shall, in issuing and receiving arms and ammunition, ensure the following:

- (a) every arm or ammunition issued or returned is recorded in the armoury register which shall be signed by the armourer and the person to whom the arm or ammunition is issued; and
- (b) every issuance or return of arms and ammunition in bulk is recorded in the armoury register which shall be signed by the armourer and the senior member of the party to whom the arms are issued.

(4) Where there is a state of emergency and the original keys cannot be found, the duplicate keys shall be obtained from the Zonal Conservation Commander and the original lock systems shall be changed immediately.

(5) In any case where the provision of subregulation (4) is invoked, a report explaining why the action was necessary shall be sent immediately to the respective Zonal Conservation Commander who shall within twenty four hours report to the Conservation Commissioner.

Safe custody of
arms and
ammunition

37.-(1) A member of the Service shall have the right to possess and use suitable and appropriate firearms and ammunition in the manner provided for under the Act and the General Orders.

(2) A member of the Service issued with arms and ammunition shall-

- (a) ensure that such arms and ammunition are properly handled and used in accordance with the procedures laid down in the Act and General Orders;
- (b) be responsible for safe custody of such arms and ammunition until such time as they are returned to the armoury;
- (c) report at once for immediate inquiries to the Commanding Officer of the work station any theft or damages to the armouries;
- (d) immediately report to the Commanding Officer of the work station the loss, damage or accidental discharge of arms or ammunition in the manner prescribed under regulation 38;
- (e) return the arms and ammunition immediately after use; and
- (f) not take arms to his quarters or place of residence unless authorised by the Commanding Officer of the work station.

Loss, damage or
accidental
discharge of
arms and
ammunitions

38.-(1) A member of the Service who loses, damages or accidentally discharges arms or ammunition shall immediately report to the Commanding Officer of the work station.

(2) The Commanding Officer of the work station shall immediately report the incident to the Zonal Conservation Commander who shall immediately report the same to the Conservation Commissioner.

(3) The Conservation Commissioner shall, within seven days after receiving a report of the incident, form an inquiry committee for the purposes of inquiring into the incident and advising him accordingly.

Responsibility of
Commanding
Officer of work
station

39. The Commanding Officer of the work station shall be personally responsible for the safe custody of trophy, maintenance and proper issuance of all arms and ammunition in the manner prescribed in the General Orders.

PART VII
CODE OF ETHICS AND CONDUCT FOR MEMBERS OF THE
SERVICE

Code of Ethics
and Conduct

40. Members of the Service shall comply and adhere to the Code of Ethics and Conduct prescribed in the Second Schedule to these Regulations.

Abuse of
position

41.-(1) A member of the Service shall not use his official position for-

- (a) personal or financial gain;
- (b) obtaining privileges not otherwise available to him, except in the performance of his duties;
- (c) avoiding legal consequences of his acts.

(2) A member of the Service shall not lend his identification card to other persons.

Relations among
members of
Service

42. A member of the Service shall-

- (a) not behave disrespectfully or use threatening, insulting or abusive language towards other members;
- (b) not draw or lift any weapon, use violence against, strike or attempt to strike, intimidate, sexually confront or harass any other member of the Service;
- (c) behave in a professional and respectful manner while discharging official duties;
- (d) not join or be associated with any organisation or movement of a political nature, nor may he remain or become a member of any association or society, except one whose activities are exclusively sporting,

recreational, educational, artistic, social or professional;

- (e) not disclose any information regarding the Service without prior permission from the Conservation Commissioner of the respective Unit.

Conflict of interest

43.-(1) A member of the Service shall ensure that no conflict of interest arises or appears to arise between his public duty and private interests, nor shall he engage in any business, transaction or professional activity or incur any obligation of any nature which is in conflict with his official duties.

(2) A member of the Service shall, where there is a conflict of interest, declare his interest in writing to the Conservation Commissioner.

Breach of Code of Ethics and Conduct

44.-(1) A member of the Service who breaches the Code of Ethics and Conduct shall be deemed to commit a disciplinary offence.

(2) Matters relating to termination, disciplinary offences, disciplinary authority, inquiries, disciplinary procedures and penalties shall be as provided in the General Orders.

PART VIII ALLOWANCES

Allowances for members of Service

45.-(1) There shall be allowances payable to members of the Service in such rates and manners as may be determined from time to time by the relevant authority.

(2) The types of allowances payable to members of the Service and their descriptions shall be as provided for in the General Orders.

FIRST SCHEDULE

(Made under regulation 19(1))

DECLARATION UPON ENLISTMENT TO THE SERVICE

I,, do solemnly and sincerely declare that I will be faithful and bear true allegiance to the United Republic of Tanzania, and that I will faithfully serve during my service in the Wildlife and Forest Conservation Service of Tanzania and shall obey all orders of the President, the Conservation Commissioner and of my superiors, and subject myself to all laws in the Service or which may from time to time be in service.

.....
(Signature of member of the Service)

Declared at, thisday of, 20.....

Before me:
Conservation Commissioner

SECOND SCHEDULE

(Made under regulation 40)

CODE OF ETHICS AND CONDUCT FOR MEMBERS OF THE SERVICE

1. Ethical Conduct and Behaviour

Each member of the Service shall, in order to ensure efficient and respect of the Service, behave and conduct himself in the following manner:

- (a) pursue excellence;
- (b) loyalty;
- (c) integrity;
- (d) respect of law;
- (e) proper use of official information;
- (f) impartiality;
- (g) accountability;
- (h) honesty;
- (i) patriotism; and
- (j) diligence.

2. Integrity and Values for Members of the Service

- (1) A member of the Service shall be committed to-
 - (a) serve the general public including advancement of public interest;
 - (b) act ethically and with integrity;
 - (c) be fair, impartial and accountable;
 - (d) strive for excellence in work, being tenacious and professional in carrying out the functions of the Service; and
 - (e) respect colleagues and working collaboratively.
- (2) A member of the Service shall, by accepting enlistment with the Service, be obliged to be aware of and comply with this Code.
- (3) A member of the Service shall not engage in personal or professional conduct that may bring the Service into disrepute.
- (4) A member of the Service shall abide with secrecy and confidentiality of work of the Service.

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- (5) A member of the Service who is seconded from other institutions shall have an equal responsibility to abide by the standard and behaviour outlined in this Code.
- (6) A member of the Service shall be continually alert to his individual employment obligations to ensure that he acts ethically, responsibly and productively.

3. Obligations of Members when Outside the Unit

- (1) The member of the Service shall, where he has been offered and intends to accept a position with close or sensitive links to the work he performs for the Unit, consult his supervisor as soon as possible so that any conflict or potential conflict of interest can be managed.
- (2) Where the member leaves the Unit to work elsewhere he shall be obliged to-
 - (a) respect the confidentiality of information that he has obtained in the course of performing his work; and
 - (b) respect the Unit's intellectual property rights and material produced by the Unit.
- (3) A member of the Service shall not, when he ceases to work with the Unit, take any in-house resources such as manuals, processes and materials produced or downloaded information unless authorized.

4. Gifts, Benefits or Bribes

- (1) A member of the Service shall not solicit any money, gift, benefit or accept any offer of money or in kind.
- (2) A member of the Service shall exercise sound judgement when deciding whether or not to accept a gift or other benefit.
- (3) A member of the Service shall decline any offer from an individual or organisation he knows to be subject of an investigation by the Unit, or the subject of a complaint or report to the Unit.
- (4) A member of the Service may accept an official gift which relates to the work of the Unit, such gifts may include calendar, diaries, pens and such other related items.
- (5) A member of the Service may accept a gift, travel or hospitality only if it is of a token nature and subject to the Public Leadership Code of Ethics Act, Cap. 398.

GN No. 589 (Contd)

- (6) A member of the Service shall ensure that records of any gift or other benefits of more than nominal value that have been offered or received are kept and he shall inform his supervisor in writing as soon as possible if such an event occurs.
- (7) A Public register of gifts and other benefits should be maintained by the Commanding Officer of the work station.

5. The Use of Service Information

- (1) A member of the Service shall, where he believes that disclosure of information is necessarily justified, document the details of that information and the reasons for the disclosure-
 - (a) that material shall be submitted to the respective Commanding Officer;
 - (b) information may be disclosed if the respective Commanding Officer certifies in writing that it is necessary in the public interest to do so,Provided that-
 - (i) it does not harm another person;
 - (ii) it does not interfere with the integrity of an investigation or otherwise reduce the effectiveness of the Service,
 - (iii) the member shall not use such information to gain a personal or commercial advantage for himself or another person.
- (2) When handling sensitive information, a member of the Service shall-
 - (i) abide by the Government Security of Sensitive Material Policy,
 - (ii) exercise caution and sound judgement in discussing such information with any person.
- (3) A member of the Service shall, at all times, maintain Service records, documents and information. The member shall not remove from the Unit premises any record, documents and information except in accordance with the Service Security Policies and Procedures.

6. Reporting of Suspicious Misconduct

- (1) A member of the Service shall not engage in any conduct that violates the laws relating to conservation of wildlife, forest or bee ecosystems.
- (2) A member of the Service shall report promptly of any instance of corrupt conduct and violation of laws relating to conservation of wildlife, forest or bee ecosystems.

7. Enforcement of the Code of Conduct

- (1) The Conservation Commissioner shall, in exercising appropriate levels of leadership, management and supervision, ensure that the members under his control understand their duties, knows what expectations are placed upon them and that their performance is continually reviewed.
- (2) A breach of this Code shall lead to disciplinary action.

Dodoma,
2nd July, 2021

DAMAS DANIEL NDUMBARO
Minister for Natural Resources and Tourism