

# ACT

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## THE NATIONAL YOUTH SERVICE ACT, 2016

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SIGNED this 7th day of March, 2016.

DR. ERNEST BAIKOROMA,  
*President.*

LS

No. 4



Sierra Leone

2016

**The National Youth Service Act, 2016**

Short title.

**Being an Act to establish the National Youth Service and to  
provide for other related matters**

[ ] Date of commencement.

ENACTED by the President and Members of Parliament in this  
present Parliament assembled.

**PART I—PRELIMINARY**

Interpretation. **1.** In this Act, unless the context otherwise requires -

“Chairman” means the Chairman of the Board;

“members” means members of the Board ;

“Executive -Director” means the Executive -Director of the National Youth Service appointed under section 18 ;

“Minister” means the minister responsible for youth affairs and "Ministry” shall be construed accordingly;

“Service” means the National Youth Service established under section 2;

“service scheme” means the National Youth Service scheme that service participants undertake for a period of one year;

“service corps” means graduates who are enlisted in the National Youth Service scheme;

“graduates” means Sierra Leonean college or university graduates who obtain their degrees at the end of each academic year and are below the age of thirty five years .

**PART II—ESTABLISHMENT OF SERVICE**

Establishment of Service. **2.** (1) There is hereby established a service to be known as the National Youth Service .

(2) The Service shall be a body corporate having perpetual succession and capable of acquiring, holding and disposing of any property, whether movable or immovable and of suing and being sued in its corporate name and subject to this Act, of performing all such acts as bodies corporate may by law perform.

**3.** (1) The Service shall have a common seal, the affixing of which shall be authenticated by the signatures of— Common seal.

(a) the Chairman or other member of the Board generally or specifically authorized by the Board for that purpose; and

(b) the Executive-Director or other officer of the Service authorized by the Board for that purpose.

(2) Every document purporting to be an instrument executed or issued by or on behalf of the Service and to be sealed with the common seal of the Service authenticated in the manner stated in subsection (1) shall be deemed to be so executed or issued without further proof, unless the contrary is proved.

(3) In appropriate cases, the seal may be affixed to documents outside of Sierra Leone.

**4.** (1) The governing body of the Service shall be a Board Members of Board. which shall consist of the following members—

(a) the Chairman;

(b) the Director of Youth Affairs ;

(c) the Financial Secretary;

(d) the Commissioner of Labour;

(e) the Chief Education Officer;

(f) the Chief of Defence Staff;

(g) the Inspector-General of Police;

(h) the Secretary-General Sierra Leone Chamber of Commerce;

- (i) the Chairman National Commission for Persons with Disabilities;
- (j) the Chairman Tertiary Education Commission;
- (k) Director of Local Government;
- (l) the Commissioner National Youth Commission;
- (m) President of the National Union of Sierra Leone Students;
- (n) Chairman of National Youth Council;
- (o) The Head Inter-religious Council;
- (p) Chairman Council of Paramount Chiefs;
- (q) Two persons with knowledge and practical experience in matters relevant to the functions of the Service appointed by the President; and
- (r) the Executive-Director.

(2) The Chairman shall be appointed by the President on the recommendation of the Minister subject to the approval of Parliament from among persons with knowledge and practical experience in matters relevant to the functions of the Service.

(3) The Executive -Director shall be the Secretary to the Board.

**5.** (1) The Chairman and members referred to in paragraph (q) of section 4, shall hold office for three years and shall be eligible for re-appointment for not more than one term.

Term of office of members.

(2) A person shall cease to be a member of the Board on any of the following grounds:-

- (a) inability to perform the functions of his office by reason of infirmity of mind or body;
- (b) proven misconduct ;
- (c) if he becomes bankrupt or insolvent;
- (d) if he is convicted of an offence involving fraud or dishonesty;
- (e) if he fails to attend three consecutive meetings of the Board without reasonable cause;
- (f) if he resigns by written notice to the Minister
- (g) if he ceases to be an employee of the organisation of which he is a representative;
- (h) if he dies

(3) Where a vacancy occurs in the membership of the Board, a replacement shall be appointed who shall hold office for the remainder of the term of the person replaced and shall subject to this Act be eligible for reappointment.

**6.** The Chairman and the other members of the Board shall be paid such remuneration, fees and allowances and shall be reimbursed by the Service for any expenses incurred in connection with the discharge of their functions as the Board may determine, subject to the approval of the Minister. Remuneration of Members.

**7.** (1) Subject to this Act, the Board shall have the control and supervision of the Service. Functions of Board.

(2) Without prejudice to the generality of subsection (1) it shall be the function of the Board to-

- (a) provide policy guidance and advice to the Ministry and the National Directorate that will ensure the efficient implementation of the functions of the Service and enhance the overall performance of the Service;
- (b) monitor and evaluate the implementation of plans and programs of the Service and make recommendations for its improvement;
- (c) approve budgeted funding for the activities undertaken by the Service;
- (d) identify, undertake and administer investments on behalf of the Service;
- (e) develop guidelines for selection of participants
- (f) advice the Minister on matters relating to the service.

Meetings of board.

8. (1) The Board shall meet for the discharge of its business at least once every three months at such times and places as the Chairman may decide.

(2) A special meeting of the Board shall be convened by the Chairman at the written request of not less than one third of the members of the Board to be held at such time and place as the Chairman may decide.

(3) The Chairman shall preside at meetings of the Board at which he is present and in his absence a member elected by the members present from among their number shall preside.

(4) Each member shall have one vote but where there is equality of votes, the Chairman or other member presiding shall have a casting vote.

(5) All acts, matters or things authorized or required to be done by the Board shall be decided at a meeting where a quorum is present and the decision is supported by the votes of the majority of the members.

(6) The quorum for a meeting of the Board shall be eleven members.

(7) The Board may co-opt any person to attend and participate in its deliberations on any matter but such person shall not vote on any matter for decision by the Board.

(8) Subject to this Act, the Board shall regulate its own procedure

9. (1) Any member or employee of the Service having a Disclosure of personal interest whether pecuniary or otherwise, direct or indirect interest in any matter to be considered by the Board, shall disclose the fact of such interest and the nature thereof, and such disclosure shall be recorded in the minutes of the Board and such member shall take no part in any deliberation or discussion of the Board relating to such matter.

(2) A member who contravenes subsection (1) shall be guilty of misconduct and liable to be removed from the Board

10. (1) The Board may, for the discharge of its functions, Committees appoint one or more committees to perform such functions as the of Board. Board may determine.

(2) A committee shall consist of members of the Board or non-members or both as the Board may determine.

11. Subject to this Act, the Service shall not be subject to the Independence direction or control of any person or authority in the selection and of Service. placement of participants.

PART III—FUNCTIONS OF SERVICE AND OTHER RELATE PROVISIONS

12. (1) The object for which the Service is established is to Functions of train graduates to serve the nation. Service.

(2) Without prejudice to the generality of subsection (1), it shall be the function of the Service to—

- (a) generate national consciousness and discipline in service corps by instilling in them a tradition of patriotism, loyalty, integrity, duty and service to the nation;
- (b) provide skills training and personal development programmes and activities for service corps;
- (c) initiate, plan, organize, fund, manage, administer and control programmes and activities for the development of service corps;
- (d) inculcate youth volunteerism and civil responsibilities among the service corps;
- (e) develop in the service corps the fortitude of mind and moral competence required for leadership;
- (f) enable the service corps to acquire the capacity to be self-reliant by encouraging them to develop skills for employment;
- (g) develop cross cultural integration among service corps;
- (h) do such other things so as to attain the object stated in subsection (1)

Minister. **13.** For the purposes of section 12, the Minister shall have the responsibility to—

- (a) build and sustain an enabling environment for the operations of the Service ;
- (b) oversee the proper implementation of this Act; and

- (c) formulate and review policy and its implementation accordingly;

**14.** (1) Without prejudice to the generality of subsection (1) of section 10 there is hereby established in each region a Regional Advisory Committee. Regional  
Advisory  
Committee.

(2) Each Regional Advisory Committee shall consist of the following members-

- (a) Provincial Secretary who shall be the Chairman;
- (b) Regional Military Commander;
- (c) Regional Board Member National Youth Commission;
- (d) Regional Chairman of National Youth Council;
- (e) Regional Youth Officer;
- (f) Resident Paramount Chief in the Regional Headquarter Town ;
- (g) one representative each from the following Institutions—
  - (i) ministry responsible for health;
  - (ii) ministry responsible for education;
  - (iii) ministry responsible for social welfare ;
  - (iv) ministry responsible for labour;
  - (v) Tertiary Education Commission; and
  - (vi) private sector appointed by the Board .

(3) Each Regional Advisory Committee shall oversee the general progress of the Service in the respective region and perform tasks assigned to it by the Board.

District  
Advisory  
Committee.

**15.** (1) Without prejudice to the generality of section 10, there is hereby established in each district a District Advisory Committee

(2) Each District Advisory Committee shall consist of the following members-

- (a) Senior District Officer who shall be the Chairman;
- (b) District Council Chairman;
- (c) Local Unit Commander of the Sierra Leone Police Force;
- (d) Local Military Contingent Commander of the Sierra Leone Armed Forces;
- (e) District Youth Officer ;
- (f) District Youth Council Chairman;
- (g) one representative each from the following Institutions-
  - (i) ministry responsible for health;
  - (ii) ministry responsible for education ;
  - (iii) ministry responsible for social welfare ;
  - (iv) ministry responsible for labour; and
  - (v) private sector appointed by the Board .

(3) Each District Advisory Committee shall oversee the general progress of the Service in the respective district and perform tasks assigned to it by the Board.

#### PART IV-NATIONAL DIRECTORATE

**16.** The Service shall have a National Directorate which shall be responsible for the day-to-day management of the Service.

National  
Directorate.

**17.** The National Directorate shall perform the following functions-

Functions of  
National  
Directorate.

- (a) draw up detailed training programmes;
- (b) mobilize resources to fund the Service;
- (c) maintain regular contact with national and international Universities and other development partners;
- (d) coordinate the work of Regional and District Offices.

**18.** (1) The National Directorate shall be headed by an Executive-Director who shall be appointed by the President after consultation with the Minister and subject to the approval of Parliament.

Executive  
Director.

(2) No person shall be appointed Executive-Director unless he has formal qualifications, extensive knowledge and experience relevant to the functions of the Service .

(3) The Executive Director shall be appointed for a term of five years and shall be eligible for reappointment for another term of five years.

(4) The Executive-Director shall not be removed from office except for reasons which would justify his removal from the Public Service.

(5) The Executive-Director shall be responsible to the Service for—

- (a) the day- to- day administration of the Service;
- (b) the submitting of reports, work programmes and budgets;
- (c) the arrangement of the business and the recording and keeping of the minutes of the meetings of the Service ;
- (d) the supervision and discipline of the other staff of the Service ; and
- (e) performance of such other functions as the Board may assign to him.

(6) The Executive -Director shall attend all substantive meetings and deliberations of the Board but shall not be entitled to vote.

Deputy  
Executive  
Director.

**19.** (1) The National Directorate shall have a Deputy Executive Director who shall be appointed by the President after consultation with the Minister subject to the approval of Parliament.

(2) No person shall be appointed Deputy Executive Director unless he has formal qualifications, extensive knowledge and experience relevant to the functions of the Service .

(3) The Deputy Executive Director shall be appointed for a term of five years from the date of appointment subject to renewal based on performance.

(4) The Deputy Executive -Director shall not be removed from office except for reasons which would justify his removal from the Public Service.

(5) The Deputy Executive Director shall assist the Executive Director in the performance of his duties.

**20.** (1) The National Directorate shall have the following Departments. departments—

- (a) finance and administration;
- (b) programmes, recruitment and training;
- (c) research, monitoring and evaluation;
- (d) communication department; and
- (e) any other department the Board deems necessary.

(2) The departments referred to in subsection (1) shall each be headed by a director.

**21.** (1) other staff of service shall be appointed on such terms and conditions as the Board may determine, for the efficient discharge of its functions under this Act. Other staff of Service.

(2) Public officers may be seconded or otherwise give assistance to the Service.

(3) The Service may engage the services of such consultants and advisers as it considers necessary for the efficient discharge of its functions.

Regional  
offices.

**22.** The Service shall establish regional and district offices in each provincial and district headquarter town.

#### PART V—FINANCIAL PROVISIONS OF SERVICE

Funds of  
Service.

**23.** The activities of the Service shall be financed by funds consisting of—

- (a) monies appropriated from time to time by Parliament for the purposes of the Service based on the estimated annual income and expenditure of the Service ;
- (b) income earned by the Service;
- (c) research grants, gifts or donations from any person or authority ; and
- (d) monies otherwise accruing to the Service in the course of its activities.

Accounts  
and audit.

**24.** (1) The Executive-Director shall receive on behalf of the Service all funds of the Service.

(2) The Service shall keep proper books of accounts and proper records in relation to the accounts and shall prepare within a period of three months after the end of each financial year a statement of its accounts in such form as the Auditor-General may direct.

(3) The books and accounts of the Service shall each year be audited by the Auditor-General or a firm of auditors approved by him and the report of the audit shall be submitted to the Board.

Annual  
report.

**25.** (1) The Executive-Director shall within three months after the end of each financial year, submit to the Board for approval an annual report of the activities , operations, undertakings, property and finances of the Service for that year.

(2) A copy of the annual report approved by the Board shall be sent to the Minister not later than four months after the end of the year to which the report relates and the Minister shall, as soon as possible, but not later than two months after the receipt of the report cause the report to be laid before Parliament.

(3) The financial year of the Service shall be the same as that of the Government.

#### PART VI—ENLISTMENT AND OTHER RELATED PROVISIONS

**26.** Subject to section 28 all college or university graduates shall be enlisted in the service scheme for a period of one year starting from the date specified in the call-up instrument. <sup>Compulsory service.</sup>

**27.** Prospective service participants shall fill out the form set out in the First Schedule. <sup>Form.</sup>

**28.** (1) Members of the Sierra Leone Armed Forces and Police Force shall be exempted from enlisting in the service scheme. <sup>Exemptions.</sup>

(2) The Board may exempt a graduate from enlisting in the service scheme on the following grounds;

- (a) medical reasons; and
- (b) graduates in disciplines that are not national development priority .

(3) The Board shall issue an exemption certificate duly signed by the Executive -Director to a graduate who is exempted from the service scheme under subsection (2).

**29.** (1) The Board may defer a college or university graduate's enlistment in the service scheme on the following grounds— <sup>Deferment.</sup>

- (a) medical;
- (b) graduates pursuing educationl opportunities abroad;
- (c) any other reasonable cause for deferment.

(2) The Board shall issue a letter of deferment to a graduate whose enlistment is deferred under subsection (1)

Pledge.

**30.** A service corp shall subscribe to the pledge set out in the Second Schedule.

Code of Conduct.

**31.** A service corp shall adhere to the code of conduct set out in the Fourth Schedule.

Register.

**32.** (1) The Executive -Director shall keep a register in which shall be recorded all the names of service participants.

(2) The register referred to in subsection (1) shall be known as the National Youth Service Register

Notice in Gazette.

**33.** The names of service corps for each service year shall be published in the Gazette.

Deployment.

**34.** Service corps shall be deployed in the public and private sectors in the following discipline-

- (a) agriculture;
- (b) fisheries and marine resources;
- (c) mining;
- (d) environment;
- (e) education;
- (f) health and sanitation;
- (g) social services and community development;
- (h) engineering;
- (i) surveying and mapping; and
- (j) any other sector or project as the Minister may determine.

**35.** (1) The Service shall take into consideration the place of origin and qualification of a service participant , vacancies in existence in any sector or region and national development priorities before deploying a youth in any sector. Criteria for development.

(2) A service corp shall not be deployed in his region and district of origin,

**36.** A training officer shall compile quarterly returns and reports on each service participant as set out in the Third Schedule. Evaluation report.

**37.** The Board shall issue to a service participant a certificate of national service on successful completion of the service. Certificate of National Service.

**38.** (1) A prospective employer shall request from a youth a copy of his certificate of national service issued under section 37, a copy of an exemption certificate issued under section 28 or a copy of a deferment letter issued under section 29. Production of certificate for employ-ment.

(2) A prospective employer who fails to request for the certificate of national service, certificate of exemption or deferment letter referred to in subsection (1) commits an offence and shall be liable on conviction to a fine of Le 15,000,000.00 or to imprisonment for a term of three years or to both the fine and imprisonment.

**39.** The Ministry responsible for labour shall collaborate with the service to provide placement opportunities for service participants. Collaboration.

**40.** (1) Ministries, departments and agencies shall factor into their annual budgets, allocations to support the service scheme. Obligation of public and private sector.

(2) Private sector institutions, non-governmental organizations and civil society organizations shall factor into their annual budgets, allocations to support the service scheme.

**41.** Any person aggrieved by any decision of the Service shall have the right to appeal to the Appeals Panel referred to in section 42 (1). Right of appeal.

Appeal  
Panel.

**42.** (1) There is hereby established an Appeals Panel for the purpose of hearing appeals against decisions of the Service made under this Act.

(2) The Appeals Panel shall consist of the following members—

- (a) the Permanent Secretary of the Ministry;
- (b) a representative of the Ministry responsible for Education not below the level of Deputy Secretary;
- (c) a representative of the ministry responsible for Labour not below the level of Assistant Commissioner;
- (d) a representative of the office of Ombudsman; and
- (e) a representative of the Attorney-General and Minister of Justice .

#### PART VII—OFFENCES

Failing to  
report.

**43.** Any service corp who fails to report for service in the manner directed by the National Directorate commits an offence and shall be liable on conviction to a fine not less than five million Leones and not exceeding ten million Leones or to imprisonment for a term of one year or to both the fine and imprisonment.

Obtaining  
admission by  
fraud.

**44.** Any person who is not eligible to participate in the service scheme participates or attempts to participate commits an offence and shall be liable on conviction to a fine not less than five million Leones and not exceeding ten million Leones or to imprisonment for a term of two years or to both the fine and imprisonment.

**45.** A person who knowingly gives false information or submits false documents for the purposes of this Act commits an offence and shall be liable on conviction to a fine of not less than five million Leones and not exceeding ten million Leones or to imprisonment for a term of two years or to both the fine and imprisonment.

False  
information.

**46.** A person not being a service corp and wears the uniform of a service corps commits an offence and shall be liable on conviction to a fine not less than five million Leones and not exceeding ten million Leones or to imprisonment for a term of one year or to both the fine and imprisonment.

Wearing  
uniform.

**47.** Any person not being a service participant who—

- (a) is found in possession of any article which has been supplied to a service corp for the execution of his duty, or
- (b) without lawful authority manufactures, sells or supplies or offers to sell or supply any insignia used to indicate that a person is a service corp

Unlawful  
possession  
of articles  
supplied  
to service  
corps.

commits an offence and shall be liable on conviction to a fine not less than five million Leones and not exceeding ten million Leones or to imprisonment for a term of two years or to both the fine and imprisonment.

#### PART VIII—MISCELLANEOUS PROVISIONS

**48.** Any service corp who becomes a member of any trade union shall have his name automatically struck off from the service register.

Trade union  
prohibition.

**49.** Laws governing employers and employees shall not be applicable to service corps.

Labour laws  
not  
applicable.

**50.** The Minister may by statutory instrument make rules or regulations for the carrying out of the purposes of this Act.

Regulations.

**SCHEDULE**

**SECTION 27**

**FIRST SCHEDULE**

**NATIONAL YOUTH SERVICE APPLICATION FORM**

(to be completed in capital letters)

**PART 1**



**Photograph**

**(A) PERSONAL BIO DATA**

1. Name.....  
(surname followed by other names)

2. PLACE OF BIRTH:  
TOWN..... DISTRICT..... REGION.....

3. DATE OF BIRTH: DAY..... MONTH..... YEAR.....

4. MARITAL STATUS: MARRIED  SINGLE

5. DISTRICT OF ORIGIN.....

**(B) PARENTAGE (including foster/adopted)**

6. MOTHER'S NAME: .....  
(surname followed by other names)

7. MOTHER'S PLACE OF BIRTH: TOWN.....  
DISTRICT..... REGION.....

8. FATHER'S NAME:.....  
(surname followed by other names)

9. FATHERS PLACE OF BIRTH: TOWN.....  
DISTRICT..... REGION.....

**PART 2**

**EDUCATION**

**(A) PRIMARY**

PERIOD	SCHOOL	QUALIFICATION

**(B) SECONDARY**

PERIOD	SCHOOL	QUALIFICATION

**(C) COLLEGE / UNIVERSITY**

PERIOD	COLLEGE	QUALIFICATION

**(D) AREA OF SPECIALIZATION.....**

PART 3

(A) BRIEFLY EXPLAIN YOUR INTEREST IN THE NATIONAL YOUTH SERVICE

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

(B) DECLARATION

I solemnly declare that the above represents my true identity as a Sierra Leonean

.....  
**SIGNATURE OF APPLICANT**

SECOND SCHEDULE

SECTION 30

**THE NATIONAL YOUTH SERVICE PLEDGE**

I, .....  
**(Name of Service Member- surname followed by other names)**

Member of the National Youth Service, Batch no ..... hereby pledge to follow the leadership of those in authority and in particular, I shall:

Pursuance of our aspiration to build a united, peaceful, prosperous, just, free, great nation and of our motto **“improving youth productivity and promoting national integration and development”**:

At all times and places, think, act and speak first as a Sierra Leonean, regard fellow Sierra Leoneans as my compatriots;

Be proud of our motherland, appreciate and cherish the culture, traditions, arts, and languages of our nation;

Be prepared to serve and work honestly, faithfully, selflessly, effectively, transparently and courteously in any part of the country to which I am deployed and if need be pay the supreme sacrifice for our fatherland;

Not only genuinely identify myself with the problems and aspirations of the people of the areas in which I work, but also lawfully tackle difficulties and challenges in a disciplined and responsible manner;

Continuously strive to live up to the ideals of the National Youth Service during  
and after my service year  
so help me God

.....  
**Signature of Member**

NYS Call-up No. of Member.....  
District Registration No. of Member.....  
Sworn to at the National Youth Service Orientation Camp  
  
This..... Day of..... 20.....

BEFORE ME:  
.....  
**Commissioner of Oaths**

**THIRD SCHEDULE**                    SECTION 36

PART 1  
NYS FORM 2A

**NATIONAL YOUTH SERVICE ORIENTATION COURSE  
PERFORMANCE REPORT FORM**

(to be completed in capital letters)

**PART 1** (to be completed by member)

District.....Region ..... (Code nos.)

1. NYS CALL-UPNUMBER:.....
2. NAME:.....  
(surname followed by other names)
3. Qualification(s) with area of specialization:.....  
.....  
.....
4. District of Origin:.....
5. District of Deployment:.....
6. Period covered by report:.....

**PART II** (to be completed by squad/platoon instructors)

Notes:

- (i) **There are 10 headings under which members will be assessed.**
- (ii) **Maximum score under headings one to ten is 10.**
- (iii) **Scoring should be honest, objective and fair. It should be comparative and relative to the group of Members under study.**

**8. AWARD OF MARK****Excellent-10****Very good-8****Good-6****Fair-4****Poor-2**

Enter score for each item in the box following each

<b>ITEM</b>	<b>SCORE</b>
Appearance & Bearing: e.g. during parade, physical training and in camp generally	
Punctuality & Regularity: with what resolution does he tackle his work and physical exercise drills, language study, etc?	
Sense of Duty: Does he put service before other interest?	
Loyalty: With what assurance can he be relied upon for support even when orders run counter to his opinion?	
Initiative & Resourcefulness: Man O' War training Team Work: How good is his team work?	
Does he generate a wholesome influence on his colleagues at work?	
Command & Leadership: how firm and effective in bringing others under control?	
Discipline: How amenable to discipline?	
Emotional poise and self-control:	
Special contribution(s) made e.g. Cooking, games, Social Activities to the success of the orientation	
<b>TOTAL</b>	



4. Higher Institution(s) Attended with dates:

PERIOD	INSTITUTION	QUALIFICATION

- 5. Area of Specialization:.....
- 6. District of Origin:.....
- 7. Employer During Primary Assignment:.....
- 8. Community of Primary Assignment:.....
- 9. Type of Assignment:.....
- 10. Period covered by Report..... Batch..... From..... To:.....

**PART II** (to be completed by employer)

**Notes:**

- (i) Total mark obtainable is 100 and are allocated relative to the item being assessed.
- (ii) Scoring should be honest, objective and fair. It should be comparative and relative to the group of members under study.

**11. CATEGORIES OF FINAL MARKS AWARDED**

<b>Excellent</b> .....	<b>90% - 100%</b>
<b>V.Good</b> .....	<b>70% - 89%</b>
<b>Good</b> .....	<b>60% - 69%</b>
<b>Fair</b> .....	<b>40% - 59%</b>
<b>Poor</b> .....	<b>1% - 39%</b>

Enter score for each item in the box following each item

No.	Item	Score
1.	Punctuality	
2.	Regularity	
3.	Determination	
4.	Devotion to duty	
5.	Loyalty	
6.	Effectiveness	
7.	Initiative and Resourcefulness	
8.	Discipline	
9.	Teamwork	
10.	Reliability	
11.	Command & Leadership	
12.	Appearance and Bearing	
13.	Emotional Poise and Self Control	
14.	Special Contributions by the Service member	
-	<b>TOTAL SCORE</b>	
-	<b>PERCENTAGE</b>	



7. Period Covered by the Report:.....

**PART II** (to be completed by employer)

Important Notes:

- (i) There are 15 headings under which a member has to be assessed
- (ii) Maximum score under headings 1-15 for each type of Community Development Project (CDP) is 100.
- (iii) Scoring should be honest, objective and fair. It should be comparative and relative to the group of member.

8. **AWARD OF MARKS**

**Excellent**.....**90% - 100%**

**V. Good**.....**70% - 89%**

**Good**.....**60% - 69%**

**Fair**.....**40% - 59%**

**Poor**.....**1% - 39%**

Enter score for each item in the box following each item

No	Item	Score
1.	Punctuality	
2.	Regularity	
3.	Determination	
4.	Devotion to duty	
5.	Loyalty	
6.	Effectiveness	
7.	Initiative and Resourcefulness	
8.	Discipline	
9.	Teamwork	
10.	Reliability	
11.	Command & Leadership	
12.	Appearance and Bearing	
13.	Relationship with Others	
14.	Emotional Poise and Self Control	
15.	Special Contributions by the member	
	<b>TOTAL SCORE</b>	
	<b>PERCENTAGE</b>	



## 13. Remarks by the Executive Director

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**Name and Signature  
of Executive Director**

.....  
**Date**

**FOURTH SCHEDULE****SECTION 31****NATIONAL YOUTH SERVICE CODE OF CONDUCT**

After registration every service participant shall adhere to the following code of conduct :

**1. During period of orientation, all service participants shall–**

- (a) attend regularly, punctually and fully participate in all official engagements on the field, at lectures and all places of work;
- (b) not leave the orientation camp or be absent from any official activity without the written consent of the Principal Camp Inspector.
- (c) when absent from duties on account of illness, ensure that such absence is covered by an 'Excused from Duty Certificate' issued by the Medical Doctor on duty at the Camp.
- (d) not gamble within the premises of the Camp.
- (e) not possess or carry private firearms.

- (f) not smoke or chew any substance whilst on parade and at any other time, not smoke in a prohibited area, or litter prohibited area with cigarette butts or other related material.
  - (g) not drink or be found in possession of alcohol, on camp premises.
  - (h) not receive visitors in the camp except on weekends.
  - (i) not keep pets on Camp premises.
  - (j) wear the uniforms prescribed for various activities.
- (2) During period of primary assignment, all service participants shall–**
- (a) accept their assignment willingly;
  - (b) report for duty punctually and regularly;
  - (c) carry out assignment diligently;
  - (d) not leave their station or absent themselves from any official duty without the written approval of their head of department or institution, who must consult with the District coordinator of the Service prior to the issuance of such an approval;
  - (e) not engage in any unruly acts or insubordination in their place of work;
  - (f) not disclose or divulge any information obtained in the course of their duty to any person or authority not authorized to receive such information; and
  - (g) not ride a motor cycle without helmet.
- (3) During the period of Secondary assignment, all service participants shall–**
- (a) report punctually at their place of assignment; and
  - (b) work as efficient team players
- (4) Any service participant who contravenes any provision of this code of conduct shall be liable to the appropriate penalty as may be prescribed by the Directorate and endorsed by the Board.**

(5) **MEDICAL PROVISIONS** Any service participant who takes ill while on duty shall avail himself of treatment at the nearest Hospital or Health centre and on no account seek outside specialist treatment outside his station without prior referral by the local medical authority.

(6) **LEAVE OF ABSENCE**

- (a) except in the case of vacation leave granted as terminal benefit on completion of the Service, leave of absence shall be a privilege granted at the discretion of the District Coordinators in accordance with rules established by the Directorate of the Service;
- (b) subject to the exigencies of the Service, a service participant may be recalled from leave without prior notice;
- (c) leave of absence shall commence on the date specified in the letter approving such leave and the service participant shall be expected to report for duty on the date the leave terminates
- (d) on resumption of duty after leave, it shall be the duty of the service participant to acquaint himself with all instructions issued in his absence;
- (e) Where a service participant on leave requires medical attention, he shall report to the nearest public health facility and receive the available treatment on production of an identity card;
- (f) in the absence of any public health facility, the service participant shall avail himself of the services of a Private medical practitioner and obtain receipt for any expenses incurred which shall be forwarded to the Service alongside such medical report for reimbursement;

(7) **IDENTIFICATION**

Every service participant shall-

- (a) during the Service year carry on him/ the Service identity Card wherever he goes and shall on request present it to the appropriate authority ;
- (b) at the end of their service surrender the identification to the District Coordinator.
- (c) a service participant who fails to surrender his identification shall be liable to an appropriate punishment as may be prescribed by the Directorate.

(8) **MARRIAGE DURING SERVICE YEAR**

A service participant who wishes to obtain leave of absence for the purpose of performing a marriage ceremony shall do so at least three months prior to the date for such marriage.

(9) **MATERNITY LEAVE DURING SERVICE YEAR**

- (a) a service participant who gets pregnant during Service year shall proceed on a twelve week maternity leave, spanning six weeks prior to confinement and six weeks following confinement;
- (b) a service participant who delivers without due maternity break shall proceed on a twelve week maternity leave following such delivery;
- (c) no special allowance shall be paid to a service participant in lieu of maternity leave.

Passed in Parliament this *2nd day of February*, in the year of our Lord two thousand and sixteen.

IBRAHIM S. SESAY,  
*Clerk of Parliament.*

THIS PRINTED IMPRESSION has been carefully compared by me with the Bill which has passed Parliament and found by me to be a true and correct printed copy of the said Bill.

IBRAHIM S. SESAY,  
*Clerk of Parliament.*