

KOFORIDUA TECHNICAL UNIVERSITY

CODE OF CONDUCT

TABLE OF CONTENTS

SECTIONS			PAGE
A. Introduction			
○ Preamble	-	-	3
○ Purpose	-	-	4
○ Objectives	-	-	5
○ Definitions	-	-	6
B. Principles and Values	-	-	8
C. Policy Statements	-	-	10
D. Work Ethics	-	-	11
E. Ethical Underpinnings	-	-	18
F. Personal and Professional Responsibility	-	-	22
G. Teaching and Supervision	-	-	26
H. Examinations	-	-	29
I. Research and Publication	-	-	31
J. Procedures for Managing Breach of Code	-	-	32
K. Classification of Sanctions of Code	-	-	34
L. Specific Sanctions for Breach of Code	-	-	37

Document Number KTU01

Policy: **Code of Conduct**

Purpose: To guide staff members to identify and resolve issues of ethical conduct that may arise at the workplace.

Topic/sub topic: Staff-conduct

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References:

Code of Conduct, *University of Ghana*

Code of Conduct, *Kwame Nkrumah University of Science and Technology*

Labour Act, 2003, *Ghana*

Civil Service Code of Conduct, Ghana

Applicability

The code applies to these groups of people:

- i. Academic and non-academic staff of the Koforidua Technical University
- ii. Consultants, vendors and contractors when doing business with Koforidua Technical University
- iii. Individuals who perform services for the institution as volunteers and who assert an association with the Koforidua Technical University

Overview

This document covers the code of conduct principles that apply to all staff and individuals who enter into a relationship with Koforidua Technical University.

Scope

The policy applies across the institution, to all staff while acting in their official capacity.

SECTION A INTRODUCTION

SECTION A1 PREAMBLE

As members of the Koforidua Technical University community, all faculties, staff, students and affiliates are responsible for sustaining the highest ethical standards of the institution and of the broader community in which we function. The institution values creativity, determination, team work, commitment, integrity, honesty, innovation and fairness and strives to integrate these values into its teaching, research and business practices.

Koforidua Technical University is committed to demonstrating high standards of personal and professional conduct. These standards are outlined in this code of conduct and together establish the ethical framework within which all staff, members of boards and committees constituted within the institution operate.

The code of conduct is also a guide to staff, visitors and all others who transact business with the institution of the ethical standards they are expected to uphold in their engagement with the institution. The code applies to all of the institution's activities within Ghana or beyond, subject to the laws of Ghana and international law.

SECTION A2 PURPOSE

This Code of Conduct is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. The code enjoins the institution's community and its affiliates comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions, and as members of this community, are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

The code also provides an easy frame of reference for sanctions when breaches occur. It is intended to determine what conduct is expected and to help individuals determine behaviours that should be avoided.

SECTION A3 OBJECTIVES

The general objectives of this code are as follows:

1. Assist staff in dealing with ethical issues in ways that reflect the University's values and standards
2. Promote professionalism and excellence
3. Express shared assumptions and organizational values
4. Provide staff with guidance in ethical ambiguous situations
5. Communicate the institution's standards
6. Motivate staff to do the right things
7. Provide a statement on public accountability and corporate governance and,
8. Assist staff to meet minimum standards of conduct and integrity as presented in this Code of Conduct

Each member of the Koforidua Technical University must do the following:

- i. Promote the best interests of the institution
- ii. Foster the vision, mission and values of the institution
- iii. Preserve the public's respect and confidence in the institution
- iv. Exhibit personal integrity, and responsibility in all actions
- v. Provide an environment of mutual respect, impartiality and collaboration
- vi. Maintain confidentiality in all matters deemed confidential
- vii. Assure independence of judgment free from conflicting interests
- viii. Ensure that relationships that constitute or could be perceived as conflicts of interest are fully and properly disclosed and institution's guidelines are followed
- ix. Comply with the policies and procedures of the institution and applicable national laws and regulations
- x. Demonstrate prudent stewardship of the University's property and resources

While this code of conduct provides expectations and interpretation, additional guidance is found in other official documents of the institution

SECTION A4 DEFINITIONS

- i. The term ***policy*** is defined as the written regulations of the University as found in, but not limited to the code of conduct
- ii. ***Sanction*** is a penalty for the violation of the code of conduct
- iii. The term ***University premises*** includes all land, buildings, facilities and other property in the possession of and owned, used, or controlled by the University
- iv. A ***computer facility*** is any place where the institution makes one or more computers or one or more computer networks available
- v. ***Personal Information:*** Information about an identifiable individual that is not available in the public domain
- vi. ***Record management:*** The control and management of records to meet business, legal and regulatory requirements and compliance with standards governing professional practice. It is business imperative, a corporate responsibility and a critical function performed through the collective actions of individuals
- vii. ***Record:*** Documented information in any form, including data in computer systems as well as e-mails, created or received by any staff member of the institution in the course of his/her duties
- viii. ***Conflict of Interest:*** A situation in which staff with particular interest could be influenced, or might appear to be influenced, in the performance of their duties
- ix. ***Public comment:*** Includes public speaking engagements, comments on radio and television; and expressing views in letters to the newspapers or in books, journals or notices, and social media or where it might be expected that the publication or circulation of the comment will spread to the community at large
- x. ***Staff:*** Means ongoing, fixed-term and casual staff, including senior management, executive, academic, professional and technical, visiting and adjunct staff, volunteers and conjoint appointments
- xi. ***Students:*** A person admitted into the institution as junior member for a program of study
- xii. ***Sustainability:*** The ability to meet the needs of the present without compromising the ability of future generations to meet their needs
- xiii. ***Conduct:*** A behaviour, attitude or character exhibited by staff of the institution

- xiv. **Misconduct:** Any act by staff which contravenes any enactment/provision relating to the laws and regulations of the institution and the rules specified in this code
- xv. **Minor Misconduct:** Minor misconduct occurs when a staff performs activities in the institution that are unacceptable but not serious enough for the staff to lose his/her job
- xvi. **Major Misconduct:** It is an action performed by staff that constitutes a gross violation of the institution's acceptable standards which may result in the staff losing his/her job
- xvii. **Bribery:** The practice of offering something either in kind or in cash to gain an illicit advantage or in order to attract undue favour
- xviii. **Plagiarism:** This is the act of "wrong appropriation", "close imitation" or "purloining and publication" of another person's language, thoughts, ideas or expressions and the representation of them as one's own original work
- xix. **Immoral Act:** Acts that are not conforming to the patterns of conduct usually accepted or established as consistent with principles of personal and social ethics.
- xx. **Dismissal:** The termination of appointment as a disciplinary action. Dismissal is permanent in nature and irreversible except by a court order. The University may consider some benefits for the staff
- xxi. **Termination of Appointment:** This is an end of contract, there are no benefits for the staff

- i. The principles and values underpinning the code will shape the reputation by which the institution will be known in future. All members of the University community need to be familiar with these guidelines if the institution is to meet the challenge of becoming an organization that embodies its values in its operations in its teaching, learning and research and in its community and interpersonal interactions.
- ii. Koforidua Technical University is a modern institution with a commitment to equity and fairness, a University that puts knowledge to work in the education of its students for employment, in the application of its research to contemporary problems and in mutually enriching partnerships with its communities. It provides ‘a place to grow’ in understanding, tolerance, compassion and insight, and it cherishes exploration and enquiry at the edge of disciplinary convention, and at the fore front of professional practice.
- iii. Koforidua Technical University is a ‘Public’ body in the broadest sense, with a mission that encompasses service to local, national and international communities. In order to maintain its reputation and standing. Staff of this institution are expected to act ethically at all times, with openness and fairness and in cognizance of the institution’s mission.
- iv. The following shared and explicit set of values shall remain important features of the institution’s identity:
 - a. Ethics and accountability
 - b. Excellence and quality in all endeavours
 - c. Equity of access and inclusiveness
 - d. Academic responsibility and freedom
 - e. Scholarly rigour and integrity
 - f. Collegiality and participatory decision-making
 - g. Relevance and responsibility to the University community and its environs
- v. As a member of the University community, it is expected that, in carrying out your role, you will:
 - a. Act in good faith and with honesty, integrity, transparency and impartiality

- b. Act with diligence and responsiveness and treat other members of the institution with fairness, respect and courtesy and without discrimination or harassment
 - c. Foster and protect the reputation of the institution
 - d. Carry out duties as best he/she can within the delegated authority, constantly while enhancing his/her professional knowledge
 - e. Be accountable for all actions and decisions, providing documentation and sound reasons for them.
 - f. Not act in a manner that inhibits another person from fulfilling the requirements of their position
 - g. Respect the confidentiality of entrusted information
 - h. Be alert to issues of conflict of interest and take action to declare and avoid them
 - i. Use the institution's resources properly and in accordance with work, health and safety obligations
 - j. Report all fraud and corrupt conduct that comes to his/her notice
- vi. As the institution provides an environment that fosters free enquiry, civility and respect, it is important that members of the community ensure that outside interests and their personal beliefs and private commitments do not interfere with, or influence, their duties and responsibilities.

SECTION C POLICY STATEMENTS

The Koforidua Technical University's code of conduct reflects the values of the institution as defined through its mission, strategic planning documentation and the employment agreements or contracts.

The institution is relatively autonomous, with the ideal of academic freedom providing the foundation for the pursuit of knowledge without undue interference.

The institution exists and operates however, in an environment of statutory requirements and obligations with which it must comply. These deal with issues such as discrimination, corrupt conduct, workplace safety, privacy, freedom of information, industrial relations and the like.

The institution therefore expects its people to remain informed about, act within the spirit of, and comply with the institution's policies, direction and relevant legislation, as well as any regulatory requirements of their discipline or profession. Breaches or non-compliance with legal obligations as such matters that can affect people's safety and security and legal liability should be reported.

The code of conduct is intended to guide staff in their dealings with colleague, students, the University and the community at large.

The code of conduct will assist the institution to meet its goals. It outlines what is expected of each member of the University community. It does so recognizing that all of its policies are secondary to state laws and that in all matters our people - staff, students, contractors and others are subject to the laws of Ghana.

SECTION D WORK ETHICS

1. Fair and Safe Environment

All members of the institution have the right to be treated with respect and be given equal opportunities regardless of personal, social, or cultural characteristics. They should also experience a safe work and study environment, free from discrimination, harassment, bullying or vilification. The institution shall investigate all complaints within its relevant policies and in accordance with the anti-discrimination and other applicable laws. The institution will not allow victimization of complainants, and will bring disciplinary action against any staff who does so.

The Koforidua Technical University embraces the ideal of fair and open discussion, recognizing the rights of individuals to their own opinions, and supporting the principles of freedom of speech. However, it is expected that staff will restrict their public expression of opinion or comment to matters that will not damage the institution's reputation and prestige and avoid representing a view point as being that of the institution's. Must refrain from using the institution's title when expressing personal views other than within ones area of academic expertise or managerial responsibility and must ensure one is officially authorized to comment on behalf of the institution before doing so.

In protecting the privacy of individuals or organizations about which the institution holds confidential information, staff must ensure that information is accessed only by those who have a legitimate need and lawful authorization to do so. In this respect, staff must do the following:

- i. Respect the confidentiality and privacy of personal or commercial information entrusted to the institution
- ii. Disclose official information only in accordance with the institution's policy or legal obligations
- iii. Ensure that the institution's information and electronic files are kept secure
- iv. Ensure that personal or confidential information is never used for his/her gain or benefit or that neither of a third party, nor to the detriment of the institution either while employed at the University or later.

2. *Confidentiality*

Members of staff who have access to official documentation and information must take care to maintain the integrity, confidentiality and privacy of such information.

3. *Integrity*

The institution is intent on the detection and elimination of fraud and corrupt conduct and on protecting people who make disclosures. The institution expects staff to act honestly and to report any possible corruption, maladministration or waste of the institution's resources. Any staff can do the latter as a protected disclosure internally. Such reports will be properly and confidentially investigated and staff will be advised of the outcomes.

4. *Equality and Opportunity*

One of the institution's core values is the promotion of inclusivity and appreciation of diversity. The institution seeks to ensure that the work environment for its staff is supportive, and one where individual respect is shown to all.

All members of staff regardless of their gender, race, ethnic background, culture, disability, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their duties and develop their potential.

5. *Equity and Justice*

The institution shall act to ensure that its structures are free from direct or indirect discrimination on the grounds of gender, marital status or pregnancy, race, age, sexual orientation, religious or political beliefs, impairment, family responsibility or family status.

6. *Equity of Access to Employment and Programs*

The institution is committed to providing an environment of equal opportunity from the discrimination for existing and prospective staff and students in the pursuit of their academic goals and the realization of their potential to contribute to the achievement of the institution's mission.

7. Outside Employment/Conflict of Commitment

In valuing the expertise of its staff, the institution recognizes that staff may engage in paid or unpaid outside employment or private practice but expects that their doing so will not adversely impact on their ability to fulfil their obligation to the institution, nor impede its work, health and safety commitments.

Subject to individual staff contracts, the institution expects that staff will not, unless expressly approved; use the institution's name, reputation, or resources in association with any outside work or private practice.

8. Engaging in Gainful Employment outside Official Duties

No staff shall engage in any other employment which will interfere with his/her official duties without the consent of the prescribed authority.

Staff shall not employ for personal or private purposes, the services of another staff during the official working hours.

9. Conduct Outside Work

The Koforidua Technical University does not seek to dictate how staff conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by staff, which may tarnish the institution's reputation or position, may constitute a breach of this code and will be dealt with through the disciplinary procedure.

10. Occupational Health and Safety

The Koforidua Technical University places a high priority on providing a safe working and learning environment and will act positively to minimize the incidence of all workplace risks as required by Labour Act 2003(Health and Safety) and other associated legislation. All activities should be carried out with the highest regard to the health and safety of staff, students, visitors and the public.

The institution seeks excellence in health and safety by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to

systematically remove the causes of accidents/incidents and ill-health. This together with more specific aims and objectives reflects the institution's commitment to provide staff wellbeing.

11. Professional Development

All staff must maintain and develop knowledge and understanding of their areas of expertise and continuously seek improvement in work performance.

Staff should endeavour to take full advantage of learning opportunities offered by the institution.

12. Academic Freedom

The Koforidua Technical University is committed to the belief that freedom of intellectual thought and enquiry and the open exchange of ideas and evidence are essential to the achievement of its mission and it will seek to protect staff and students from any attempts to reduce its freedom.

The institution is committed to the ideal of freedom to undertake intellectual inquiry and the pursuit of knowledge without undue interference or influence. While the individual and the institution benefit from this, we acknowledge the social context and our responsibilities and accountability to peers, each other, and society in general.

Staff should therefore recognize that:

- i. Academic responsibility encompasses an ethical obligation to the institution's community and society for the quality and integrity of outcomes and relevance to the work of the institution
- ii. Academic freedom does not include a protected privilege to speak out on any matter, to deride or defame individuals, groups or the institution or to ignore the policies or decisions that have been formally made within the University community or those, which the institution is required to observe as law.

13. Intellectual Property

The Koforidua Technical University, as an employer, is the owner of intellectual property created by staff in the course of their employment including such things as owning copyright in course materials. This principle does not apply to use of skills in future employment but it does encompass confidential and commercial in-confidence material and other sensitive information.

The Koforidua Technical University recognizes intellectual property right and the benefits thereof should provide equitable returns to the originators of intellectual property, both as incentive and reward as well as to the institution.

14. Protection from Liability

The Koforidua Technical University will indemnify its staff against liabilities incurred by them while carrying out their duties in good faith for the institution.

The University will stand behind its staff and meet the costs of actions that might be taken against them personally as though the action had been taken against the institution, provided that the staff member concerned was acting in good faith and on behalf of the institution.

15. Duty in Relation to use of Position/Office

An official of the institution must not improperly use his/her position to gain an advantage for himself/herself or any other person; or cause detriment to the institution, the country or any other person.

16. Funds of the Institution

All staff of the institution are accountable for the efficient and effective use of funds and must act only within delegated authority, policies and procedures. A staff shall make proper account of any public money in his/her possession. No staff shall misappropriate public funds.

It shall be an offence for any staff to receive any money from the institution which they are not entitled to.

Each staff must comply with the following:

- i. Be prepared to justify all expenditure approved
- ii. Seek clarification about transactions where there is confusion over delegation, authority, policy or procedure
- iii. Maintain proper documentation and records of all financial transactions
- iv. Report instances of misuse or misappropriation of the University's funds
- v. Never use the institution's funds for personal purposes or benefit, or to make donations to any political party or political association.

17. Facilities and Equipment

The institution's facilities and equipment are provided so we can achieve our mission and agreed goals. A staff can only use facilities and equipment for approved purposes and never for private purposes without express permission.

For reasons of practicality, reasonable personal use of the institution's communication facilities, photocopiers, internet access, and desktop computers is acceptable if that use is brief, complies with the institution's policies, and does not interfere with normal work. However, no one is approved to use the institution's equipment for private commercial, personal interest, party political purposes, or any other purposes other than as expressly approved within relevant policy and employment agreements.

When using the institution's facilities, equipment or vehicles, you are responsible for them - maintaining safety and adhering to the institution's policies and legislative requirements such as work health and safety, as well as for any damage or loss. All institution facilities, equipment or vehicles must be used efficiently and carefully and any misuse or misappropriation must be reported.

18. Information Technology

The following constitutes ICT offences:

- i. Accessing or disseminating offensive material via the institution's Networks/Website
- ii. Accessing or disseminating information on the institution's Website without

- authorization from appropriate offices.
- iii. Accessing, tempering and misuse of the institution's Database.
 - iv. Using institution's computer networks and systems to:
 - a. Create, acquire and distribute pornographic material within the University's Local Area Network and on Wide Area Network
 - b. Create, aid and distribute hate and terrorism related activities
 - c. Support cybercrime operations and activities
 - d. Support money laundering activities

1. Conflicts of Interest

Members of staff should take appropriate steps to deal with or avoid situations or relationships in which they may have or be seen to have interest in that conflict directly or indirectly, or compromise the performance of their duties.

A conflict of interest arises when a private interest conflicts with official duty. Such conflicts can influence decisions unfairly. Where a conflict of interest exists in reality or where others may perceive that it does, the institution expects the officer to declare it to a supervisor, Chair of a committee, or other relevant person or body. As a general guideline staff should:

- i. Never use information obtained in the course of employment to gain advantage for himself/herself or anyone else
- ii. Exclude himself/herself from any decision in which he/she has an interest. This may involve a personal benefit or vested interest or one that involves family, friends, former staff or business contacts. It may also involve prejudice against a particular person or outcome.

In situations where an academic staff teaches a course that is taken by his/her spouse, ward or close relation or friend, this conflict of interest shall be declared at the beginning of the semester to the Head of Department, who shall ensure that the relevant examination scripts are marked by another academic staff.

2. Recruitment and Employment of Close Relatives

Nepotism is generally prohibited in the institution. The employment of relatives is acceptable only when the appointment is made in line with the University's policy regarding appointment of new staff.

A member of staff should not take any direct part in the selection process for an appointment involving close relations.

3. Giving and Receiving Bribe

All staff must contribute to creating an honest, ethical and professional workplace through the minimization and prevention of activities which may be considered as fraudulent or corrupt.

Staff of the institution shall:

- i. Not receive or gain any bribe in the course of, or in connection with services rendered.
- ii. Not demand, receive or give any bribe, nor be an agent for any person who intends to influence another staff with a bribe.
- iii. Not receive from students and the public gifts in the form of money, goods, hospitality or other personal benefits if he/she has reason to believe that such is intended to influence judgement, or action, for example in respect of admission, appointment, promotion, research, grading, assessment, or others.
- iv. Not give a gift to influence the judgement of colleagues in respect of admission, appointment, promotion, grading, assessment or others.
- v. Not serve as an agent for bribery with the aim of influencing opinion in the institution.
- vi. Not receive gifts or benefits that may appear to influence any aspect of his/her work. Such gifts or benefits include money, property, a discounted service or goods (consideration), a service, or hospitality. staff may:
 - a. not accept gifts of money in any circumstances
 - b. accept unsolicited gifts or benefits of a nominal value attached to social and cultural events, promotional activities or visits if the acceptance poses no compromise.
 - c. where practicable, donate consumable gifts to charitable organizations.

4. Anonymous Letters

No staff shall write or circulate anonymous letters with malicious intent.

5. Gambling

Gambling activities must not be conducted on the institution's premises. Discretion may be used in relation to small raffles for charitable purposes and lottery syndicates.

6. Sexual Offences

No staff shall sexually harass or indulge in an inappropriate relationship with colleague members of staff or students. Such an act may result in disciplinary proceedings being taken against the offender.

7. Violent Behaviour

The general principle of "duty of care" shall apply to all staff and every staff must be aware of their duty not to place the safety and health of others at risk by engaging in violent or aggressive behaviour.

8. Harassment and Bullying

Harassment of any form is contrary to the principles developed in the code of conduct and to the institution's equal opportunity policy.

The Koforidua Technical University is committed to ensuring that everyone is able to work and to participate in the activities of the institution without fear of harassment, bullying or intimidation. Everyone has a part to play by ensuring that his/her own behaviour, whether intentional or unintentional, does not constitute harassment.

9. Assault and Battery

No member of the University community shall be involved in any act of assault or battery while on campus.

10. Insubordination

No staff shall in the course of duty disobey, disregard or wilfully default in carrying out any lawful/reasonable order or instruction given by any person, committee or board that has the authority to give such order or instruction.

11. Criminal Conviction

A staff who is convicted of a criminal offence involving fraud, theft or dishonesty, or sentenced to a term of imprisonment shall be dismissed from the service of the institution from the date of the conviction. Staff will be required to disclose criminal convictions if any before they are engaged.

12. Debt Collection

No staff shall act as a money lender or as an intermediary between any staff and, or money lender or take any part in collecting debts on behalf of any money lender.

Pecuniary embarrassment from whatever case which affects or is likely to affect the efficiency of a staff shall necessitate disciplinary action.

13. Misuse of Alcohol and Drugs

The Koforidua Technical University is an educational and social community whose students, staff and guests interact in a wide variety of activities. It is acknowledged that alcohol will be consumed at some activities involving the institution or occurring on the institution's premises.

However the institution does not allow the consumption of illegal drugs nor harassment and unacceptable or unlawful behaviour that may result from the use of alcohol or drugs. It is an offence to be on the institution's premises and /or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

13.1 Drinking, Drunkenness and Smoking

- i. No staff shall consume alcoholic substances while on duty or be found drunk or be seen performing his/her duties under the influence of alcohol.
- ii. Habitual drunkenness shall be considered as bringing the name of the institution to disrepute.
- iii. Smoking can only be allowed at designated areas for smoking.

Staff are placed in position of trust and are expected to be honest in carrying out their duties.

1. Embrace Sustainability and Social Responsibility

Staff shall abide by the following:

- i. Strive to minimize the institution's environmental impact and to protect the natural environment
- ii. Act to ensure the efficient, effective and sustainable use of resources
- iii. Strive to embed environmental, social, economic and cultural sustainability in all our activities
- iv. Strive to contribute to the cultural and social well-being of the community
- v. Promote socially inclusive employment practices.

2. Official Correspondence

No staff shall take official correspondence or records or private information without express authority from institution.

3. Working Hours

No staff shall leave his/her office or place of work during working hours before the official closing hours without permission from the immediate supervisor without reasonable cause.

An staff shall not absent himself/herself from work on grounds of ill-health without permission from the immediate supervisor and subsequent to the submission of a medical certificate from a certified medical practitioner.

Staff shall:

- i. Report for duty punctually and in good time before work begins.
- ii. Not close from work before the official closing hour.
- iii. Not use their office to engage in private and personal conversation during official working hours when such staff is expected to be at their desks.
- iv. Not trade or transact any private financial business on campus during working

hours.

- v. Not perform unofficial duties or activities during official hours without official permission from the Head of Department.

4. *Improper use of Staff*

No staff may employ for private or personal purposes, the services of another staff during working hours without authority.

5. *Dress Code*

The Koforidua Technical University does not prescribe personal or professional dress for its staff, other than for those who are provided with uniform and/or protective clothing. However, staff must ensure that their dressing is appropriate for the situation in which they are working and present a professional image that reasonably reflects sensitivity to customer perceptions. This may reflect their ethnicity, religion and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

6. *Union Membership*

The Koforidua Technical University's staff have the right to choose whether or not to join a trade union or association.

7. *Respect*

a. *Respect for People*

This principle aligns with the principle of Integrity. In our conduct we will treat fellow staff members, students and members of the public with honesty, respect and courtesy, and have regard for dignity and needs of others.

b. *Respect and Celebrate Diversity*

Members of staff shall observe the following:

- i. Act to ensure that equity, fairness and natural justice is afforded to all
- ii. Seek to resolve disputes in a fair and timely manner
- iii. Strive to create an environment which provides a safe and healthy workplace for

- staff, students and members of the community
- iv. Investigate any complaint that have been lodged against staff or students in a consistent, prompt, fair and timely manner
 - v. Avoid and not accept behaviours which are unwelcome, discriminatory, intimidating or abusive
 - vi. Refrain from, and not accept vilification, bullying, harassment or sexual harassment
 - vii. Stand up for the rights of others
 - viii. Use all forms of social media platforms belonging to or connected with the institution in a responsible and appropriate manner.

8. Relationship with Other Members of Staff

The Koforidua Technical University does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Staff must inform their immediate superiors if they have a close personal relationship with another staff, a student or a client or customer of the institution which could be considered by colleagues, students or others, as impacting on the way they conduct themselves at work.

9. Relationship with Colleagues

Members of staff shall:

- i. Avoid giving adverse comments on colleagues to other colleagues, subordinate staff and students.
- ii. Not solicit criticism of colleagues from other colleagues, students and, or subordinate staff.
- iii. Not leak confidential information from meetings or official files to others and neither should such information be used for unauthorized purposes.
- iv. Under no circumstance exploit, harass or discriminate against a colleague on the basis of religion, gender, race, ethnicity, ideology or disability.
- v. Under no circumstance engage in any verbal or physical assault on colleagues.
- vi. Respect the dignity of others, and respect their right to express different opinions.

- vii. At all times promote collegiality to achieve the ultimate goals of the institution.

Where a staff is aggrieved by the conduct of a colleague on any issue, he/she shall first report to the Head of Department or Dean for an attempt at settlement.

10. Relationship with Deans and Heads of Departments

Deans and Heads of Departments should at all times demonstrate high leadership qualities through the exhibition of integrity and objectivity.

Members of staff should offer Deans and Heads of Departments the necessary support and cooperation to enable them carry out their prescribed duties.

11. Relationship with Students

Members of staff shall:

- i. Refrain from any form of harassment or discrimination against students and shall not sexually harass them.
- ii. Not exploit their relationships with students for personal gratification and neither shall they confer undue favours or apply pressure to influence students to yield to personal desires.
- iii. Ensure that their relationships with students do not develop in ways that can undermine objectivity in grading, evaluation or assessment.
- iv. In situations where an academic member of staff teaches a course that is taken by his/her spouse, child/ward, or close family relation or friend, this must be officially declared at the beginning of the semester to the HoD, who will ensure that relevant examination scripts are either marked or cross checked by another member of staff.
- v. Not engage in aiding and abetting a student who has flouted the institution's regulations.
- vi. Not engage in any verbal or physical assault against a student.

12. Relationship with the General Public

Members of staff shall:

- i. Not give out sensitive information about the institution to the media without permission from the appropriate authority.
- ii. Not engage in any verbal or physical assault or be involved in a scuffle on the institution's premises or elsewhere, to the embarrassment of the institution.
- iii. Not receive from students and the general public gifts in the form of money, goods, hospitality or other personal benefits if he/she has reason to believe that such is intended to influence judgement or action, for example in respect of admissions, appointment, promotion, grading, assessment or other.

SECTION G TEACHING AND SUPERVISION

1. *Attendance at Lectures*

Academic staff shall endeavour to be present and on time for lectures at all times and to cover the full syllabus for the semester. If it becomes necessary to be absent, the consent of the appropriate authority (e.g. Head of Department) shall be sought.

Students shall be informed in advance if an academic staff shall be absent or late for a lecture.

2. *Unofficial Rescheduling of Lectures and Mid-Semester Examinations*

Academic staff shall have their lectures in compliance with the official timetable. If there is any good cause for changes on the official timetable, the HoD in consultation with the Planning Office shall be notified or informed to make the necessary changes.

Academic staff shall respect the institution's approved lecture periods on the timetable. Any academic staff who seeks to schedule lectures outside the stipulated periods shall seek permission from the Dean through the Head of Department.

Academic staff shall abide by the academic calendar especially in organizing mid-semester examinations.

3. *Teaching the Full Duration of the Semester*

Academic staff shall cover the full duration officially designated for teaching in the semester. If for any reason a lecturer is unable to fulfil this, alternative arrangements shall be made with the Head of Department for a colleague to complete the semester.

4. *Teaching by Unauthorised Persons (Including Teaching Assistants)*

Academic staff shall under no circumstance ask unauthorized persons, including teaching assistants, to teach or dictate lecture notes on their behalf at lectures.

Academic staff shall seek permission from the Pro Vice-Chancellor through the Dean when travelling outside the country. If a trip within or outside the country will interfere with lectures, alternative arrangement shall be put in place in consultation with the Head of Department.

5. *Teaching Material*

Academic staff shall provide course outlines and reference lists to students at the beginning of each semester. They shall regularly revise their teaching material and references to reflect current trends in the discipline.

Academic staff shall refrain from promoting any political, religious, racial, or ethnic ideology in the lecture hall.

Academic staff shall not compel students to buy books/handouts for courses they teach.

Academic staff shall use English as the official language for teaching and in all demonstrations.

6. *Availability for Consultation by Students*

Academic staff shall indicate their office hours for consultation and make themselves available at the stipulated times.

7. *Use of Mobile Phones*

Staff shall switch off or put on silent their mobile phones during lectures and official meetings of the institution.

SECTION H EXAMINATIONS

1. *Typing of Examination Questions*

Academic staff shall type their examination questions themselves.

2. *Deadlines*

Academic staff shall ensure that they meet deadlines for the submission of examination questions and results.

3. *Examination Malpractices*

No staff shall leak examination questions or offer any assistance to students in any internal or external examinations.

No staff shall engage in any activity that would compromise the integrity of examinations conducted by the institution.

4. *Academic Staff Availability*

Academic staff shall be available on days when their examination papers are to be written in order to effect any necessary corrections.

5. *Invigilation during Examination*

Academic staff shall perform invigilation duties during examinations and shall hold themselves in readiness for this purpose.

6. *Marking and Submission of Examination Scripts*

Academic staff shall grade examination scripts and submit marks within the institution's stipulated deadlines.

Academic staff shall keep examination scripts under strict security conditions and ensure that examination scripts are not misplaced, lost, defaced or tampered with in any way.

Academic staff shall ensure that marking has been completed and grades or results turned in before permission is sought to travel.

7. *Entering Examination Marks*

Academic staff shall enter examination marks in the Assessment Management System. Under no circumstances shall this responsibility be delegated to another person without explicit permission from the Administrator.

8. *Supervision of Dissertation*

Academic staff shall:

- i. Supervise and grade students' dissertations and shall submit grades promptly.
- ii. Not charge students or demand incentives from students for supervising their dissertations.

1. Conduct of Research

Staff engaged in the conduct of research shall observe high ethical standards and shall:

- i. Abide by human and animal ethics in the conduct of their research
- ii. Respect the rights and protect the confidentiality of respondents
- iii. Seek informed consent from respondents
- iv. Seek ethical clearance before embarking on research projects
- v. Not fabricate data or results
- vi. Not misrepresent the ideas, writings, research or findings of others
- vii. Pursue the advancement of knowledge while meeting the highest standards of honesty, accuracy and objectivity
- viii. Demonstrate accountability for sponsors' funds and comply with the terms and conditions of contracts
- ix. Not plagiarize other people's research work

2. Plagiarism

This is the "wrongful appropriation," "close imitation" or "purloining and publication" of another person's language, thoughts, ideas or expressions and the presentation of them as one's own original work. The institution seriously abhors such acts and members of its community are cautioned against it.

1. *Grievances*

Staff are entitled to fair and equitable grievance resolution procedures.

2. *Resolving issues of concern under the Code of Conduct*

The following steps will be followed in attempting to resolve concerns under the code. It must be noted that minor or isolated breaches of the code may not warrant action but, as part of a pattern of behaviour, may be viewed more seriously.

Step 1: As a general principle, staff should attempt to resolve an issue at the local level. This may involve a staff discussing the matter directly with their immediate supervisor. If the matter is not resolved, at that level or if the matter directly concerns the supervisor, discussions should be held with the supervisor's supervisor. Staff may also seek advice from the Human Resources Department.

Step 2: The relevant supervisor will assess the issue to determine the most appropriate course of action to follow, which could involve referring the matter directly to the Pro Vice-Chancellor. If the matter is related to work performance or employment conditions, the supervisor shall refer the matter to the Registrar.

Record Keeping: Notes should be taken at all stages of the resolution process. Records or notes of the supervisor, Pro Vice-Chancellor or Registrar and copies of relevant communication during the resolution process should be stored on a confidential file.

3. *Investigative Procedure for Breach of Code*

The following shall be the steps for a breach of any of the provision(s) of this code.

- i. On receipt of a complaint of any breach, either from the Head of Department through the Dean or from the Dean, the Vice-Chancellor shall set up a committee to investigate the complaint. The Committee so set up shall report to the Vice-Chancellor who shall in turn refer the report to the relevant Disciplinary

Committee in accordance with the Statutes of the institution.

- ii. The Disciplinary Committee shall investigate the allegation of misconduct referred to it by the Vice-Chancellor or the Registrar.
- iii. A person alleged to have misconduct himself/herself shall appear in person before the Committee alone or together with a legal practitioner in good standing.
- iv. The Disciplinary Committee shall submit a report of its investigation to the Vice-Chancellor or the Registrar who shall take action based on recommendations of the Committee
- v. Any member of staff who is not satisfied with the decision of the Vice-Chancellor shall have the right to appeal to the University's Governing Council.

SECTION K CLASSIFICATION OF SANCTIONS FOR BREACH OF CODE

1. Sanctions

Where the Disciplinary Committee finds a member guilty of misconduct, it may recommend one or more of the sanctions provided in the Institution's Statutes including but not limited to the following:

- i. Warning or reprimand in writing
- ii. Withholding of salary increment for a specific period
- iii. Suspension without salary
- iv. Termination of appointment
- v. Dismissal
- vi. Any other penalty or sanction prescribed by the institution's Statutes

2. Minor Misconduct

a. Warning/Reprimand

- i. There shall be a written reprimand/warning to staff. This constitutes the first stage of the disciplinary action, copies of which shall be placed on the personal file of the staff.
- ii. Further misconduct shall warrant a final written warning or reprimand. This contains a statement that any re-occurrence shall lead to an appropriate sanction.
- iii. The final stage shall be an imposition of an appropriate sanction.

Notwithstanding (i) - (iii) above, disciplinary action shall be taken without a previous warning or reprimand in case of a major misconduct.

b. Disciplinary Transfer

In the case of a disciplinary transfer, the staff shall be assigned a change of job or work of a lower status than previously held by him/her.

c. Delayed Promotion

Staff shall forfeit his/her promotion for the next promotion period.

3. *Major Misconduct*

a. Suspension

i. Suspension with Pay

A suspension with pay is imposed when the employer is conducting a brief investigation which is not likely to take one month into an alleged misconduct of staff. Suspension with pay leads to stoppage of any other allowances that the staff is entitled to.

ii. Suspension without Pay

Staff shall be suspended without pay for a minimum of two weeks and up to one year depending on the gravity of the offence (refer to conditions of service for junior and senior staff).

b. Dismissal

Staff who suffer dismissal from the institution may be considered for some entitlements.

c. Termination of Appointment

Staff whose appointments have been terminated shall forfeit all entitlements to the institution.

A member of staff shall be dismissed on the following grounds:

- i. When staff is found not to possess qualifications he/she claims to have.
- ii. When the staff commits an offense that is in breach of a fundamental term of contract of service (e.g. misappropriation of the institution's funds)
- iii. When the institution has reasonable belief in the guilt of staff alleged to have committed a criminal offence at the work place

d. Interdiction

In any case, where it is reasonable to require that the staff should cease to exercise the powers and functions of his/her office, the staff may be interdicted if proceedings, which may result in his/her dismissal, are being or have been instituted. The period of interdiction should not exceed six (6) months. A member of staff who is interdicted shall receive half pay (salary), but shall forfeit all allowances he/she is entitled to.

SECTION L

SPECIFIC SANCTIONS FOR BREACH OF CODE

SECTION	SUB-SECTION	OFFENCES	SANCTIONS
D	2	Breach of confidentiality (mishandling and leaking official documents)	1. Warning/Reprimand 2. Suspension for a minimum of six (6) months without salary 3. Delayed promotion. 4. Termination of appointment
D	7 & 8	Conflict of commitment (Breach of contractual agreement)	1. Suspension for a minimum of three (3) months without salary. 2. Termination of appointment
D	9	Conduct outside work	1. Warning/Reprimand 2. Suspension for a minimum of three (3) months without salary
D	12	Abuse of academic freedom	1. Warning/Reprimand 2. Suspension for a minimum of three (3) months without salary
D	13	Intellectual property theft	1. Confiscation of the document involved 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment
D	15	Abuse of positions/office	1. Warning/Reprimand 2. Refund amount involved with interest 3. Suspension for a minimum of six (6) months without salary 4. Delayed promotion 5. Termination of appointment
D	16	Abuse of University/Public funds	1. Refund amount involved with interest. 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment
D	17	Abuse of University's facilities & equipment	1. Warning/Reprimand 2. Payment for the cost of the facility/equipment. 3. Suspension without for a minimum of three (3) Months without salary

D	18	Abuse of Information Communication Technology (ICT)	<ol style="list-style-type: none"> 1. Warning/Reprimand 2. Payment for the cost of facility or equipment 3. Suspension for a minimum of six (6) months without salary 4. Termination of appointment
E	1	Conflict of interest	<ol style="list-style-type: none"> 1. Warning/Reprimand 2. Refund of amount with interest. 3. Suspension for a minimum of six (6) Months without salary 4. Delayed promotion. 5. Termination of appointment
E	3	Fraud & Corruption	<ol style="list-style-type: none"> 1. Refund amount involved with interest. 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment
E	4	Misuse or misappropriation of University/Public funds	<ol style="list-style-type: none"> 1. Refund amount involved with interest. 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment
E	5	Bribery	<ol style="list-style-type: none"> 1. Refund of amount involve with interest 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment
E	5b	Charging unapproved fees	<ol style="list-style-type: none"> 1. Refund of amount involve with interest 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment
E	6	Issuing anonymous letters	<ol style="list-style-type: none"> 1. Warning/Reprimand 2. Writing for a withdrawal of the letter with an apology letter 3. Suspension for a minimum of three (3) months without salary.

E	7	Gambling	1. Warning/Reprimand 2. Suspension without salary for minimum of six (6) months 3. Termination of appointment
E	8	Sexual offences	1. Warning/Reprimand 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment
E	9	Violent behaviour	1. Warning /Reprimand 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment for persistent misconduct
E	10	Harassment, bullying and intimidation	1. Warning /Reprimand 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment for persistent misconduct
E	11	Assault & battery	1. Warning /Reprimand 2. Suspension without salary for a minimum of six (6) months 3. Termination of appointment for persistent conduct
E	12	Insubordination	1. Warning/Reprimand 2. Delayed promotion 3. Suspension for a minimum three (3) months without salary 4. Delayed promotion
E	13	Criminal conviction	1. Dismissal
E	14	Default in payment of loans and debts	1. Warning/Reprimand 2. Withholding of salary to settle defaulted debts or loans
E	15a	Alcoholism (drunkenness)	1. Warning /Reprimand 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment for persistent conduct

E	15b	Smoking	1. Warning /Reprimand 2. Suspension for a minimum of six (6) months without salary 3. Termination of appointment for persistent conduct
F	3	Offences relating to work schedules	1. Warning/Reprimand 2. Disciplinary transfers 3. Delayed promotion 4. Suspension for a minimum of three (3) months without salary 5. Termination of appointment
F	5	Improper use of the service of the staff	1. Warning/Reprimand 2. Disciplinary transfers
F	7	Inappropriate appearance	1. Warning/Reprimand
F	9a	Insolence	1. Warning/Reprimand 2. Delayed promotion 3. Suspension for a minimum of three (3) months without salary
F	9b	Discrimination	1. Warning/Reprimand 2. Delayed promotion 3. Suspension for a minimum of three (3) months without salary
F	10	Office romance	1. Warning/Reprimand 2. Transfer of any of the parties 3. Suspension without salary for a minimum of three (3) months
G	4	Teaching by unauthorized person	1. Warning/Reprimand 2. Suspension for a minimum of six (6) months without salary 3. Course reassigned
G	7	Inappropriate use of mobile phones	1. Warning/Reprimand
H	2	Non adherence to deadlines	1. Warning/Reprimand 2. Pay for cost associated with non-adherence 3. Delayed promotion

H	3	Examination malpractices (staff)	<ol style="list-style-type: none"> 1. Suspension for a minimum of six (6) months without salary 2. Delayed promotion 3. Termination of appointment
I	2	Plagiarism	<ol style="list-style-type: none"> 1. Withdrawal of document 2. Warning/Reprimand 3. Demotion 4. Termination of appointment