



# CAPE COAST TECHNICAL UNIVERSITY

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## CODE OF ETHICS POLICY

2016

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## **PREAMBLE**

This Code of Professional Conduct has been prepared to guide staff of Cape Coast Technical University in their professional delivery.

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

In that spirit, 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. We all must be cognizant of and 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 the University community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

The Code also provides easy frame of reference for both Management and members of the University community in matters where it becomes necessary to execute disciplinary action against defaulting members.

## **The general objectives of this Code are to:**

- Assist staff in dealing with ethical issues in ways that reflect the University's values and standards.
- Promote professionalism and excellence.
- Shared aspiration and organizational values.
- Provide staff with guidance in ethically ambiguous situations.
- Communicate the University's standards.
- Motivate staff to do the right things.
- Provide a statement on public accountability and good corporate governance and,
- Assist staff to meet minimum standards of conduct and integrity as presented in this Code of Conduct.

The Code does not supersede other policies or agreements that the University has in place.

## **1.0 ETHICAL UNDERPINNING**

### **1.1 Equity and Justice**

The University shall act to ensure that its structures are free from direct or indirect discrimination on the grounds of sex, marital status or pregnancy, race, age, sexual orientation, religious or

political beliefs, impairment, family responsibility or family status.

## **1.2 Equity of Access to Employment and Programmes**

The University is committed to providing an environment of equal opportunity 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 University's mission.

## **1.3 Harassment**

Harassment of any form such as sexism, racism or violent acts is contrary to the principles developed in the Code of Conduct and to Ghana's equal opportunity policy.

## **1.4 Violent Behaviour**

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

## **1.5 Academic Freedom**

The 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 remove or reduce this freedom.

## **1.6 Union Membership**

University staff and students have the right to choose whether or not to join a trade union or association.

## **2.0 RESPECTS FOR PEOPLE**

### **2.1 Confidentiality**

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

### **2.2 Grievances**

Staff and students of the University are entitled to fair and equitable grievance resolution procedures.

### **2.3 Intellectual Property**

Intellectual property right is recognized by this University, and the benefits thereof should provide equitable returns to the originators of intellectual property, both as incentive and reward, as well as to the University.

## **3.0 PERSONAL AND PROFESSIONAL RESPONSIBILITY**

### **3.1 Fraud and Corruption**

All employees 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.

### **3.2 Conduct of Research**

The University expects staff engaged in research to observe high ethical standards in the conduct of the research.

### **3.3 Plagiarism**

This is the act of “wrongful 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. The University seriously abhor such acts, and members of its community are cautioned.

### **3.4 Misuse of Information Technology**

Accessing or dissemination of offensive material via the internet or e-mail contravenes the University’s regulations

### **3.5 Conflict of Interest**

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

### **3.6 Recruitment and Employment of Close Relatives**

The employment of relatives is only acceptable when the appointment is made in line with University's policy regarding appointment of new employees.

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

### **3.7 Professional Development**

- i All staff must maintain and develop knowledge and understanding of their areas of expertise and continuously seek improvements in work performance.
- ii. Staff should endeavour to take full advantage of learning opportunities offered by the University.

### **3.8 Relationship with Colleagues**

- i Members of staff shall avoid giving adverse comments on colleagues to other colleagues, subordinate staff and students.
- ii. Members of staff shall not solicit criticism of colleagues from other colleagues, students or subordinate staff.
- iii. Members of staff shall not leak confidential information from meetings or official files to others, and neither should such information be used for unauthorized purposes.

- iv. Under no circumstances should a staff exploit, harass or discriminate against a colleague on the basis of religion, gender, race, ethnicity, ideology or disability.
- v. Under no circumstances shall a staff engage in any verbal or physical assault on colleagues.
- vi. Members of staff shall respect the dignity of others, and respect their right to express different opinions.
- vii. Members of staff shall at all times promote collegiality to achieve the ultimate goals of the University.
- viii. 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.

### **3.9 Relationship with Head of Department / Dean**

- i. Deans and Heads of Department should at all times demonstrate high leadership qualities through the exhibition of integrity and objectivity.
- ii. Members of staff should offer Deans and Heads of Department the necessary support and cooperation to enable them carry out their prescribed duties.

### **3.10 Relationship with Students**

- i. Members of staff shall refrain from any type of harassment or discrimination against students and shall not sexually harass them.
- ii. Members of staff shall 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. Members of staff shall ensure that their relationship 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 the relevant examination scripts are either marked or cross checked by another member of staff.
- v. Aiding and abetting a student who has flouted the University's regulations is strictly prohibited.
- vi. Except in cases of self-defence, members of staff shall not engage in any verbal or physical assaults with students.

### **3.11 Relationship with the General Public**

- i. NO staff shall give out sensitive information about the University to the media without permission from the Vice Chancellor.
- ii. Except in cases of self-defence, staff shall not engage in any verbal or physical assault or be involved in a scuffle on the University campus or elsewhere, to the embarrassment of the University.
- iii. Members of staff shall 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 judgment or action, for example in respect of admissions, appointment, promotion, grading, assessment or other.
- iv. Members of staff shall not serve as an agent for bribery with the aim of influencing opinion in the University.

## **4.0 THE CODE OF CONDUCT**

### **4.1 Working Hours**

- i. Staff shall report for duty punctually and in good time before work begins.
- ii. No staff shall close from work before the official closing hour.

- iii. No staff shall absent themselves from duty without reasonable cause. In all cases, official permission should first be obtained from one's Head of Department before staff absent themselves from duty.
- iv. No staff should leave their office to engage in private and personal conversation during official working hours when such staff is expected to be at their desks.
- v. No staff shall trade or transact any private financial business on campus during working hours.
- vi. No staff shall perform unofficial duties or activities during official hours without official permission from the Head of Department.

#### **4.2 Improper Use of the Service of the Employees**

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

#### **4.3 Permission for Absence from Duty**

- i No employee shall leave their office or place of work during working hours before the official closing time without permission from their Head of Department.

- ii. An employee shall not absent himself/herself from work on grounds of ill-health without permission from their Head of Department, and subsequent to the submission of a medical certificate from a certified medical practitioner.

#### **4.4 Engaging in Gainful Employment outside Official Duties**

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

#### **4.5 Misappropriation of Public funds**

- i. An employee shall make proper account of any public money in his/her possession.
- ii. No employee shall misappropriate public funds.
- iii. It shall be an offence for any employee to receive any money from the University which they are not entitled to.

#### **4.6 Giving and Receiving Bribes**

For the purposes of this Code, bribery is defined as a specific offence which concerns the practice of offering something, usually money, to gain an illicit advantage in order to gain an undue advantage. No employee shall receive or give any bribe in the course of, or in connection with their duties.

#### **4.7 Care of University Property**

- i Every employee shall take proper care of University's property.
- ii. No staff shall misuse use any property or equipment in his/her control, or fail to take reasonable car of such property or equipment.
- iii. No staff shall use any University property or facility not connected with his official duty without the consent of the officer in charge.

#### **4.8 Drinking, Drunkenness and Smoking**

- i No employee shall drink alcohol while on duty or be found drunk during working hours.
- ii. Habitual drunkenness shall be considered as bringing the name of the University into disrepute.
- iii. No staff shall smoke in the office or in the premises of the work place during working hours.

#### **4.9 Sexual Offences**

No employee shall sexually harass or indulge in immoral relations with colleague members of staff or students. Such an act may result in disciplinary action taken against the offender.

#### **4.10 Insubordination**

No staff shall in the cause of their duty disobey, disregard or willfully 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.

#### **4.11 Anonymous Letters**

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

#### **4.12 Criminal Conviction**

An employee who is convicted of a criminal offence involving fraud, theft or dishonesty, or sentence to a term of imprisonment or fined shall be dismissed from the service of the University from the date of the conviction.

#### **4.13 Official Correspondence**

No employee shall take official correspondence or records or private information without express authority from Management.

#### **4.14 Malpractice at Examinations**

No employee shall leak examination questions or offer any assistance to candidates in any internal or public examinations.

#### 4.15 Loans and Debts

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

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

#### 4.16 Assault and Battery

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

#### 4.17 Investigative Procedure for Breach of Code

- i. On receipt of a complaint of any breach of the Code of Conduct, 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 set 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 University.
- ii. The Disciplinary Board or Committee shall investigate the allegation of misconduct referred to it by the Vice-Chancellor or the Registrar.

- iii. A person alleged to have misconducted himself/herself shall appear in person before the Board or Committee alone or together with a qualified legal practitioner in good standing.
- iv. The Disciplinary Board or Committee shall recommend appropriate sanctions to the Vice-Chancellor, who shall impose a suitable sanction.
- v. Any member of staff who is not satisfied with the decision of the Vice-Chancellor shall have the right appeal to the Governing Council of the University.

#### **4.18 Sanctions**

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

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

This Code of Conduct, it must be emphasized, is not exhaustive, and provides broad guidelines that should be added on, as and when circumstances arise.

It will also be used in tandem with other statutory document such as the Labour Act, University Statutes, Conditions of Service, Scheme of Service and the Administrative Manual.

It is hoped that the Code adds greater depth and meaning to our operations, which will be governed by the highest level of integrity, ethical standards, openness and fairness underpinned by a reward and recognition system that is performance driven.