



**CAPE COAST
TECHNICAL
UNIVERSITY**

CODE OF ETHICS

CCTU P NO. 46





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GAZETTE

CODE OF ETHICS

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1.0 Introduction

A code of ethics at a university is a set of guidelines and principles that outline the expected behaviour and ethical standards for all members of the university community, including students, faculty, staff, administrators, and any other individuals associated with the institution. The policy serves as a framework for promoting integrity, honesty, respect, and responsible conduct in all academic and professional activities within the university setting.

A well-defined and effectively implemented code of ethics policy promotes a culture of integrity, professionalism, and ethical behaviour within the university community. It helps maintain high ethical standards, fosters trust and respect, and contributes to the overall reputation and ethical standing of the institution.

1.1 Components of the Code of Ethics

1. **Ethical Principles:** The policy typically establishes a set of ethical principles that members of the university community are expected to uphold. These principles may include integrity, honesty, fairness, respect for others, academic integrity, and responsible use of resources.
2. **Prohibited Conduct:** The policy outlines specific behaviors that are considered unacceptable and prohibited within the university community. This may include acts such as plagiarism, cheating, academic dishonesty, harassment, discrimination, unethical research practices, misuse of university resources, and any other forms of misconduct.
3. **Responsibilities:** The policy clarifies the responsibilities and obligations of individuals within the university community to adhere to the code of

ethics. It emphasizes the importance of personal accountability, ethical decision-making, and reporting any violations or concerns.

4. **Conflicts of Interest:** The policy addresses conflicts of interest that may arise in academic or professional settings and provides guidance on how to handle such situations. It may require individuals to disclose any potential conflicts and take appropriate actions to mitigate or manage them.
5. **Compliance and Reporting:** The policy establishes procedures for reporting and addressing suspected or actual violations of the code of ethics. It outlines the channels for reporting, the investigation process, and the potential consequences for misconduct.
6. **Training and Education:** The policy emphasizes the importance of ongoing training and education on ethical conduct. It may require members of the university community to participate in ethics training programs to enhance their understanding of ethical principles and their application in various contexts.
7. **Enforcement and Disciplinary Measures:** The policy outlines the disciplinary measures and sanctions that may be imposed for violations of the code of ethics. This may include warnings, probation, suspension, termination of employment or enrollment, and other appropriate actions based on the severity of the misconduct.
8. **Review and Updates:** The policy may include provisions for periodic review and updates to ensure its continued relevance and effectiveness in addressing ethical issues and challenges in the university environment.

1.2 Policy Statement of Code of Ethics

CCTU is committed to maintaining the highest standards of integrity, professionalism, and ethical behavior among its faculty, staff, students, and all individuals associated with the university. This policy statement serves as a guide to ensure that all members of our university community uphold these principles and contribute to a positive and ethical environment for learning, teaching, research, and professional conduct.

By adhering to this code of ethics, we collectively uphold the values and principles that define CCTU. Each member of our community plays a vital role in fostering an environment of trust, integrity, and ethical conduct, thereby contributing to the overall success and reputation of our institution.

The purpose of a code of conduct in a university is to provide a clear set of guidelines and expectations for the behaviour and conduct of all members of the university community, including students, faculty, staff, and administrators. Overall, the purpose of a code of conduct in a university is to promote a positive learning and working environment, uphold the values of the institution, and provide a framework for fostering integrity, respect, and professionalism among all members of the university community. It establishes the boundaries of acceptable conduct and provides a basis for addressing violations or misconduct through a fair and consistent disciplinary process.

The key purposes of a code of conduct in a university are:

1. Promoting a Positive Learning and Working Environment: The code of conduct helps create a campus culture that fosters academic excellence, personal growth, and a sense of community. It ensures

that all members of the university community can work, study, and interact in a respectful and supportive environment.

2. Upholding Academic Integrity: The code of conduct emphasizes the importance of academic honesty and integrity. It sets clear expectations for students to engage in ethical practices, including avoiding plagiarism, cheating, and academic misconduct.
3. Safeguarding the University's Reputation: The code of conduct protects the reputation and image of the university by setting standards for ethical behavior. It establishes guidelines to prevent actions that could bring disrepute to the institution or compromise its values.
4. Providing a Framework for Conflict Resolution: The code of conduct offers a framework for resolving conflicts and addressing violations of policies or regulations. It outlines procedures and disciplinary measures that ensure fairness and consistency in handling misconduct cases.

1.3 Responsibilities of the University on Code of Ethics Policy

1. Development and Implementation: The university has the responsibility to develop and implement a comprehensive code of ethics policy that outlines the expected ethical standards and conduct for all members of the university community, including faculty, staff, students, and administrators.
2. Communication and Awareness: The university must effectively communicate the code of ethics policy to all members of the university community and ensure that they are aware of their rights and responsibilities. This includes providing clear and accessible

information about the policy, conducting orientation programs, and promoting ongoing awareness through various communication channels.

3. **Training and Education:** The university should provide training and educational programs to enhance the understanding of ethical principles and promote compliance with the code of ethics. This may involve conducting workshops, seminars, or online training sessions to ensure that all members of the university community have the necessary knowledge and skills to uphold ethical conduct.
4. **Monitoring and Enforcement:** The university is responsible for monitoring and enforcing compliance with the code of ethics policy. This includes establishing mechanisms for reporting ethical concerns or violations, conducting investigations when necessary, and taking appropriate disciplinary actions against individuals found to have violated the policy.
5. **Support and Guidance:** The university should provide support and guidance to individuals who have concerns or questions related to ethical matters. This may involve establishing an ethics committee or office that can offer confidential advice, counseling, or mediation services to address ethical dilemmas or conflicts.
6. **Review and Revision:** The university should regularly review and update the code of ethics policy to ensure its continued relevance and effectiveness. This may involve seeking feedback from the university community, conducting periodic assessments of ethical practices, and incorporating any necessary revisions to address emerging ethical issues.

7. **Setting the Tone:** The university administration and leadership have the responsibility to set a positive example by demonstrating ethical behavior and fostering a culture of integrity and ethical conduct. By exemplifying ethical values in their actions and decisions, they contribute to the overall ethical climate of the university.
8. **Collaboration and Partnerships:** The university should collaborate with external stakeholders, such as industry organizations, regulatory bodies, and community groups, to align the code of ethics policy with industry standards and societal expectations. This collaboration helps to ensure that the university's ethical practices are in line with broader ethical frameworks.

2.0 Code of Ethics for Lecturers

As a lecturer, you play a critical role in shaping the education and development of students. To ensure professionalism and uphold the highest ethical standards in your role, the following are key elements of the Code of Ethics for Lecturers:

1. **Commitment to Excellence:** Strive for excellence in teaching, research, and scholarly activities. Maintain a high level of competence in your field and continuously enhance your knowledge and skills.
2. **Integrity and Honesty:** Act with integrity and honesty in all professional interactions. Be truthful and transparent in your research, teaching, and evaluation of students' work.
3. **Respect and Fairness:** Treat all students, colleagues, and staff with respect, fairness, and dignity, regardless of their backgrounds, beliefs, or abilities. Promote an inclusive and supportive learning environment.

4. **Professional Conduct:** Conduct yourself professionally and ethically at all times. Adhere to professional standards and guidelines set forth by your discipline and the university. Avoid conflicts of interest and ensure the appropriate use of university resources.
5. **Confidentiality:** Maintain the confidentiality of student information and respect their privacy rights. Use student information only for legitimate educational purposes and disclose it only as required by law or with appropriate consent.
6. **Academic Freedom:** Embrace and defend the principles of academic freedom, which include the freedom to pursue research, express opinions, and engage in intellectual inquiry without fear of reprisal or censorship.
7. **Avoidance of Plagiarism and Academic Dishonesty:** Promote academic integrity by avoiding plagiarism and academic dishonesty in your own work and by educating students about the importance of academic honesty and proper citation.
8. **Responsible Mentoring:** Provide guidance, support, and mentoring to students in a responsible and ethical manner. Foster a positive and respectful student-teacher relationship that encourages academic growth and development.
9. **Responsible Use of Authority:** Use your authority as a lecturer responsibly and avoid any abuse of power or exploitation. Treat students and colleagues fairly and equitably, without favoritism or discrimination.
10. **Professional Development:** Engage in ongoing professional development activities to stay current in your field and continuously improve your teaching methods and practices.

3.0 Code of Ethics for Students

As a student at the university, it is important to uphold the highest ethical standards and contribute to a positive learning environment. The following are key elements of the Code of Ethics for Students:

1. **Academic Integrity:** Maintain honesty and integrity in all academic activities. Avoid plagiarism, cheating, and any form of academic dishonesty. Give proper credit to the work and ideas of others through accurate citations and references.
2. **Respect for Others:** Treat fellow students, faculty, staff, and university property with respect and dignity. Embrace diversity and inclusivity, valuing different perspectives and cultures. Avoid any form of harassment, discrimination, or disrespectful behavior.
3. **Honesty and Responsibility:** Be honest and accountable for your actions. Take responsibility for your own learning and academic progress. Submit your own work and do not engage in any form of academic dishonesty or misconduct.
4. **Respect for Intellectual Property:** Respect intellectual property rights by not engaging in the unauthorized copying, distribution, or sharing of copyrighted materials. Use software, digital resources, and information in accordance with licensing agreements and legal requirements.
5. **Professionalism:** Behave professionally in all academic and co-curricular activities. Attend classes regularly, be punctual, and actively participate. Communicate with faculty and staff in a professional and respectful manner. Dress appropriately for academic settings and professional events.
6. **Privacy and Confidentiality:** Respect the privacy and confidentiality of others, including fellow students

and university staff. Do not disclose personal or confidential information without proper authorization. Use technology and social media responsibly, being mindful of the potential impact on others.

7. **Responsible Use of Resources:** Use university resources, facilities, and equipment responsibly and for their intended purposes. Conserve resources and avoid wastefulness. Respect the environment and follow sustainable practices.
8. **Ethical Conduct in Research and Projects:** Conduct research and academic projects with integrity, adhering to ethical guidelines and protocols. Seek appropriate permissions and approvals when necessary. Give credit to the work and ideas of others through accurate citations and references.
9. **Social Responsibility:** Engage in community service, volunteerism, and social initiatives that contribute to the betterment of society. Respect the laws and regulations of the community and demonstrate good citizenship.
10. **Personal Integrity and Well-being:** Take care of your own physical and mental well-being. Seek help and support when needed, and encourage others to do the same. Uphold personal integrity and make responsible choices that promote a healthy and balanced lifestyle.

4.0 Laws on Code of Ethics in Ghana

In Ghana, there are various laws and regulations that govern ethical conduct and provide guidance for the establishment and enforcement of codes of ethics. Some of the key laws related to ethics in Ghana include:

1. **Constitution of Ghana:** The Constitution of Ghana, specifically in Chapter 24 on Directive Principles of

State Policy, promotes ethical principles such as integrity, honesty, transparency, and accountability in public and private life.

2. Public Services Commission Act, 1994 (Act 482): This Act establishes the Public Services Commission and provides guidelines for the conduct of public officers, including ethical standards and codes of conduct.
3. Public Procurement Act, 2003 (Act 663): This Act regulates public procurement processes and includes provisions for ethics, transparency, and accountability in the procurement of goods, works, and services by public entities.
4. Financial Administration Act, 2003 (Act 654): This Act governs financial administration in the public sector and includes provisions for the ethical conduct of public officials, particularly in financial management and accountability.
5. Labour Act, 2003 (Act 651): This Act provides regulations for the employment relationship, including ethical standards for employers and employees in relation to fair treatment, non-discrimination, and proper working conditions.
6. Ghana Education Service Code of Conduct for Teachers: The Ghana Education Service has established a code of conduct for teachers in the education sector, outlining ethical standards and professional behavior expected of teachers in their interactions with students, parents, and the education system.