



MAASAI MARA UNIVERSITY

CODE OF CONDUCT AND ETHICS

FEBURUARY, 2016

1. INTRODUCTION

This Code of Conduct and Ethics contains general rules of conduct to be observed by a Maasai Mara University employee. Adherence to the Code of Conduct and Ethics is expected to maintain staff integrity and loyalty to the University. In addition, adherence to the Code of Conduct and Ethics is expected to enhance the dignity and loyalty of the office to which employee has been appointed. Each University employee occupies a special position within the University service and he/she should be proud of that position and ensure that his/her conduct both in public and private life does not bring the University into disrepute. It is therefore imperative that every University employee adheres to this Code of Conduct and Ethics and such other rules that may be promulgated from time to time.

2. VISION

Maasai Mara University will be a world Class University committed to academic excellence for development.

3. MISSION

The mission of Maasai Mara University is to provide high quality education, through innovative teaching, research and consultancy services for development.

4. OFFICIAL WORKING HOURS AND PUNCTUALITY

- a) A member of staff shall observe official working hours and shall not be absent without authorization or reasonable cause.
- b) A member of staff shall observe punctuality at all times.

5. ORDERLY BEHAVIOUR

A member of staff shall not:

- a) Report to work on duty while under the influence of alcohol or drugs.
- b) Conduct himself/herself in a disorderly manner.
- c) A public officer shall carry out his duties in accordance with the law.
- d) In carrying out his duties, a public officer shall not violate the rights and freedoms of any person under Part V of the Constitution.

6. DRESS CODE AND HYGIENE

A member of staff shall maintain an appropriate and decent mode of dress and personal hygiene at all times.

7. PROFESSIONALISM

7.1 A member of staff shall:

- (a) Carry out his/her duties in a way that maintains public confidence in the integrity of his/her office,
- (b) Treat other members of staff, students and members of the public with courtesy and respect,
- (c) To the extent appropriate to his/her office, seek to improve the standards of performance and level of professionalism,

- (d) If a member of a professional body, observe the ethical and professional requirements of that body,
- (e) Discharge his/her responsibilities in a professional manner and not allow his/her emotions to interfere with his/her work,
- (f) Strive to carry out his/her work in a manner befitting his/her profession,
- (g) be efficient in the discharge of his/her duties and strive to improve one's productivity at all times, and
- (h) Be calm, dependable, reliable, consistent and committed to his/her work.

7.2 A member of staff shall be expected to show initiative and strive to ensure effective communication channels are sustained and enhanced.

7.3 A member of staff in leadership positions should lead by example and assist his/her subordinates to realize their potential.

7.4 A member of staff shall have a general obligation to other members of staff and students not to cause them physical, emotional and psychological harm.

7.5 A member of staff who has a duty to give advice shall give honest and impartial advice without fear or favor

7.6 A member of staff shall not knowingly give false or misleading information to members of the public or to any other public officer.

8. INTEGRITY

- a) A member of staff shall, to the best of his/her ability, carry out his/her duties efficiently, honestly with integrity and in a way that maintains public confidence
- b) A member of staff in carrying out his/her duties shall not violate the rights and freedoms of other members of staff, students and members of the public.
- c) A member of staff who has a duty to give advice shall do so with impartiality and without fear or favor.
- d) A member of staff shall not knowingly give false or misleading information to a member of the public or to any University employee or student.
- e) A member of staff shall conduct his/her private affairs in a way that maintains public confidence in the integrity of his/her office.
- f) (f)A member of staff shall not neglect his or her financial obligations or neglect to settle them so as to avoid causing ridicule to the University.
- g) A member of staff shall conduct his private affairs in a way that maintains public confidence, in the integrity of his office

9. CONFLICT OF INTEREST

- a) A member of staff shall make every effort to avoid situations where personal interests conflict with his/her official position.
- b) A member of staff whose personal interest conflicts with his/her official duties shall declare such interest to the appropriate office or committee.
- c) A member of staff who has a personal interest in a subject matter shall refrain from participating in any deliberations/activities related to the matter.
- d) Notwithstanding any directions to the contrary under subsection (9)(a), a public officer shall not award a contract, or influence the award of a contract, to-
 - (a) himself;
 - (b) a spouse or relative;
 - (c) a business associate; or
 - (d) a corporation, partnership or other body in which the officer has an interest.

10. RECEIVING OF GIFTS, GRANTS AND DONATIONS

- a) A member of staff shall not misuse his/her office to enrich himself/ herself.
- b) A member of staff shall not receive gifts, grants and donations in his/her private capacity.
- c) A member of staff may however receive a gift given to him/her in his/her official capacity and, such a gift shall be deemed to be a gift to the University and shall be surrendered to the University.
- d) A member of staff may receive grants and donations for educational, literary research or other related purposes which will be surrendered to the University College as stipulated in the agreement.

11. MISUSE OF UNIVERSITY COLLEGE PROPERTY

- a) A member of staff shall take all reasonable steps to ensure that University property entrusted to his/her care is adequately protected from misuse or misappropriation.
- b) A member of staff shall ensure that University property is used for the intended purpose.

12. INTELLECTUAL THEFT

- a) A member of staff shall refrain from acts of cheating, plagiarism and impersonation in the production of academic materials and publications.
- b) A member of staff shall not reproduce any University forms, documents and materials and sell the same for personal gain.

13. SOLICITING, INDUCEMENT AND ACCEPTING OF BRIBES

A member of staff shall not use his/her office or place of work for soliciting, inducing favors and collecting bribes.

14. FALSIFICATION OF DOCUMENTS AND RECORDS

- a) A member of staff shall not falsify personal or official records/documents which may come to his/her possession in the course of his/her work.

- b) A member of staff having access to confidential information shall not disclose such confidential information without authority.

15. CONFIDENTIALITY

- a) A member of staff shall ensure that records/data are regularly updated and shall maintain accurate records/data as much as possible.
- b) A member of staff shall protect University records/data and ensure that unauthorized access to such records/data does not occur.
- c) A member of staff dealing with confidential records/data shall submit himself/herself to take the oath of secrecy.

16. SEXUAL HARASSMENT AND ABUSE

- a) A member of staff shall not "sexually harass" a fellow member of staff a student or member of the public. Sexual harassment in this context shall include any of the following, if the person doing it knows that it is unwelcome:
 - i. Making advances or exerting pressure for sexual activity or favor,
 - ii. Making intentional or careless physical contact/touching that is sexual in nature, and
 - iii. Making gestures, noises, jokes or comments including innuendoes regarding another person's sexuality.
- b) A member of staff shall not maintain an improper sexual/emotional relationship with a fellow member of staff or a student where one of the parties is taking advantage of the other or where boundaries are being violated.
- c) A member of staff shall not victimize another member of staff or student as a result of any form of sexual harassment.

17. MISUSE AND MISALLOCATION OF HUMAN RESOURCES

A member of staff shall:

- (a) Take all reasonable steps to ensure that staff entrusted under his/her direction and supervision are properly deployed and adequately utilized.
- (b) Not deploy or utilize University staff for personal/private work.

18. DISCRIMINATION

A member of staff is expected to refrain from any form of discriminatory practices and stereotypes based on gender, religion, race, tribe, region of origin, historical background, nepotism or position held.

19. SELECTION AND ELECTION OF UNIVERSITY EMPLOYEES

A member of staff shall practice and promote the principle that University employees should be:

- (a) Selected on the basis of integrity, competence, suitability and in fairness

or

- (b) Elected in free and fair elections.

20. IMPERSONATION AND MISLEADING THE PUBLIC

A member of staff shall not impersonate or misrepresent himself / herself to other members of staff, students or members of the public.

21. REPORTING MALPRACTICES

A member of staff has an obligation to report any wrongdoing he/she becomes aware of in the University to the Corruption Prevention Committee.

22. EXAMINATIONS

- (a) A member of staff who has access to examinations material shall not avail any or part of the information on these examinations to the candidates and/or any other person.
- (b) A member of staff shall not tamper with examination documents.
- (c) A member of staff who is involved in grading continuous assessment tests, examination scripts and thesis shall observe integrity, objectivity and high degree of professionalism in awarding marks.

23. CHAIN OF COMMAND

- (a) A member of staff at supervisory or higher level shall follow the laid down chain of command in delegation of duties and monitoring of performance.
- (b) A member of staff is expected to strictly adhere to the established chain of command at all times and to desist from acts of insubordination or exercising powers that have not been granted to him/her.

24. COLLECTIVE RESPONSIBILITY

A member of staff has an obligation to protect the image of the University and shall act in the best interests of the University at all times.

25. OBSERVANCE OF STATUTORY PROVISIONS

A member of staff shall carry out his/her duties in accordance with:

- (a) his/her employment contract and the code of conduct,
- (b) The terms of service applicable to him/her,
- (c) The Maasai Mara University Charter and the statutes, and
- (d) law of the land.

26. INSTITUTIONAL HISTORY AND TRADITIONS

- (a) A member of staff in relevant supervisory level should ensure that the institutional memory is preserved and protected through proper preservation of records and appropriate induction of staff.

- (b) A member of staff should ensure that positive traditions, values and norms that have been generated in the past are upheld, enriched and passed on.

27. AQUISITION OF GOODS AND SERVICES

A member of staff charged with the duty of acquiring goods' and services for the University shall exercise due care and apply existing policies, regulations and controls that will ensure value for money to the University.

28. CONCERN FOR ENVIRONMENT

A member of staff is expected to promote University policies and measures for the protection of health and safety for all employees, students and members of the public who may be affected directly or indirectly by University activities and also give proper regard to the protection and conservation of the environment.

29. CLAIMS

A member of staff shall present only legitimate and accurate claims.

30. ACTING THROUGH OTHERS

A member of staff shall be deemed to have contravened the Code of Conduct and Ethics if:

- (a) he/she causes anything to be done through another person that would, if the member of staff did it, be in a contravention of the Code of Conduct and Ethics, or
- (b) he/she allows or directs a person under his supervision or control to do anything that is in contravention of the Code of Conduct and Ethics.

31. REPORTING IMPROPER ORDERS

If a member of staff considers that anything required of him/her is in contravention of the Code of Conduct and Ethics or is otherwise improper or unethical, he/she shall report the matter to the Corruption Prevention Committee.

32. PARTICIPATION IN POLITICS

A member of staff shall not, in or in connection with the performance of his/her duties as such,

- a) Act as an agent for or so as to further the interest of a political party.
- b) Indicate support for or opposition to any political party or candidate in an election.
- c) Engage in political activity that may compromise or be seen to compromise the political neutrality of his office.

33. DECLARATION OF THE INCOME, ASSETS AND LIABILITIES

Every member of staff shall, annually, submit to the Commission of University Education a declaration of the income, assets and liabilities of himself, his spouse or spouses and his dependent children under the age of 18 years.

- a) The declaration shall be in the form set out in the Schedule and shall include the information required by the form.

- b) The annual declaration shall be submitted by each member of staff in December of each year.
- c) The statement date of an annual declaration shall be the first day of November of the year in which the declaration is required.
- d) Within thirty days after becoming a public officer, the public officer shall submit an initial declaration.
- e) The statement date of an initial declaration shall be the date the public officer became a public officer.

33. ENFORCEMENT OF CODE OF CONDUCT

- a) There shall be a staff disciplinary committee to receive complaints and determine whether or not the University employee has contravened the Code of Conduct and Ethics.
- b) Investigations shall be carried out on the committee's initiative or pursuant to a complaint by any person.
- c) A member of staff who contravenes this code shall be summoned to appear before a staff disciplinary committee.
- d) Investigations may be conducted by the staff disciplinary committee even if the subject of investigation has ceased to be an employee of the University and appropriate legal action taken.
- e) The committee's decision shall be binding.
- f) A member of staff who is not satisfied with the committee's verdict may appeal to the appeals Board of Council within a period of twenty one (21) working days.

34. OPERATION AND OBSERVANCE OF CODE OF CONDUCT AND ETHICS

This Code of Conduct and Ethics is formulated in accordance with the Public Officer Ethics Act 2003, of the Laws of Kenya.

Every member of staff will be issued with a copy of the code and is expected to comply with the provisions contained therein.

Contravention of any of the provisions of the code will be a breach of the University's rules and regulations which may lead to disciplinary action.

A member of staff contravenes' the Code of Conduct and Ethics if-

- a) he causes anything to be done through another person that would, if the public officer did it, be a contravention of the Code" of Conduct and Ethics;
or
- b) he allows or directs a person under his supervision or control to do anything that is a contravention of the Code. Of Conduct and Ethics.

35. REVIEW OF THE CODE OF CONDUCT AND ETHICS

This Code of Conduct and Ethics may be reviewed from time to time when need arises but shall be reviewed once every three (3) years.

ACCEPTANCE:

I have read, understood and accept to abide by the code of ethics and conduct.

Name

Date

Approved By:.....

Date:

PROF. S. SENO
DEPUTY VICE-CHANCELLOR (AF&P)