



**COLLEGE OF BUSINESS EDUCATION**

**CODE OF ETHICS AND CONDUCT**

**FOR**

**COLLEGE OF BUSINESS EDUCATION**

**MEMBERS OF STAFF, 2014**

## **PART I**

- 1. CITATION:** These Codes may be cited as Code of Ethics and Conduct for the College of Business Education members of staff, 2014.

### **2. INTERPRETATIONS:**

- a) In this code of Ethics:-
- (i) "Academic Staff" shall mean all employees at the College of Business Education who are employed for teaching, research and Consultancy activities. This also includes those academic staff who are seconded to the College of Business Education from the public or private institutions for any period of time.
  - (ii) "Administrative Staff" shall mean all employees at the College of Business Education (CBE) who are employed to carry out administrative and technical services at the CBE.
  - (iii) "Code of Ethics" shall mean a set of accepted standards of behaviors, conduct, duty and character for College of Business Education Staff.
  - (iv) "Community" shall mean all people living within and outside the College of Business Education with whom College of Business Education Staff interact.
  - (v) "CBE" is an abbreviation for College of Business Education
  - (vi) "Ethics" means rules or behaviour pertaining to a particular class of human action related to moral principles that control, influence or guide a person's conduct or behaviour so as to gain respect for him.
  - (vii) Member of staff means any person employed by the CBE on whatever status permanently or temporarily employed.
  - (viii) "The College" shall refer to the College of Business Education, with all its campuses or premises used by CBE on rental or ownership.

- (ix) "Cheap popularity": Means any advantage, or personal interest gained unfairly by the Member of staff in discharge of his/her daily duties.
  - (x) "Student" means as ascribed by the College of Business Education Examinations Handling Regulations, 2012.
- b) The College of Business Education community and the society at large expect the College of Business Education staff to assist the College to achieve its goals in accordance with the stated vision and mission as well as shared core values. In this vein, it is imperative for College of Business Education staff to behave and carry out their duties in an ethical manner in accordance with their professionals and the Code of Ethics and Conduct for Public Service of Tanzania, 2005.

## **PART II**

### **ALL MEMBERS OF STAFF**

**ARTICLE I :** All College of Business Education Members of Staff shall:-

1. demonstrate professional competence and professionalism in performance of their daily duties.
2. be up to-date in their areas of specialization through continued personal development, further education and training.
3. be time conscious by being punctual and present to all activities related to their jobs.
4. be diligent, conscientious and transparent in discharging their duties.
5. act as role models to students in particular and the community at large within and outside the College.
6. strict observe prevailing regulations or rules in all activities relating to their professions.
7. desist from conducting any activity in conflict with CBE interest.

**ARTICLE II:** When at work or anywhere carrying out their duties, all College of Business Education members of Staff shall:-

1. not be under the influence of alcohol, drugs and other intoxicants.
2. perform their duties fairly, impartially and to the best of their abilities.
3. not practice any discrimination on the basis of gender, ethnicity, religion, nationality, physical disability, socio-economic status, political affinity, friendship or any other creed.
4. abstain from using defamatory, derogatory or vulgar, abusive language or gestures.
5. observe confidentiality in respect of personal information towards colleagues or students.
6. not to smoke or take snuff at place of work except for specified areas.
7. dress in a manner or fashion prescribed by the President's Office Public Service Management.

8. have cellular phones or electronic devices of any kind switched off or silent mode while in meetings or classrooms or examinations sessions.

**ARTICLE III:** In their relations with students, all members of staff of the College of Business Education Staff shall:

1. be impartial in respect of gender, religion, ethnicity, political affiliation, socio-economic status, friendship, physical disability, place of origin, or any other criteria.
2. treat all students with respect in all activities within and outside the College.
3. treat with respect and confidentiality the personal information of students and not use such information to intimidate, blackmail, threaten, embarrass or harm the personality of students.
4. not sexually harass students for example, soliciting for sexual bribe, intentional physical contacts with sexual implications, making gestures or pronouncements with sexual implications such as having carnal knowledge and any forms of sexual assault with any student.
5. not use their position to propagate political, religious or any ideological convictions to students.
6. not to victimize or vindicate students for whatever reason.

**ARTICLE IV:** In relation with colleagues, every College member of Staff shall:-

1. treat all colleagues with respect in all activities within and outside the College.
2. appreciate the importance of team work and cooperate with colleagues in fulfilling one's responsibilities.
3. strive to exhibit mutual respect and promote cordial working relationships with all colleagues.
4. advice and counsel colleagues skillfully and diligently.

**ARTICLE V:** In fulfilling their responsibilities to the community, all College members of Staff shall:-

1. be role models in abiding with laws, by-laws, rules, regulations and other social norms.
2. strive to live in peace and harmony with colleagues, neighbours and other members in community.
3. not subject themselves to pecuniary embarrassment through indebtedness.
4. not practice child abuse and home violence.
5. refrain from excessive taking of alcoholic drinks to the extent of becoming social nuisance in place of his/her residence.
6. refrain from taking drugs (drug abusive) and other intoxicants.
7. respect human rights, in all places and at all times.

**ARTICLE VI:** In relation to the College, all College member of staff shall:-

1. strive to enhance the college image wherever they may be.
2. not engage in any activity which results in conflict of interest with those of the college.
3. demonstrate loyalty, humility and commitment to the college's vision and mission.
4. abide by all relevant laws, by-laws, rules and regulations.
5. serve the College and in accordance with the conditions of service.
6. rationally use the College resources to achieve organizational goals by avoiding wastage, loss, misuse and all unauthorized uses.
7. not disclose corporate strategic information to the public or competitors without prior permission from the Rector.
8. not use fiduciary relationship with his/her subordinate to obtain any favour, or advantage thereof.
9. promote the College's Mission and Vision.

**ARTICLE VII:** - In fulfilling their responsibilities to the state, all college member of staff shall:-

1. comply with lawful instructions of the Government of the day and its senior officials to the best of their abilities.
2. promote national interests of the state wherever they may be.

### **PART III**

#### **PERFORMANCE OF ACADEMIC DUTIES**

**ARTICLE I: -** Professionally, the College Academic members of staff shall:

1. maintain objectivity and fairness in assessing students' performance.
2. ensure adequate preparation and delivery of lessons.
3. strictly observe prevailing regulations in all activities relating to competence, integrity, honesty and professionalism in consultancy and research assignments.

**ARTICLE II:-** While carrying out their duties, all College members of staff shall:-

1. treat all students with respect, and modesty.

**ARTICLE III:-** In their relations with students, all College members of staff shall:-

1. maintain a reasonable social distance to students without however, limiting their accessibility.
2. at all times act as role models and guide students to their full potential.
3. not use their power, knowledge and authority to intimidate, threaten the students' confidence thereby impairing the Learning Environment.
4. not solicit or receive any gifts or rewards in cash, in kind or sexual favours from any student or his/her relative in return to favoritism in class work, tests or examinations.
5. not to solicit or receive payment in cash or in kind from any student as tuition fees for consultation or counselling.
6. not sell to students any academic material produced in the normal duties of preparing teaching materials.
7. not use class exercises, tests or examinations to make students succumb to personal interests



8. not use derogatory, threatening, abusive or intimidating language which might negatively affect the learning process.
9. not give favours in terms of marks, cash or in kind in order to seek cheap popularity.
10. mentor and counsel their students.

**ARTICLE IV:-** In relation to colleagues, every College Academic members of staff shall"-

1. respect in intellectual integrity of other academic member of staff.
2. resist submitting to any pressure by colleagues or their personalities and authorities to offer unlawful advantage to a student regarding student assessments.
3. not seek, or request from Colleges unlawful advantage in respect of any student regarding the marking of assignments, tests or examinations.

**ARTICLE V:-** In fulfilling their responsibilities to the state, academic members of staff shall:-

1. be loyal to the Government of the day without compromising their academic freedom.

## **PART IV**

### **COMPLIANCE AND BREACH OF THE CODE OF ETHICS**

1. Every staff member of the College is required to comply with the provisions and requirements of this Code of Ethics and conduct.
- 2 Any College Staff who breaches or violates the provisions of this Code of Ethics shall be deemed to have breached the Public Service Act, 2002, Public service Regulations of 2003, Standing Orders for the Public Service 2009, and Employment and Labour Relations Act 2004 read together with its Employment and Labour Relations Rules Government Notices [(GN) No. 42, GN No. 64 and GN. No. 67 of 2007] and CBE Staff Regulations, 2011.