



UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

STAFF CODE OF CONDUCT

Schedule

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STAFF CODE OF CONDUCT

Preamble:-

Uganda Christian University (UCU) is a private, not-for-profit University, established by the Anglican Church of Uganda in 1997. In 2004, the University was chartered as the first private University in the country. UCU operates 3 campuses (Mukono, Arua and Kampala) and 2 constituent colleges in Mbale and Kabale. The Christian Identity of Uganda Christian University is espoused in the Instruments of Identity, and the House of Bishops is corporately and exclusively custodian of the Instruments of Identity.

Staff and Students are required to respect the Instruments of Identity and to observe the laid down rules and the Code of Conduct BOTH at the University and while away on official or authorized events.

MOTTO: *“Alpha and Omega: God the Beginning and the End”*

VISION: *“A Centre of Excellence in the Heart of Africa”*

MISSION: *“To Equip students for productive, holistic lives of Christian faith and service”*

CORE VALUES: *Christ-Centredness, Diligence, Integrity, Servanthood, Stewardship*

THEME: *“A Complete Education for A Complete Person”*

In its Strategic Plan (2012-2018), UCU aims at achieving the following objectives:

Identity: UCU's identity as an authentic Christian institution.

Governance and leadership: Accountable leadership.

Teaching and learning: A high quality education with a diverse yet integrated curriculum.

Targeted research: Rigorous, relevant, focused and innovative research.

Service to the community: Assisting communities to achieve holistic development.

Student recruitment and development: A diverse array of students.

Staffing: Attracts, recruits, and retains a staff noted for excellence in teaching, research, and praxis.

Great campuses: The physical infrastructure that meets the education, ICT, and administrative needs and standards while preserving campus history and beauty.

UCU's Niche Professionalism and Character

The Vision of Uganda Christian University (UCU) states as follows: *“A Centre of Excellence in the Heart of Africa”*. Her Mission is: *“To Equip Students for Productive, Holistic Lives of Christian Faith and Service”*. And UCU's Theme is:

“A Compete Education for A Complete Person”. These core statements, and others that UCU has, espouse a sense of purpose and a quest for the highest goal attainable, especially among our students.

For this reason, it is proposed that UCU's Niche as a University shall be, **“Professionalism & Character”**. The following is the rationale to this Niche.

Professionalism:

That UCU can draw from her Christian ethos to inculcate exemplary professionalism among her products. The graduate from UCU, as well as UCU's Services, shall be expected to exhibit distinguished methods of work, standing, and practices that are ahead and above the ordinary, putting to best use the training received, as well as always aiming at excellence in everything. A professional is well equipped for his/her vocation, puts service to the customer first, and aims to work beyond the call of duty. The Professional presents oneself with dignity and appropriate decorum. Professionalism will mean we walk and work the extra mile.

Professionalism in Uganda declined over the years of political misrule and has degenerated further amidst the current ambivalence about what it really is. Self-interest, partisanship and social discrimination replaced equity. Unfortunately, it is easier to pull down the values and virtues of society, quite another to rebuild it. The rebuilding itself may take a different route contemporaneous with the new context, presenting an opportunity for a UCU graduate.

Character:

Character is a function of virtue, integrity, mores, moral and ethical quality in an individual. It is assumed that people learn character, especially from *Culture* and from *Religion*. UCU is able within the scope of her resources to give both. The University purposes to create a community bound together by our common Core Values: ***Christ-Centredness, Diligence, Integrity, Servanthood and Stewardship, which are, in themselves, demonstrate character***; each of them is a character quality.

UCU's graduates have distinguished themselves for their virtue and dependability at work, and for other character qualities of positive influence. This is without a doubt the legacy of UCU's Christian Identity. The Gospel of Jesus Christ undergirds the influence and formation of character in UCU students. It has been said, *“People are hired for their skills; they are fired for their character.”* The former wins one a job, the latter makes one indispensable in the job.

There is nothing more exciting employability and vocationalisation than a worker who exhibits **Professionalism with Character**.



1. INTRODUCTION

Uganda Christian University (UCU) [hereinafter referred to as “the University”] was established by and exists under the proprietorship of the Church of the Province of Uganda. The Church had the singular intention to build an authentic Christian University out of the (originally) Bishop Tucker Theological College. It is therefore intended that the University reflects this intention in all its facilities and services, not least of all through its staff. Staff are therefore welcome to this vision to make it a place of godly nurture for the entire community in every way.

It is the intention of the University authorities that this Code of Conduct must reflect the spirit and letter of all the present and future policies and the Charter of the University.

For purposes of this Code of Conduct, the Holy Scriptures shall be invoked in the interpretation of the Code. Where the University authorities are satisfied that the principles, values, and ethos which the Code seeks to uphold have been violated, but no specific sanctions are provided in the Code, appropriate administrative measures shall be undertaken against the offending member of staff by the organs of the University that enforce the Code.

1.1 Philosophy of the University

The religious and moral of philosophy of Uganda Christian University is set forth in its “Instruments of Identity”, adopted in November 2001 by the House of Bishops of the Church of Uganda, who are the guardians of UCU’s Christian Identity. These Instruments include the Rule of Faith, the Rule of Life, and the Rule of Prayer on which the University is founded. All staff are expected to sign a statement acknowledging these Instruments and agreeing to abide by the Moral Rules therein.

1.2 Objectives and Foundations of the University

The objectives of the University are:-

- (i) To provide resources for higher education, excellence in teaching, and promotion of research and advancement of learning within the context of Christian truth, practice and spirituality;
- (ii) To provide, with other Christian institutions academic leadership to the church in Uganda and Africa so as to address through research, education and consultation, the economic, social and political problems of the Ugandan and African society and those challenges unique to the church of Christ;
- (iii) To provide adequate resources for quality University education, training and research based on biblical concepts and values which reflect the Ugandan and African cultural heritage;
- (iv) To guide students to understand and accept themselves, their individual needs and talents, and to develop their potential for productive life and service;
- (v) To provide students with a balanced educational programme that helps them to develop professional skills and to broaden their perception so as to develop a holistic approach to life;

- (vi) To offer students the opportunity to commit their lives to Jesus Christ and to equip students live out Christ's great Commission (Matthew 28:18-20);
- (vii) To play an effective role in the development and expansion of University education in Uganda and Africa.

The functions of the University are -

- (i) To provide resources for University education, training, and research and for the establishment or recognition of Constituent Colleges, faculties, departments, institutes, affiliated institutions and other academic bodies as the Council may determine;
- (ii) To determine who may teach, what may be taught and how it may be taught in the University;
- (iii) To conduct research and encourage the conduct of research which enlarges the province of human knowledge in general, and increases the effectiveness of the church in particular;
- (iv) To assist in the preservation, processing, transmission and dissemination of knowledge and in the stimulation of the intellectual life and cultural development of the students and the Ugandan and African church and society;
- (v) To conduct examinations for, and grant degrees, diplomas, certificates and other awards of the University;
- (vi) To provide a balanced programme and experiences for harmonious and holistic development of students and staff;
- (vii) To carry out any other functions as may be permitted and approved by the Council.

The Management of Uganda Christian University, prepared and presented the Code of Conduct, elaborated hereunder, to the University Council, which approved the same on 29th November 2007. The said Code of Conduct applies to all academic and non-academic, full time and part-time members of staff of UCU. This is in the interest of staff and students and the University. Thus, the Code of Conduct will, to a large extent, play a role in ensuring that the said are persons of high moral integrity, and that these are men and women who will meet the description of employees of a Christian University, which is A Centre of Excellence in the Heart of Africa.

The Code of Conduct is premised on Christian ethics, because the University upholds moral values rooted in the Bible. However, this Code does not limit the application and recourse to the laws of Uganda, where UCU Management deems such recourse expedient or necessary to do so.

Christian education aims to prepare Christian disciples for lives of service to God and their neighbours (Ephesians 4:11-12). All members of the University staff are a part of this

ministry, which is a crucial ministry in building the Kingdom of Jesus Christ. Every member of the UCU staff should behave in a manner that brings honour and glory to Jesus and reflects his or her ministry as a servant of our Lord. Each task at the University is of equal

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dignity and importance, as is each member of our Community (1 Corinthians 12-20). Therefore, the University expects that all members of our community honour one another and treat one another with the respect that Paul expects of the Church in Corinth. The University should model this respect in our daily interactions with our colleagues in all departments, so as to set an example to our students. The University should also correct students or visitors if they show disrespect to any member of staff, for example, a teaching assistant or a member of the grounds or catering staff.

Each member of the University staff is thus a Minister of God, and a leader of people by word and example. The University models Christian behavior for the education of our students, colleagues and the general public. It believes in Jesus' teaching about Servant Leadership (Mark 9:35; Mark 10:35-44). Those in positions of authority are expected to model such leadership, to show respect for those who report to them, and to make every effort to prepare their subordinates to themselves become servant leaders.

In matters of discipline, the University holds those of higher authority and qualification to a higher standard (Luke 12:47-48). It views any abuse of authority as an offence, particularly where it involves financial misconduct, nepotism or sexual harassment.

The fulltime members of staff of UCU are expected to familiarize themselves with the Instruments of Identity. They are required to affirm the said Instruments of Identity on appointment to University employ and to renew that affirmation annually. Part-time staff are expected to publicly respect the Instruments of Identity and to conform to its Rule of Life. These Instruments of Identity are also contained in the Staff Handbook, which, inter alia provides for Professional Ethics. The said documents should be read together with this Code of Conduct.

Any member of staff of Uganda Christian University has an obligation to report to the University Authorities any infringement of the Code of Conduct (cf. Whistleblowers' Policy) which may come to their notice and to check immediately any disorderly conduct or any breach of these regulations whenever they occur.

1.3 Pastoral Care

The Chaplaincy and the University Counsellor, as well as the University Clinic are always available to assist community members who have problems or concerns. The University urges that members of staff who encounter problems in their personal, professional or spiritual lives seek help, either at the University, or from a pastor or medical professional. Problems may include, but are not limited to:

- Marital problems or problems related to relationships and sexuality
- Financial problems, including debt and gambling
- Addiction to alcohol or drugs (both illicit and prescription)
- Emotional difficulties and stress
- Workplace conflicts
- Physical or mental illness

If a member of staff becomes pregnant or causes another to become pregnant out of wedlock (including those who intend or are engaged to marry), he or she should report this fact to the Human Resource Manager before the arrival of the child. The University will seek to balance the scandal of such pregnancy with concerns for health and welfare of the child in the womb and of the mother. Such staff members may expect to be disciplined and recommended for counseling and, if appropriate, for holy matrimony. The University shall, from time to time, offer pre-marital counseling and marriage services to unwedded staff.

1.4 Confidentiality

Any personal problem brought to the Chaplaincy, Counseling Services or Management will be handled in the strictest confidence. Any breach of confessional or professional confidence is very serious offence against the University, the Church and the ethics of the counseling and medical professions. Therefore, the tribunal will deal severely with any staff member who reveals information given in confidence by a staff member or student. If the staff member or student confesses to a crime, the hearer should counsel full confession to the authorities. If the confession reveals a danger to the safety of the community and its members, the hearer should strive to reveal the danger without revealing the source of the information. Hearers who are not sure how to handle confidential information may discuss the matter with a pastor or counselor.

All staff and student records, especially medical, personal and student files, must be handled with extreme confidence. Any examination or test material also requires strict confidence. Staff who handle confidential material are held to very high standards of integrity, and stiff penalties for any breach of confidentiality shall be imposed. Any member who attempts to access confidential material without authorization or breaches privacy or confidentiality shall be guilty of a major offence.

1.5 Temptation

Members of staff are cautioned against placing themselves into, or remaining in, situations which may lead to temptation or the appearance of impropriety. This is particularly true in financial or sexual matters, but can also apply in other cases. The following guidelines apply, and violations may be treated as evidence in disciplinary cases:

- (a) Exercise careful financial management in your personal affairs, so as to avoid indebtedness and financial crises which could lead to the temptation to use University resources unlawfully.
- (b) Do not meet students, or other staff members, in situations which could lead to temptation or apparent impropriety. This especially applies to meetings with members of the opposite sex. Leave doors slightly open; do not close blinds or curtains. Never hold a meeting behind a locked door. Avoid one-on-one meetings with subordinates or students at home or off campus, especially in empty houses.
- (c) Make sure that all relationships are a matter of public record. If your student or supervisee is a relative, ensure that you inform your supervisor.

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- (d) Account scrupulously for any University expenditure. Maintain receipts and records. If the expenditure is less than you budgeted, return the surplus.
- (e) Make sure that you report any absence or lateness to your supervisor as soon as possible. It is always preferable, but not always possible, to request permission for absences.
- (f) Communicate with your supervisor, or with Counselor or Chaplains, about any situation or condition which may affect your work performance or attendance.

1.6 Honesty

As a Christian community, UCU encourages all who sin to make a full confession, to experience true repentance and amendment of life and to make restitution for any offence against the community. Therefore, the tribunal will treat honesty and cooperation as mitigating circumstances when assessing the penalty for a particular case of misconduct. Lying to the tribunal, or to University officials, on the other hand, will be considered an additional offence, and will increase the severity of the penalty. Timing of the confession is also significant. A member of staff who admits to an offence before it is detected shall be treated more leniently than one who confesses only when confronted with the evidence.

1.7 Conflict of Interest

- (a) Employees of UCU are urged to desist from undertaking any transaction, or undertaking which may bring about conflict of interest. Unless the context otherwise provides, conflict of interest in this code of conduct refers to relationships with regard to matters of pecuniary gain or personal interest on the part of UCU staff.
- (b) A member of staff who is in any way, directly or indirectly interested in a contract or proposed contract with the University shall declare the nature of his or her interest to the relevant University authorities.

In case of a proposed contract the declaration required by this section to be made by a member of staff shall be made at the meeting of the University authorities at which the question of entering into the contract is first taken into consideration or if the member of staff was not at the date of that meeting interested in the

- (c) proposed contract, at the next meeting of the University authorities held after he or she became so interested and in a case where the member of staff becomes interested in a contract after it is made, the declaration shall be made at the first meeting of the University authorities held after the member of staff becomes so interested.
- (d) For purposes of this section, a general notice given to the University authorities by a member of staff to the effect that he or she is a member of a specified company or firm or acts for the company or firm in a specified capacity and is to be regarded as interested in any contract which may, after the date of the notice, be made with that company or firm or with himself or herself in that specified capacity shall be taken to be a sufficient declaration of interest in relation to any



contract so made but the notice shall not be of effect unless either it is given at a meeting of the relevant University authorities or the member of staff takes reasonable steps to ensure that it is brought up and read at the next meeting of the relevant University authorities after it is given.

- (e) A member of staff who fails to comply with the above provisions shall be guilty of a major offence.

2. MANNER OF DRESS

Members of staff are expected to dress modestly as it behooves people of Christian morals, in accordance with the Dress Code that may be enjoined upon them, by their respective faculties/departments. Any member of staff, who dresses in a manner that is indecent, contrary to the standard of decent dressing as understood by a reasonable Christian, shall be guilty of a minor offence.

3. INSUBORDINATION

Members of staff are expected to attend to duty diligently. Any member of staff, who in the line of duty, and without reasonable cause, refuses or fails to obey the lawful instructions of a person in authority at the University, shall be guilty of a major offence.

4. SUBSTANCE ABUSE

Members of staff of Uganda Christian University are expected to be of a sober disposition.

- (a) The Church of Uganda traditionally promotes a policy of total abstinence from alcohol, (except for liturgical purposes, in such quantities as may be prescribed by the Church authorities), tobacco and other addictive substance. The University affirms the position of the Church and declares the University campus to be a substance-free zone.
- (b) Any member of staff who abuses alcohol or prescription or over-the-counter drugs or consumes any illicit drugs, is guilty of a major offence.
- (c) Any member of staff who distributes or attempts to procure illicit drugs shall be guilty of a major offence.
- (d) Any member of staff who is arrested on grounds of drunkenness or as a result of dealing in any substance mentioned in (b) above, shall be guilty of an offence.

5. SEXUAL IMMORALITY

It is the legitimate expectation of the UCU Management that all members of staff shall be chaste as required by the Holy Scriptures. Any ongoing unchaste conduct shall not be tolerated. Scripture defines chasteness as celibacy for single people and fidelity in monogamous, lifelong marriage. (Matthew 19:8-12). Any sexual relations outside this model are an offence. The University views the preservation of marriage and the family as important. Any member of staff experiencing marital difficulties is urged to seek help. Subject to section 10(b) of this Code, Staff and officials are cautioned against accepting or assigning duties which may have an excessively negative impact on a normal family life.

Anyone who abuses his/her authority in any way to solicit sexual favours shall be guilty of a major offence.

- (a) Any member of staff who, solicits sexual favours, is involved in acts of sexual immorality, that is to say, adultery. Fornication, polygamy, homosexual practice, bestiality or related offences - inside or outside the University, shall be guilty of a major offence.
- (b) Any member of staff who is involved in sexual harassment, lewd gestures and comments, unwanted immoral solicitation, or any such behaviour - shall be guilty of a major offence.
- (c) Any member of staff who is convicted in Court of indecent assault, rape, defilement, sodomy, bestiality or related offence shall be guilty of a major offence.
- (d) The University does not recognize customary marriages, mainly but not exclusively, because such marriages are potentially polygamous, hence contrary to the Holy Scriptures.

6. UNBECOMING CONDUCT

The University electronic facilities are intended for use, as stipulated in the Information, Communication and Technology (ICT) Policy of the University. Any use of the said University electronic facilities, contrary to the said ICT Policy constitutes un-becoming conduct.

- (a) Any member of staff who indulges in such conduct, is guilty of an offence.
- (b) Any member of staff whose conduct brings the University into disrepute shall be guilty of an offence.
- (c) Any member of staff who uses, circulates or accesses pornographic materials, whether in print or electronic form, or any other media, shall be guilty of an offence.

7. GAMBLING

Gambling shall be deemed to mean games of chance for profit. Whereas Christians are commanded to work for wealth, greed for material wealth is sinful. (1Tim 6:6-10) Therefore, gambling, whether inside or outside the University campus is an offence

8. MISUSE OF UNIVERSITY MONEY AND PROPERTY

- (a) Any member of staff, who steals private property of another person or University property shall be guilty of a major offence.
- (b) Any member of staff who mishandles University funds or misrepresents any financial matter shall be guilty of a major offence.
- (c) Every member of staff shall exercise the highest standard of caution in handling University property so as to avoid possible damage.
- (d) Any member of staff who willfully or negligently damages University property shall be guilty of a major offence.

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- (e) Any member of staff using University property for private or business purposes without authorisation shall be guilty a major offence. Such authorisation shall be obtained in writing from the Head of Department or relevant University officer before the member of staff uses University property for private or business purposes.
- (f) No staff shall allow any person to have access to books, letters or papers belonging to the University or relating to its operations and members of staff shall not furnish extracts therefrom nor give any information concerning the operations or affairs of the University or its affiliates to any person not lawfully entitled thereto.
- (g) A member of staff who, without the written permission of the relevant University authorities, publishes or discloses to any person other than in the proper exercise of his or her official duties, the contents of any document, communication or information whatsoever which has come to his or her notice in the course of his or her duties, shall be guilty of a major offence.

9. ABUSIVE AND FOUL LANGUAGE

- (a) Any member of staff who publicly blasphemes, curses, or uses abusive language, against another person, shall be guilty of an offence.
- (b) Any member of staff who spreads false and libelous information about another person or about the University shall be guilty of an offence.
- (c) No member of staff shall with intend publish and disseminate or otherwise circulate any false or fabricated information of any sort.

10. OTHER MISCONDUCT

- (a) No member of staff shall utter words or behave in a member, which may damage the good name and image of the University.
- (b) Any member of staff who fails to carry out duties as assigned or agreed shall be guilty of an offence. Absenteeism or repeated lateness for duty is a dismissible offence and is a breach of the employment contract.
- (c) Any member of staff who witnesses staff or student misconduct and fails to report it, or otherwise condones such misconduct, shall be guilty of an offence.
- (d) Any member of staff who pays or receives bribes, or who otherwise engages in corruption, whether on University or personal business, or outside employment, shall be guilty of a major offence.
- (e) Any member of staff who indulges in any form of plagiarism and/or false testimony of any sort shall be guilty of a major offence.
- (f) The University shall take steps to protect all members of staff from abuse and harassment, whether by staff, students or members of the public.

11. CRIME

Any member of staff who is charged with or convicted of a crime according to the laws of Uganda or any other legal body may be subjected to further discipline by the disciplinary organs of the University.

12. PROTESTS AND DEMONSTRATIONS

- (a) Protests and demonstrations will not be permitted on the campus, however, members of staff who wish to exercise their right of freedom of assembly and association may do so outside the campus.
- (b) In the event of public protest outside the campus, it will be incumbent upon members to ensure that their planned demonstration complies with the law.
- (c) No members of staff or group of members of staff shall mount roadblocks on any part of the campus roads or to stop motorists or any other persons using the campus or public roads.
- (d) Any member of staff who disobeys or obstructs the road or interferes with any University authority, shall be guilty of an offence.
- (e) Any member of staff who incites others to riot or breach of peace shall be guilty of an offence.

13. REVERENCE FOR THE NAME OF GOD

- (a) Only the worship of the one true God, the Father, Son and the Holy Spirit, shall be observed on the University Campus. Any member of staff who practices polytheistic, spirit and ancestral worship, or any form of magic shall be guilty of an offence.
- (b) Any member of staff who utters blasphemy, swears or takes the Name of God in vain shall be guilty of an offence. This applies to staff members who give false testimony under oath.
- (c) Any member of staff, who publicly disrespects the times of worship set by the University, or causes others to do so shall be guilty of an offence.

14. RESPECT FOR HUMAN LIFE AND DIGNITY

Christians are called to love the neighbour and guard his or her dignity. Therefore:-

- (a) Any member of staff who exercises discrimination on the basis of race, class, ethnicity or gender is guilty of a major offence.
- (b) Any member of staff who abuses another person verbally, sexually, physically or causes public shame to another shall be guilty of an offence.
- (c) A member of staff who carries out an abortion or encourages or assists in the same shall be guilty of a major offence.

15. ENFORCEMENT

15.1 Enforcement of the Code of Conduct

- (a) The University authorities will enforce this Code of Conduct through four (4) organs, namely: The Faculty Board/Administrative Department, The Staff Tribunal, The Vice Chancellor, and the University Council and in accordance with the Statute on Student and Staff Discipline.
- (b) Unless expressly herein stipulated, the offences under this Code of Conduct will be categorised as either major or minor, by the Staff Tribunal. In so categorising the offences, the Staff Tribunal shall ensure consistency and fairness in all

matters. The summons inviting the member of staff to appear before the Staff Tribunal shall stipulate whether the member of staff is being accused of a major or minor offence to enable him or her prepare for his or her defense.

15.2 The Faculty Board/Administrative Department

All matters pertaining to discipline in respect of group employees and support staff shall be handled at the Faculty Board/Administrative Department, where the principles of natural justice shall be rigorously enforced.

15.3 The Staff Tribunal

As stipulated in the Statute on Staff and Student Discipline, the Staff Tribunal shall deal with all disciplinary matters of misconduct of academic and administrative staff, thus the Staff Tribunal shall be responsible for enforcement of this Code. Appeals against the decision of the Staff Tribunal will be forwarded to the Vice Chancellor. This notwithstanding, any staff discipline matter, that was handled by the predecessor body namely Staff Disciplinary Committee, will be upheld by the Staff tribunal, established and elaborated under the amended Statute on Student and Staff Discipline. It is reiterated here that the Staff Tribunal will endeavour at

- (a) all times to establish the truth of the matter and make an appropriate finding with the help of God. The Tribunal will be the final tribunal of appeal for group employees and support staff.
- (b) The Staff Tribunal shall handle all major and minor offences under this Code. The Staff Tribunal will adopt its own procedure in handling the alleged breach of the Code, but will always follow the rules of natural justice. To this end, the Staff Tribunal will not be bogged down by technicalities, which may result in miscarriage of justice.

15.4 Sanctions to be recommended by the Tribunal

Following a fair hearing concerning any alleged breach of the Code of Conduct, the Staff Tribunal may recommend any or all of the following:-

- (a) Find that the member of staff is guilty of the offence against him or her.
- (b) Dismiss the case against the member of staff
- (c) Reprimand the member of staff
- (d) Demand an apology in writing from the member of staff
- (e) Deny some privileges for a specified period
- (f) Fine the staff member a specified sum of money
- (g) The member of staff be suspended or interdicted for a specified period, with or without pay
- (h) The member of staff on interdiction be reinstated with full benefits from the time of interdiction
- (i) The member of staff be dismissed with disgrace from University employ
- (j) The member of staff in question be made to vacate University premises

- (k) The member of staff be demoted or reduced in rank
- (l) The member of staff pay for the cost of the damage occasioned to University or personal property
- (m) Recommend criminal proceedings or civil action against the accused
- (n) In the circumstances of the case, an appropriate order is made against the member of staff.
- (o) In the circumstances of the case, an appropriate order is made in favour of the member of staff.

15.5 Review of Cases

The Staff Tribunal may review cases of members of staff who were suspended, who seek to return to University employment.

15.6 The Vice Chancellor

The Vice Chancellor as the Chief Executive Officer of the University shall oversee the general enforcement of this Code of Conduct, provide guidance to the Staff Tribunal, and handle all appeals that emanate from its proceedings. In the case of unduly strict or manifest unjust ruling against support staff and group workers, the Vice Chancellor retains the prerogative to remand or reverse the ruling.

15.7 The University Council

The University Council shall be the supreme organ of the University to entertain appeals from the members of staff other than the group employees and support staff as indicated herein above. The University Council will only be seized with the matter by way of appeal after the local remedies have been exhausted.

The appeal should be responded to within at least 60 days from the date receipt.

16. APPEALS

Appeals against the rulings of the above authorities shall be made in accordance with the Statute on Staff and Student Discipline.

29th November 2007; 27th November 2008; 24th November 2011, 24th May 2017

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