



THE CO-OPERATIVE UNIVERSITY OF KENYA

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STAFF CODE OF CONDUCT AND ETHICS

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1.1. POLICY STATEMENT

This Code Conduct and Ethics contains general rules of conduct to be observed by University employee so as to maintain his/her integrity, and loyalty to the University and also to uphold the dignity of the University office to which he or she has been appointed. It should be borne in mind that each University employee occupies a special 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 these rules of conduct and such other rules that may be promulgated from time to time. The Staff Rules and Regulation do not purport to cover all the relationships between the employee and the University. In the absence of a written code of Ethics, every employee will be expected to observe certain rules of conduct and discipline both at work and in his private affairs. In particular, every employee will be expected to conduct himself in accordance with laws, regulations or specific order regulating behavior or conduct in Kenya.

1.2. INTERPRETATION

In this code unless the context otherwise requires – “The Act” means the Public Officer Ethics Act, 2003 “Committee” shall mean the “Corruption Prevention Committee” or its sub-committee thereof “member of staff” means an employee of the Co-operative University of Kenya. “Public Officer” means, Public Officer as defined in Section 2 of the Public Officers Ethics Act, 2003.

1.3. APPLICATION

This code applies to staff of the Co-operative University of Kenya.



1.4. COMPLIANCE WITH THE CODE

Staff of the Co-operative University of Kenya shall comply with all the requirements in the General Code of Conduct and Ethics set up in Part III of the Public Officer Ethics Act as well as the Code of Conduct and Ethics for Public Universities which shall form part of this code.

1.5. IDENTITY

- a. This policy incorporates by reference the Co-operative University identity.
- b. Meaning and Implication of the policy document published by the University in the CUK Charter of 7th October, 2016. The identity embodies the core values of the University that every staff member is expected to uphold.
- c. This policy contains general rules of conduct to be observed by the University employees so as to maintain their integrity and loyalty to the University and to uphold the dignity of the University offices to which they have been appointed.
- d. This policy is designed to convey the minimum obligations and standards of behavior expected of staff and to help staff resolve any ethical issues that may arise during the course of their duties.
- e. Each employee occupies a special position within the University and should be proud of that position and ensure his/her conduct both in public and private life does not bring the University into disrepute.
- f. This policy should be read in conjunction with existing University policy documents as well as the terms and conditions of service spelt out in an employee's letter of appointment.
- g. The policy is binding on all employees of the University.
- h. Contravention of any of the provisions of this manual will be a breach of the University's rules and regulations and consequently lead to disciplinary action.
- i. Arising from the service relationship between the University and its staff, every employee has a duty to act in good faith towards the University under all circumstances.
- j. The 'good faith obligation' requires that every staff member should;



- k. Abide to the requirements of the Kenyan Constitution and the Public Officers Ethics Act.
- l. Observe official working hours and not be absent without authorization or reasonable cause.
- m. Promote the interest of the University and spend the appropriate amount of time on and make the appropriate inputs to his/her work for the University, as agreed to in the contract of employment.
- i. Give priority to the University interest by not running a similar institution while still in service.
- ii. Avoid any conflict between his/her financial interest and the University's interests, and where this is unavoidable, disclose the conflict.
- iii. Receive no other benefit as a result of his/her association with the University other than what he/she is entitled to in terms of the contract of employment.
- n. All University resources MUST be used for official purposes only.
- o. The University guarantees responsible academic freedom for scholars within the framework of the CUK research policy.

1.6. OFFICIAL WORKING WEEK AND HOURS

- a) The official working hours shall be from 8.00am to 5.00pm from Monday to Friday with a one hour lunch break. The employees should dedicate themselves to exclusively discharging their official duties during these stipulated working hours. The University shall have a workload policy that will ensure equitable, reasonable and safe workload allocation to all staff. One main exception to this general requirement is as follows:-
 - i. Some other substantial reason based on the nature of the work subject to eight (8) working hours in a day for Middle level and Support staff.
- b) A member of staff who is required to work in excess of the appropriate weekly hours with the approval of the Deputy Vice Chancellor (FPA) shall be given equivalent time off in lieu wherever possible and if not, overtime shall be paid at the rate of double time per hour of time worked.
- c) In case an employee is unable to report to work for serious reasons, the relevant Head of Department (HOD) should be notified in reasonable time. The HOD shall notify the



relevant authorities as soon as possible and raise a Staff Movement Advice (SMA) form on the same.

1.7. APPEARANCE

- a) All employees shall be expected to dress in a manner that reflects the professional standing of the University. Appropriate and decent dressing and personal hygiene shall be maintained at all times.
- b) Staff members may dress informally on Fridays depending on the planned day's activities. This mode of dressing shall include decent, smart casual wear and CUK branded Polo T-shirts or Shirts.

1.8. PROFESSIONALISM

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 other members of the Public with courtesy and respect;
- (c) To the extent appropriate to his/her office, seek to improve standards of performance and level 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 ones productivity at all times;
- (h) Be calm, dependable, reliable, consistent and committed to his/her work.

A member of staff shall be expected to show initiative and, those in leadership positions should lead by example and assist their subordinates to realize their



potential. A member of staff has a general obligation to other members of staff and students not to cause them physical, emotional and psychological harm at all times.

1.9. ALCOHOL AND DRUG ABUSE

- a. It is the University's objective to establish and maintain a work environment free from the adverse effects or abuse of alcohol and drugs.
- b. Employees who are found out to be affected by alcohol and/or drug use shall be actively encouraged to seek professional help from the University counselor.
- c. The University shall therefore not condone alcohol or drug abuse at the workplace. As such the following constitute a violation of this Code and shall lead to disciplinary action:
 - i. Unlawful or unauthorized distribution, dispensation, possession or use of alcohol or other drugs in the workplace;
 - ii. Smoking within the University premises or compound;
 - iii. Mental or physical impairment in the workplace from the use of alcohol or
 - iv. other drugs, except from the use of drugs for legitimate medical purposes;
 - v. A criminal conviction for a violation of any criminal drug law, based upon conduct occurring either on or off the workplace.

1.10. CONFLICT OF INTEREST

- a. An employee shall declare to the Vice Chancellor his/her personal interest (including the interest of a spouse, relative or business associate) where such interests are likely to interfere with official duties or affect personal judgment on official matters. An employee shall:
 - i. Do his/her best to avoid being in a position in which his/her personal interests, conflict with official duties.
 - ii. Not award a contract or influence the award of such a contract to himself, spouse, close relative, business associate, or a corporation, partnership or other body in which the employee has an interest.
 - iii. Not use his/her office or information acquired through his/her office to improperly enrich himself/herself or another person.



- iv. Act in the best interest of the University in all dealings with current or prospective clients, suppliers, contractors, consultants and other stakeholders.
- v. Scrupulously adhere to the policy and procedures regarding purchase and the solicitation of quotations and tenders, as amended from time to time.
- vi. Cause to be submitted to the Vice Chancellor or his/her proxy for final approval details of all tenders/contracts to be awarded or quotations and purchases to be made where a staff member has withdrawn from the decision-making process.

1.11. INTEGRITY

- a) The University emphasizes honesty as a key value at work. Members of staff shall, to the best of their ability and the standards reasonably expected of workers/officers having ordinary skill in the act in question, carry out their duties efficiently, honestly and with integrity.
- b) An employee shall not knowingly give false or misleading information to a member of the public or to any University employee or student.
- c) A member of staff shall not impersonate or misrepresent him/herself to other members of staff, students or members of the public.
- d) Private affairs should be conducted in a way that maintains public confidence in the integrity of the employee's office and the University.
- e) A member of staff shall not use his/her office to solicit, induce favours or collect bribes. A staff member must report immediately to his/her superior any attempt by another person to bribe or to improperly influence him/her.
- f) The University shall not condone any acts of cheating, plagiarism and impersonation in the production of academic materials and publications.
- g) A member of staff shall not reproduce any University documents and materials without authority.
- h) No staff may bribe or improperly influence or attempt to improperly influence any person in a decision-making position regarding University matters.



- i) No staff member shall influence the procedure concerning and/or the people entrusted with appointments, selection decisions, purchases, and the awarding of tenders and/or drawing up of quotations.
- j) Anyone who is involved in grading Continuous Assessment Tests, examination scripts, theses, and dissertations should observe integrity, objectivity and high degree of professionalism in awarding marks.

1.12. PUBLIC AND POLITICAL RESPONSIBILITIES

- a) Only the Vice Chancellor or a person designated by him can make public communication on matters concerning the University.
- b) An employee, whether on duty or on leave, must not allow him/her to be interviewed on questions of policy or on matters affecting the University without the permission of the Vice Chancellor.
- c) While it is not desired to interfere with the liberty of free speech, any lack of discretion on the part of an employee in expressing an opinion that may embarrass the University or taken to be the position of the University may result in disciplinary action being taken against him/her.
- d) Though an employee is entitled to his/her own political views on political matters, he/she shall ensure that his/her utterances do not implicate or compromise the University. All political activities including, but not limited to, campaigning or distribution of campaign materials must be done outside the University.
- e) An employee without the permission from the Vice Chancellor shall not:
 - i) Act as the editor of any newspaper or take part directly or indirectly in the management thereof; nor
 - ii) Publish in any manner anything which may be reasonably regarded as bringing the University into disrepute, whether under his own name, under a pseudonym or anonymous.
- f) An employee shall not, under any circumstances, communicate with the media either in writing or otherwise, or make statements on matters affecting the University's programmes or policies without specific authority from the Vice Chancellor.



1.13. CONFIDENTIALITY

- a) An employee must not disclose any information concerning the affairs of the University or its employees, or show or release any official document or information to any unauthorized person.
- b) Records/data should be regularly updated, maintained and protected to ensure that unauthorized access does not occur.
- c) A member of staff who has access to examination materials shall not avail any or part of the information to the candidates and/or any other unauthorized person.

1.14. USE OF RESOURCES

- a. All staff members must act in the best interest of the University when handling University resources. Everyone is responsible for the resources placed under their control.
 - i. A member of staff or faculty charged with the duty of acquiring goods and services for the University shall exercise due care and apply existing policies, regulations and controls.
 - ii. No staff or faculty may sell or use University resources without authorization.
 - iii. The loss of any asset must be reported immediately to relevant authorities.
 - iv. The use of University resources by anyone other than the authorized staff or faculty member is not permitted.
 - v. University resources must be used for the purpose for which the particular goods are normally intended.
 - vi. No staff member shall, without the permission of the University Management Board, open a bank account on behalf of or in the name of the University, a department, division, centre, institute or any similar operating division of the University.



1.15. GIFTS

- a) The Vice Chancellor, or any other person authorized by him/her, may receive gifts on behalf of the University. Such gifts shall be recorded in the asset register of the University.
- b) No staff may receive any gift from any former, current or prospective supplier, subcontractor, consultant or student of the University without the written permission from the relevant authorities.
- c) All gifts to staff must, before final acceptance thereof, be disclosed on the prescribed form and approved in writing by the relevant authority. A copy of the approval is filed in the staff member's personal file.
- d) Where the University receives gifts, all the prerequisites set by the donor for the donation must be disclosed in writing.
- e) A member of staff may receive grants and donations for educational literary research or other related purposes which will be surrendered to the University as stipulated in (d) above.
- f) For any personal taxable gift received with the permission of the relevant authorities, the tax implication shall be borne by the recipient.
- g) If acceptance of the gift could be prejudicial to the good name of the University, the same must be declined.

1.16. STAFF GRIEVANCES AND DISCIPLINARY MATTERS

- a) The University shall treat all complaints seriously and make every effort to investigate them expeditiously. Staff should make every effort to direct complaints through the proper channels.
- b) The University shall apply the principles of natural justice in investigating complaints. The University acknowledges that there are multiple pathways to deal with complaints.
- c) Employees shall be encouraged to consider all potential complaints carefully and should not make frivolous, malicious or vexatious complaints.
- d) In the interests of maintaining an agreeable, harmonious working environment for all University staff, it is advisable for matters giving rise to grievances to be addressed



informally in as far as possible. If the initial informal approach to discuss the matter by an employee with his/her immediate manager fails to produce a satisfactory solution, a formal procedure should be followed to resolve the grievance.

- e) The formal procedure requires an employee to write a note of grievance to the supervisor/HOD/Dean, who shall try to resolve the matter, if it does not involve him/her or to the attention of the HR Manager, Deputy Vice Chancellor (FPA) and finally to the Vice Chancellor in that order if the decision reached by the rest is unsatisfactory. The Vice Chancellor will refer the matter to the appropriate staff disciplinary committee to review and investigate the grievance further and provide a solution to the problem.
- f) All disciplinary matters shall be handled as per the CUK terms and conditions of service.

1.17. PERSONAL PROBLEMS

- a) Where an employee has a personal problem, he/she shall be encouraged to approach the University Counselor/Chaplain or other relevant office with a view of being helped to resolve it.
- b) Employees must desist from presenting their personal problems to colleagues, other members of staff or members of the public not in a position to solve them.

1.18. INTELLECTUAL THEFT

- a) A member of staff shall refrain from 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.

1.19. FALSIFICATION OF DOCUMENTS AND RECORDS

A member of staff shall not falsify documents or records.



1.20. MISUSE/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 and adequately utilized.
- (b) Not deploy or utilize University staff for personal/private work

1.21. DISCRIMINATION

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

1.22. NEPOTISM/FAVORITISM

A member of staff of the University shall not favour relatives, friends or associates in decision making or provision of services.

1.23. SELECTION AND ELECTION OF UNIVERSITY EMPLOYEES

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

- a) Selected on the basis of integrity, competence, professionalism and suitability; or
- b) Elected in free and fair elections.

1.24. REPORTING MALPRACTICES

A member of staff has an obligation to report any wrong doing he/she has become aware of in the University to the Corruption Prevention Committee/Sub Committee.



1.25. EXAMINATIONS

- a) A member of staff who has access to examination materials 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 these should observe integrity, objectivity and high degree of professionalism in awarding marks.

1.26. CHAIN OF COMMAND

- (a) A member of staff at supervisory or higher level should 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 properly granted.

1.27. COLLECTIVE RESPONSIBILITY

A member of staff has an obligation to protect the name and image of the University and shall University Charter and Statutes;

- (a) Any directive or instruction from the President, National Assembly or the Cabinet Secretary, Education, Science and Technology.
- (b) Any agreement entered into between the University and Staff Representative Committee/Union.

1.28. INSTITUTIONAL HISTORY AND TRADITIONS

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.



1.29. CONCERN FOR ENVIRONMENT

A member of staff is expected to promote and uphold 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.

1.30. REPORTING IMPROPER ORDERS

If a member of staff considers that anything required of his/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 or Sub-Committee thereof.

1.31. ENFORCEMENT OF CODE OF CONDUCT

- a) Investigations shall be carried out on the Committee's initiative or pursuant to a complaint by any person.
- b) There shall be a Disciplinary Committee to receive complaints and determine whether or not the University employee has contravened the Code of Conduct and Ethics.
- c) A member of staff who contravenes this code shall be summoned to appear before Staff Disciplinary Committee.
- d) Investigation may be conducted by the 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 Committee within a period of twenty one (21) working days.



1.32. GENERAL MISCONDUCT

Any of the following offences, without limitation, shall amount to general misconduct leading to disciplinary action being taken against an employee:

- i. Lack of professional decency that may be offensive to the reputation of the University and colleagues in the workplace.
- ii. Failure to manage work schedules as planned.
- iii. Uttering, writing or publishing threats of any kind or obstructing or otherwise acting or conducting oneself in such a manner that is offensive to or against any other member of staff.
- iv. Misappropriating University funds, misusing its property and resources, stores, or stealing/abetting theft of any item that belongs to the University or being involved in criminal activities.
- v. Hawking within the University grounds.
- vi. Distributing printed or electronic material on University premises without permission.
- vii. Smoking in campus.
- viii. Engaging in immoral conduct
- ix. Intimidation/bullying of students or colleagues
- x. Sexual offences (see relevant policy incorporated herein).
- xi. An employee incites other employees to violence and/or disaffection.
- xii. An employee fails to declare to the Vice Chancellor his/her business interests where private business interests conflict with the interests of the University.
- xiii. Disclosing confidential information.
- xiv. Failure to observe punctuality at work.
- xv. Suffering from serious pecuniary embarrassment.
- xvi. Making false statement or declaration in any matter on which he/she is required by the University.
- xvii. In any way commits or omits an act calculated to embarrass the University
- xviii. Damaging criticism against the institution, colleagues and administration.
- xix. False claims for financial and/or other benefits.



- xx. Any other action that contravenes the Public Officers Ethics Act, University policies or the Terms and Conditions of Service.

1.33. GROSS MISCONDUCT

Any of the following offences shall amount to gross misconduct so as to warrant summary dismissal of an employee:

- i. Without leave or other lawful cause, an employee absents him/herself from the place appointed for the performance of his/her work.
- ii. During working hours, by becoming or being intoxicated, an employee renders him/herself unwilling or incapable of performing his/her work properly.
- iii. An employee willfully neglects to perform any work which was his/her duty to perform, or if he/she carelessly and improperly performs any work which from its nature was his/her duty, under his/her contract, to have performed carefully and properly.
- iv. An employee uses abusive or insulting language, or behaves in a manner insulting, to his/her employer or to a person placed in authority over him/her by the employer or clients of the University.
- v. An employee knowingly fails, or refuses, to obey a lawful and proper command which was within the scope of his/her duty to obey, issued by his/her employer or a person placed in authority over him/her by the employer.
- vi. In the lawful exercise of any power of arrest given by or under any written law, an employee is arrested for a cognizable offence punishable by imprisonment and is not within fourteen days either released on bail or on bond or otherwise lawfully set at liberty; or
- vii. An employee commits, or on reasonable and sufficient grounds is suspected of having committed a criminal offence against or to the substantial detriment of his/her employer or the employer's property.
- viii. Any other matters not mentioned above, which constitute justifiable or lawful grounds for summary dismissal.



1.34. OPERATION, OBSERVANCE OF CODE OF CONDUCT AND ETHICS

This Code of Conduct and Ethics is formulated in accordance with the Public Office Ethics Act, 2003 of the Law of Kenya, Every member of staff of the University will be issued with a copy of the code and is expected to comply with the provision contained therein. Contravention of any of the provision of the code will be tantamount to a breach of the University's rules and regulations which may lead to disciplinary action.

