

CODE OF ETHICS

PREAMBLE

St. Joseph College of Education is committed to maintaining high ethical standards and to upholding the public's trust. We do recognise that our behaviour as members of the college community affect not only our own individual reputation, but also that of the College itself and the Catholic Church as a whole. Conscious of our Catholic Christian tradition of excellence and high integrity, we members of the St. Joseph College of Education hereby underscore the following six-point rationale as the basis for this Code of Conduct for the College.

1. RATIONALE FOR THIS CODE OF CONDUCT

- To define accepted and acceptable behaviour;
- To promote high standards of practice;
- To provide a benchmark for members to use for self-evaluation;
- To establish a framework for professional behaviour and responsibilities;
- As a vehicle for occupational identity;
- As a mark of occupational maturity.

This Code of Conduct consequently forms the ethical principles that will guide all members of the college community in all decisions and activities and all staff and other stakeholders whose activities impact directly on the College shall respect it.

2. PRINCIPLES

These principles are:

2.1 Respect: We shall nurture a climate of care and mutual concern, fairness, and civility toward others while recognising and embracing each individual's dignity, freedom, and diversity even in the face of disagreement.

2.2 Honesty and Integrity: We shall act and communicate truthfully and candidly. We shall uphold the College's values and make decisions based on the greater good, conducting ourselves free from interpersonal conflicts or appearances of impropriety and self-dealing.

2.3 Communication: We shall share information openly with stakeholders, especially the Catholic Diocese of Goaso (founding mission) and its representative regarding the processes used in developing policies and making decisions for the College.

2.4 Stewardship: We shall use college resources in a wise and prudent manner in order to pursue our educational mission and achieve our strategic objectives. We shall not use college resources for personal benefit or gain.

2.5 Excellence: We shall conduct all college affairs diligently, exercising due professional care and striving to meet the high expectations we have set for ourselves as well as the expectations of those we serve.

2.6 Responsibility and Accountability: We shall be trustworthy and answerable for our conduct, decisions and obligations and will comply with all applicable laws, regulations, policies and procedures. We recognise our obligation to report unethical conduct to appropriate authorities.

2.7. Catholicity: The College shall ensure the principle of catholicity. The College will do all it can to maintain a national (and international) character, especially in the area of staff recruitment, and avoid excessive parochialism and ethnocentrism.

3. College Administration

Society entrusts institutions of higher education with great resources and commensurate responsibilities for creating, disseminating and preserving knowledge. College officers, therefore, play a key role in ensuring that high standards of ethical practice attend to the custody and use of these resources. Consequently, the following are expected of all Senior Members of the College:

3.1 The Principal

As the 'paterfamilias' or head of the College family and the chief disciplinary officer, the personal and professional conduct of the Principal reflects on his or her institution, the collective profession, and the higher education enterprise at large. To guide the Principal in setting and practising high standards of ethical conduct, the following section of this Code of Conduct is hereby devised:

3.1.1 He/she is to embrace the values expressed in this code and advocate their observance by its members. His/her conduct should be characterised by integrity and dignity, and he/she should expect and encourage such conduct from others.

3.1.2 The Principal should adopt and be faithful to personal values that:

- accord respect to self and others;
- preserve honesty in actions and utterances;
- give fair and just treatment to all;
- accept intellectual and moral responsibility;
- aspire to achieve quality;
- prevent conflict or the appearance of conflict, between personal and institutional interests and engender the forthright expression of one's views and tolerance for the views of others, even if they seem to be diametrically opposed to his/her own.

3.1.3 The Principal should act with competence and should strive to advance competence, both in himself/herself and in others. He/she should understand and support his or her institution's objectives and policies, should be capable of interpreting them within and beyond the institution, and should contribute constructively to their ongoing evaluation and reformulation.

3.1.4. The Principal should communicate to institutional colleagues the content of this Code of Conduct and should strive to ensure that the standards of professional conduct contained therein are met.

3.1.5. In discharging his or her duties in accordance with this Code of Conduct, the Principal should enjoy the following rights:

- the right to work in a professional and supportive environment;
- the right to have a clear, written statement of the conditions of his/her employment;

- procedures for professional review, and a job description outlining duties and responsibilities;
- within the scope of his/her authority and policy, the right to exercise judgment and perform his/her duties without disruption or harassment; and
- freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this Code or provisions of law.

3.1.6 In writing letters of appointment, the Principal shall ensure that relevant parts of this Code are made known to new recruits and that they are given copies on assumption of office.

3.1.7 The Principal shall aspire to maintain a high sense of confidentiality in all matters.

3.1.8 The Principal shall take an oath to uphold Catholic principles and the tenets of this Code of Conduct before or during his/her installation, in the presence of the Chairman of the Governing Council of the College.

3.2 The Vice-Principal

3.2.1 As the second-in-command of the College Convocation, the Vice-Principal should aspire to personal ethical values mentioned above in the case of the Principal. He/She is to collaborate in all administrative, financial, ethical, disciplinary and academic matters with the Principal. The Vice Principal is expected to work at all times *with* and *not against* the Principal who has ultimate oversight responsibility for the College. In the same way, the Principal should also accord the highest respect to the Vice-Principal in accordance with this Code of Conduct, as mentioned in 3.1.2 above.

3.2.2 The Vice-Principal, in association with the Principal, the Heads of Department are responsible for monitoring the observance of this Code of Conduct in each Department or Unit.

3.2.3 In discharging his or her duties in accordance with this Code of Conduct, the Vice Principal should enjoy the same rights as mentioned in 3.1.5 of this Code.

4. THE COLLEGE SECRETARY

4.1 The College Secretary is the third-in-command in the College administration. He/she should also aspire to personal ethical values as mentioned in this Code.

4.2 He/she has access to all information, confidential and non-confidential, of all members of the College. Therefore, he/she, above all other members of the community, is expected to exhibit a high sense of respect for confidentiality.

4.3 The Secretary shall ensure at all times the safety of College documents. Therefore, he/she is expected to periodically check the availability of fire extinguishers; and also ensure that electronic backup copies of all important documents are kept and updated periodically.

4.4 In this respect of ensuring the safety of College documentation and records, the office of the Secretary shall, as a matter of ethical obligation, set up an archive (so-called strong room) with an archivist who shall regularly monitor the safety of official documentation. This has one overriding

reason: to safeguard against false documentation and to preserve the College's moral integrity.

4.5 It is the duty of the College Secretary to ensure that the part of this Code of Ethics that concerns students is made known to fresh students during Orientation.

4.6 The College shall do a thorough background check of all who apply to come to work in the College, notwithstanding referees' reports.

5. THE FINANCE OFFICER

5.1. The Finance Officer must be above reproach in all matters.

5.2. He/she must be honest and exercise a high level of ethical conduct, especially when handling actual or apparent conflicts of interest between personal and professional relationships.

5.3 He/she must give full, fair, accurate, timely and clear or straightforward disclosure in his/her periodic reports to the Governing Council.

5.4. He/she should not in any way obstruct the work of auditors, both internal and external, in the discharge of their duties.

6. INTERNAL AUDITOR

The Internal Auditor is directly responsible to the Principal, yet exercises some level of independence with respect to his/her work. He/she should be perceived as a helper to ensure compliance with laid-down internal control systems. He/she has the right to audit every office of the College. His/her position demands that he/she remains neutral so that he/she can play his/her role of periodic examination of the accounts of the College effectively and efficiently. This demands that he/she keep a certain level of distance from the other members of the College, including even the Principal. The Internal Auditor should reduce familiarity with members of the College to a minimum in order not to compromise the integrity and credibility of his/her demanding office.

7. THE LIBRARY AND THE LIBRARIAN

7.1 The Library

The Library is the central information system and information service provider of the College. Its mission is to provide information and documentation services in support of the teaching, learning, research and extension programmes at the College. The Library is mandated to provide access to and disseminate documents and information in all types of format to its constituency of users, primarily the students, tutors, researchers and other staff of the College, the latter's immediate geographical environment and the scholarly community worldwide. In its present form, the Library is a combination of buildings, people, documents in various formats, equipment and complex technologies, with the Internet and its vast resources as the ultimate.

In the discharge of the Library's mission, the Librarian and his/her staff are guided by five principles dubbed the Five Canons of Librarianship:

- a) Books are for use
- b) Every reader his/her book

- c) Every book its reader
- d) Save (don't waste) the time of the reader
- e) The Library is a growing organism

These laws are, of course, not restricted to books only; they cover all documents and the varied types of information-bearing resources available in this information age; and they undergird the management and use of these resources over time and space.

7.2 The Librarian and his/her Staff

7.2.1 The Librarian is head of the library system at the College and answers directly to the Principal. The Librarian is mandated by the Library Committee, the Library's policy body, to manage the resources of the Library to advance scholarship, and to promote independent thinking and the college enterprise as a whole.

7.2.2 He/she is expected to do this professionally, to enforce all Library rules and regulations firmly but with fairness and openness, and without fear or favour.

7.2.3 The Librarian and his/her staff will conform to the totality of the Code of Conduct of the College, the Library's parent institution. In addition, and due to the important and expensive resources that are under the care and management of the Librarian and his/her staff, the Library has its own specific rules enshrined in the Library Policy; rules that govern access to and responsible use of these resources and services.

7.2.4 The Librarian should ensure that all subject areas of the College curriculum are adequately reflected or covered in the Library collections with regard to print and electronic documents, whether monographic or serial.

7.2.5 A proper policy and an open system of acquisition should be established for this purpose by the Librarian and internationally acceptable standards and laid down procedures followed in processing materials acquired.

7.2.6 The Librarian should nurture mutual respect between the library staff and all patrons of the Library, especially students.

7.2.7 On no account should library staff show impolite or rude behaviour to any library user since users are the *raison d'etre* of the Library's existence. In the same vein, users should show due respect to library staff whose job is to facilitate access to knowledge for them. Ethical behaviour and respect towards one another should be the norm.

7.2.8 Library staff are strictly forbidden from borrowing books in their names for any user, or collaborate with any user in breaking library rules. As providers, custodians and disseminators of College's intellectual resources, the staff should exhibit high levels of honesty and probity in their dealings with patrons of the Library and, protect the Library's property and resources in the process.

7.2.9 As a corollary, library staff may not borrow books for themselves by themselves; a second or senior person should approve/sanction/validate the procedure.

7.3 Library Users/Patrons: Privileges and Responsibilities

7.3.1 All patrons are required to register before they can use the Library's facilities. They should also abide by the Library's rules as set out in the Library Policy.

7.3.2 Registered patrons may use the Library's facilities at the appropriate times without let or hindrance.

7.3.3 Infringement of library rules attracts sanctions, some of which can be serious indeed. Sanctions may include a heavy fine, suspension, expulsion and the withholding of examination results.

7.3.4 Serious infringement of library rules such, for example, as theft, mutilation of library materials, refusal to return materials borrowed, or abuse of library staff (whether verbal or physical) should be brought to the attention of the Librarian, the Students' Affairs Officer, the Library Committee, the Vice-Principal and finally the Principal (in that order), if necessary.

7.3.5 Library resources are expensive and difficult to replace; great care should, therefore, be exercised by patrons in their use to ensure their (the materials) longevity.

7.3.6 Users of electronic information resources such as computers and the Internet are expected to do so in a responsible manner, consistent with the educational and information purposes for which such resources have been provided. Their misuse will result in loss of access and even the revocation of all library privileges and prosecution by appropriate authorities.

7.3.7 The rules of netiquette (good manners on line) should also be observed in the use of the Library's computers by both library staff and patrons, to protect the reputation of the College and its Library

7.3.8 Every effort should be made to integrate ICT and human values so that ICT will advance and protect human values and not damage them.

7.4 Internal Linkages

The Library should forge links with the various units of the College to promote harmony and smoothness in the discharge of its important mission. A few examples of such linkages are given below:

7. 4.1 Acquisition should be a collaborative effort between the Librarian and his/her staff, and users of the Library, especially, departments and students. Department members should bring their subject expertise to bear in the acquisition process to ensure a strong, well balanced collection.

7.4.2 The Library and the Office of the College Secretary should also have close collaboration with regard to the storage and management of the College's archives. As the custodian of institutional records, the Secretary has direct responsibility for the management and preservation of these documents. However, modern trends and the development of Institutional Repositories (IRs) demand that the Library become responsible for the digitization and storage of such records and similar institutional archives.

7.4.3 The Library and the Systems Administrator's unit should also have close links. As the Library becomes more and more ICT-oriented, such close links will ensure unimpeded access to and usage of the Library's electronic resources as well as those on the Internet.

8. HEADS OF DEPARTMENT/UNIT

8.1 Sector heads of the College: Students' Affairs Officer, Heads of Department/Unit and Hall Masters/Wardens are expected to exhibit high moral standards at all times.

8.2. All the provisions in 3.1.2 and 3.1.3 apply *in toto* to all members of the College, but more so to the Students' Affairs Officer, Heads of Department/Unit and Hall Masters/Wardens, since by virtue of their functions they deal more directly with students than the Administration does.

8.3. Their lifestyle, therefore, should be a benchmark for students and, indeed, young tutors, and interns in their Departments or Units as the case may be, bearing in mind that this College like all other tertiary institutions, does not exist only to impart academic knowledge to students, but also to form and to inculcate discipline and values into them. This is especially true with St. Joseph College of Education as a Catholic institution.

8.4. The Students' Affairs Officer, Heads of Department/Unit and Hall Masters/Wardens of St. Joseph College of Education, therefore, are to be the epitome of moral integrity, especially for students, many of whom are still in their formative years.

8.5. Consequently, any Officer/Head of the College, who in any way compromises or dents the integrity of his/her office and causes needless raising of eyebrows in the College community, and thus sends wrong signals to our young students, may, upon the good judgement of the Principal and the Staff Disciplinary Committee, either be, warned or even demoted from that office (depending on the gravity of the offence and its implications on our young students). This is meant to serve as a deterrent to other Senior Members of the College.

8.6. The Students' Affairs Officer and Heads of Department/Unit are to ensure in their departments/units utmost respect, fairness and all other values as enunciated in 2.1- 2.7 in this Code. Should there be any serious disagreement that is not purely administrative or academic, but personal, between a Head and any member of the Department/Unit, all attempts shall be made to resolve it. When this effort fails, the Principal may set up an Arbitration Committee to settle the issue.

9.0 HEADS OF DEPARTMENT, ACADEMIC INTEGRITY AND STUDENT CODE OF CONDUCT

9.1 Purpose

St. Joseph College of Education is dedicated not only to learning, research and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The College seeks to achieve these objectives through educational programmes and policies governing individual conduct that encourage independence and maturity. By accepting membership in this College, an individual joins a community characterised by free expression, free enquiry, honesty, respect for others and participation in constructive change. Consequently, the rights of all

members need to be commensurate with their responsibilities.

9.2. Rights and Responsibilities of Students

Students shall be free to examine all questions of interest to them and to express their opinions on such question. They shall be guaranteed all the human rights including freedom of enquiry, expression and assembly.

9.3 Heads of Department

The ethical principle that governs the work of Departments and their Heads is that integrity and ethical behaviour are expected of every student in all academic matters. This principle of academic integrity stands for honesty and ethical conduct in all class work/assignments, examinations and project work. This principle is supported by the Student Code of Conduct and disciplinary procedures. Therefore, Heads of Department, as custodians of academic integrity, shall ensure that students enrolled in their departments are subject to the rules that seek to prevent all forms of academic dishonesty including those indicated below.

9.4 Acts of Academic Dishonesty

These include: Cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Student Handbook, and which are reproduced below:

1. Submitting academic work that has previously been submitted by someone else, or submitting a work without fair citation of the original work or authorization by the faculty member supervising the work.
2. Violating existing disciplinary and professional, ethical rules contained or referenced in the Students' Handbook (hardcopy or online) for academic programmes.
3. Failing to observe rules of academic integrity established by a tutor for a particular course.
4. Attempting to commit an act prohibited by this Code or in the Students Handbook.
5. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.
6. Assisting or attempting to assist another to violate this section of the Code.

10. ACADEMIC INTEGRITY

10.1 Student Responsibility

Students who indulge in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate this section of the Code and shall avoid situations likely to compromise it. Students shall observe the generally applicable provisions of this section, whether or not tutors establish special rules of academic integrity for particular classes. Students are not excused from complying with these provisions because of tutors' failure to prevent cheating.

10.2 Tutor Responsibility

Tutors shall foster an expectation of academic integrity and shall notify students of their policies on the presentation of academic work that has previously been submitted for academic advancement. Tutors shall also notify students of any special rules of academic integrity or any specific ethics that refer to a particular class or programme (e.g., whether a tutor permits collaboration on course work; ethical requirements for laboratory assignments; etc.), and shall

make every reasonable effort to avoid situations that would lead to infractions of this Code.

10.3 Student Rights

Students have the right to a fair consideration of any charges brought against them, to see the evidence, and to confidentiality as allowed by law, and fairness to other affected persons. Procedures under this section of the Code shall be conducted in a confidential manner, although a student has the right to an advisor in all procedures under this provision of the Code. The Students' Affairs Officer serves as an advisor to students on any questions of procedure related to this section of the Code.

10.3.1 Students also have the right to request remarking of their examination/quiz scripts, if they sincerely feel that their grades are not commensurate with their effort. In such contexts, the students must put their requests for remarking into writing for their Heads of Department, copied to the Vice-Principal and the Assessment Officer.

10.3.2 The Vice Principal and Head of Department of such a student must, within five (5) working days, ensure that another tutor is engaged internally to do the re-marking. Under no circumstances must the Head of Department appoint someone lower in academic status or rank than the original examiner to do the re-marking.

10.3.3 The student must be told of the results of the re-marking within two (2) days after the results have been submitted to the Head of Department of the student.

10.4 Academic Integrity Procedures

The Executive Committee of the Academic Board will have oversight responsibility for procedures on this Code

10.4.1. Department-Student Hearing

If a tutor alleges that a violation of this section of the Code has occurred, he/she shall make sure that the offending student receives a written notice in advance of the hearing, within a reasonable time frame, with a detailed reason for the conference and fair consideration of the charges against them. The tutor must confer with the student within five (5) academic days (hereinafter referred to as "days") of receiving evidence of a suspected violation of this section of the Code, unless good cause can be shown for an extension which should be of no more than ten (10) days. Such an extension must be approved by the Head of Department.

After the hearing, the tutor shall decide, by a preponderance of the evidence, whether or not the student has committed an act prohibited under this section of the Code. "Preponderance of the evidence" means that it is more likely than not that a violation of this provision of the Code occurred. If the evidence does not support a violation, the College will make no record of the incident in any College files. The student may continue in the class without prejudice.

If the evidence supports a finding that the student is guilty of the misconduct, the department shall impose sanctions on him or her after considering the seriousness of the misconduct, the student's state of mind, and the harm done to the institution and to other students. In addition, the department shall consider mitigating or aggravating sanctions in accordance with the provisions of the College

Handbook. The department may impose on the student any or a combination of the following sanctions: a written warning, loss of credit for the work involved, reduction in grade (in CA), recording of the violation(s) in the student's file, and a failing grade (in CA) in the course. When appropriate, the department may also assign students to participate in counselling programmes.

10.4.2. Additional Sanctions for Multiple Violations

Multiple violations of this section of the Code may result in the imposition of additional sanctions against a student including suspension or expulsion at the discretion of the Principal, following recommendations from Heads of Department.

10.4.3. Appeal to Head of Department (HOD)

The student may appeal the department members' decision and sanctions to the Head of the Department. The student shall deliver the form entitled "Request for Appeal of the Code of Academic Integrity" to the HOD ten (10) days of the date on which the "Record of Department-Student Hearing" is postmarked electronically, or via postal mail. The HOD may extend this filing period if the student shows reasonable justification for the extension. If a student does not appeal within the period provided, the decision and sanctions of the department members will be final.

10.4.4 Appeal to College Hearing Board

A student may appeal to a College hearing board against any decision of the HOD that imposes on him/her suspension or expulsion from the College, places a record on the student's file, or reduction in CA grade. The student may also appeal to a college hearing board, if the HOD failed to act on a request for an appeal of department members' decision within the 10-day period. The hearing board shall be composed of the Vice-Principal, three (3) members of the Academic Board appointed by the Principal, and two students from the Students Representative Council (SRC), and shall convene within ten (10) days of the time the student files the appeal.

10.5 SANCTIONS AGAINST ACADEMIC INTEGRITY

10.5.1 Revocation of Certificate: An academic certificate previously awarded by the University of Cape Coast or Kwame Nkrumah University of Science and Technology (the affiliate and awarding Universities), on the recommendation of the College, may be revoked on proof that it was obtained by fraud or, that a significant part of the work submitted in fulfillment of and, indispensable to the requirements of such a certificate was plagiarised.

10.5.2 In addition to the above sanctions, students are also referred to the Student Handbook.

11. GRATUITIES AND ADMINISTRATIVE/PROFESSIONAL INTEGRITY

No member of staff or employee of the College shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a College matter. In addition, Senior Administrative Personnel in particular and other staff are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed by the Senior Member or employee in his or her official capacity with the College.

This provision does not prohibit the acceptance of an item having nominal value or ceremonial gifts received by officers or staff of the College in their official capacity.

12.0 CONFLICT OF INTEREST POLICY

12.1 GENERAL POLICY

St. Joseph College of Education as a Catholic institution puts premium on high ethical code. Consequently there exists between the College and its administration, senior and junior members of staff and all employees and the public a fiduciary duty. This duty carries with it a broad and uncompromising duty of loyalty and fidelity. All employees have the responsibility of administering the affairs of St. Joseph College honestly and prudently.

All persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the College or knowledge gained from there for their personal benefit. The interests of the College must be the first priority in all decisions.

12.2: PERSONS CONCERNED

This statement is directed not only to top members of administration and Senior Members of Staff but also to all employees who can influence the actions of the College. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning the College.

12.3. AREAS IN WHICH CONFLICTS MAY ARISE

Conflicts of interest may arise in the relations of the members of administration, Senior Members of staff, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to College.
2. Persons and firms from whom the College leases property and equipment.
3. Persons and firms with whom the College is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the College.
6. Agencies, organizations and associations which affect the operations of the College
7. Family members, friends, and other employees.

12.4. NATURE OF CONFLICTING INTERESTS:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 13.3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the College.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the College.
3. Receiving remuneration for services with respect to individual transactions involving the College.
4. Using the College's time, personnel, equipment, supplies, or good will for other than the College's approved activities, programmes, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with the College. Receipt of any gift is disapproved except gifts less than \$40 in value, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

12.5 INTERPRETATION OF THIS STATEMENT OF POLICY

The areas of conflicting interests listed in Section 13.3, and the relations in those areas which may give rise to conflict, as listed in Section 13.4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the officers and management employees will recognize such areas and relations by analogy. The fact that one of the interests described in Section 14.4 exists does not necessarily mean that a conflict of interest exists, or that the conflict of interest, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances, it is necessarily adverse to the interests of the College. However, it is the policy of the Council that the existence of any of the interests described in Section 14.4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the Council, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

12.6: DISCLOSURE POLICY AND PROCEDURE

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The Council (or a duly constituted committee thereof) has determined that the transaction is in the best interest of the College.

Disclosure in the College should be made to the Principal (or if she or he is the one with the conflict, then to the Council chair), who shall bring the matter to the attention of the Council (or a duly constituted committee thereof). Disclosure involving Council members should be made to the Council chair, (or if she or he is the one with the conflict, then to the Principal) who shall bring these matters to the Council (or a duly constituted committee thereof). The Council (or a duly constituted committee thereof) shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the College. The decision of the Council (or a duly constituted committee thereof) on these matters will rest in their sole discretion, and their concern must be the welfare of the College and the advancement of its purpose.

12.7 For the purpose of maintaining integrity, members are advised to avoid any Conflict of Interest situation. For example spouses or relatives are strictly prohibited from working in the same Unit or Department of the College.

Also, the award of College Contracts shall be as transparent as possible.

13.0 ACTS OF SOCIAL MISCONDUCT

13.1 Anti-Catholic Sentiments

St. Joseph College of Education does not discriminate on the basis of gender, religion, race, tribe, etc. It respects freedom of worship and does not impose the Catholic faith and principles on non-

Catholic members of the College. Consequently, the College expects reciprocal respect from its non-Catholic members. Therefore, the College will not tolerate any behaviour that shows disrespect for the Catholic faith and Catholic principles from any member of the College. Acts of disrespect for the Catholic faith include but are not limited to the following:

- Deliberately and knowingly disturbing and making noise and other acts of disruption around the chapel while Mass or a service is being celebrated on campus;
- Any person or group of persons on campus who conspicuously and deliberately demonstrates or exacerbates or ferments anti-Catholic sentiments.

13.2 The following are also considered acts of social misconduct that undermine the integrity of the College as a Catholic institution:

13.2.1 Violence: Violence as used in this section of the Code includes the following acts:

- Sexual assault: this includes any form of coerced sexual activity including, but not limited to rape or other forms of sexual harassment.
- Physical or verbal abuse;
- Direct threat of violence and/ or intimidation;
- Intentional obstruction of or substantial interference with any person's right to attend or participate in a College function;
- Participation in any activity intended to disrupt any function of the College by force or violence;
- Reckless behaviour that represents a danger to others.

13.2.2 Property Damage: This includes but is not limited to;

- Arson;
- Wilful or malicious damage or destruction of property;
- Reckless behaviour representing a danger to property including but not limited to threatening to damage a person's property or property of the College;

13.2.3 Weapons (their unauthorised possession and/or use): Weapons include but are not limited to:

- Firearms;
- Explosives and explosive devices;
- Any type of arms defined as a weapon;
- Pellets guns; and
- Fireworks

13.2.4 Disobedience: It includes but is not limited to:

- Failure to comply with directives of college or public officials in the performance of their duty;
- Trespassing; and,
- Unlawful entry.

13.2.5 Deception: It consists of but is not limited to

- Giving false information to the College with the intention to deceive;
- Forgery, alteration or misuse of College documents, records and identification cards;

- Forgery or issuing a bad cheque with intent to defraud.

13.2.6. Theft: It includes but is not limited to:

- Misappropriation or conversion of college space, college funds, supplies, equipment, labour, material, or facilities;
- Possession of stolen property.

13.2.7 Computer Crime: Actual or Attempted Abuse of Computer Time: It consists of but is not limited to:

- Unauthorised entry into a file to use, read, or change its contents for any other person or purpose;
- Unauthorised transfer of a file;
- Unauthorised use of another's identification password;
- Use of computing facilities to interfere with normal operation of the college computing system;
- Knowingly causing a computer virus to infect a computer system.

13.2.8 Indecent dressing: sexually provocative dressing is not tolerated either on campus or on any other property of the College or one under the College's supervision.

14.0 SANCTIONS AGAINST SOCIAL MISCONDUCT

The following are the sanctions against the above examples of social misconduct by any member of the College, depending on the gravity of the misconduct and on the decision of the Disciplinary Committee (For details - Refer Students' Handbook).

14.1 Disciplinary Reprimand: In cases of minor violations and when the violation is acknowledged by the student, a written reprimand may be issued by the disciplinary body. The purpose of the reprimand shall be the call to student's attention to the responsibility of meeting certain minimal community standards. Since a reprimand is given only when a violation is acknowledged, the sanction may not be appealed.

14.2 Disciplinary Censure: Disciplinary censure is a written warning to the student that the cited behaviour is not acceptable in the campus community and that further misconduct may result in a more severe disciplinary action. The student may appeal the finding of a violation but not the severity of the sanction.

14.3 Disciplinary Probation: Disciplinary probation removes a student from good disciplinary standing. The probation shall last for a stated period of time until the specific conditions, if imposed, have been met. Any misconduct during the probationary period will bring further disciplinary action which may result in suspension.

14.4. Disciplinary Suspension: Disciplinary suspension is an involuntary separation of the student from the College for a stated period of time and until a stated condition has been met, if imposed, after which readmission will be permitted. A notation is entered on the student's records and will remain there for good.

14.5. Indefinite Suspension: Indefinite suspension is an involuntary separation of the student from the College for an unspecified period of time and until the stated condition, if imposed, has been met. Any condition of readmission requires a written petition to the appropriate administrative official before readmission will be considered. A notation is entered on the student's records and will remain there for good.

15.0 PREVENTING THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL BY STUDENTS AND EMPLOYEES

15.1 Tutors, staff and students must note carefully that the unlawful manufacture, sale, delivery and the unauthorised possession, or use of any illicit drug is prohibited on property owned or controlled by St. Joseph College of Education.

15.2. The consumption, including the possession, sale, delivery and use of alcoholic beverages in or on property owned and controlled by the College or a part of any college activity is strictly prohibited except as otherwise provided under certain regulations and instances when it would not interfere with the decorum and academic atmosphere of the College.

15.3 If an individual associated with the College is apprehended for violating of any drug or alcohol-related law when on college property, or when participating in a college activity, the College will, on ethical grounds, cooperate fully with the law enforcement and other agencies to administer a corrective or rehabilitation programme for the individual.

15.4 **College Procedures:** Before any disciplinary sanction for violations of the standards of conduct on drug and alcohol is imposed, a tutor, a staff or a student suspected or alleged to have violated the standard shall be afforded the benefit of due process including:

- Notice to him/her in writing of the specific violation that is charged;
- Meaningful opportunity to be heard and to present any relevant information in response to the charge;
- The right to assistance in such proceedings by an advisor of his/her choice;
- A determination based on clear and convincing evidence that violation of the standard of conduct occurred;
- An opportunity for appeal pursuant to the applicable grievance procedure.

15.5 **College Sanctions:** The disciplinary sanctions that may be imposed for violations of the standards on the above include but are not limited to the following:

- A written reprimand and/or warning
- Disciplinary probation
- Disciplinary suspension and, in the case of a staff member suspension without pay
- Termination of employment in the case of a staff member and dismissal in the case of a student.

15.6 **Assessment, counselling, or rehabilitative treatment** may be needed in some situations for continued employment in the case of staff members, and for students, to help them finish their studies.

16.0 HARASSMENT

16.1 General Harassment

As a Catholic community that respects basic human rights, under no circumstances shall a member of the College harass any other member on the basis of tribe, ethnicity, race, religion, colour or physical disability.

16.2 Sexual Harassment

16.2.1 Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by law. St. Joseph College is committed to creating and maintaining a community in which students, tutors and staff can work together in an atmosphere free from all forms of harassment, exploitation, and intimidation.

In addition to being illegal, sexual harassment runs counter to the objectives of the College and is an affront to Roman Catholic principles. When people feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favours; or if they are subjected to derision or abuse because of their gender, their academic and work performance is liable to suffer. Such actions violate the dignity of the individual and the integrity of the College as an institution of his or her learning. Academic freedom can flourish only when every person is free to pursue his/her ideas in a non-threatening, non-coercive atmosphere of mutual respect. Sexual harassment is harmful not only to the persons involved but also to the entire College community.

The College will take whatever action that is needed to prevent, arrest, correct, or discipline any behaviour that violates this policy. Disciplinary action may include but will not be limited to:

- Oral or written warning;
- Demotion;
- Transfer;
- Suspension, or
- Legitimate Dismissal.

16.2.2 **Definition and Examples of Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, verbal or other expressive behaviours, or physical conduct commonly understood to be of a sexual nature. It may manifest as among others,

- Submission to or toleration of such conduct on or off campus is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other college activities;
- Submission or rejection of such conduct is used as a basis for employment, or for academic decisions or assessments affecting the individual's status as an employee or student;
- When such conduct has the purpose or effect of unreasonably interfering with an individual's status as a student or an employee, it may also create an intimidating, hostile, or offensive work or educational environment.

16.2.3 Sexual harassment may involve the behaviour of a person towards another person of the opposite or the same sex. Examples of behaviour that would be considered sexual harassment include, but are not limited to, the following:

Physical assault;

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, and award of grades, or letters of recommendation;

- A pattern of conduct, annoying or humiliating in a sexual way, that includes comments of a sexual nature and/or sexually explicit statements, questions, jokes or anecdotes;
- A pattern of conduct that would annoy or humiliate a person at whom the conduct was obviously directed. Such conduct includes but is not limited to gestures, facial expression, speech, or physical contact understood to be sexual in nature, or which is repeated after the individual signifies that the conduct is perceived to be sexually offensive.

16.2.4 Consenting Relationships: Consenting romantic and/or sexual relationships between a tutor or any member of the administration and a student is inappropriate and unprofessional behaviour and should not be condoned. This is especially reprehensible when the student is under the tutor's academic supervision, or when it is between a supervisor and an employee under his/her supervision. Taking note of the respect and trust accorded staff members and the administration by students, and of the power exercised by these persons in authority, relationships between them and students should be considered as being akin to those between professionals and clients, in which sexual relationships are deemed inappropriate. The power differential inherent in such a relationship may compromise the subordinate's free choice. Others in the community may view such a relationship as one that would result in preferential treatment and which would, therefore, be detrimental to their interests or those of others.

16.2.5. A tutor or an administrator, who enters into a sexual relationship with a student or an employee, where a professional power differential obviously exists should recognize the relationship is inappropriate. He or she must realise that if a charge of sexual harassment is subsequently lodged against him/her, the burden will be on the tutor or the administrator to prove immunity on grounds of mutual consent.

16.2.6. A relationship between an intern and a student, when the intern has some supervisory responsibility for the student, belongs to the above category.

16.2.7. Protection of Complainant and Others: No student, staff member or other employee may be penalized in any way for seeking information on sexual harassment, making a charge, filing a sexual harassment complaint or testifying, assisting or participating in an investigation. Any retaliatory action against such a person will be a violation of this policy.

16.2.8. Protection of the Accused: Accusations of sexual harassment are grievous charges and can have serious and far-reaching effects on the careers and lives of accused individuals. Allegations of sexual harassment must, therefore, be genuine and truthful, and not made out of malice. Individuals who feel that they have been falsely accused of sexual harassment may use the procedures of this policy to seek redress.

16.2.9. Responsibility of Tutors and Members of the Administration: Tutors and members of the administration are charged with maintaining an atmosphere that discourages sexual harassment and ensures that college policy is enforced in their areas. They are directed to discourage all behaviour that might be considered sexual harassment and to respond promptly to sexual harassment complaints. College officials who knowingly condone incidents of sexual harassment or instances of related issues will be subject to disciplinary action.

16.2.10. **Co-habiting with Opposite Sex Students:** To forestall any suspicion of sexual harassment or inappropriate relationship, St, Joseph College of Education, in the interest of college officers, forbids tutors and members of the administration co-habiting with opposite sex students in their accommodations, unless there is sufficient evidence of consanguinity to the third degree or an express permission from parents or guardian of such a student, for reasons of charity.

16.2.11. **Cohabiting with Same-sex Students:** The same rule applies to college officers co-habiting with same-sex students, unless there is sufficient evidence of consanguinity. Clause 17.0 also applies to students of the opposite sex unless they are legally married.

17.0 OFFICIAL COMMUNICATION OF THE COLLEGE

The Principal is the Chief Spokesperson of the College. He/She may, however, assign such responsibility to the Vice-Principal, the Secretary, and other officers as may be authorised. Subject to this clause under no circumstance shall any member of the College presume to speak for and on behalf of the College.

In view of this clause the Student Representative Council (SRC) cannot issue statements that affect the College without authorization.

18. USE OF COLLEGE SYMBOLS

Symbols, logos and letterheads of the College shall not be used without authorization. Such symbols shall not be used except when the person or body using them is acting ex-officio for the College.

19. RESPECT FOR RANK

As a Catholic Institution, respect for hierarchy is pre-eminent. In view of this, Committees set up to investigate members of the College shall be as much as possible composed of those members higher in rank than the person being investigated. In the same way, in Units and Departments delegation of powers shall respect rank.

20. DISCIPLINARY/GRIEVANCE COMMITTEE

20.1 The Principal acting for and on behalf of the Governing Council may assign responsibility for the administration of this Code of Conduct and the policy therein to the **Disciplinary/Grievance Committee**. This Committee will oversee the dissemination of the policy to the college community, devise education and training programmes, maintain centralised records of sexual harassment complaints, oversee the grievances, coordinate resolution of complaints and evaluate the effectiveness of compliance procedures and related programmes.

20.2 **Amendment of this Code of Conduct:** At the request of the Academic Board, the Principal may appoint a Committee to review and amend this Code of Conduct and the policies enshrined therein.