



**JOMO KENYATTA UNIVERSITY OF
AGRICULTURE AND TECHNOLOGY**

**CODE OF CONDUCT
AND ETHICS
ISO 9001:2008 Certified**

Vision

*A University of global excellence in Training,
Research and Innovation for Development.*

Mission

*To offer accessible quality training, research and
innovation in order to produce leaders in the fields
of Agriculture, Engineering, Technology, Enterprise
Development, Built Environment, Health Sciences
and other Applied Sciences to suit the needs of a
dynamic world.*

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PART I

INTRODUCTION

This Code of Conduct and Ethics contains general rules of conduct to be observed by a 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 within the University service and He/She should be proud of that position and ensure that His/ Her conduct both in public and private life does not bring the University into disrepute. It is therefore imperative that every University employee adheres to these rules of conduct and such other rules that may be promulgated from time to time. The Staff Rules and Regulations 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 orders regulating behavior or conduct in Kenya.

I. VISION

An Institution of global excellence in Training, Research and Innovation for development.

II. MISSION

To offer accessible Quality training, research and innovation in order to produce Leaders in the fields of Agriculture, Engineering, Technology, Enterprise development, Health and other Applied Sciences to suit the needs of a dynamic world.

III. MOTTO

Setting trends in training, research and innovation

IV. 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 Jomo Kenyatta University of Agriculture & Technology. “Public Officer” means, Public Officer as defined in Section 2 of the Public Officers Ethics Act, 2003

V. APPLICATION

This code applies to staff of Jomo Kenyatta University of Agriculture & Technology

PART II

REQUIREMENTS

VI. COMPLIANCE WITH THE CODE

Staff of Jomo Kenyatta University of Agriculture & Technology shall comply with all the requirements in the General Code of Conduct and Ethics set up in Part III of the Public Officers Ethics Act as well as the code of conduct and ethics for public universities which shall form part of this code.

VII. OFFICIAL WORKING HOURS

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

VIII. ORDERLY BEHAVIOUR

A member of staff shall not:

- (a) smoke in offices and other non designated smoking areas.(b) report to work on duty while under the influence of alcohol or drugs.
- (c) conduct himself/herself in a disorderly manner.

IX. DRESS CODE AND HYGIENE

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

X. 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 the standards of performance and level of professionalism;
- (d) If a member of a professional body, observe the ethical and professional requirements of that body;
- (e) Discharge his/her responsibilities in a professional manner and not allow his/her emotions to interfere with his/her work;
- (f) Strive to carry out his/her work in a manner befitting his/her profession;
- (g) Be efficient in the discharge of his/her duties and strive to improve 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.

XI. INTEGRITY

- (a) A member of staff shall, to the best of his/her ability, carry out his/her duties efficiently, honestly and with integrity, and to ensure that the services are delivered honestly.
- (b) A member of staff in carrying out his/her duties shall not violate the rights and freedoms of other members of staff, students and members of the public.
- (c) A member of staff who has a duty to give advice shall do so with impartiality and without fear or favour.
- (d) A member of staff shall not knowingly give false or misleading information to members of the Public or to any University employee or students.

- (e) A member of staff shall conduct his/her private affairs in a way that maintains public confidence in the integrity of his office.
- (f) A member of staff shall not neglect his or her financial obligations or neglect to settle them so as to avoid causing ridicule to the University.

XII. CONFLICT OF INTEREST

- (a) A member of staff shall make every effort to avoid situations where personal interest conflict with his/ her official position.
- (b) A member of staff whose personal interest conflicts with his/her official duties shall declare such interest to the appropriate office or committee.
- (c) A member of staff who has a personal interest in a subject matter shall refrain from participating in any deliberations/activities related to the matter.

XIII. RECEIVING OF GIFTS, GRANTS AND DONATIONS

- (a) A member of staff shall not misuse his/her office to enrich himself/herself.
- (b) A member of staff shall not accept gifts, benefits or favours where these may influence or may be seen to influence his or her decisions .
- (c) A member of staff may however receive a gift given to him in his/her official capacity and, such a gift shall be deemed to be a gift to the University and be surrendered to the University.
- (d) A member of staff may receive grants and donations for educational, literary research or other related purposes which will be surrendered to the University as stipulated in the agreement. Gifts referred to herein shall include the amount and nature of gift. A provision on acceptable gifts can be accompanied by a form or a register which the employee is required to sign.

XIV. SOLICITING, ACCEPTING BRIBES AND INDUCEMENTS

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

XV. EMPLOYEES OBLIGATIONS

- (a) An employee shall at all times maintain absolute integrity and honesty in the discharge of his duties or in the exercise of his powers.
- (b) An employee holding a supervisory post or any other employee who is placed in a position of authority over other employees shall take all reasonable steps or precautions to ensure the integrity and devotion to duty of all employees, for the time being, under his control.
- (c) No employee shall in the performance of his official duties or in the exercise of the powers conferred upon him, act otherwise than in his best judgment except when he is acting under the direction of his superior.
- (d) An employee shall at all times discharge and perform his assignments, duties or obligations in a manner and to a standard satisfactory and acceptable to the University.
- (e) An employee will be liable to transfer from one Division/Campus to another or to such other place or places or from one department to another and every employee who is subject of an order of transfer shall comply accordingly.

The services of an employee will not be restricted to the duties which may be specified in his contract of service, Agreement, or letter of appointment and the University may call upon an employee to perform or discharge any reasonable duty or assignment

XVI. MISUSE OF UNIVERSITY PROPERTY

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

XVII. INTELLECTUAL THEFT

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

XVIII. FALSIFICATION OF DOCUMENTS AND RECORDS

A member of staff shall not falsify documents or records.

XIX. CONFIDENTIALITY

- (a) A member of staff having access to confidential information shall not disclose such confidential information without authority.
- (b) A member of staff shall ensure that records/data are regularly updated and will maintain accurate records as much as possible.
- (c) A member of staff shall protect University records/data and ensure that unauthorized access to such records/data does not occur.
- (d) A member of staff dealing with confidential records/data shall be required to take the oath of secrecy.

XX. SEXUAL HARASSMENT AND ABUSE

- (a) A member of staff shall not “sexually harass” a fellow member of staff, a student or member of public. Sexual harassment in this context shall include any of the following, if the person doing it knows it is unwelcome:-

- (i) making advances or exerting pressure for sexual activity or favour.
 - (ii) making intentional or careless physical contact/touching that is sexual in nature
 - (iii) making gestures, noises, jokes or comments, including innuendos, regarding another person's sexuality.
- (b) A member of staff shall not maintain an improper sexual/emotional relationship with a fellow member of staff or a student where one of the parties is taking advantage of the other or where boundaries are being violated.
 - (c) A member of staff shall not victimize another member of staff or student as a result of any form of sexual harassment.

XXI. 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 deployed and adequately utilized.
- (b) not deploy or utilize University staff for personal/private work.

XXII. 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.

XXIII. NEPOTISM/FAVORITISM

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

XXIV. OUTSIDE EMPLOYMENT/BUSINESS

A member of staff shall not engage in any other business or part-time employment which is in conflict with his/her employment.

XXV. 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.

XXVI. MISLEADING THE PUBLIC/IMPERSONATION

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

XXVII. 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.

XXVIII. EXAMINATIONS

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

XXIX. 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.

XXX. COLLECTIVE RESPONSIBILITY

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

XXXI. OBSERVANCE OF STATUTORY PROVISIONS

The University shall have powers to amend this Code of Conduct. Such amendment may be made with retrospective effect and any amendment made retrospectively shall take effect accordingly. In exercising such powers, the University shall take into consideration:-

- (a) Any statutory obligation and in particular the provisions of the Jomo Kenyatta University of Agriculture & Technology Act;
- (b) Any directive or instruction from the President, National Assembly or the Minister of Higher Education;
- (c) Any agreement entered into between the University and Staff Representative Committee/Union.

XXXII. INSTITUTIONAL HISTORY AND TRADITIONS

A member of staff in relevant supervisory level of records and appropriate induction of staff.

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

XXXIII. ACQUISITION OF GOODS AND SERVICES

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

XXXIV. 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.

XXXV. CLAIMS

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

XXXVI. ACTING THROUGH OTHERS

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

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

XXXVII. REPORTING IMPROPER ORDERS

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

XXXVIII. PARTICIPATION IN POLITICS

A member of staff shall not in the performance of his/her duties

- (a) act as an agent, of a political party
- (b) indicate support for or opposition to any political party or candidate in an election.

XXXIX. 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 a staff disciplinary committee.
- (d) Investigations 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 Board of Council within a period of twenty one (21) working days.

XL. OPERATION AND OBSERVANCE OF CODE OF CONDUCT AND ETHICS

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

XLI. REVIEW OF THE CODE OF CONDUCT AND ETHICS

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

