

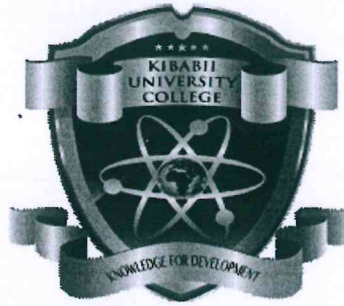


KIBABII UNIVERSITY - ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS		
ISSUE FOR USE ON: 5 TH JUNE, 2018	MAIN TITLE: Code of Conduct and Ethics	REF:KIBU/ADM/POL/012

CODE OF CONDUCT AND ETHICS

Area of Validity: KIBU	Authorized by: Prof Shem Aywa (Management Representative)	Sign: 	Date: 05-06-2018
	Approved by: Prof. Isaac Ipara Odeo (Vice Chancellor)	Sign: 	Date: 05-06-2018



KIBABII UNIVERSITY COLLEGE

CODE OF CONDUCT AND ETHICS

July 2015

1. Background

1.1 Introduction

The Code of Conduct and Ethics for State Corporations (SCs) focuses on ethical conduct and integrity at the workplace. It defines SC's commitment to the highest standards of behavior so as to contribute to the achievement of the national development goals.

The Code sets out expectations for individual behavior necessary to meet these standards and includes requirements and guidance to help you to carry out your role with integrity and in compliance with the law.

The Code cannot cover everything; it is therefore essential that you understand applicable laws and detailed policies that are relevant to your role. It is also important that the Code is not used as a substitute for the good judgment and expected of Council members and employees working for any SC.

1.2 Objective

By exemplifying the ethical behaviours and corporate values described in the Code, the organization will continue to uphold Article 10 of the Constitution of Kenya on National Values and Principles of Governance and Chapter 6 on Leadership and Integrity.

1.3 Application

This Code applies to everyone in the SC – every Council member and employee – and also to contract staff. Adherence to the values in this Code is a condition of Council appointment or employment of staff.

A breach of this Code will result in disciplinary measures being taken, including separation from the SC.

2. Values

2.1 Respect for People

Council members and employees are entitled to work in an environment in which people are treated with respect. Council members and employees must therefore avoid actions or behaviours that are or could be viewed as harassment and are required to treat all people with respect, dignity and fairness.

2.2 Integrity

Council members and employees are expected to act with integrity by consistently upholding the highest standards of honest and truthfulness. They should not use their positions to inappropriately obtain an advantage for themselves or to advantage or disadvantage others; and should take all possible steps to prevent and resolve any real, apparent or potential conflicts of interest between their official responsibilities and their private affairs.

2.3 Transparency and Accountability

Transparency of operations, planning and reporting and a clear accountability framework are fundamental principles that underlie good governance. It is expected that Board members and employees will work together in a spirit of openness, honesty and transparency. This will encourage engagement, collaboration and respectful communication.

2.4 Stewardship

Every Council member and employee is responsible for using appropriately the assets entrusted to them. They are responsible for safeguarding the assets against waste, loss, damage, misuse, theft, misappropriation or infringement, in order to protect their value.

All transactions of the organization must be reflected accurately and fairly in books of accounts. Falsification of asset records or misrepresentation of facts will constitute fraud.

2.5 Excellence

Council members and employees shall demonstrate excellence by providing fair, timely efficient and effective services to the public. They should exercise high levels of discipline and commitment in the performance of their duties. They are also required to continually improve the quality of policies, programs and services by fostering a work environment that promotes teamwork, learning and innovation.

3. Conflict of Interest

Council members and employees must avoid conflicts of interest between their private activities and their part in the conduct of the University College business.

A conflict of interest may arise where a Council member, employee or close family member such as spouse, child, parent or sibling has private interests that could improperly influence the performance of the Council member or employee's official duties and responsibilities. Conflict may also arise where a Council member or employee uses their office for personal gain.

A real conflict of interest exists at the present time. An apparent conflict of interest could be perceived by a reasonable observer to exist, whether or not it is the case, and a potential conflict of interest could reasonably be foreseen to exist in the future. A conflict of duty arises not

because of an employee's private interests, but as a result of one or more concurrent or competing official roles. For example, these roles could include the employee's primary employment and his or her responsibilities in an outside role that forms part of their official duties, such as an appointment to a board of directors, or other outside function.

3.1 Prevention of Conflict of Interest

Council members and employees maintain public confidence in the objectivity of their service by preventing and avoiding situations that could give the appearance of a conflict of interest or result in a potential or actual conflict of interest. In addition, Council members and employees are required to observe any specific conduct requirements contained in the statutes governing ethical behavior and their profession, where applicable.

It is not possible to foresee every situation that could give rise to real, apparent or potential conflict of interest, however, where conflict arises, the Council member or employee should:

- (a) Excuse themselves, or anyone who works for them, from any decision-making that may create a conflict of interest with their private interests;
- (b) Disclose in writing, to the relevant authority the facts and explain the circumstances that create or could create the conflict of interest;
- (c) Seek guidance from the immediate authority;
- (d) Seek additional legal or financial guidance if you are a Council member;
- (e) Conduct your relationship with contractors and suppliers in a professional, impartial and competitive manner;
- (f) Refrain from the direct or indirect use of, or allowing the direct or indirect use of University College property, for anything other than officially approved activities;
- (g) Maintain the impartiality of the public serve and not engage in any outside or political activities that impair or could be seen to impair their ability to perform their duties in a objective or impartial manner;
- (h) Be aware that the acceptance of any offer of future employment including consultancy or directorship with a contractor, supplier, customer or business partner constitutes a potential conflict of interest;
- (i) Ensure that concurrent outside appointments, such as to members of Council, are managed appropriately and that any resulting conflicts of duties are resolved in the public interest; and

(j) Declare to the relevant authority, a benefit or income received either directly or indirectly from a contract with external parties on contractual or other arrangements. The relevant authority will determine whether the arrangement presents a real, apparent or potential conflict of interest, and may require that the contract be modified or terminated.

(k) Similarly, a Council member or employee should not:

- Get involved in the hire, supervision, management or career planning of any relative;
- Make improper use of one's position or of confidential information gained in that position to achieve personal interests or direct gain;
- Allow relationships with contractors and suppliers to influence business decisions made on behalf of the University College; and
- Accept gifts or inducements, including hospitality that may place you under an obligation.

3.2 Use of Information Communication Technology

Kibabii University College recognizes the importance of the use of information Communication Technology (ICT) tools to conduct business and interact with stakeholders. Use of social networks in an official capacity must comply with the legislative requirements and the organization policy on the use of the internet and electronic networks. Council members and employees using ICT for personal or professional use are expected to exercise the same kind of judgment and criteria as would be applied to any other workplace decision.

3.3 Gifts, Hospitality and other Benefits

Council members and employees should not accept any gifts, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in carrying out their official duties and responsibilities or that may place them under obligation to the donor.

3.4 Solicitation

With the exception of fundraising for officially supported activities such as those relating to corporate social responsibility, Council members or employees may not solicit gifts, hospitality, other benefits or transfers of economic value from a person, group or company who has dealings with the University College. When fundraising for supported official activities, Council members or employees should ensure that they have prior written authorization from the relevant authority in order to solicit donations, prizes or contributions in kind from external organizations or individuals.

3.5 Register of Conflict of Interests

The University Council shall maintain a register to record conflict of interests.

4. Whistle-Blowing

Any person who has reason to believe that a Council member or employee has not acted in accordance with this Code should bring the matter to the relevant authority or the appropriate government agency.

The University College should not retaliate nor tolerate retaliation against any person who brings an issue to its attention in good faith.

5. Resolution

Council members and employees are expected to adhere to this Code. The Council members and employees are expected to resolve issues in a fair and respectful manner and consider informal processes such as dialogue or mediation

In the event of an ethical dilemma or dispute, Board members and management may seek advice and support from other appropriate sources such as the Ethics and Anti-Corruption Commission (EACC), and any other oversight body.

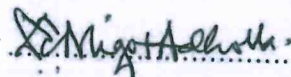
ACCEPTANCE

I agree to the terms of the University College's Code of Conduct and Ethics, which forms part of my Council appointment or contract of employment. I have read and understood the Code and agree to abide by its provisions

I understand that any breach of its provisions will render me liable to appropriate disciplinary action.

.....PROF. SHEM MIGOT-ADHOLLA.....

Full Name of Council Member/Employee



Signature

.....COUNCIL CHAIRMAN.....

Position

.....30TH JUNE, 2015.....

Date