



<b>TITLE</b>	<b>CODE OF ETHICS</b>	
<b>POLICY NUMBER</b>	<b>HRP 17/2025</b>	
<b>RECOMMENDED BY</b>	<b>HUMAN CAPITAL COMMITTEE</b>	<b>- 24/09/2015</b>
	<b>EXECUTIVE MANAGEMENT TEAM</b>	<b>- 05/12/2024</b>
	<b>SENATE</b>	<b>- 13/12/2024</b>
<b>APPROVED BY</b>	<b>BUSE COUNCIL</b>	<b>- 17/12/2024</b>

## **1. PREAMBLE**

As an internationally renowned University driven by the pursuit of producing responsible, knowledgeable, skilled, innovative and entrepreneurial graduates through teaching, research, innovation, developing products and services for industrialization and community transformation, Bindura University of Science Education espouses and adopts this Code of Ethics for its members of staff and students.

## **2. OBJECTIVE**

- 2.1 The purpose of this Code is to provide the guidelines which are designed to set out acceptable behaviours for all members of staff. It is intended to assist staff to identify and resolve ethical issues which might arise during the course of their employment, and to guide them in their dealings with colleagues, students, stakeholders and the community.
- 2.2 The Code also seeks to promote the core values of the Bindura University of Science Education which are integrity, teamwork, diversity, innovativeness, student centeredness and commitment.

## **3. SCOPE OF APPLICATION**

The Code is applicable to all the Bindura University of Science Education staff members, students and all members acting on behalf of the University.

#### **4. GUIDING PRINCIPLES**

This Code of Ethics stipulates that members of staff and those acting on behalf of the University should practice professionalism and should uphold fundamental ethical principles in various areas shown below:

Respect for law and system of University governance;

Respect for persons;

Personal and Professional Behaviour;

Personal Integrity and

Academic Freedom

#### **5. POLICY DETAILS**

##### **5.1 Respect for the Law and System of University Governance**

5.1.1 University staff and students have an obligation to respect and uphold the laws of the State and to act in accordance with University goals, policies and procedures. Staff should also comply with the statutes and rules of the University and uphold the good name of the University.

5.1.2 This obligation is not intended to detract from the idea of academic freedom where academic and research staff have a responsibility to advance and disseminate knowledge and are thereby guided by freedom of inquiry in criticizing and challenging ideas, methods, policies, practices, behaviours and societal beliefs when conducting teaching, scholarship and research.

## **5.2 Respect for Persons**

This obligation seeks to create an environment where all members of staff, students and the community are treated equally, with respect, observing and honouring individual rights and recognizing members' efforts and achievements. Members are also required to act openly and honestly when dealing with others.

### **5.2.1 Obligation not to discriminate**

All staff members and students are expected to treat others (students, staff and community members) with courtesy, responding timeously when dealing with others. Members should also treat others equally irrespective of gender, race, religion, marital status, age, political orientation, cultural background, medical condition and sexual orientation.

### **5.2.2 Obligation to respect other members' opinions**

Members should give due credit to the contributions of other staff and respect the different opinions and perspectives of others. Alternative points of views can be voiced through rational debate. All members must refrain from personal criticism, verbal abuse, insulting and belittling other members' opinions and beliefs. Members should however assist colleagues and act as mentors to junior colleagues and students.

### **5.2.3 Obligation to observe fairness**

Members are obliged to refrain from acting in ways that would unfairly harm the reputation and career prospects of other staff members, students and members of the community. Fairness

should also be observed in making decisions that affect members, whether resolving of grievances or those of a disciplinary nature.

#### **5.2.4 Obligation to refrain from Harassment and Bullying**

All members should recognize that all forms of harassment are unacceptable and should refrain from behaviours that may be perceived as sexual, racial or gender based harassment, and intimidation and emotional or physical bullying. A Sexual Harassment Policy is in place to that effect.

#### **5.2.5 Responsibilities of University staff**

Staff members should treat students with respect at all times, and not allow personal relationships with students to affect the professional relationship between them. They should encourage students to think independently and exchange ideas freely and be sensitive to students' need for feedback and consultation.

##### **5.2.5.1 Ethical Conduct on Promotion**

University staff members should ensure that promotions are based on merit, and are not influenced by personal relationships, or any other improper considerations. Staff members shall be obliged to follow the dictates of the Promotion Ordinances (Academic Staff Promotions Ordinance and the Administrative and Support staff Promotion Ordinance as amended from time to time) in considering any application for promotion.

#### **5.2.5.2 Ethical Conduct on Appointments**

University staff members should ensure that appointments are made based on merit, and are not discriminatory, or based on any other improper considerations. The Recruitment and Selection Policy should be religiously followed in any form of appointment and in case of any deviation, clearance should be sought from responsible authorities.

#### **5.2.5.3 Ethical conduct on Performance Appraisal and Non Performance**

University Staff members should ensure that performance appraisals are fair, objective and based on clearly defined performance criteria as spelt out in the Integrated Results Based Management performance system.

University Staff members should also ensure that non-performance is addressed in a fair and transparent manner, in accordance with University policies and procedures.

Performance appraisals and non-performance management processes should not be influenced by personal relationships, or any other improper considerations.

#### **5.2.5.4 Ethical Conduct on Enrolment of Students**

Staff members should serve all students promptly and with respect at all times. They must abide by the dictates of this policy and ensure that students are treated without prejudice. Staff members are discouraged from engaging in personal relationships with students.

The recruitment of students should be guided solely by the existing program regulations.

#### **5.2.5.5 Ethical Conduct on Examinations**

All examination matters should be handled with the highest integrity and confidentiality at all times.

#### **5.2.6 Complaints**

Staff members are entitled to fair and equitable complaint procedures. The normal channel is to lodge any grievances through the Head of Department, and where the perpetrator is the Head of Department, grievances should be lodged directly to Human Resources.

### **5.3 Personal and Professional Behaviour**

This principle requires that staff members should carry out their duties in a professional, responsible and honest manner and be accountable for their official conduct and decisions.

#### **5.3.1 Personal relationships**

Members of the Bindura University community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment of any sort is not tolerated, including behaviours such as violence, intimidation, exploitation and derogatory conduct that reflects bias.

#### **5.3.2 Sexual relationships**

While it is recognized that staff may sometimes have consensual sexual relationships, such relationships should not affect or be

seen to affect one's work, since workplace practices may be compromised. Sexual relationships give rise to a potential conflict of interest, especially if it is between a staff member and a student or supervisor and subordinate.

### **5.3.3 Employment of Close Relatives**

A member of staff should not take any direct part in the interviewing and selection process for an appointment for which a family member is a candidate. Normally, it is inappropriate to have staff members who are relatives directly supervising and assessing each other as supervisor and subordinate, or as supervisor and student. Staff members involved in these close personal relationships should declare their relationship to their Head of Department.

### **5.3.4 Remunerative Private work and retention of earnings from outside sources**

The University permits staff to undertake occasional literary work, setting and marking university or school examination papers and to receive remuneration for such work.

- i. Before accepting remunerative private work, other than that referred to above, a member must obtain the permission of the University which reserves the right to forbid a member to undertake work which, if in its opinion, may interfere with the efficient discharge of his/ her duty to the University.
- ii. In granting permission to a member to undertake private remunerative work, the University may require that it receives

all or part of the remuneration and may attach other conditions to its consent.

- iii. A guide to consultancy work rules and procedures is in place.

#### **5.3.5 Safety and Health**

- i. The University is committed to providing and maintaining safe workplaces.

In accordance with legislative and relevant standards all persons who conduct activities for and on behalf of the University are responsible for acquiring up to date knowledge on safety and health matters and ensuring that appropriate resources and processes for eliminating or minimizing risks from hazards are in place.

- ii. The use of alcohol and drugs should not affect work performance and wellbeing of other members of staff. A Smoking Policy is in place to guide members of staff.

#### **5.3.6 Copyright and Patents**

Any member of the University staff who applies for a patent connected with or arising out of his/her University work is required to inform the Registrar of the University of the application. This is done either before applying or in any case not later than one week after applying. The member should deposit a copy of the provisional or complete specification submitted or to be submitted with that application.

## **5.4 Personal Integrity**

Personal integrity requires that all members of the University community act honestly and responsibly, holding themselves accountable to others for their actions.

### **5.4.1 Conflict of interest**

It is the obligation of the members of staff to avoid placing themselves in any positions or situations in which there may be a conflict, or the appearance thereof, between personal interests and their duty to the University.

It is the obligation of the members of staff to declare such interests or conflict in relation to one's employment, fiduciary duties, interaction with colleagues and any other facet of one's responsibilities.

### **5.4.2 Financial Relationships**

Financial relationships can be a source of conflict of interest. Members should declare to the University in writing any relevant interest that one might have in any transaction that involve procurement of goods and services for the University. In general, staff should avoid involvement in such transactions.

It is the responsibility of all members of staff who deal directly with suppliers, to ensure transparency and not to compromise the University's standing and integrity and not to engage in misleading or deceptive conduct.

#### **5.4.3 Receipt of gifts**

University staff members should not ask for, encourage the giving of or accepting of gifts or benefits in the discharge of their duties. In particular, University employees should indicate to the prospective givers that gifts cannot be accepted from those with whom the University has, or potentially has, commercial dealings. See Gift Policy.

#### **5.4.4 Fraud and Corruption**

The conduct constitutes behaviour that is deliberately dishonest, and deceitful resulting in a person benefiting from these types of actions. This behaviour involves unauthorized use of University property, undeclared conflict of interest, falsifying or manipulating research data, misrepresenting a person's involvement in research / projects, or making false claims of expenses. It is the responsibility of other members to report any suspected fraud or corrupt conduct to the Registrar and Vice Chancellor.

#### **5.4.5 Confidentiality**

Members of staff should uphold confidentiality in all cases that relate to accessing official University documents such as confidential records of employees (personal files, pay slips, medical history etc,). Where there are oral communications of a confidential nature, there is need to observe and maintain the information in privacy. Members must take care to respect the confidentiality and privacy of students and only provide information when authorized by the Registrar's Office.

## **5.5 Academic Freedom**

The Bindura University of Science Education recognizes the concept of academic freedom as central to the proper conduct of teaching, research and scholarship. Academic freedom is the belief that members of staff and students have the freedom to teach, learn, study, publish and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations, or public pressure. For students, the basic elements include the freedom to study subjects that concern them and to form conclusions for themselves and express their opinions. Within the concept of academic freedom lies the freedom to inquire into any subject that evokes intellectual concern; presentation of findings to students, colleagues, and publishing of data and conclusions without control or censorship; and teaching in professional manner.

## **5.6 Exercising Care and Diligence in Employment**

It shall be the duty of every employee to carry out their duties in a professional, honest and responsible manner, particularly in the:

### **5.6.1 Appropriate use of University resources, (facilities and equipment)**

University resources shall be used solely for legitimate University purposes and not for personal advantage of an individual. Members of staff are obliged to use resources economically, and secure them against theft, destruction, damage, loss or misuse.

### **5.6.2 Appropriate use of University information**

University staff will gain access to information while engaged in teaching, research, administrative, technical and support activities. Some information may be unavailable to the University community in general or the public. Staff should respect the privacy of others and ensure that information of a personal nature, for instance, is accessed and used only for University purposes and is not disclosed except where University policy expressly permits this. Information of a commercial or strategic nature should also be handled with the utmost sensitivity, and should not be used for personal gain.

### **5.6.3 Standards of Performance**

All members of staff have the duty to produce work of acceptable standard and quality, and to do so in a manner consistent with the express or implied terms and conditions of his/ her employment.

Members are encouraged to use their expertise in their areas of specialization to bring about constructive change in the community and environment.

### **5.6.4 Duty to comply with University Policies and Procedures**

The members of staff have a duty to comply with all University policies and procedures, in accordance with the laws of Zimbabwe. These include handling the grievance and staff disciplinary procedures.

## **6. Ethical Leadership Culture**

Ethical Leadership Culture concentrates on creating a work environment that encourages ethical behavior, emphasizes integrity, and makes people accountable for their actions. Some aspects of ethical leadership culture include:

- 6.1 Setting clear ethical standards and communicating them to all staff;
- 6.2 Providing training and support for staff to understand and implement ethical principles;
- 6.3 Creating a culture of openness and accountability;
- 6.4 Providing mechanisms for reporting unethical behavior and dealing with it appropriately

## **7. Ethical and Integrity Standards**

By implementing and upholding Ethical and Integrity standards, Bindura University of Science Education strives to promote honesty, fairness, transparency, and responsibility in the workplace. In fulfilling its mission to educate and empower its students and community, staff members shall be expected to:

- 7.1 Act with integrity and honesty, and avoid any actions or behavior that could be perceived as corrupt, dishonest or unethical;
- 7.2 Respect the confidentiality of information and use it only for legitimate purposes;
- 7.3 Disclose any actual or potential conflicts of interest;

7.4 Respect the rights and dignity of others and treat them fairly and with respect.

## **8. BREACH**

Members are advised that any breach of this Code may result in disciplinary action being taken against them.

## **9. GOVERNANCE, MANAGEMENT ROLE AND ACCOUNTABILITY**

Management is responsible for ensuring the maintenance of systems implemented that ensure compliance with the Code.

## **10. INTERPRETATION**

The Registrar shall be the custodian of the Code of Ethics and shall also be responsible for interpretation of the said Policy to staff members.

## **11. REVIEW**

The Policy shall be reviewed after every three (3) years or as and when necessary.

## **12. EFFECTIVE DATE**

This Policy document shall take effect from a date to be set by Council or the Executive Committee of Council.

Eddie Mwenje  
Recommended By  
Professor Eddie Mwenje  
Vice Chancellor

Date 31/03/2025

Farai Mavhiya  
Approved By  
Dr. Eng. Farai Mavhiya- Bhiza  
Bindura University of Science Education Council Chairperson

Date 12/05/2025