

# TAMALE TECHNICAL UNIVERSITY



## CODE OF ETHICS POLICY

EFFECTIVE DATE

NOVEMBER, 2020

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## **EXECUTIVE SUMMARY**

The Tamale Technical University Ethics Policy is designed to promote acceptable conduct of all stakeholders of the University. For the attainment of the mission of the university requires that all the community members of the university are well-behaved in all aspects of teaching, learning, research and community service among others. The overriding objective of this Ethics Policy is to provide a basis that would regulate the professional conduct and actions of staff and students of the university on the one hand and the external community of the University on the other hand.

The Policy prescribes mode of conduct that encompasses the three categories of staff of the university, namely; academic, administrative and supporting staff as well as students and the external stakeholders of the university who the university has formal relationship with. The policy document further describes standards of quality and integrity, as well as acts of commissions and omissions that constitute breach of the policy.

## **SECTION ONE**

### **1.0 Background Information**

This ethics policy codifies the acceptable conducts of behaviour of staff to complement the Statutes and other policies to guide the professional conduct of employees and other stakeholders of Tamale Technical University. The enforcement of the policy will enable the university to realize its mission of providing skills-oriented tertiary education in Engineering, Commerce and Applied Science and Arts as well as other relevant fields that would create opportunities for research to promote national industrial development. This mission can be realized by implementing some key priority areas of the strategic plan of the institution, such as developing the resource workforce, provision and maintenance of physical infrastructure, development of entrepreneurial activities, improvement in financial resource mobilization and management, establishment of an efficient institutional management system, promoting quality teaching, learning and research as well as expanding the Information Technology (IT) infrastructure, and institutionalizing its application. Attaining the above requires staff with the appropriate etiquette among other factors.

Standard professional practices in Tamale Technical University require moral commitment and good sense of ethical behaviour from Academic and Administrative Staff who are working for the ultimate interest of the University. In achieving these high standards, there is the need to build and nurture a cross fertilization of good human relationships; namely, between: teaching staff and support staff; teaching staff and students; teaching staff and the external community; and teaching staff and their colleagues. Significantly, these relationships will ultimately reflect the kind of collaborations and education that is delivered in the University. Besides, the growth of the University has placed a greater responsibility on the academic and support staff to build mutual respect and trust for one another, and discharge their assigned roles tactfully to project the image of the University.

This code of ethics contains provisions that will: protect the personal liberties of the university community; encourage consensus building; ensure fairness; minimize conflict; and promote effective teaching and learning. It is expected that, the code of ethics will provide a guide to modify employees behaviour and create a platform that will project good professional values as captured under section six (6) of the Code of Ethics Policy.

The rights and conditions of employees and that of students need to be protected to facilitate sound academic work and maintain peaceful co-existence. Thus, the Code of Ethics Policy will complement other existing statutory documents and policies such as the Statutes, Conditions of Service and Quality Assurance Policy which are aimed at providing appropriate work ethics and acceptable standards of performance of the staff. The University is under the watch of the regulatory bodies, public and other stakeholders who need to develop confidence and trust in the institution, hence the culture prevailing in the institution should be that of respect, fairness and high professional attitudes expected of a higher educational institution. Ultimately, the Code of Ethics intends to guide the employees of Tamale Technical University on best professional practices so that they would mainstream appropriate etiquette in carrying out their individual obligations in order to win the trust and confidence of their colleagues, public and students.

## **1.1 Definition of key concepts**

**The Tamale Technical University:** Refers to Tamale Technical University

**Ethics:** Refers to moral principles that control or influence a person's behaviour. The acceptable standards of behaviour expected of employees at work.

**Policy:** A statement of non-discretionary principle(s) that is/are directed at the governance actions and practices of all units of the University.

**Academic Staff:** The university staff by their appointment who are either full time or part-time, whose core duties have to do with teaching, research, supervision of students' project work, thesis and dissertations among others.

**Administrative Staff:** Refers to staff whose mandate requires them to provide support service at the Vice Chancellor Office, Registry, Finance, Development Directorate and other units they are assigned for the functional support of units such as Academic Departments and Faculties.

**Tamale Technical University Community:** Members of Tamale Technical University Community comprises the Governing Council, the academic and administrative staff, students, members on contract, consultants and contractors when they are undertaking business with the University.

**Community:** Refers to the public (people or institutions) outside Tamale Technical University and who have external relationship with the institution.

## **1,2 Rationale of the Policy**

Tamale Technical University is established by an Act of Parliament, Act 922, to provide skills-based training for the students of Ghana to be equipped with the competencies that are oriented towards solving the national development challenges as well as equipping the students to be self-reliant in creating their own jobs. The Mission of the university is to provide higher education and undertake research in engineering, technical and vocational based disciplines, using practical and competency based approach to teaching and learning that would produce professionals for industry.

Attainment of the mission of the university largely depends on the effective relationships among all its stakeholders (staff, students and the external community). Thus, the success of the institution is directly proportional to the ethical relationship of the university community members. The need for organized ethical behaviour governed by rules and regulations therefore becomes imperative. In a bid to achieve organized ethical

behaviour, the ethical principles are codified in this policy document. The policy is to serve as a guide to the etiquette expected of the members of the university community and therefore must stand the test of time, whilst accommodating changing circumstances that call for appropriate amendments and/or review. This Ethics Policy document is intended to serve the aforementioned purpose.

### **1.3 Purpose of this Policy**

The Code of Ethics Policy is to serve as a guide to regulate the professional conduct and actions of each member of Tamale Technical University. It is expected that, members shall observe the Code of Ethics in addition to the University's institutional regulatory frameworks such as the Statutes, Conditions of Service and the Quality Assurance Policy. The Ethics Policy is to provide a set of standard practices which would serve as established principles to promote acceptable professional practices in the University.

Effective academic work thrives in an atmosphere of peace and tranquility bred by organized acceptable behaviour. The Code of Ethics policy therefore would help maintain cordial relationships amongst units and external bodies to encourage internal and external collaboration among staff and that will not only promote a congenial academic atmosphere, but also whip up public interest in the educational programmes of the University.

### **1.4 Scope of the Ethics Policy**

The policy shall be all embracing and shall have a sphere of influence across all the units of the university and other external stakeholders who formally relate to the university. Therefore all constituents of the academic faculties, directorates, departments, and the Registry shall observe the provisions of the policy towards the enhancement of teaching, learning, research and community service. All these units and other bodies that are affiliated to the University are to observe all the provisions of the policy to guarantee acceptable standards of behaviour that will portray excellence. The scope of ethical standards is not limited to this policy but as also espoused in all the governance

instruments and in other policies. Common sense shall drive all members to observing the provisions of the policy.

## **1.5 Ethical Principles**

Refers to the code of practices which are developed to uphold the standard professional norms. They include the University, Statute, Code of Ethics, Scheme of Service and Quality Assurance Policy of Tamale Technical University

### **1.5.1 Guiding Principles of the Code of Ethics Policy**

The effective implementation of the Ethics Policy shall be guided by the following principles:

- i. There shall be absolute adherence to the provisions in this Ethics Policy by Management, Academic Staff, Support Staff and Students, thus making it holistic.
- ii. The Ethics Policy shall be enforced in evidence-based manner. A breach of any provision in this Code of Ethics has to be established with evidence.
- iii. The proof of such a breach shall attract the appropriate sanctions as stipulated in the Tamale Technical University's Statutes and Scheme of Service for staff.
- iv. The core value of Tamale Technical University are; hard work, honesty, transparency, justice, fair play and unity.
- v. Members of the Disciplinary Committee shall occasionally evaluate the conduct of staff and report violations of this Code of Ethics to the Vice Chancellor for appropriate measures to be taken.
- vi. The respect of the fundamental human rights of all University stakeholders shall be upheld.
- vii. All stakeholders of the University shall ensure the judicious use of its resources at all times and the purpose for which the resources are meant.

## **1.6 Breach of the Code of Ethics**

Provisions of this code of ethics shall be deemed violated if members put up any of the following behaviours:

- i. Violation of the University policy, as those pertaining in the Code of Ethics, University Statutes, Quality Assurance Policy, Conditions of Service and any other institutional policy designed to guide the operations of the University;
- ii. Administrative or support staff failing to provide support services as assigned to him/her by the Unit /Sectional Head, HOD or Dean;
- iii. Failing to work according to the rules and regulations of the faculty in the teaching of courses, e.g. punctuality and regularity, conducting examinations as scheduled and supervising students during examinations;
- iv. Failing to evaluate students' work related to the course they pursue;
- v. Discriminating against students or staff based on ethnicity, national origin, political affiliation, religion, gender, marital status, physical disability and medical condition;
- vi. Use of power by virtue of one's position to influence a decision or judgment against a colleague or student thus causing harm to them for personal reasons or gains;
- vii. Exhibiting academic irresponsibility by giving favours to a student in exchange for sexual relationship or good interpersonal/ family relationship, or doing so for the benefit of a colleague;
- viii. Inciting colleague staff or students to disregard the University's rules or encouraging violence, or abuse against persons or property;
- ix. Physically or sexually harassing, staff/students and/or other members of the University community;
- x. Intentionally presenting a personal view to the outside community, as though it is the position or view of the University;
- xi. Committing a criminal act which leads to one's conviction in a court of law and which renders one unfit to continue with one's work in the University;
- xii. Any other action of the university community member which brings the name of the university into disrepute.

### **1.7 Sanctions for Breach of the Code of Ethics**

- i. Tamale Technical University Statutes and other regulatory policies shall constitute the reference guide for enforcing discipline when portions of the Code of Ethics are breached by any employee;
- ii. Employees of the University are expected to report violations of this Code of Ethics to an investigative committee that shall be constituted by the Vice Chancellor;
- iii. If the breach of the Code of Ethics is established by the said committee against an employee, the Vice Chancellor, who is responsible for the application of disciplinary sanctions, shall constitute a Disciplinary Committee in accordance with provisions of the university Statutes;
- iv. To ensure fairness, an employee deemed to have breached the code of ethics shall be given an opportunity to defend himself/herself.

### **1.8 Appeal Process**

There shall be an appeal process for a person who is adversely affected by a disciplinary decision and wishes to appeal. Such a person shall, within seven days of notification of the decision, be entitled to file his/her appeal before the University Council in accordance with the University Statute. Failure to appeal, and doing so within the stipulated period, shall make the Vice Chancellor's decision on the issue final.

## SECTION TWO

### GENERAL ETHICAL REQUIREMENTS

#### 2.0 Introduction

In an academic environment such as ours, actors (teachers and administrators) are required to conduct themselves in a manner that will inure to the benefit of all stakeholders in order that the institution can turn out students who are morally and ethically upright. To this end, staff is expected to act as role models to students in all their dealings and activities. In exercising their duties, staff of the University is therefore required to be mindful of the following ethical provisions.

#### 2.1 Respect the Dignity, Rights and Opinion of Staff

All staff of the University shall observe the principle of respect for one another in a dignifying manner as.

- i. All staff members need to observe the scalar principle where rank, attainment and positions shall be duly recognized and respected. Notwithstanding, this, such attainment do not, in any way, warrant the bearers to lord it over others of lower rank, attainment and placement.
- ii. Staff are responsible for managing the trust, respect, and dignity of one another, by ensuring mutually respectful and dignifying relations with one another.
- iii. Staff must be committed to creating opportunities for students to learn in a congenial and mutually beneficial environment that takes account of the social and cultural diversities.
- iv. No staff or student shall extend any form of harassment arising from cultural and/or social diversity of members of the University community.
- v. As the University is run on a Committee System of Governance, it is expected that all committee members work diligently to optimize the gains expected from their constituents. Thus, no committee representative(s) shall present opinions that seek to undermine the University-wide interest.

- vi. The cultural diversity as well the differences in the academic and professional background of staff should inure to the benefits of the University, instead of that of personal or parochial interest.
- vii. The University shall duly acknowledge the contribution of all stakeholders at the various levels, (departmental, school or unit level) to its administrative governance.
- viii. It shall be deemed unethical for any staff of the University to express his/her opinion on issues concerning the university using informal means such as rumour and anonymous letters.
- ix. It shall be deemed gross indiscipline and irresponsibility for any member of staff or any stakeholder to covertly or overtly use sectionalism or any form of nepotism to undermine the sense of unity among staff.
- x. No person or group of persons shall undermine the right of another person or group in the university for any reason whatsoever.
- xi. All staff shall work in a collegiate and cooperative manner with colleagues and other professionals who work in multidisciplinary teams that are officially recognized by the university.
- xii. All staff shall respect the authority of senior colleagues and have the right to express professional opinion and dissent.
- xiii. No staff shall reprimand, censure, rebuke or carelessly criticize any colleague, or any other member of the teaching profession, in the presence of students or in public.
- xiv. Staff shall refrain from acts which bring the image of their profession and that of the university into disrepute.

## **2.2 Demonstrate high standard of professional practice**

Academic and professional knowledge domains are dynamic; hence the need for staff to continuously work to advance their knowledge in their professions. This can be achieved by observing the following standards of professional practice.

- i. All staff shall continuously upgrade their academic, scientific and professional knowledge by getting acquainted with the latest improvements in their

respective fields and apply that knowledge to their jobs as teachers and administrators.

- ii. Staff shall use acceptable medium in engaging students in their learning and work to achieve high levels of outcomes for all students.
- iii. Staff shall be attuned to research and use the research outcomes to teach and affect their students and community service.
- iv. Staff shall be highly professional in managing students' academic and personal records and deliver so diligently as may be required by the University.
- v. All staff are required to be mentors of students under their supervision as well as their colleague staff below their ranks.
- vi. Staff shall provide timely and constructive feedback to their colleagues and subordinates to improve on the quality of work assigned.
- vii. All staffs shall through team spirit work cooperatively with one another to achieve, departmental, school and University goals.
- viii. All team leaders shall inform their members of their rights and entitlements under them.
- ix. Staff shall lend themselves to evaluation by their supervisors and students to ensure that they work with acceptable best practices required of their profession.
- x. Staff shall seek support, advice and guidance from one another, where necessary, through the spirit of knowledge brokerage

### **2.3 Develop and Maintain Professional Relationship with Colleague Staff, Students, and the Community**

The following ethical provisions shall be observed to ensure sustained mutually beneficial relationship with the University stakeholders.

- i. Staff shall engage and work with all stakeholders, as much as possible, in an open and respectful manner to develop the students and the University as a whole.
- ii. Students' right to their dignity and opinion shall be respected where a sponsor comes to their aid in educating them.

- iii. Where need be, Heads of Department or Deans shall engage students/parents on the academic progress of students.
- iv. Students shall continuously use the SRC and other media in the university to address issues that affect their progress in the university.
- v. All staff shall develop and maintain acceptable professional etiquette that shall inure to good institutional and community relationship.
- vi. Appropriate protocols shall be continuously observed in ensuring that the staff and the entire university relates well to communities near and far in matters of research and other related academic and community development pursuits.
- vii. All staff shall complete their duty in a timely, thorough and responsible way.

#### **2.4 Exercising Leadership in the Role of Supervision**

Successful academic work hinges on good leadership among other factors. Therefore, supervisors at all levels of governance of the university demonstrate appropriate leadership abilities that will elicit the desired work interest for the units or University's goals to be realized. To this end, it is expected that:

- i. all staff shall believe in the spirit of team work and participate diligently in committees' work, research and other activities with colleagues of the same department or from other departments.
- ii. all leaders at respective placements shall perform all assigned tasks honestly, seriously, and sincerely.
- iii. all staff shall develop the value of courage in expressing their opinions, alongside observing good discussion manners that can enrich the internal democracy and freedom within the University.
- iv. all team members and their leaders shall exercise good manners such as: respect, tolerance, and good opinion at all formal and informal platforms.
- v. it is mandatory that there is respect for senior officers at all levels of the structure of the university on the part of junior staff on the one hand, and support for junior staff by the senior officers on the other hand.
- vi. all leaders and team members shall work in a spirit of collegueship and prefer the collective university interest over the individual interest.

- vii. it shall be gross irresponsibility for a leader (either a Vice Chancellor, Dean, Head of Department) etc. to deliberately conceal wrong doing by a colleague staff or student. All leaders shall deal with, or report perceived misconduct appropriately.
- viii. all leaders shall promote equity and diversity at their workplaces and respond appropriately to issues of inefficiency.

## **2.5 Discourage any form of Workplace Discrimination**

The diversity of staff in terms of their ethnic, religious and academic background shall be harnessed as strength to engender the realization of the university' mission. Same is expected of gains from the diversity of students. The following shall be observed to ensure non-discrimination among staff and students.

- i. All staff of the university shall ensure that they demonstrate respect for diversity, espouse and maintain fairness and promote equality irrespective of gender, race, religion, sexual orientation, appearance, age, language or disabilities.
- ii. All staff shall contribute to the realization of a fair and inclusive university environment and governance by addressing discrimination, stereotyping and bullying.
- iii. There shall not be any injustice toward any academic staff member in his/her relationship with the university.
- iv. The university shall ensure that all the norms of the Ghana Tertiary Education Commission (GTEC) on quota for gender ratios and enrolments from the university's catchment area are observed.
- v. All student associations shall be encouraged to observe non-discrimination in their activities.

## **2.6 Promote Student Learning and Public Interest**

Producing the right output (students) is the university's core mandate. To achieve that, the following measures shall be observed.

- i. The University shall be committed to meeting the norms of GTEC for effective delivery of academic and administrative work.

- ii. There shall be continuous development of the competencies of teachers and administrators to ensure they are imbued with the best practices for effective and efficient teaching and learning.
- iii. Teachers' skills shall be continuously improved for designing and implementing new programmes with effective pedagogies.
- iv. At all student fronts, the university shall promote learning and the need for profound quality assurance for effective teaching and learning.
- v. The university shall continue to collaborate with industries for the production of students that best fit for the world of work.
- vi. It shall be the responsibility of every teacher or administrator to recommend to their respective unit heads the needed logistics and related resources that will enhance work.
- vii. It will be considered unethical for a teacher to keep to the same lecture notes and teaching aids for more than two years of their use. The Heads of Department, the Deans and the Quality Assurance Officer shall ensure best practices in the use of the appropriate materials for teaching and learning.
- viii. It shall be a gross misconduct for a teacher to use records of students performance to ridicule them.
- ix. Where up to 30% of students fail in a course in an exam, the Academic Board shall constitute an investigation into the way the course was taught and assessed by the teacher.
- x. The university shall cooperate formally with all members of the public and public interest groups to garner support for the growth and development of the institution

## **2.7 Accept the Challenge for High Quality Teaching**

All teachers shall adhere to the best practices that will guarantee high standards of teaching and learning provided in the Quality Assurance Policy and in other regulatory documents.

- i. Fundamentally, teachers are required to live up to the claim of their attainments by letting their academic and professional competencies reflect on their work as teachers.
- ii. Teachers shall provide students opportunities to learn by making available course outlines and relevant reading lists to students at the beginning of every semester.
- iii. There shall be the adoption of ICT in teaching and learning and the exposure of the students to relevant database platforms from which valuable research materials can be accessed.
- iv. Teachers must work to ensure that they maintain acceptable levels of physical, mental, and emotional capacity to carry out their professional responsibilities.
- v. Teachers and administrators must at all times be honest about their qualifications and competencies.
- vi. Teachers shall accept responsibilities for learning outcomes in examinations.
- vii. Teachers shall be responsible for mastering their courses and adopt best teaching methodologies in line with various aspects of the curricula.
- viii. It shall be the responsibility of every teacher to be abreast with developments in their areas of competence and adopt innovative means of teaching their subjects.
- ix. Student assessment records shall be timely and diligently delivered to the appropriate authorities as scheduled.

## **2.8 Exercise Efficient and Effective Resource Management**

As resource constraint remains major challenge for the realization of the mission of the university, it is expected that all staff shall ensure prudent use of the resources of the University. The Public Sector Acts such as the Public Procurement Act (663), the Financial Administration Act (654), and the Internal Audit Agency Act (658) shall guide the use of financial resources at all levels of the University. Also, the University's Statutes, the Conditions of Service, and the Quality Assurance Policy are other policy documents that shall guide the use of the resources of the University.

- i. It is expected that the Vice Chancellor and all Principal Officers of the university shall observe due diligence in the use of human, financial and operating resources of the University.
- ii. All Heads of Department, Deans, Directors, Registrar and his/her team, and Committee members are individually and collectively responsible for the financial and operating resources assigned them for the running of their units or for the execution of projects in their line of duty and on behalf of the university.
- iii. All managers of state funded or donor funded projects or researches are expected to adhere to the standards of performance outlined in the project execution guides of the university.
- iv. No officer(s) shall be allowed to use the university resources to generate income for his/her personal or selfish gains to the detriment of the university.
- v. All staff shall act honestly and professionally at all times in the management of the university's resources.
- vi. No staff shall extend personal expense to the university for payment.
- vii. All users of the university's machinery, equipment and electronic gadgets shall adhere strictly to the manufacturers' manual to ensure their proper use and longevity.
- viii. Where a vehicle, equipment, or machinery of the university is to be used for personal purpose, the staff involved shall follow due process to seek use of it.
- ix. Upon return of the equipment the supervisory officer(s) responsible shall conduct checks on the equipment.
- x. Anybody who causes damage to an equipment of the University in a manner deemed deliberate shall be made to repair or replace it.
- xi. All moneys accrued from the use of University's resources must be deposited in the University's account.

**SECTION THREE**  
**ETHICS REQUIRED OF ACADEMIC STAFF OF THE UNIVERSITY**

**3.1 Relationship between Academic Staff and Students**

In order to enhance effective teaching and learning both in and out of lecture halls, the following are required to be observed.

- i. There must exist cordial relationship in which academic staff shall treat students with respect and dignity and see students as adults with rights to dignity.
- ii. Teacher-student relationship should be devoid of intimacy that can affect the integrity of the staff.
- iii. Students should show maximum respect for academic staff both in and out of lecture halls.
- iv. Academic staff, in dealing with students, must avoid conflict between their private interest and professional obligations.
- v. Academic staff shall not take undue advantage of their position to obtain benefits for themselves or any other person. Eg. soliciting favours from students etc.
- vi. Academic staff must act with probity and impartiality in all their dealings with students
- vii. Students must not act in a way that seeks to induce academic staff to act contrary to the requirements of probity and impartiality.
- viii. No staff should delegate his authority to a non-staff. For example delegating authority to national service persons.
- ix. Academic staff must not act in any way that intimidate students to the former's benefit.
- x. Academic staff must not divulge any academic information to students if the said information is not, or not yet for the consumption of students.
- xi. No abusive language of any form shall be used in dealing with one another as staff or with students.

### **3.2 Relationship among Academic Staff**

- i. Academic staff members shall see their colleagues as persons of equal rights in terms of employees of the same institution.
- ii. Staff shall respect one another in all their dealings.
- iii. Staff shall, at all times, act to safeguard the interest and integrity of colleagues.
- iv. Staff shall not engage in unhealthy communication with one another be it written or not.
- v. Staff shall not show any form of discrimination on the basis of tribe, religion or politics.
- vi. Staff shall not solicit undue favours from colleagues, for him herself or for any other person.
- vii. Staff shall not seek to denigrate, malign or discredit a colleague.
- viii. Staff shall follow laid down procedures for addressing grievances and misunderstandings or disagreements with colleagues.
- ix. Staff shall not, in any circumstances, engage in any verbal abuse or physical fight with a colleague.
- x. Staff shall report any form of misconduct by a colleague to the appropriate line of authority for appropriate action.

### **3.3 Relationship between Academic Staff Members and Scientific Research**

- i. Academic staff shall engage in research activities as required by their profession.
- ii. In engaging in research, academic staff shall adhere to the rules and regulations that govern the conduct of research, including those that border on plagiarism and consent.
- iii. In the use and reproduction of others research work academic staff must respect the Copyright Law that governs the use and reproduction of works by other authors.
- iv. Academic staff shall not condone with other members of staff or any other person to engage in any form of activity that infringes the Copyright law.
- v. In conducting research academic staff shall uphold the rights of all stakeholder.

### **3.4 Relationship between Academic Staff Members and Tamale Technical University**

Academic staff shall relate well with the institution at all times by observing the following.

- i. Acting in a manner that promotes the good name and cooperate image of the University.
- ii. Not divulging any confidential information about the university to the outside world.
- iii. Dress decently always, and in a manner and in a manner that will enhance the cooperate image of the university.
- iv. Must not represent the university in any forum or function without prior notice and permission from the university.
- v. Must meet their obligations to the university such as in the areas of
  - a. Honoring their lectures
  - b. Critiquing the institution constructively in order to improve it.
  - c. Contributing to create a safe and generally conducive teaching and learning environment.
  - d. Treating all members of the university community with fairness.

### **3.5 Relationship between Academic Staff and the Community**

The Relationship between academic staff and the community shall be one of mutual trust and respect for each other. To ensure this, the following to be observed by staff.

- i. Academic staff must recognize that the community is part and parcel of the university and there is the need for effective collaboration.
- ii. The community must see academic staff as partners to the development of their community and vice versa.
- iii. Academic staff must respect the socio-cultural practices of the community
- iv. The community must recognize that they have a role to play in ensuring peace and harmony in the work of academic staff.
- v. There must be no any form of interference by the community in the work of academic staff.

- vi. Where such interference is inevitable, prior information should be given and the necessary consensus reached on the issue.
- vii. Academic staff shall make their services available to the community and vice versa as and when the need arises.
- viii. There shall be no any form of confrontation between the community and the academic staff.
- ix. All grievances shall be channeled through laid down lawful procedures for redress.

**SECTION FOUR**  
**ETHICS REQUIRED OF SENIOR ADMINISTRATIVE AND JUNIOR SUPPORT**  
**STAFF OF TAMALE TECHNICAL UNIVERSITY**

**4.1 Relationship between Senior Administrative and Junior Staff**

The relationship between the senior and junior administrative staff shall be cordial and one of mutual trust. Furtherance to this, the following shall be observed.

- i. The senior administrative staff must view the junior support staff as indispensable component of their work whilst junior support staff sees senior administrative staff as their team leaders;
- ii. all administrative staff shall treat support staff with dignity and mutual respect;
- iii. There shall be no direct confrontation between administrative staff and support staff in situations of conflict or disagreement;
- iv. Grievances from support staff should be channeled through the laid down procedures in the University.

**4.2 Relationship among Junior Administrative Staff and their Colleagues**

- i. Administrative staff shall see their colleagues as peers and partners to the development of the university and therefore shall treat one another with utmost respect and dignity.
- ii. All dealings with colleague administrative staff shall be devoid of abusive language and/or bias.
- iii. Administrative staff shall not discriminate against their colleagues on the basis of tribe, position, religion or politics.
- iv. Administrative staff shall engage in constructive criticism in the hope of improving work in their offices.
- v. Administrative staff shall not condone with one another in any wrong doing that will cause harm to the University.

#### **4.3 Relationship between Administrative Staff and Tamale Technical University**

Administrative staff must relate well with the institution at all times by observing the following.

- i. Shall act in a manner that promotes the good name and cooperate image of the University.
- ii. Shall not divulge any confidential information about the university to the outside world.
- iii. Shall dress in decent manner always and in a manner that will portray a positive image of the university.
- iv. Shall act in a manner that will protect the image and property of the university at all times.
- v. Shall not represent the university in any forum or function without prior notice and permission from the university.
- vi. Shall meet their obligations to the university such as in the areas of contributing to create a safe and generally conducive teaching and learning environment in the university and treating all members of the university community with fairness.

#### **4.4 Relationship between Administrative Staff and the External Community**

The Relationship between Administrative staff and the community must be one of mutual trust and respect for one another.

- i. Administrative staff shall see the community as stakeholders in the existence of the university.
- ii. Administrative staff shall recognize that the community is part and parcel of the university and just as other stakeholders.
- iii. The community members must see Administrative staff as part of the developers of their community.
- iv. Administrative staff must respect the socio-cultural practices of the community.
- v. The community must recognize that they have a role to play in ensuring peace and harmony in the work of administrative staff

- vi. There must be no any form of interference by the community in the work of Administrative staff.
- vii. Where such interference is inevitable, prior information shall be given and the necessary steps taken to minimize the effect.
- viii. Administrative staff shall make their services available to the community to the extent that is convenient and vice versa as and when the need arises.
- ix. There shall be no any form of confrontation between the community and the Administrative staff.
- x. All grievances shall be channeled through laid down lawful procedures of the university.
- xi. Administrative staff shall not communicate official information to the external community or represent the university on any function without prior permission granted by the appropriate authorities.

#### **4.5 Relationship between Administrative Staff and Internal Community**

- i. Administrative staff must at all times relate cordially with the university community.
- ii. Administrative staff must regard all other staff members as partners in the development of the university.
- iii. Administrative staff must not divulge any official information to any other staff.
- iv. No other staff member shall unduly induce an administrative staff to act in a manner contrary to the rules and regulations of the University

#### **4.7 Relationship between Administrative Staff and Academic Staff**

- i. The relationship between Administrative staff and Academic staff must be of mutual respect, trust and complementary.
- ii. Administrative staff shall see Academic staff as partners in the achievement of the objectives of the university.
- iii. Academic staff shall view administrative staff as facilitators in the performance of their duties and responsibilities.

- iv. Either of the staff must not engage in activities or actions that seek to undermine the integrity of the other or the university as a whole.
- v. There shall not be any form of harassment of one another in the line of duty of members of both staff.
- vi. There shall not be any form of harassment of one another in the discharge of their duties.

## **SECTION FIVE**

### **ETHICS REQUIRED OF STUDENTS OF TAMALE TECHNICAL UNIVERSITY**

#### **5.1 Students Relationship with Academic Staff Members and other Employees of the University**

- i. Students shall deal with academic staff and other employees with the required respect, reverence and considering them as role models.
- ii. Students shall refrain from violating the dignity of academic staff or any employee of the University, in secret or in public.
- iii. Students shall be courageous when expressing their opinions, and observing objectivity during discussions, as well as maintaining the value of academic freedom and respect for others opinions be it in class, forum, conference etc.
- iv. Students shall channel genuine complaints through the right channels without resorting to malicious or abusive means of seeking redress to such complaints.
- v. Students shall observe the value of honesty as the most important value of high morals in their dealings with other University employees.
- vi. Students shall make themselves available for discussions of academic issues in the offices of their lecturers during working hours or at the staff common room but not in homes of lecturers, clubs, or pubs
- vii. Students shall partake in all written/practical assignments, Mid-semester and End of Semester examinations.
- viii. The Quality Assurance Unit of the university shall institute mechanisms to evaluate the teaching of various courses by lecturers. In so doing, students shall be made to assess the performance of lecturers at the end of every semester.

#### **5.2 Relationship between Students and Tamale Technical University**

- i. Students shall avail themselves to the services offered by the University when in need of such services.
- ii. During studies, students shall refrain from any acts that would disturb the required tranquility at the various facilities of the University.

- iii. Students shall protect and safeguard the university facilities as though they were their personal property.
- iv. No student shall unlawfully possess, use or store any form of firearms, explosives, or any dangerous chemical.
- v. The university shall not allow possession, cultivation, sale or use of any illicit drug on campus
- vi. Students shall seek prior approval from the Vice Chancellor through the Dean of Students before undertaking organised activities on the university campus.
- vii. Students shall testify honestly and truthfully when giving testimonies during investigations of any kind in the university.
- viii. Students shall be modest and courteous when conducting student election campaigns and not violating the university's rules and regulation in the process. They should obtain the required permission from university management before displaying any posters on the campus.
- ix. Students shall contact their academic advisors or the Guidance and Counseling unit for counseling on their academic work.
- x. Students shall have a sense of belongingness to the University and desist from any act that will damage the reputation of the university.
- xi. Students shall dress appropriately and in a manner that portrays high moral values in the university and Ghana as a whole.
- xii. Students shall observe the university regulations that border on daily matters such as traffic regulations.
- xiii. Smoking in public is highly prohibited on campus.

### **5.3 Relationship among students**

All students shall be respectful in all their dealings with one another.

- i. Any unfair activity such as cheating, falsification of data, plagiarism, that tends to disadvantage other students unfairly are unacceptable.
- ii. Harassment or discrimination of any form by students against colleague students is unacceptable.

- iii. All students shall endeavour to dress decently and in a culturally and socially acceptable manner so as to avoid unintended sexual harassment or relationships.
- iv. All students may engage in academic debate but the language used in such a debate shall be decent.
- v. No student living with HIV/AIDS shall deliberately infect other students of the university with HIV/AIDS. Such act constitutes an act of criminality and the appropriate laws of the country shall apply.
- vii. No student shall refuse to attend lectures or be housed with other students who have HIV/AIDS.
- viii. Students shall help fresh students by sharing their experiences with them through cordial interpersonal relationships.
- ix. Students shall strengthen connections with fresh local and foreign students by helping them to adapt to the university environment.
- x. Students shall take care of special needs of other students by helping them to fit in as well as encouraging them to participate in student activities.

#### **5.4 Relationship between the Students and the Community**

- i. Students shall observe values, ethics, and public order of the community, and observe the ethics of the university when addressing the community via any media.
- ii. Students shall participate in cultural, social and sporting activities that the university organizes.
- iii. Students shall visit libraries outside the university to acquire the latest information in their field of study.
- iv. Students shall be concerned with the practical training and do attachment at different community institutions to enable them blend theory with practice.
- v. Students shall communicate scientifically using the latest inventions such as the internet.

## SECTION SIX

### 6.1 Harm to Students

- i. Staff of the University shall not intimidate or verbally abuse students for any reason. Under no circumstance shall staff fight students physically.
- ii. High level of tolerance shall be expected to engender student participation during lectures. Under no circumstances should a lecturer ridicule or use abusive language on students who provide inaccurate answers during discussions in the lecture hall.
- iii. A lecturer shall not inflict corporal punishment on offending students or make unwholesome deductions from their scholastic ratings as a form of punishment for any wrong doing on the part of the student.
- iv. Instead, staff of the university shall protect students from intimidation, embarrassment, humiliation or harm be it physical or psychological.
- v. Staff shall recognize that students have a right to a safe and secure teaching and learning environment.
- vi. Staff shall report any reasonable suspicion of harm caused to students and offer support within his/her capacity to student concerned.

### 6.2 Impartiality

- i. Evaluation of students by lecturers and the award of marks shall be based on academic performance, effective contribution in class discussions, and participation in lectures. No evaluation shall be based on matters such as race, gender, religion, personality, ethnicity, interpersonal relationships, friendships or political affiliation.
- ii. Lecturers shall recognize that the interest and welfare of learners are paramount concerns, and therefore, shall deal justifiably and impartially with students.
- iii. In a situation where mutual attraction and subsequent love develop between a lecturer and student, the lecturer shall exercise utmost professional discretion to avoid scandal, gossip and preferential treatment of the student.

- iv. Staff shall not take, or seek to take improper advantage of their position in order to obtain a benefit for themselves or any other person but shall act with probity and impartiality.

### **6.3 Mandatory Reporting**

All staff and students shall use and comply with mandatory reporting requirements of the University.

### **6.4 Misconduct**

- i. Lecturers shall not accept favours or gifts from students, their parents/spouses or others on their behalf in exchange for requested concessions, especially if undeserved.
- ii. A teacher who accepts, directly or indirectly, any remuneration from tutorials other than what is authorized for such service has misconducted himself/herself and shall be dealt with in accordance with the law.
- iii. All employees are expected to cooperate fully in the investigation of any misconduct.

### **6.5 Use of University Resources**

- i. University resources must be reserved for business purposes on behalf of the university. They may not be used for personal gain, except in a manner that is incidental, and reasonable in light of the employee's duties. University resources include, but not limited to university systems (e.g., telephone systems, internet, data communication and networking services) university equipment (e.g., vehicles, stationeries) and time and effort of staff, students and other employees of the university.
- ii. Staff members are expected to exercise sound judgment in the performance of their responsibilities and to ensure that all university resources are used prudently, ethically, and for the intended purposes.

## **6.6 Workplace Harassment**

- i. Unlawful harassment of employees, including implied or expressed forms of harassment are prohibited in the university.
- ii. Staff shall refrain from sexual conduct with student or conduct that raises an apprehension that sexual conduct has occurred, intended or may occur with a student.
- iii. Staff shall act to remove discrimination and harassment in the work place by promoting an environment that accepts tolerance, diversity, and devoid of intimidation, threat and humiliation.

## **6.7 Conflict of Interest**

- i. Conflict of interest arises when an employee's personal activities and relationships interfere with his/her ability to act in the best interest of the university. In circumstances where it is difficult for members of the university to act in the best interest of the university as against their personal interest, university interest shall prevail.
- ii. Aspects of potential conflict of interest include the use of office hours for personal endeavours, use of confidential information, acceptance of gifts that are intended to solicit favour, use of university resources for personal gain rather than the interest of the university, articulation of employment provision that reduces the effectiveness of university operations and purchases that are not subject to competitive bids or from one's personal shop among others.
- iii. It is incumbent upon staff to conduct their businesses and personal activities in a manner that does not compromise the values, integrity, reputation and public trust enjoyed by the University.

## **6.8 Confidentiality and Privacy**

- i. Members of the university shall ensure confidentiality in the handling of students' records so as to cultivate mutual respect for students and lecturers alike.
- ii. The university staff shall not disclose, use or allow others to use confidential information acquired by virtue of employment with the university or other

confidential sources except as provided by law. University policies and principles pertaining to the use, protection and disclosure of such information, apply even after the staff relationship with the university has elapsed.

### **6.9 Standards of Integrity and Quality**

- i. Tamale Technical University staff are expected to maintain the integrity of higher education goals by encouraging the continuation of faculty and student involvement in research to advance knowledge and leadership in all academic and professional areas.
- ii. The university staff shall recognize that personal gain from public service is limited to respect, recognition, salary and normal staff benefits contracted with the university and the university Governing Council.
- iii. Every individual is required to conduct university business transactions with the utmost honesty, accuracy, fairness and respect for the rights of others. Each situation needs to be examined with this standard with expediency and integrity being the watchwords.
- iv. No personal or amorous relationship should develop in the course of academic supervision of a student even if such relationship is consensual.
- v. Research conducted by staff must be of the highest ethical standards and in compliance with applicable laws, regulations, policies, and contractual obligations.
- vi. Lecturers shall be open and respond positively to constructive feedback regarding their teaching and seek support, advice and guidance where necessary.
- vii. Staff shall respect the rights and dignity of students, their colleagues and other members of the university community.

### **6.10 Reporting Suspected Violations**

- i. All employees have duty to report, verbally or in writing, promptly and confidentially through standard management channels, evidence of any improper practice of which they may be aware.

- ii. Confidentiality of individuals who report suspected violation on this code of ethics will be safeguarded.

### **6.11 Compliance with Laws**

- i. Compliance can be achieved only when business conduct conforms to the highest standard of ethical and lawful conduct.
- ii. Tamale Technical University staff are expected to conform to all local government and state legal responsibilities that are normally expected of a citizen of Ghana as well as the university policies.
- iii. The university staff may exercise constitutional rights as citizens to participate in political activities and to express opinions regarding controversial issues provided they do not create the impression they are acting or speaking as representative of the university.
- iv. Members of the university community must transact university business in compliance with applicable laws, regulations, and the university codes of ethics.
- v. Acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of the university to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by the Vice Chancellor can enter into agreement on behalf of the University.
- vi. Tamale Technical University staff shall comply with policies and procedures issued at school, university or national education level, regarding the use of property, facilities, finances and Information Communication Technology (ICT) in their educational setting.

### **6.12 Guidelines to Code of Professional Practice in Tamale Technical University**

- i. There are five principles of public service ethics that guide staff of Tamale Technical University in meeting the educational needs of their students. These principles are service to the public, responsiveness to the government and the needs of the public, accountability, fairness and integrity, efficiency and effectiveness.

- ii. Lecturers shall keep their professional knowledge and skills updated throughout their teaching career.
- iii. Lecturers' actions shall be within the spirit and letter of the law of their profession and consistent with their School and Department goals.
- iv. Staff owes their primary professional allegiance to the university and its mission to engage in the highest level of education, research and scholarship.
- v. Breach of code of professional codes of practice by staff shall attract legal sanctions from the various professional bodies they belong to.

### **6.13 Official Information and Public Comment**

- i. To uphold the good image of the university staff and students shall not disclose any information about the university to the general public without approval by appropriate authority of the university.
- ii. Members of the university in commenting on public issues or debate in their private capacities must not use the name of the university or identify themselves as members of the university.
- iii. Staff and students, by virtue of their office, shall not communicate either directly or indirectly to the press which may damage the reputation or image of the university.
- iv. Staff, students, members and affiliate members of the university shall be good ambassadors of the university wherever they go.

### **7.0. Reviewing the Ethics Policy**

A section, clause or phrase may be reviewed or amended to suit changing conditions and circumstances as and when the need arises.

#### **7.1 Review Period**

Notwithstanding the above, **(7.0)** this policy document is subject to review after a period not less than five (5) years.

## **7.2 Review Process**

To review or amend this policy document, the Academic Board shall constitute a review committee with specific Terms of Reference as regards the portion(s) that need such review or amendment(s). The review committee shall include, as much as practicable, the various staff (Administrative and Academic) as well as students that the provisions of this policy affect. The report of the review committee shall be presented to the Academic Board for adoption for onwards submission to the Governing Council..