

**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED
SCIENCES (MUHAS)**



CODE OF ETHICS AND CONDUCT FOR MUHAS STAFF

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1.0 Introduction

Muhimbili University of Health and Allied Sciences (MUHAS) has developed the code of Ethics and Conduct for its members of staff under the authority empowered by MUHAS Charter, section (4) of 2007. It is based mainly on the Government of Tanzania Public service Code of ethics and conduct of 2003, MUHAS Staff Regulations of 2015, and other current national and international Universities code of conduct. The purpose of this Code is to provide guidance to MUHAS staff towards performance of their duties in an ethical and professional manner, and in compliance with the international policies and procedures adopted by MUHAS, as well as relevant Public Service legislation in Tanzania. This is keeping in mind at all times and in upholding the MUHAS core values which include: excellence, nurturing, integrity, innovativeness, partnership, equity, responsibility, accountability, effectiveness and efficiency as core aspects of all practices related to teaching, research, consultancy and services.

This code complements existing Laws, Regulations, directives and guidelines issued over the years by Government of Tanzania for the purpose of customizing the standard of behavior in the Public Service.

The Code will enable MUHAS staff to participate fully in fulfilling their mission of serving the public, which is teaching, research and delivering quality service to the people of Tanzania efficiently, effectively and with the highest standard of courtesy and integrity.

All employees of MUHAS are required to act in accordance with this Code of Ethics and Conduct. The office of Deputy Vice Chancellor Planning Finance and Administration will be the custodian of this Code, and will provide a copy to each employee of MUHAS and endeavor to promote, disseminate and ensure the implementation of this Code to all employees.

1.1 Purpose and Objectives

The purpose of the Code is to inform the conduct of all employees such that they will endeavor to maintain high standards in service delivery, observe appropriate behavior and maintain highest standards of probity, in particular, promoting academic integrity, preventing academic dishonesty and unethical behaviors while promoting academic freedom and social responsibility.

2.0 Codes of Ethics and Conduct

The codes of ethics and conduct for MUHAS staff shall be as stipulated here below:-

- 2.1 Promote integrity and ethical conduct in all services at MUHAS
- 2.2 Pursue excellence in all professional services in line with MUHAS mission
- 2.3 Maintain Impartiality in discharging professional duties.
- 2.4 Promote performance of services diligently and with discipline
- 2.5 Uphold accountability and transparency to the public
- 2.6 Promote compliance with applicable legislative requirements at MUHAS
- 2.7 Promote the proper use of official information

3.0 Description of Codes of Ethics and Conduct

In order for MUHAS to be efficient and respected, MUHAS staff must behave and conduct themselves in a manner described as follows:-

3.1 Promote integrity and ethical conduct in all services:

- 3.1.1 MUHAS staff shall exercise their authorized powers within specified boundaries and they shall not use such powers for personal gain, to favour friends or relatives or to undermine others
- 3.1.2 Shall safeguard public funds and other public properties entrusted to them, and shall ensure that no damage, loss or misappropriation occur to them due to negligence or for benefit of any individual or group
- 3.1.3 Shall use public resources for public use including, machines, office equipment, office supplies, telephones, computers, copiers, utility services, building and other property procured with MUHAS funds or donated to MUHAS
- 3.1.4 Shall, unless otherwise authorized, use official time in an honest way to fulfill official responsibilities, and shall not use official time for their private activities or leisure
- 3.1.5 Shall not travel outside the institution or be away from place of work at any time without permission from relevant authority
- 3.1.6 Shall never ask or direct their subordinates to perform activities other than their official responsibilities
- 3.1.7 Shall be ready to declare their property or that of their spouse and dependent children within specified procedure to their employer or any other relevant authority when so required
- 3.1.8 Shall conduct themselves in such a manner that even when they are out of office, their conducts do not bring MUHAS into disrepute. These include substance abuse (drug or alcohol), borrowing beyond ability to repay (pecuniary

embarrassment), disorderly behavior and association with disreputable elements of society

3.1.9 Shall not offer improper favours, solicit, force or accept bribes from any person (students or patients) whom they have served, they are serving or likely to serve either by doing so personally or through another person. For the purpose of this code, corruption is a private gain which is acquired through misuse or abuse of office or public power

3.1.10 Shall not, solicit, receive or give gifts to persons, either through members of their families on their behalf, which might compromise or might be seen to compromise their integrity

3.1.10.1 The following nominal presents (currently valued less than TZS 50,000/=) do not fall in the category of gifts;

- a) Items of intrinsic value which are intended solely for presentations such as greetings cards, trophies, calendars, diaries, pens
- b) Anything of which the MUHAS staff pays or refunds its value and
- c) Anything paid for by the University

3.1.10.2 Any gift not qualifying under the definition described in section 3.1.10.1 above shall be declared and surrendered to the employer (MUHAS) in writing, and the employer shall acknowledge receipt and enter the gift into the register of declared and surrendered gifts which shall then be given to charities in the name of MUHAS

3.1.10.3 Shall avoid any form of fraud including plagiarism, falsification of materials, piracy and the like. In this case plagiarism includes copied work without due acknowledgement, reproduction of materials or works not owned by oneself in part or in full, collusion in research or publication

3.1.11 Shall prevent all forms of corruptions which include but not limited to favors in student admissions, examination results, granting qualifications, promotions etc.

3.1.12 Upon termination of employment with MUHAS, staff shall not use their previous positions to seek or receive preferential treatment in the public service for themselves or anyone else under the name of MUHAS

3.1.13 A former MUHAS staff shall not represent another person or MUHAS on matters which they dealt with while they were employed under MUHAS

3.2 Pursuance of Excellence in all Professional Services in line with MUHAS Mission

In pursuance of excellence, MUHAS staff shall find in their responsibilities to provide excellent services in line with MUHAS mission. In doing so they shall:

3.2.1 Be knowledgeable of, and respect this code of Ethics

3.2.2 Strive to achieve the highest standards of performance and respect for the institutions mission on education, research and service as described as follows;

3.2.2.1 Education: Accurate representations of all credentials; Accuracy and completeness of MUHAS records; Compliance with standards for maintaining intellectual property and copyrights

3.2.2.2 Research: Conduct all research activities with integrity, intellectual honesty and the appropriate respect for human and animal subjects

3.2.2.3 Service: Meet the highest professional standards and exercise responsibility appropriate to one's position and delegated duties

3.2.3 Set realistic work targets to enable them achieve the highest standard of performance

3.2.4 Be creative, innovative and continuously strive to improve performance by enhancing knowledge and skills

3.2.5 Practice meritocratic principles in service delivery

3.2.6 Maintain personal hygiene, dress in respectable attire in accordance with acceptable office norms

3.2.7 Adhere to their respective professional Code of Conduct and ethics; and set oneself as an example to be emulated by those under his or her supervision

3.2.8 Strive to acquire and advance new knowledge and skills for continuous life-long learning and practice;

3.2.9 Be responsible for seeking guidance, and if necessary approval, for any activity which might be ethically sensitive

3.2.10 Strive to promote TEAM WORK by;

3.2.10.1 Giving instructions which are clear and undistorted

3.2.10.2 Giving due credit to an employee with outstanding performance and not seeking personal credit at the employee's expense

3.2.10.3 Conducting performance assessment openly, fairly and without any fear

- 3.2.10.4 Avoiding malicious actions or words intended to ridicule peers, subordinates or superiors
- 3.2.10.5 Avoiding the use of abusive and rude language
- 3.2.10.6 Giving due consideration to official views submitted by fellow employees and subordinates
- 3.2.10.7 Regularly holding meetings
- 3.2.10.8 Leaders shall ensure that subordinates set realistic work targets, monitor performance regularly and encourage them to enhance their competence and skills
- 3.2.10.9 Promoting fair assessment of performance for staff and students
- 3.2.10.10 Recognizing, and where possible, rewarding outstanding performers and sanctioning poor performers and
- 3.2.10.11 Respecting colleagues and their rights including right to privacy especially when handling private and personal information.

3.3 Maintain impartiality in discharging professional duties

- 3.3.1 MUHAS staff has democratic right of being members of any political party and can vote both for their political parties and in general elections
- 3.3.2 Staff can participate in politics provided that when so doing they do not do anything that will compromise or might be seen to compromise their impartiality
- 3.3.3 Staff shall comply with political restrictions in political activities and therefore shall not;
 - 3.3.3.1 Conduct or engage in political activities during official hours or at work premises
 - 3.3.3.2 Take part in political activity which will compromise or be seen to compromise his/her loyalty to the University
 - 3.3.3.3 Provide services with bias due to his/her political affiliation; and
 - 3.3.3.4 Pass information or documents availed through their official positions to the service of their political parties
- 3.3.4 Staff have the right to communicate with their political representatives provided that they;
 - 3.3.4.1 Shall not use such influence to intervene on matters affecting them which are in dispute between them and the University; and
 - 3.3.4.2 Shall not use such influence for furthering personnel ends which are not part of University policy
- 3.3.5 Staff may become members of any religious sect provided that they do not contravene the existing laws. As a public institution, MHAS has no religion and therefore religious beliefs shall not be propagated when performing official duties

- 3.3.6 Staff shall not discriminate or harass members of the public, students or a fellow employee on ground of sex, tribe, religion, nationality, ethnicity, marital status or any forms of disability
- 3.3.7 Staff shall promote equity, justice and non- discrimination including a sense of gender equality in all processes
- 3.3.8 Staff shall perform their duties honestly and impartially to avoid circumstances that may lead to conflict of interest. If conflict of interest is foreseen or arises he/she shall declare such to the relevant authority ahead of time

3.4 Promote Performance of Services diligently and with discipline

- 3.4.1 MUHAS staff shall endeavor to perform their duties diligently by maintaining the highest standards of discipline. They shall demonstrate their sense of responsibility by ensuring that they;
 - 3.4.1.1 Use their skills, knowledge and expertise to attain maximum results
 - 3.4.1.2 Execute duties and assigned responsibilities with optimal standard and within required time
 - 3.4.1.3 Disengage from any conduct which might impair work performance
 - 3.4.1.4 Are ready to work at any duty station at MUHAS
 - 3.4.1.5 Are punctual in terms of office hours at workplace and official engagement and not absent oneself from duty without authorization or reasonable cause
 - 3.4.1.6 Obey and effect lawful directives
 - 3.4.1.7 Carry out assigned duties efficiently, and where the staff considers that he/she is being asked to act improperly shall report the matter to supervisors in accordance with the laid down regulations and procedures

3.5 Uphold Accountability and Transparency to the Public

- 3.5.1 MUHAS staff shall treat their clients and colleagues courteously and shall pay extra attention when dealing with the more vulnerable members of the society such as elderly, women, children, the poor, the sick, people with disabilities and any other disadvantaged groups.
- 3.5.2 When staff are requested by member of the public to clarify or provide direction on issues arising from laws, regulations and procedures, they shall do so promptly, with clarity, professionalism and without bias.
- 3.5.3 Staff shall act while recognizing themselves as being the servants of the public.

3.6 Promote Compliance with applicable Legislative requirements

- 3.6.1 MUHAS staff shall familiarize themselves with existing rules, regulations, and procedures and appropriately abide by them.
- 3.6.2 Shall apply prevailing laws, regulations and procedures when discharging their duties and in the process identify gaps, which need to be rectified.
- 3.6.3
- 3.6.4 Shall discourage all forms of sexual relationships at the workplace and during working hours. Likewise, they shall avoid all types of conduct which may constitute sexual harassment which include the following;
 - 3.6.4.1 Pressure for sexual activity or sexual favours with fellow staff and students
 - 3.6.4.2 Rape, sexual battery and molestation or any form of sexual assaults
 - 3.6.4.3 Intentional physical contact which is sexual in nature such as unwelcome touching, pinching, patting, grabbing and/or brushing against another person's body, hair or clothes
 - 3.6.4.4 Sexual innuendoes, gestures, noises, jokes, comments or remarks to another person about one's sexuality or body
 - 3.6.4.5 Facilitating or receiving preferential treatment, promises or rewards for offering or submitting to sexual favors; and
 - 3.6.4.6 Viewing, displaying, or sharing inappropriate sexual explicit material or material that may be deemed morally offensive in work environment or during working hours

3.7 Promote proper use of official information

- 3.7.1 MUHAS staff shall not disclose to unauthorized person official information, confidential or otherwise, which has been communicated to them in confidence from others without permission and shall, in that respect maintain confidentiality of official information even after they have left the service
- 3.7.1 Staff shall not distort or frustrate University policies and plans by making unauthorized premature disclosures
- 3.7.2 Staff shall not use any official document or information obtained in the course of discharging their duties for personal ends
- 3.7.3 Official information will be released to the media by officials who have been authorized to do so according to the laid down procedures

4.0 Obligations of the Institution

On its part, MUHAS has the obligations to provide the following:

- 4.1 Enhanced meritocratic principles and procedures used in staff appointments, promotions and in all other service delivery activities in line with standing orders and scheme of service
- 4.2 Establish a system, which specifies authority, responsibilities and expected actions of each MUHAS staff which can then be assessed after a specific time
- 4.3 Implement an appraisal system, which will enable MUHAS employee to participate in assessing his/her performance
- 4.4 Ensure that safe working conditions prevail which will enable the MUHAS employee to discharge his/her duties without undue risk or fear; and
- 4.5 Remunerate staff on the basis of skills, responsibilities quality outputs and working conditions in line with existing council directives and government circulars
- 4.6 Uphold equity, justice, equal opportunity, fairness and non-discrimination as an employer
- 4.7 Ensure staff complaints and appeals are handled appropriately, fairly and timely
- 4.8 Guarantee protection from retaliation of any staff reporting in good faith acts of misconduct or breaching of this code of ethics and conduct

5.0 Conclusion

For efficient, effective and courteous delivery of services with integrity to the public all MUHAS staff shall observe this code of ethics and conduct. Contravening any of the components of this code will be in breach of the code and therefore liable to a disciplinary action

6.0 Coverage

This Code of Ethics and Conduct shall apply to all staff under Muhimbili University of Health and Allied Sciences (MUHAS) and shall be used along with the Government Code of Conduct and Ethics for Public Service in Tanzania of 2003, MUHAS Staff Regulations of 2015, and Government Standing Orders for Public Servants of 2009

7.0 Revision of the Code of Ethics and Conduct

Unless circumstances dictate otherwise, this code of Ethics and Conduct shall be revised after every three.

8.0 Conflicts between the Codes and other Regulations

When there is a conflict between this code of ethics and conduct and any other regulations; the Government Public Service Standing Orders for the Public Service, 2009 and Public Service Code of Ethics and Conduct of 2003 shall prevail

9.0 Approval of the Code of Ethics and Conduct

This Code of Ethics and Conduct shall come into force the date is approved by the University Council