

UNIVERSITY OF GUYANA



CODE OF CONDUCT

FOR STAFF

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This code of Conduct applies to all full-time and part-time staff and to members of Council. Visiting lecturers and others acting in a voluntary capacity are also expected to conform to these professional practices.

CODE OF CONDUCT

1. *Have due regard for and comply with the Laws of Guyana and the rules and regulations governing the University's operations.*
2. *Inculcate an acute awareness of professional responsibilities and discharge them efficiently and conscientiously.*
3. *Accord a high standard to integrity, honesty, loyalty, fairness and ethical values in the discharge of duties, including the protection of all knowledge and information which are confidential or are classified or may be so treated or interpreted.*
4. *Take active steps for continuing development of personal competence as a necessary constituent in service or performance of tasks due to the University.*
5. *Speak quietly and courteously and eschew aggressive, vile and abusive language or expression.*
6. *Encourage and assist others to develop their potential for performance of tasks relevant to the work of the University.*
7. *Identify and seek to resolve conflicts of interests and values by employing a carefully reasoned and impartial approach.*
8. *Seek conscientiously to ascertain the truth in investigations and disciplinary processes.*
9. *Communicate to the public truthfully and without intent to mislead by distortion or suppression of information.*
10. *Refrain from sexual harassment of another member of the University community, inclusive of intrusive contact, surveillance, unwanted gifts or written, telephone and electronic molestation.*

11. *Honour the special trust reposed by students, colleagues and the general public, and do not misuse or abuse power or position in the discharge of duties.*
12. *Treat students, other staff and members of the community equitably, fairly and courteously, irrespective of differences in culture, race, gender, nationality, age, religion, disability, marital status, sexual inclination, political orientation, education, life experiences, options and/or beliefs.*
13. *Ensure that personal use of alcohol, tobacco or psychotropic drugs does not affect work, personal performance or the health of others in executing duties owed to the University.*
14. *Have due regard to the mental and physical health, professional and personal characteristics as well as the safety and well-being of others while engaged in activities of the University.*
15. *Take due account of the related needs, pressures and problems of others, in order to provide perspectives which enable just results, satisfactory attainment of objectives, or peaceful resolution of conflicting claims, interests or demands.*
16. *Seek to avoid requiring of others action which may offend their conscience.*
17. *Openly declare any personal interest or relationship which might be seen to influence official decisions.*
18. *Ensure that private interest (including other employment) do not conflict with obligations and other responsibilities due to the University.*
19. *Be concerned that engagement in party-political, professional, interest group and charitable activities, does not engender conflict of interest, impede the performance of duties due to the University or unwarrantably utilize University resources.*

20. Exhaust all available internal approaches or remedies for dealing with matters perceived as improper or inimical to the University, before considering other action beyond sanctions available to the University or its community.
21. Report without fear or recrimination, genuinely suspected or probable fraud or corrupt conduct to [the] appropriate University authorities, but if ultimately constrained, then to [the] appropriate official external agencies.
22. Seek to conserve material, financial and technological resources provided by the University by the best available means together with a contingency plan for limiting destruction in the event of a disaster.
23. Neither offer nor accept any gift, favour or hospitality intended as, or having the effect of a bribe, token of compromise, inappropriate or improper gesture.
24. Refrain from using official position to seek favours or special considerations.
25. Comply with the professional standards set out in this Code of Conduct.

CAVEAT: The foregoing provisions may, depending on the circumstances, be binding on the aforementioned University personnel for a reasonable period beyond the date of termination of appointment.

Prepared by:

**David Chanderbali (Dr.)
Registrar
October 3, 2007**