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success through innovation

“Designing the Future”

CODE OF ETHICS FOR MEMBERS OF STAFF



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HARARE INSTITUTE OF TECHNOLOGY

Code of Ethics for Harare Institute of Technology Members of Staff

Preamble

This Code of Ethics is drawn up in response to the growing realisation that ethics is a critical component for the success of any entity. Additionally, the University must have a Code of Ethics for the members of staff in line with Section 26 (b) of the Public Entities Act [Chapter 10:31] of 2018. This Code of Ethics shall be read in conjunction with various operational sector specific Codes of Ethics.

Definition of Terms

1. “Ethics” means a set of moral principles or values an individual uses to govern his/her activities and decisions.
2. “Code of Ethics” means a set of principles that guide the organisation in its programmes, policies and decisions for the business (Chadra Shekharshar Singh 2017).
3. “Conflict of Interest” means a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
4. “Confidential Information” means any information disclosed by either party to the party either directly or indirectly, in writing, orally, or by inspection of tangible objects including without limitation, documents, prototypes, samples, plant and equipment which is designed as “confidential” “proprietary”
It is information that is not generally known to the public if revealed improperly without the University’s express written consent (www.lawinsider.com).
5. “Proprietary” means relating to an owner or ownership.
6. Member of staff means an employee or worker who is hired to perform a job at the Harare Institute of Technology or on its behalf on a full - time or part - time basis.

Goal: The goal of this Code of Ethics is to establish a set of principles and practices of the Harare Institute of Technology members of staff that will set parameters and provide guidance and direction of ethical conduct in decision-making and execution of duties.

Code: Members of staff of the Harare Institute of Technology undertake to be committed to observing and promoting the highest standards of ethical conduct in the performance of their

responsibilities and duties in the University. Members of staff pledge to abide by the following principles of ethics:

Accountability

1. Faithfully abide by the laws of Zimbabwe, the Harare Institute of Technology Act [Chapter 25:26], Ordinances and Policies of the University and the various sector specific Codes of Ethics.
2. Exercise reasonable care, good faith and due diligence in the execution of one's duties and responsibilities.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or factual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance on decision-making.
5. Remain accountable, in the varying capacities of operation and responsibilities for prudent fiscal management to the University and funding bodies.

Professional Excellence

6. Exercises a professional levels of courtesy, respect, and objectivity in all Harare Institute of Technology activities.
7. Strive to uphold those practices and assist other Harare Institute of Technology members in upholding the highest standards of conduct.

Personal Gain

8. Each member must not use his/her position for his or her personal benefit.

Equal Opportunity

9. Each member in the varying capacities and responsibilities must not prevent other members from accessing appropriate and effective services and discriminate others on the basis of their geographical , political, religious, gender, or socio-economical inclinations.

Integrity

10. Each member in the varying capacities and responsibilities must strive to do the right thing in all circumstances even if no one is watching and having the quality of being honest, trustworthy and kind.

Confidential Information

11. Respect the confidentiality of sensitive information classified as such, known due to University service.

Respect of Diversity and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the Harare Institute of Technology Board, committees and membership, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among University members.

Penalties

14. Any proven breach(es) of the Code of Ethics will be dealt with in line with the HIT Discipline and Grievance Handling Procedures' Code of Conduct.

Source: Adapted from National Council of Non-Profit Associations www.ncna.org.

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