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| GAMBIA COLLEGE |
| Staff Code of Conduct |
| **Gambia College** |
| **1/1/2018** |

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**Responsibility for policy:** …………………………………………….

**Approving authority:** ………………………………………………..

# Application

This code of conduct applies to all staff of the Gambia College.

# Purpose

The purpose of this code is to:

* Ensure that the Gambia College operates efficiently and effectively and that staff are treated fairly and equitably.
* Give guidance to all Gambia College staff on the standards of conduct required by the Gambia College.
* Define breaches of conduct.
* Describe the consequences of breaches of conduct.
* Explain the rights of staff.

# Relevant documents

This code should be read in conjunction with the relevant Gambia College employment agreements; Gambia College policies; and the Conditions of Service and its amendments.

# Standards of conduct

College Staff are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Gambia College and the welfare of colleagues and students.

College Staff have an obligation to the Gambia College to:

1. acknowledge and contribute to the Gambia College's strategy, plans and objectives;
2. comply with all Gambia College policies;
3. be present at work as required and be absent from the workplace only with proper authorisation from the Principal lecturer;
4. carry out their duties in an efficient and competent manner and maintain specified standards of performance;
5. comply with lawful and reasonable employer instructions and work as directed;
6. take all due care and responsib~~``~~ility to uphold the reputation of the Gambia College and not engage in activities which would justifiably bring the Gambia College into disrepute;
7. treat other staff, and students, with respect at all times and always behave in a courteous, professional and collegial manner;
8. respect the privacy of individuals, use confidential information only for the purposes for which it was intended and refrain from seeking or revealing confidential information about other staff or students without the permission of the person concerned except in a recognised official capacity and in appropriate circumstances such as a clear risk to the staff member or another person, in an emergency, or where required by law.
9. recognise that the Gambia College does not tolerate bullying, harassment or discrimination and avoid behaviours which may be perceived by others as bullying, harassment or discrimination;
10. uphold and contribute to the Gambia College's partnership with other institutions and stakeholders;
11. be scrupulously fair and honest in their dealings with and for the Gambia College and take all reasonable steps to safeguard the Gambia College's funds and assets against fraud, theft and unauthorised use;
12. incur no liability or commitment on the part of the Gambia College without proper authorisation;
13. maintain all qualifications (including relevant registration and annual practicing certificates) necessary for the legal and efficient performance of their duties;
14. refrain from representing themselves as spokespersons for the Gambia College unless authorised to do so especially with the media;
15. not allow personal relationships with staff or students to affect or appear to affect the professional relationship between them;
16. view and avoid actual or potential conflicts of interest in an ethical context of good faith, honesty and impartiality;
17. assist colleagues, give due credit to the contributions of other staff and where appropriate act as mentors towards junior colleagues;
18. refrain from acting in any way that would unfairly harm the reputation or career prospects of other staff;
19. observe safe work practices; take all practicable steps to ensure their own safety at work and that the action or inaction does not cause harm to any other person;
20. **Head of unit or school**: manage their unit in a way that enables staff to perform effectively, promotes professional development for all staff, ensures that staff have a fair and appropriate share of available resources, encourages discussion and consultation about major matters and enables fair and timely professional goal setting and promotion/advancement processes to be completed in accordance with Gambia College policies and procedures;
21. **Time:** External professional activity is generally limited to twenty percent of the staff’s total professional effort during the year. Staff must ensure that outside professional activities do not prevent them from fulfilling their primary responsibilities. Outside activity that results in the neglect of contacts with students and or that creates an undue burden for colleagues is by definition inappropriate.

# Conflict of Interest

No faculty member shall undertake consulting assignments, research, or other external professional activities that conflict with the interests of the College. Similarly, a staff may not develop or teach a course for another entity that competes or conflicts with Gambia College.

A Staff may not make use of the name of Gambia College more than minimal use of its facilities, personnel, or equipment in support of external activities. This does not preclude staff from identifying Gambia College as their employer in reports, publications, or presentations.

# Required Pre‐Approval for External Teaching or Course Development

1. A Staff who wishes to teach or develop a course for another Institution or for any educational or commercial entity must obtain advance permission from the Head of his or her school. The Head of School will determine whether the request is consistent with the requirements of this policy with respect to quality, time, and conflict of interest. The requirement for pre‐approval does not apply to single guest lectures or seminars or workshops. In the event that permission is denied, the Lecturer may appeal that decision to the Administration(assign someone to be responsible)

### Required Reporting

1. Each year every Staff must submit an External Activity Report to his or her Head of School in order to report both compensated and non‐compensated external professional activities undertaken in accordance with the policy. After reviewing the report, the Head of School’s will seek to resolve with the staff any concerns about the Staff’s external professional activities or refer the concerns to the appropriate Principal if a resolution cannot be achieved.

# Matters of Relevance to Academic Staff in Particular

## Responsibilities of Academic staff

Academic staff are expected to recognise their responsibility to advance

and disseminate knowledge and understanding, strive for excellence in research, scholarship,

practice and teaching and participate effectively in the operation of the Gambia College for these purposes.

* 1. The traditional and statutory responsibility of academic staff to act as critics and conscience of society is affirmed.
  2. Academic freedom is essential to the research, scholarship, practice and teaching roles of the Gambia College.
  3. All academic staff have the right to academic freedom. This academic freedom carries with it the duty of every academic to use this freedom in a manner consistent with the obligation to base research, scholarship, practice and teaching on an honest search for and dissemination of knowledge.
  4. Academic staff should thus distinguish clearly between

research, scholarship and teaching in areas where they have expertise, and areas and matters of personal opinion.

* 1. The activities of academic staff should be consistent with the responsible use of academic freedom and academic staff should in no way act or omit to act so as to limit unreasonably the academic freedom of any other person
  2. In pursuit of these objectives and in the context of academic freedom it is accepted that academic staff may sometimes act in their research, scholarship and teaching as critics of prevailing modes of thought, understanding, policies, practices and behavior both within the Gambia College and more widely, and may offer alternative modes of thought, understanding, policies, practices and behaviour.
  3. The Gambia College acknowledges and affirms the legitimacy of such activities and consistent with this code will support academic staff engaged in them;

## Teaching and/or supervision

Academic staff is expected to:

* Be able to competently deliver course/subject as appropriate
* encourage students to think independently, to exchange ideas freely and to achieve to the best of their ability;
* develop, enhance and maintain expertise in areas in which they teach;
* communicate effectively in both formal and informal teaching contexts, and allow students reasonable access for this purpose;
* develop assessment procedures that are fair and effective and that contribute to student learning, and administer them in a fair and efficient manner, and provide timely and constructive feedback to students;
* ensure that they are familiar with current Gambia College programmes and other regulations relating to their teaching and assessment procedures;
* ~~\\\\\\\\\\\\\\\\\\\\\AQ~~

continually seek to improve their teaching effectiveness on the basis of all available information about their performance and its impact on students;

* undertake professional development activities intended to improve ~~n m~~
* where appropriate, provide suitable advice and assistance to former students in their academic and professional development.

## Research and scholarship

Academic staff are expected to:

* treat other researchers and research subjects with respect at all times;
* seek to develop new understanding of their areas of expertise, both for the increase of knowledge for its own sake and for the wider public interest;
* scrupulously acknowledge the contributions that others have made towards their research and scholarship, especially colleagues and students;
* disseminate the results of their research through publication, conference presentations, and in other appropriate ways;
* comply with the standards and ethics of their own professional societies, and with nationally and internationally accepted standards.

## Consultancy and/or professional practice

Academic staff are expected to:

* avoid taking work that would in any way interfere with the fulfillment of their duties as an employee;
* refrain from engaging in any work that would compromise their integrity and independence as Gambia College staff;
* represent their competence truthfully;
* avoid representing themselves as acting for, or on behalf of, the Gambia College when undertaking private consulting work;
* Avoid improper use of the publicly funded resources of the Gambia College for private gain.

## Dress Code for Academic Staff

The Gambia College does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, all staff especially academic staff must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact. College academic staff are expected to:

* Dress in a formal way (traditional/ western)
* Avoid dress that are improper for the classroom- Jeans, Caps, shorts, T-shirts especially the one with funny writing, bathroom slippers, etc

# Breaches of the code of conduct

Misconduct involves contravention of the above obligations. Serious misconduct involves serious and/or repeated contravention of the above obligations.

If established, misconduct may lead to a reprimand and warning. Serious misconduct, if established, will usually lead to summary dismissal, that is, dismissal without notice.

Serious misconduct is behaviour which undermines the contractual relationship between employee and employer, and/or threatens the wellbeing of the organisation, or its staff and students. Serious misconduct includes, but is not confined to, the examples below:

1. Refusing to perform properly specified duties or to carry out lawful and reasonable instructions of managers or supervisors.
2. Being unable to perform specified duties consistently for a considerable period of time
3. Being absent with no just reason and no permission.
4. Assaulting or threatening to assault any employee, student, or visitor on Gambia College premises.
5. Behaving in a manner causing risks to the health or safety of students or staff
6. Being affected by alcohol or non-prescription drugs while at work.
7. Having unauthorised possession of or removing property belonging to the Gambia College, another staff member, student or visitor.
8. Willfully submitting a false claim for payment or expenses, or any other deliberate falsification of a Gambia College record.
9. Willfully receiving money/ allowance/salary intended for another person
10. Deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to Gambia College property.
11. Repeatedly or seriously contravening the standards of conduct set out in section 4 of this code.

# Academic Freedom

Academic freedom is essential in institutions of higher education and tertiary institutions if they are to make their proper contribution to the national development. This depends upon the free search for truth and its free exposition. It is that which justifies academic freedom, not the interest of the individual staff or even the interest of a particular institution.

Academic freedom is the freedom to engage in research, scholarship, or other creative work in order to expand knowledge, to publish research findings, to teach and to learn in an atmosphere of unfettered free inquiry and exposition.

The rights of the academic staff and the student to academic freedom, however, carry with them duties and responsibilities. The academic staff is entitled to full freedom to engage in research, scholarship, and creative work and to publish or produce the results, subject to responsible performance of these and other academic duties. The academic is likewise entitled to freedom in teaching and discussing the subject matter. Yet, as in research, the concomitant of this freedom must be a commitment to accuracy and integrity. Controversy is a normal aspect of free academic inquiry and teaching, and it is proper to incorporate both the knowledge and the beliefs of the academic staff into that which is taught; however, the freedom to teach must be joined by a constant effort to distinguish between knowledge and belief.

All academic staff are members of the wider community, members of the learned profession, and officers of educational institutions. When the academic staff speaks or writes as a member of the wider community, he or she should be free from institutional censorship or discipline, but the academic staff special position in the community imposes special obligations. As a person of learning and an educator, he or she should remember that the public may judge the profession and institution by his or her utterances. Hence the academic staff should be at all times accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he or she is not speaking for the institution.

# Disciplinary procedures

Formal disciplinary action is not taken lightly. The Gambia College's experience has been that nearly all staff performs well, conduct themselves reasonably, and overcome minor problems without the need for formal discipline. Initially, problems are dealt with in the expectation that staff will give of their best once a deficiency is pointed out and that any difficulties can be overcome at the workplace level.

Where the Gambia College has cause to believe that a satisfactory standard of performance has not been reached and maintained, or that the code of conduct has otherwise been breached, formal disciplinary procedures are likely to be invoked.

The disciplinary procedures will consist of three main requirements:

1. An employee must receive written notice of the specific allegation of misconduct and of the likely consequences should the allegation be established;
2. There must be a real opportunity for the employee to explain or refute the allegation;
3. There must be proper and unbiased consideration of the explanation.

Unless a matter is so serious as to warrant instant dismissal, staff are entitled to be warned about disciplinary breaches and told of the manner in which their performance or conduct must improve. Warnings may be given orally or in writing but the Gambia College ordinarily confirms formal warnings in writing. It is usually appropriate to give at least two warnings although some circumstances may call for one final warning.

Any formal warning will include:

1. A statement of the specific problem.
2. The Gambia College standard or policy breached.
3. The corrective action required.
4. The period within which the corrective action must be taken.
5. Reference to the meeting(s) with the staff member and any explanation given by the staff member.
6. The Gambia College's decision.
7. The consequences of failure to take the required corrective action or any further breach.
8. Reference to any prior warnings.

## Suspension

The Gambia College may need to insist that a staff member not remain at work while the matter of concern is being investigated, e.g. where safety is involved. Unless the relevant employment agreement provides for suspension without pay, any suspension will be on full pay.

In the case of dismissal, the Gambia College's decision, and the reasons for it, will be confirmed in writing to the staff member before the dismissal is effected.

# Rights of staff in cases of disciplinary action

Where the Gambia College institutes formal disciplinary action and conducts interviews with the staff member for that purpose, the staff member is entitled to bring a representative or other person to any such meeting.

# Personal Grievances

The principal legislative provisions are contained in Conditions of Service of the Gambia College defines a personal grievance. The procedure set out in the Act shall apply unless the relevant employment agreement includes an agreed procedure that is not inconsistent with the Act.