

## CODE OF CONDUCT FOR EMPLOYEES

Document type: Policy  
Policy Category: Support Service

Document number: HRCC 6/17

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## **1. INTRODUCTION**

- 1.1 In accordance with the Higher Education Act of 1997 as amended, (“the Act”), and the Statute of the University of Pretoria of 2012 as amended, (“the Statute”), the Council of the University is responsible for the governance of the University.
- 1.2 These responsibilities entail, *inter alia*, that the University should on a continuous basis account for and report on all assets, liabilities, income, expenditure and other financial transactions. This also applies to any entity/body, including the Campus Companies, which function under the auspices of the University.
- 1.3 In accordance with the King IV Report on Governance for South Africa 2016, the Council and management of the University, must be aligned with the value system of the University. It also requires that the University take active measures to ensure that all employees and officials adhere to the Code of Conduct (“the Code”) in all aspects of its business and in particular, apply the principles of best practice throughout the University.
- 1.4 In this regard the Council is guided by the University's vision, mission and value Systems which require Council, the Executive and employees to act in an ethical, consistent, responsible and transparent manner.
- 1.5 To give effect to the above, the Executive, employees and registered unions representing employees of the University must endorse and comply with the Code.
- 1.6 The Code must be approved by Council or a Committee of Council as delegated by Council.

## **2. PURPOSE**

- 2.1 The purpose of this Code is to establish guidelines for the professional conduct and responsible behaviour of those acting on behalf of the University, including executive officers, employees, as well as volunteers and representatives.
- 2.2 The Code requires from University employees to conduct themselves with dignity, honesty, integrity and respect when interacting with colleagues, students, clients or customers of the University or the general public.
- 2.3 The Code also requires from all employees to respect the environment and to assist the University to be a responsible corporate citizen.

## **3. ORGANISATIONAL SCOPE**

The Code applies to employees, representatives, volunteers and the Executive.

## **4. PRINCIPLES**

- 4.1 In carrying out their duties, employees of the University are required to assist with the realisation of the University's Vision and Mission in a manner that complies with the University's core values.
- 4.2 The Code provides a framework and is thus not designed to provide ready-made answers for every possible factual situation that may be encountered in the workplace. Should an employee have any doubt about the legitimacy of a proposed way of dealing with a specific situation, he or she should consult his or her line manager.

## 5. VALUE STATEMENT

- 5.1 Ethics represent the cornerstone of corporate governance while a value system is the expression of the ethical foundation of an organisation.
- 5.2 All deliberations and decisions by the executive officers of the University as well as line managers should be based on the following ethical values:
- 5.2.1 *Responsibility*: assuming responsibility for the business, reputation and assets of the University and being willing to take corrective action where necessary to keep the University on a successful, ethical and sustainable path;
  - 5.2.2 *Accountability*: the obligation to account for decisions and actions to stakeholders;
  - 5.2.3 *Fairness*: giving fair and appropriate consideration to the legitimate interests and expectations of all the University's stakeholders and to act accordingly; and
  - 5.2.4 *Transparency*: disclosing information in a manner that enables stakeholders to make an informed decision about the University's performance and sustainability.
- 5.3 With regard to professional and ethical conduct by those employed by or acting on behalf of the University, the following values should be practised:
- 5.3.1 *Proficiency*: by refraining from rendering or providing any professional service for which an employee is not qualified unless knowledgeable advice and/or assistance is obtained so as to enable him/her to perform satisfactorily;
  - 5.3.2 *Excellence*: by encouraging and supporting co-workers in the pursuit of professional excellence;
  - 5.3.3 *Equity*: by treating others in a fair and impartial manner;
  - 5.3.4 *Respect*: by treating others with civility and dignity;
  - 5.3.5 *Diversity*: by recognising the contribution diversity makes to creativity and the enrichment of life;
  - 5.3.6 *Integrity*: by maintaining an unfailing commitment to honesty and to act accordingly;
  - 5.3.7 *Trustworthiness*: by acting in a reliable and dependable manner at all times;
  - 5.3.8 *Compliance*: by following laws, regulations and University policies;
  - 5.3.9 *Stewardship*: by looking after the University's property as well as its resources and the environment; and
  - 5.3.10 *Confidentiality*: by protecting the integrity and security of University's information and treating third-party information as confidential where one is legally required to do so.

## 6. DEFINITIONS/ABBREVIATIONS

Code	means this Code of Conduct.
Council	means the Council of the University of Pretoria.
Employee	means a person appointed by the Council in the employ of the University as a permanent or temporary academic employee or consultant, or permanent or temporary non-academic employee or consultant, but excluding independent contractors and suppliers as well as staff provided by temporary employment services.
Executive or executive officers	means the Executive of the University of Pretoria as well as all Deans and Directors, Heads of Department (HODs) and Heads of Units.
King Report	means the King IV Report on Governance for South Africa as issued in 2016, (or any relevant and legally enforceable subsequent report on governance applicable to the University).
Line manager or management	means a supervisor or supervisors of an employee employed by the University.
Relative	means spouse, life partner, parent, parent-in-law, child, step-child, adopted child, or adopted child within the first degree of consanguinity, spouse of child, brother, sister, brother-in-law, sister-in-law, grandchild and/or anybody related to that person or his or her spouse, within the third degree of consanguinity or affinity.
Representatives	means agents representing the University
Spouse	means a person's partner in a marriage (a) recognised as such in terms of the laws of the Republic or a foreign country; or (b) conducted in terms of Islamic or other religious rites.
Supplier	means any entity or individual selling goods or delivering services to the University including but not limited to suppliers who are registered on the supplier database of the University of Pretoria.
University	means the University of Pretoria.
Volunteers	means non-remunerated individuals assisting the University on a voluntary basis.

## **7. DILIGENCE**

- 7.1 Employees should always act in good faith. They are required to carry out their duties in a diligent, efficient and conscientious manner.

In this regard employees should:

- 7.1.1 maintain and develop an in-depth knowledge and understanding of their area of expertise and/or the professional field within which they are active;
  - 7.1.2 be present at work as required and only be absent from the workplace with proper authorisation;
  - 7.1.3 carry out official decisions and policies faithfully and impartially using the information available to them;
  - 7.1.4 endeavour to attain the highest possible standard of performance; and
  - 7.1.5 comply with all lawful and reasonable instructions.
- 7.2 If an employee is a member of a professional body, he or she should also adhere to the professional code of such professional body.

## **8. EQUITY AND RESPECTFUL TREATMENT**

- 8.1 The University endeavours to actively foster impartiality and create an environment where people are treated equitably and with respect, where an individual's rights are respected, where effort is encouraged and where achievements are recognised.

In this regard employees should:

- 8.1.1 be responsive, courteous and prompt when dealing with others;
- 8.1.2 make fair decisions when dealing with subordinates;
- 8.1.3 respect and value a diversity of views and opinions;
- 8.1.4 not unfairly discriminate on the basis of race, language, gender, religion, sexual orientation, disability, medical condition, cultural background, marital status and/or political affiliation; and
- 8.1.5 not harass or intimidate other employees, students or members of the public.

## **9. OUTSIDE WORK**

- 9.1 The University acknowledges the desirability (and even the necessity in some instances) for academics and other employees to be exposed to and to be involved in fields of professional practice.

- 9.1.1 The conditions and provisions that apply to outside work undertaken by full-time academic employees is regulated by the *Regulations Regarding Outside Work: Full-Time Lecturing Staff*.

- 9.1.2 The conditions and provisions that apply to outside work undertaken by full-time non-academic employees (support staff) are regulated by the *Regulations Regarding Outside Work: Non-Academic Staff*.
- 9.2 Outside work must not have a negative impact on an employee's ability to render his or her services in the University. An employee will not be allowed to do outside work if his or her performance is not on a satisfactory level.
- 9.3 Outside work done in a private capacity may not be advertised or performed in a way that creates or may create the impression that it is done in the name of the University or in the name of a business unit of the University or that the University underwrites the project.
- 9.4 Employees must obtain permission from the University for the use of any University asset in the execution of outside work. If permission is granted, the employee is obliged to compensate the University for the use of such asset.
- 9.5 Employees in the support service departments are entitled to apply for outside work if the work is to be done outside of their normal working hours or during vacation leave.
- 9.6 Where academic employees do outside work in a private capacity at other educational institutions involving lecturing, examining (excluding external examining) or research or where they are rendering a service or serving in a managerial capacity in such institutions, the written permission of a Vice-Principal must be obtained.
- 9.7 Employees must annually apply via their line manager to the relevant Dean or Director for permission to do outside work. Permission granted lapses at the end of the calendar year or specific period for which it was approved. In the case of a Dean or Director, applications must be made to the Member of the Executive they report to.
- 9.8 Contravention or abuse of the above-mentioned provisions may lead to a summary withdrawal of the permission and/or appropriate disciplinary proceedings.

## **10. DIRECTORSHIPS**

It is the policy of the University to allow employees of the University to serve on the Boards and Councils of other organisations. An employee must obtain approval from his or her line manager to serve as a director. The University is entitled to, in its discretion, decline such a request in appropriate circumstances.

## **11. CONFLICTS OF INTEREST**

- 11.1 A "conflict of interest" can be defined as follows:

"Any situation in which an individual or corporation (either private or governmental), is in a position to exploit a professional or official capacity in some way, for their personal or corporate benefit."

In order to prevent situations where an employee's conduct is induced or appears to be induced by a conflict of interest or a potential conflict of interest, and to determine whether an "interest" of an employee indeed fits this category, a full disclosure of interests is mandatory.

- 11.2 Employees are obliged to, in writing:<sup>1</sup>
- 11.2.1 before assuming office; and
  - 11.2.2 whenever a new interest arises;
  - 11.2.3 declare any business, commercial or financial activities undertaken for financial or other gain that may raise a conflict of interest or a possible conflict of interest with the University.
- 11.3 During his or her employment at the University the employee must notify the University in writing of any conflict or possible conflict of interest, before the University procures any goods or services from the said employee or an organisation in which the employee holds an interest.
- 11.3.1 Declarations of any possible conflicting interest must be made immediately upon arising or as soon as the employee becomes aware of the possible conflict of interest.
  - 11.3.2 All employees must prepare an annual declaration of possible conflicts of interest that affects the University and them personally that they might be aware of.
  - 11.3.3 Where applicable, the employee must recuse himself or herself from any decision-making process where an actual or deemed conflict of interest is present. The nature of the conflict of interest and the fact that the employee recused himself must be noted fully in the minutes of the proceedings.
- 11.4 With regard to the sale of goods and the rendering of services to the University, in circumstances where a conflict of interest exists or may exist on the part of the employee in respect of the transaction, the following will apply:
- 11.4.1 *Employees are not entitled to:*  
  
Conduct business *directly* or *indirectly* with the University that entails or may entail a conflict of interest with the University, unless the Council of the University is of the opinion and takes a decision that –
    - the goods, product or service in question are unique;
    - the supplier is a sole provider; and
    - it is in the best interest of the University.<sup>2</sup>
- 11.5 With regard to the conduct of business with or rendering of services to the University the following is applicable:
- 11.5.1 An employee may not, on behalf of the University, contract with himself or herself, or his or her relative, or any entity in which he or she (the employee), or any relative has a direct or indirect financial or personal, fiduciary or other interest.<sup>3</sup>

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<sup>1</sup> See section 34(4)(a)(i), (ii) and (b) of the Higher Education Act 101 of 1997 (as amended).

<sup>2</sup> See section 34(5)(a) to (c) of the Higher Education Act 101 of 1997 (as amended).

<sup>3</sup> See section 34(6) of the Higher Education Act 101 of 1997 (as amended).

11.5.2 The following is indicative of a *direct personal or financial interest* in such an entity:

- Where the employee is the director or a shareholder of a private company, the general partner in a partnership or the claimant of the profit of an entity.

11.5.3 The following is indicative of an *indirect personal or financial interest*:

- Where an employee has no direct personal or financial interest in a private company (or other entity) but uses the said private company (or other entity) as a mere conduit or front, in order to receive personal or financial gain from doing business with the University.<sup>4</sup>

11.5.4 Contracting as referred to above relates to conduct that is aimed at receiving any direct or indirect financial, personal, fiduciary or other gain by the employee which does not form part of the employment relationship between the employee and the University.<sup>5</sup>

11.5.5 An employee may not sign any document related to the conduct of business or the rendering of services on behalf of the University if he or she does not have the designated authority to do so.

11.6 Transactions by employees that do business with the University which meet the stipulated criteria as determined by the Council and this Code are not prohibited.<sup>6</sup>

11.7 Direct or indirect transactions by employees with the University resulting in direct or indirect personal gain on the part of the employee but which form part of the employment relationship are not prohibited.<sup>7</sup>

11.8 The trust that is placed in University employees requires that all employees conduct themselves with integrity, objectivity, professionalism and due care. Employees should therefore avoid conflicts between their University duties and private interests.

## 12. USE OF UNIVERSITY RESOURCES

12.1 Employees must use University resources with the required care. Unless express permission has been granted, University resources may not be used for private purposes.

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<sup>4</sup> For example: An employee acting on behalf of UP provides goods in his private capacity to ABC (Pty) Ltd and the latter sells it to the University.

Whether an employee is using a conduit to do business with the University or not, is a factual question. For example: If an employee benefits financially from a transaction between the University and a family member of the said employee this will fall foul of the prohibition in par 11.4. The University therefore will not be able to conduct business with the said family member of the employee (e.g. married couples). If the said employee does not financially or personally benefit from the fact that the University is doing business with a family member of the employee it couldn't be said that the employee is indirectly doing business with the University. However, it remains a conflict of interest and the employee will have to disclose and to recuse himself or herself from the decision-making process. "Conflict of interest" is a wider concept than "doing business".

<sup>5</sup> Section 34(7) of Higher Education Act 101 of 1997.

<sup>6</sup> See the saving clause in par 11.3. Even in instances where "doing business" is allowed, it remains a conflict of interest. The relevant employee will have to recuse himself or herself from the decision-making process.

<sup>7</sup> *Supra*.

12.2 For the purposes of this Code the following are regarded as University resources:

- 12.2.1 University assets
- 12.2.2 University funds
- 12.2.3 Skills and time of employees
- 12.2.4 Electronic resources (email, internet, telephone).

12.3 University assets

- 12.3.1 Employees are responsible for assets placed under their control. These assets should be treated with the appropriate care and secured against theft and misuse. Any loss or damage to these assets must be reported immediately.
- 12.3.2 Employees must use University assets for the purpose for which the particular goods are normally intended and in accordance with the directions for use pertaining to the goods.
- 12.3.3 Employees should not remove University assets from the campus, except where this is necessary for the employee for University purposes and the necessary permission has been granted.

12.4 University funds

- 12.4.1 Where an employee controls University funds he or she must display the same care and prudence in dealing with these funds as is demanded from a reasonable and competent manager.
- 12.4.2 Employees may not spend University funds without authorisation.
- 12.4.3 Where an employee spends money or authorises that money be spent on behalf of the University, he or she should ensure that the University receives value for the money spent.
- 12.4.4 No employee may without the permission of the Executive member responsible for Finance open a bank account on behalf of or in the name of the University, a department, division, centre, institute, residence, society, sports club or any similar operating division in the University.

12.5 Skills and time of employees

- 12.5.1 Employees are required to make reasonable use of the available training and development opportunities in the University to continuously enhance their skills. Line managers should ensure that employees are afforded the time and opportunity to enhance their skill levels.
- 12.5.2 Employees should utilise their work time effectively and ensure that it is spent on productive, work-related activities.

12.6 Electronic resources

- 12.6.1 The *Electronic Communications Policy of the University of Pretoria* regulates the use of the University's electronic infrastructure and facilities.

- 12.6.2 The general standards of conduct for all users of the University's computing resources are specified in the *Policy on Acceptable Use of Computing Resources*.
- 12.6.3 Electronic resources such as email and internet access are provided to employees in academic faculties and support service departments for their employment activities and should therefore be used for this purpose.
- 12.6.4 The use of telephony services at the University is regulated by the *Telephony Services Policy*. Personal use of the telephone is limited to urgent private calls. The cost of any other personal calls must be refunded to the University.
- 12.6.5 Private use of electronic resources is a privilege and should be kept to a minimum and not be abused. Abuse will be regarded as misconduct.

### **13. GIFTS AND BENEFITS**

- 13.1 The receipt of gifts is regulated by the University's *Policy on Gifts*.
- 13.2 Employees are allowed to accept gifts on behalf of the University, provided that these gifts are not given with the purpose of improperly influencing an employee. If the slightest possibility exists that a gift is given as a *quid pro quo* to induce preferential treatment, it must be declined.
- 13.3 Before an employee receives a gift, approval must be obtained from the relevant employee's line manager. The gift should be disclosed on a prescribed form and recorded in a gift register.
- 13.4 *In natura* donations, which include fixed property, apparatus, works of art, library material, archive and museum material and personal memorabilia are regulated in terms of the *Policy on In Natura Donations to the University*.
- 13.5 No employee, student or prospective student, or family member of a student or prospective student, independent contractor, temporary employment service personnel member or supplier, may accept cash as a gift under any circumstance.

### **14. FRAUD AND CORRUPTION**

- 14.1 The University's *Fraud Policy and Response Plan* formalises UP's position with regard to fraud and corruption and reinforces existing systems, policies and procedures aimed at deterring, preventing, detecting, reacting to and reducing the impact of fraud and corruption. The University has a policy of zero tolerance towards fraud and corruption.
- 14.2 Employees and students or prospective students or family of students or prospective students, independent contractors, temporary employment service personnel members and suppliers or any other related parties are required to minimise the University's exposure to fraud and corruption by abiding with the University's *Fraud Policy and Response Plan*.
- 14.3 The University's *Whistle-blowers' Policy* is *inter alia* aimed at encouraging and enabling employees, students and external parties to raise concerns within UP rather

than merely ignoring a problem or blowing the whistle through inappropriate channels.

- 14.4 In terms of the Policy, employees and “whistle-blowers” are responsible for reporting any suspected fraud, corruption, criminal activity, unethical conduct, maladministration or mismanagement.

## **15. IMPROPER INFLUENCING AND BRIBERY**

- 15.1 No employee may bribe or improperly influence or attempt to improperly influence any person who is or may be assumed to be in a decision-making position regarding University matters.
- 15.2 No employee may create the impression that he or she has the power to improperly influence the outcome of or the people entrusted with appointments and selection decisions, the procurement of goods or services and the awarding of tenders and/or drawing up of quotations.
- 15.3 An employee is obliged to immediately report any attempt by another person to bribe or to improperly influence him or her to his or her line manager.

## **16. USE OF OFFICIAL CONFIDENTIAL AND PERSONAL INFORMATION**

- 16.1 All individuals at the University who have access to information owned by the University are expected to know and understand the relevant access and privacy requirements, and are expected to take measures to enforce the confidentiality and security of information throughout the institution.
- 16.2 The *Information and Data Governance Framework Policy* defines the principles and guidelines for managing institutional information owned by or processed by the University of Pretoria for any purpose or in any form.
- 16.3 The University is committed to keeping personal information regarding its employees confidential. Access to and knowledge of the content of employee records will be limited to persons who need the information for legitimate University business or legal purposes.
- 16.4 Employees dealing with personal information must be aware of the purposes for which the information has been collected, and only process the information for that purpose in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA) and the Promotion of Access to Information Act 2 of 2000 (PAIA).
- 16.5 Employees may not impart, without authorisation, confidential and/or personal information (including business strategies, pending contracts, unannounced services, research results and information on students and personnel) to any person, company or entity where such person, company or entity is not legitimately entitled to the information.
- 16.6 The *Information Classification Policy* is aimed at assisting employees and students to determine what information can be disclosed to external parties, as well as the sensitivity and/or confidentiality of information that should not be disclosed outside of the University.

- 16.7 The *Policy on the Use of Public Cloud Computing Services* applies the principles of the *Information Classification Policy* to ensure the secure and responsible use of public cloud services.
- 16.8 Employees must take care to maintain the integrity, confidentiality and privacy of all University documentation and information to which they have access, which are classified as confidential information or may be regarded as confidential information by the nature thereof.
- 16.9 The University's *Information Technology Security Policy* identifies the rules for all individuals accessing, using, maintaining, administering or managing the University's IT assets and resources. Its objective is the preservation of confidentiality, integrity and availability of systems and information used by the University's staff, students, contractors and alumni, as well as compliance with other applicable University policy and South African legislation.
- 16.10 All reasonable precautions must be taken, including the use of both physical and electronic barriers, such as locks, passwords and file protection measures, to prevent any unauthorised access or misuse of confidential information.
- 16.11 The University's *Password Policy* clarifies the responsibilities of both the Department of Information Technology Services (ITS) and users regarding the management and use of passwords to prevent unauthorised access to or theft of information and information-processing facilities.

## **17. HEALTH AND SAFETY**

- 17.1 Employees and other individuals acting on behalf of the University are required to take reasonable care of their personal health and safety as well as the health and safety of others in the University. For this purpose employees are to follow safe workplace practices, including participating in applicable training sessions, using appropriate personal safety equipment where required, and reporting accidents, injuries and unsafe situations.
- 17.2 Employees should protect the University and the surrounding environment from pollution and contamination. This includes the careful handling of hazardous waste and other potentially harmful agents and materials.
- 17.3 Employees, and other individuals acting on behalf of the University, should ensure that they do not attend work or perform duties while under the influence of alcohol, drugs or any other intoxicating substances or the after-effects thereof.

## **18. PUBLIC COMMENT ON BEHALF OF THE UNIVERSITY**

- 18.1 When making written or oral comments which can reasonably be ascribed to be the official view of the University and which can reasonably be expected to become public, employees must ensure that they have the required authorisation to speak on behalf of the University. If no such authorisation is given, employees should refrain from making comments or statements that could be interpreted as a statement made on behalf of the University. The aforementioned does not apply to statements made by academics relative to their respective fields of expertise.

- 18.2 Where an employee makes public comments in connection with their personal activities at a labour union, political party or any community activity, it should be made clear that such comment is made on behalf of the union, political party or association which they represent and not in his or her capacity as an employee of the University.

## **19. INTERPRETATION**

- 19.1 This Code should be read in conjunction with existing policy documents and regulations of the University. The Code is not only an abridged version of rules already contained in other policy documents and regulations, but also contains additional guidelines. The Code forms part of the University's Institutional Rules and as such they are binding on the management and all employees of the University.
- 19.2 If any provision in this Code is in conflict with any applicable legislation, such legislation shall enjoy precedence. If a local custom or policy conflicts with this Code, the Code must be complied with. Employees and executive officers are required to familiarise themselves with the legal and policy requirements that apply in the University, specifically as it applies to their area of work. They are also required to report any *prima facie* (on the face of it), transgressions of the law, this Code or any University policy.
- 19.3 If any immoral or unethical is not specifically addressed in this Code, the actions of the Executive and employees should still be guided by the vision, mission and value system of the University as well as generally accepted ethical business practices.

## **20. COMPLIANCE WITH THE CODE OF CONDUCT**

- 20.1 Executive officers, all employees and other individuals acting as volunteers and representatives on behalf of the University must familiarise themselves with this Code and ensure that they comply with the letter as well as the spirit, being the intention and the content, of the Code.
- 20.2 Each line manager, head of academic department, dean of a faculty and director of a support service department or head of a unit is responsible for providing guidance to individuals affected by this Code.
- 20.3 All employees of the University of Pretoria are required to adhere to the highest standards of excellence and morality in all their activities. The University's *Code of Ethics* serves as an important guideline to maintain high ethical standards in all academic activities at the University. University academics are required to comply with the University's *Code of Ethics for Scholarly Activities*. The University's *Code of Ethics for Scholarly Activities* forms an integral part of this Code.
- 20.4 All breaches of this Code may be regarded as misconduct and may result in disciplinary action up to and including dismissal as per the University's *Disciplinary Code and Procedure for Employees*.
- 20.5 Any person is entitled, in terms of the *Whistle-blowers Policy*, to disclose non-compliance with the Code.

## **21. MONITORING AND ENFORCEMENT**

- 21.1 The primary responsibility for ensuring compliance with the Code of Conduct rests on each individual employee and his or her line manager.

- 21.2 Every employee has the right and responsibility to ask questions, seek guidance and express concerns regarding compliance with the Code.
- 21.3 Employees should promptly report all suspected breaches of the Code of Conduct to their line manager. If this is not possible, the employee may report the suspected breach anonymously as set out in the University's *Whistle-Blowers Policy*. The details of the whistle-blowing hotline are as follows:  
<https://www.thornhill.co.za/kpmqethicslinereport/questionnaire/main>
- 21.4 In the final instance, the Audit and Risk Management Committee of Council is responsible for monitoring that employees comply with the provisions of this Code.

## 22. ASSOCIATED DOCUMENTS

Code of Conduct Applicable To Personal Relationships between Staff Members and Students

Code of Ethics for Scholarly Activities

Disciplinary Code and Procedure for Employees

Electronic Communications Policy

Information and Data Governance Framework Policy

Information Classification Policy

Information Classification Policy

Information Technology Security Policy

Password Policy

Policy on Acceptable Use of Computing Resources.

Policy on Gifts

Policy on *In Natura* Donations to the University

Policy on Research Data Management

Policy on Sexual Harassment

Policy on the Use of Public Cloud Computing Services

Policy on Unfair Discrimination on the Basis Of Race

Procurement Policy

Regulation Regarding Outside Work: Permanent Full-time Lecturing Staff

Regulation Regarding Outside Work: Permanent Full-time Non-academic (Support) Staff

Telephone Policy

Telephony Services Policy

Whistle-blowers Policy

Workplace Rules for Security Services Staff

## 23. POLICY LIFE CYCLE

This policy should be reviewed every three years or earlier if deemed necessary.

## 24. DOCUMENT METADATA

Document number:	<i>HRCC 6/17</i>
Document version:	<i>HRCC 6/17 newly approved version Replacing R 217/00</i>
Document approval authority:	<i>HRCC</i>
Document approval date:	<i>2017-10-09</i>
Document owner:	<i>Department of Human Resources</i>
Document author(s):	<i>Legal Services</i>
Date:	<i>2017-09-11</i>
Visibility:	

Display on staff intranet Display on student intranet Display on public web Other	√
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