



Code of Ethics

Policy number	RS006
Version	Final
Managed by	Dean's office
Approved by	Senex -18 February 2014 Senate approved – 14 May 2014
Approval date	14 May 2014
Implementation date	01 March 2014
Review date	01 January 2017

1. Code of Ethics	3
2. People and Community	3
3. Honesty and Integrity	3-4
4. Protection and Care	4
5. Duty and Responsibility	4

1. CODE OF ETHICS

At the Management College of Southern Africa (MANCOSA), ethical behaviour is built upon a commitment to discharging our obligations to others in a fair and honest manner, and a commitment to respecting the rights and dignity of all persons. As faculty, staff, students, and trustees, we each bear responsibility not only for the ethics of our own behavior, but also for building MANCOSA's stature as an ethical institution.

As members of the MANCOSA community, all faculty; staff; students; members of the Advisory Board; College Officers; consultants, vendors and contractors when they are doing business with the institution; and individuals who perform services for the institution as volunteers are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. MANCOSA values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices.

This Code of Ethics is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We are each individually accountable for our own actions and, as members of the MANCOSA community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

2. PEOPLE AND COMMUNITY

We recognize that the fundamental relationships upon which MANCOSA is built are those between individual students and individual academic staffs; thus, such relationships are especially sacred and deserve special care that they not be exploited for base motives or personal gain.

Ethical behaviour is an individual, as well as collective, responsibility. MANCOSA is an inclusive community committed to equal opportunity. We do not tolerate unlawful discrimination or harassment on the basis of personal characteristics or beliefs. In our actions on behalf of MANCOSA, we treat others with courtesy, civility and dignity and refrain from abuse of the power or authority conferred by our offices or roles.

While the MANCOSA values academic freedom and freedom of speech and expression, we nurture an environment of mutual respect and tolerance and these rights should be exercised in a way that is mutually respectful even when the values, beliefs, behaviour, or background of a person or group are distasteful to us; this is one of the bedrocks of ethical behaviour at MANCOSA and the basis of civil discourse within our academic community.

We are careful to distinguish between legal behaviours on the one hand and ethical behaviours on the other, knowing that, while the two overlap in many areas, they are ultimately quite distinct from each other. While we follow legal requirements, we must never lose sight of ethical considerations.

3. HONESTY AND INTEGRITY

While in the service of MANCOSA, we conduct ourselves free of personal conflicts or appearances of impropriety, mindful that our exercise of authority on behalf of MANCOSA has been delegated fundamentally for the public good. We promptly and openly identify and disclose conflicts of interest on the part of faculty, staff, students, trustees, and the institution as a whole, and we take appropriate steps to either eliminate such conflicts or insure that they do not compromise the integrity of the individuals involved or that of the MANCOSA. When we make promises as an institution, or as individuals who are authorized to speak on behalf of MANCOSA, we keep those promises.

We do not accept anything of value offered in consideration of performing our duties, other than the compensation, benefits and reimbursement of expenses duly authorized by MANCOSA or otherwise permitted by law. We do not accept any favour, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of the institutions policy or law.

We do not tolerate or condone dishonesty by anyone in any form including fraud, theft, cheating, plagiarism, lying, deliberate misrepresentation, scientific fraud, cheating, invidious discrimination or the misuse of MANCOSA funds or property. We encourage and expect reporting of any form of dishonesty, and our managers and supervisors to appropriately investigate such reports. We also expect that the police will be notified when circumstances reasonably indicate criminal activity, fraud or theft.

MANCOSA is committed to achieving the highest standards of teaching and research and to conducting these activities with integrity, objectivity and fairness and in compliance with all applicable laws and regulations. We pursue scientific and other academic research with rigour and intellectual honesty; refrain from research misconduct; protect the welfare of human and animal research subjects and obtain appropriate approval and consents for studies involving such subjects; are accountable for sponsors' funds; and comply with grant and contract requirements and MANCOSA policies and procedures regarding research.

To ensure transparency, sound business practice, and compliance with law, and because of its obligations as an organization entrusted with government and private funds, MANCOSA depends on rigorous observance of accounting, financial recordkeeping, reporting and other standards and policies and on the maintenance of internal audit, internal control and compliance mechanisms. When such tasks are required by our job responsibilities, we record, allocate, and document revenue, expenditures, time, effort and other information in a way that is accurate, clear, complete and timely.

4. PROTECTION AND CARE

We are responsible for managing and protecting MANCOSA property, financial assets and other resources with appropriate care. We ensure that MANCOSA's resources are used carefully and appropriately for the benefit of the institution and in a manner consistent with all legal requirements. We do not waste MANCOSA resources or resources belonging to others that are entrusted to our care, or use them for personal benefit or for the benefit of a non-MANCOSA entity, unless appropriate approval has been obtained. We do not permit any such misappropriation to go unchallenged.

MANCOSA controls the use of its name and logos in order to protect the MANCOSA's reputation and to ensure that their use is consistent with the MANCOSA's mission and identity. We protect the MANCOSA name and logos from improper use.

We preserve and respect the confidentiality of MANCOSA records, including student records. We do not externally disclose confidential records or other nonpublic information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.

5. DUTY AND RESPONSIBILITY

Although ethical conduct is a natural byproduct of the culture at MANCOSA, individuals have affirmative duties, responsibilities and obligations to others and to the MANCOSA that require conscious action. Most notably, we have a duty to be aware of the obligations imposed by laws, regulations and policies, to ask questions when those obligations are unclear, and to report potential problems or noncompliance. Offices and individuals across the MANCOSA have responsibility for providing guidance on and ensuring compliance with laws, regulations and policies, and all members of the MANCOSA community are encouraged to use these resources to obtain guidance or raise concerns.

We bring to the attention of supervisors and managers, the MANCOSA auditor or other responsible MANCOSA office, any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by MANCOSA, and retaliation by any MANCOSA employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports and,

when warranted by the facts, require corrective action and discipline in accordance with MANCOSA policy and applicable law.