

RUTINDO PAKANYI PRIMARY SCHOOL

Pakanyi, Masindi |Kampala address: P.o.box 1371 kampala, UGANDA

Code of Conduct and Conflict of Interest Policy

Written by
Ratified by Board of Governors

Review cycle 2 years
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This Code of Conduct. Covers Head Teachers, Teaching and non-teaching staff

The following Code of Conduct has been adopted by the Governing Body of Rutindo School to enable the school discharge its functions efficiently.

This Code of Conduct applies to all employees in the School.

This Code aims to establish the standard of conduct expected of all employees. Its principles will reflect the Rutindo School's core values as it sets down the manner in which an employee, is expected to conduct themselves.

As an employee, you must not put yourself in a position where duty and private interests conflict and you must not make use of your employment to further your private interests.

The Code consists of:

1. General Principles

2. General Code of Conduct

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- Gifts and Responsibility
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- General Confidentiality
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1. General Principles

As an employee you are expected to carry out your duties in accordance with the relevant policies and procedures adopted by the Board of Governors at the School and the laws of Uganda.

You are expected to uphold the following principles:

- Selflessness: - your decisions must be taken in terms of the values and mission of the School, and not in order to gain financial or other material benefits.
- Integrity: - you must not place yourself in a situation where your position is compromised.
- Objectivity: - all decisions must be made on merit.
- Accountability: - you must take responsibility for your actions and decisions and be accountable.
- Openness: - you should be as open as possible about all your decisions and actions.
- Honesty: - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- Leadership: - you must support and promote these principles by example.
- Conduct: - you must avoid bringing the employer into disrepute (e.g. by the use of social networks or the internet).
- Respect: - you must treat others with respect.

2. General Code of Conduct

Application and Intent

You will be expected to act in accordance with the Code of Conduct. The Code has been designed so that you are not left in any doubt as to what is acceptable or unacceptable behavior. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.

References to Head Teacher in this document should be taken to refer to the Chair of the Board of Governors (or an appropriate person designated by the sponsor or academy trust^[KU1]).

Personal Interest

You must not in your capacity as an employee:

- Allow your personal interests to conflict with the school requirements.
- Use your position improperly to confer an advantage or disadvantage on any person.

You must:

- Not disclose information given to you in confidence, or information acquired which is of a confidential nature, without the consent of a person authorized to give it.
- Not prevent another person from gaining access to information to which that person is entitled by law.
- Ensure that your relationships with colleagues, pupils, parents and governors and any other people with whom you may come into contact with in the course of your duties are professional at all times.

Gifts and hospitality

The School seeks to maintain the highest standards of conduct and probity in its educational establishment. The acceptance of gifts and/or hospitality by employees must be treated with extreme caution. No offer of a gift or inducement, whether made at specific occasions (e.g. at Christmas) or casually, should be accepted when the gift is made by, or indirectly by, a person, firm or organization which, to the knowledge of the employee, has or seeks to do business of any kind with the School which maintains the School or to have an interest in its decisions.

The receipt of minor articles with a value of less than Ugh. 50,000, often by way of trade advertisements, which will be used by the School business (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at Christmas and, occasionally, at other times) is acceptable.

If you are in any doubt, you should seek guidance from your Head Teacher or Line Manager in School before accepting any gifts or hospitality offered. If there is any doubt further advice can be requested from the Local District Authority's Internal Audit Office, where the School purchases the Authority's services or from their other relevant audit office.

Employees should also refrain from making any gifts to external organisations or to the employees of organisations which provide services to the School or which are potential providers of such services. Sponsorship where the School or parties to the School, including the City Council where it applies, sponsors an event or service, you, or any partner, spouse or relative must not benefit from the sponsorship.

You must seek guidance from your Head Teacher, Principal or Manager if you are involved with any event or service that the School proposes to sponsor.

General Confidentiality

You may, in the course of your duties, obtain information which is confidential.

You must not pass on any information received or obtained through your employment to anyone who is not entitled to have that information nor use information for personal advantage.

You must:

- Observe the School procedures for the release of personal information held about other employees or members of the public.
- You must not misuse your position by seeking information which you do not need to know to carry out your duties.

Examples of abuse of confidence would include:

- Ill-considered gossip whether with colleagues or outsiders which may be misconstrued and re-quoted.
- Exploitation of confidential information for personal gain.
- Premature and/or unauthorised disclosure to other parties of policy proposals, with the object of generating adverse publicity e.g. to the press, interest groups.

Dealing with School Money

You must:

- Ensure that public funds are used in a responsible and lawful manner.
- Strive to ensure value for money to the School and to avoid legal challenge.
- Ensure compliance with the schools and City Council's standing orders and financial regulations which maintained Schools are required to follow under the funding scheme for Schools. The academy has their own financial regulations to follow.

Criminal Charges and Convictions

In accordance with the HR Manual and Regulations the School requires all applicants to disclose criminal convictions, whether committed in Uganda or elsewhere.

You must:

- Notify the School in writing if charged with any criminal offence or if convicted of any criminal offence, this includes cautions.
- If charged with an offence, advise your Head Teacher immediately after you are charged (i.e. next working day). The Head Teacher should inform the Chair Board of Governors immediately after they are charged.
- It should be noted that the term 'conviction' includes a finding of guilt, regardless of whether or not a conviction is recorded. Failure to notify the Head Teacher in either case will constitute grounds for disciplinary action.

Other Employment

In some instances, your contract of employment may:

- Prevent you from undertaking other employment without the written permission of your Head Teacher. This will be stated within the individual support staff contract.
- It is important that you ensure that any additional employment does not conflict with the interests of the School or affect your ability and credibility to do your job.
- You must ensure that the School and its equipment are not utilized in connection with any other employment unless permission is given by the Head Teacher.
- If in doubt, the best thing to do is to discuss the circumstances with your manager.

Intellectual Property and Copyrights

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by you in the course of your duties belongs automatically to the School, unless otherwise agreed, you cannot exploit the rights to any such thing without written permission from the Head Teacher.

Publications and Dealing with the Press

You must not:

- Publish any material which comments on the activities, policies etc of the School without the consent of the Head Teacher.
- Make comments to the press or media unless specifically authorised to do so by the Head Teacher

Where requests for comments are received they should be passed on to the Head Teacher, who may then wish to seek advice from the press office or Board of Governors.

Where you wish to publish an article unconnected with the School then the article must not link you to the School.

Equipment and Materials

You must:

- Not use the equipment and premises of the School or of other places where you work during your contract of employment for unauthorised purposes.
- Only make personal telephone calls and emails when necessary and within reason.
- Only use the internet for personal use in your own time and/or in line with school policy.
- Follow the internet usage policy.

[KU2] Political Neutrality

The School will not concern itself with the political beliefs of individuals however you must not allow your own political beliefs to interfere with the work of the employer. You may not display party political posters, including election material in the School.

Equal Opportunities

The School is committed to the promotion and implementation of equal opportunities both internally and externally. The School aims to ensure that everyone who comes into contact with it is treated equally and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The School will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through this policy. The employer expects all its employees to uphold its Equal Opportunity rules as per the HR Manual and guidelines in Employment Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex.

Employment Matters

If you are involved in making appointments you must:

- Ensure that such appointments are made on the basis of the candidate's ability to do the job.
- Ensure that your personal preferences should not influence judgements made.
- Declare your interest where you are related to an applicant or have a close personal relationship outside School with him/her. If a Head Teacher has a personal relationship outside School their interest should be declared to the Chair Board of Governors in the first instance.

Discrimination, Harassment, and Victimisation

You must treat all other employees, pupils, parents, and people with whom you come into contact with courtesy and respect, and must not make any remarks or gestures relating to the protected characteristics of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex which may cause offence.

Any complaint of discrimination, harassment, or victimisation or complaints made on the grounds of any of the protected characteristics listed above, will be taken seriously and will be the subject of a thorough investigation.

Fitness for Work

The School accepts that alcohol is legally and freely available. You must:

- Ensure that the use of alcohol out of School does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the School image and reputation.
- If you are a Principal/Head Teacher or Manager, consider the options available for managing employees in the above situation and refer to the HR guidelines on alcohol and also seek HR advice as necessary.
- Not consume or be under the influence of alcohol, use illicit drugs or other illegal substances while at school.
- Ensure that the use of any of them out of school does not adversely affect the work performance and safety of yourself or others, and does not bring the School and/or the City Council into disrepute.
- If taking medication you must seek the advice of your doctor to ensure that such medication will not impede your ability to do the job (e.g. operate machinery).
- Inform your Head Teacher or Line Manager of any situations where a risk to yourself or others may arise because of this.

- If you are a Principal/Head Teacher or Line Manager consider the options available for assisting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken.

Health and Safety

You have a duty to take reasonable care of yourself and to cooperate with management under the Country's Public Health Act^[KU3]. These responsibilities are identified in the HR Guidelines on Health and Safety.

You are required to act at all times in accordance with this policy and generally to act in such a way to ensure your own safety and that of others. Any action which potentially puts at risk the health and/or safety of yourself or others will be viewed seriously and may result in disciplinary action may be taken.

Attendance

Your contract of employment contains the main terms and conditions of your employment with the School. It is expected that you are available for work during the specified hours and take an unpaid lunch break. You must record your attendance in accordance with your school time recording system.

Smoking

The School is a non-smoking educational establishment.

You are not permitted to smoke in any of the classrooms or educational space, or any other building owned or occupied by the School, at any time. Smoking whilst on premises of the School may be subject to disciplinary action.

Dress Code

There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of your teaching or support staff job. The School values and welcomes the ethnic diversity of all its teachers and support staff and therefore dress codes will take account of ethnic and religious dress requirements with sensitivity ensuring that employees are free to observe them.

While in Classroom and on teaching campus, both ladies and gents should appropriately concern the bosom, waist, genitals and thighs. Very tight clothing that reveals bosom, waist, genitals and thighs should also be avoided.

Preference is for men to wear trouser and tucked in shirt, and for females to wear decent skirts, blouses, dresses or pants.

The dress can be light or heavy depending on the weather and comfort desired by the individual.

Where there is a clear justification or a health and safety reason then the School may introduce appropriate dress codes to suit the own educational establishment.

Identity Badges

There is a general presumption that all teachers and support staff issued with identity cards/badges wear them at all times including in the school and when they represent the school. Where the Head Teacher that it is not practical to wear identity badges then you should have them available for inspection at all times.

Disciplinary Rules

The School has a disciplinary procedure.

The disciplinary procedure is concerned with instances of alleged misconduct, either ordinary or gross. It is anticipated that the vast majority of breaches will be of a minor nature and that they can be resolved without recourse to a formal procedure. Some breaches will be more serious or there may be circumstances where there is repetition of a minor breach. In such circumstances the matter will be formally investigated and progressed under the formal procedure.

The School also has a separate capability procedure which provides a framework for Head Teacher, managers and employees to cope with issues of poor performance. The underlying intention of the Procedure is to give the employees who are falling below the established acceptable standards the opportunity to improve.

Following Instructions

You are expected to follow all reasonable and lawful instructions by a person with the authority in School to issue such instructions unless:

- There is a danger to a person's health and safety.
- A conflict of interest may exist.
- It does not comply with School policy and practice.

The Head Teacher and Line Managers within the school must be able to justify their instructions and decisions in line with their delegations, authority, and School policy and procedures, and be open and respond promptly to constructive questions.

Contract of Employment

Your contract of employment is an agreement which sets out your employment rights, responsibilities and duties and this includes the Code of Conduct.

Data Protection

The Data Protection principle protects personal data which relates to living identifiable individuals and deals with the way in which personal information is collected, held, recorded and used.

It works in two ways:

- It gives you certain rights.
- It states that those who record and use personal information must be open about how the information is used and must follow the 8 data protection principles.

Internet Usage

Internet Users must not display, access, use, extract, store, distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any School system. This activity would be a violation of the Schools policies, particularly those relating to conduct and discrimination.

You must not post any comments, photographs, images or conversations on social networking websites which may bring you, the school and/or the employer into disrepute. Security settings should be maintained at the highest level in order to prevent members including the public, colleagues, parents and pupils seeing any of your personal information. You should also follow any specific policy which your School may have set on the use of social networking websites.