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## Abbreviations

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<th>Description</th>
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<tr>
<td>IP</td>
<td>Intellectual Property</td>
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<tr>
<td>PCCB</td>
<td>Prevention and Combating Corruption Bureau</td>
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<td>UDSM</td>
<td>University of Dar es Salaam</td>
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1 Introduction

The realisation of the vision and mission of the University of Dar es Salaam (UDSM) requires all University staff to maintain, at all times, absolute integrity and devotion to duty, and conduct themselves in a manner conducive to the best interests and reputation of the University. The University Code of Conduct is designed to convey to the University staff the obligations and standards of behaviour expected of them and to help them resolve any ethical issues that may arise during the course of their duties. It is a statement of the University’s moral principles, expected to serve as a guideline for self-regulation among staff members and University leaders at all levels. It must be in the interest of all University staff to maintain the highest possible ethical standards, including integrity, cooperation, tolerance, quality service and acceptance of both rights and obligations.

This Code is composed of two main sections, the Principles and the Relations between and among various members of the community. The Principles form the basis of the Code, reflecting the core values of the institution. The Relationships spell out the issues that are likely to arise between the different groups.

1.1 Rationale

The development of the University Code of Conduct is justified by a number of factors including, but not limited to, the following:

a. The University Charter, under Rules 57 and 58, requires the development of a code of conduct which should be adhered to by every member of University staff. A code of conduct is also assumed in both the Public Service Regulations, 2003 and the Employment and Labour Relations Regulations, 2007.

b. The UDSM Vision of becoming a world class university, responsive to national, regional and global development, calls for all University staff at all times to maintain absolute integrity and devotion to duty and conduct themselves in a manner appropriate to meeting the University’s mission of the unrelenting pursuit of scholarly
and strategic research, education, training and public service directed at the attainment of equitable and sustainable socioeconomic development of Tanzania and the rest of Africa.

c. Incidents of immoral behaviour such as sexual harassment, various forms of discrimination and the use of abusive language among members of University staff, have been increasing, resulting in the erosion of University values, such as academic integrity, professional and ethical standards, equity and social justice, and public accountability.

d. Incidents of disregard of professionalism and ethical practices in the discharge of duties.

e. The PCCB Act which requires institutions to establish Integrity Committees to ensure ethical standards are met.

1.2 Scope of the Code

This Code is intended to be observed by every member of University staff, academic, administrative and technical, when working both inside and outside the University. Its main aim is to promote good behaviour and it therefore attempts to provide a norm for that good behaviour. It is not intended to provide a list of punishable acts, but rather it expects voluntary compliance. It operates in conjunction with other University instruments, including staff regulations and any disciplinary machinery in place.

2 Basic Principles

2.1 Competence

Competence in the realm of University service refers to subject and pedagogic competence for academic staff and competence in respective professions for the rest of staff.

In this regard, all staff will:

a. in all practices in their areas of expertise, conduct themselves with competence and diligence while enhancing their professions;
b. in all pursuits and at all times, strive to maintain the highest standards of intellectual and professional honesty, quality and integrity;

c. in attaining excellence, introduce world-class innovation in their field of engagement;

d. while in service of the University, strive to acquire the highest academic and professional qualifications in their field of engagement.

All academic staff will:

a. ensure that all student records, including grade scores from course work, are accurately recorded as well as safely and confidentially stored;

b. maintain a high level of knowledge of subject matter and ensure current, accurate and representative course content with respect to the position of the course within the student’s programme of studies;

c. possess adequate pedagogical knowledge and skills and hence communicate the course contents to the students, select effective instructional methods, provide practice and feedback opportunities and accommodate student diversities;

d. adhere to professionalism and ethical conduct in all aspects of academic intercourse with students.

All administrative and technical staff will:

(a) maintain a high level of knowledge and skills in the field of engagement;

(b) adhere to professionalism and ethical conduct in all aspects of interaction with students and fellow staff.

### 2.2 Integrity

Integrity is consistency with the values and ideals espoused by one’s profession, community or institution. Since the reputation of a university and the reliability of the degrees, diplomas and certificates it confers greatly depend on the honesty and integrity in the student-staff relationship, evaluation of students’ work and handling of the certification process, all UDSM staff are expected to carry out their duties with the highest degree of fairness, honesty and integrity.
UDSM staff will:

a. commit themselves to abide to the core values and mission of the University;

b. be willing to promote in all University transactions behaviour that is congruent with those values.

2.2.1 Honesty
Honesty refers to being upright and truthful to a state of affairs attested in accordance with established principles of verification. It is opposed to cheating, lying, plagiarism and deliberate falsification.

All UDSM academic staff will:

a. conduct themselves with the highest degree of honesty in dealing with all aspects of teaching, research and rendering public service, particularly in judging quality, assessing performance and grading students’ work;

b. scrupulously avoid any fabrication of research data;

c. never falsify results of research/experiments;

d. not fail to report data that contradict conclusions;

e. ensure that cheating incidents/plagiarism by students are reported and dealt with accordingly.

All administrative and technical staff shall:

(a) conduct themselves with the highest degree of honesty in discharging their responsibilities and duties;

(b) not fail to report any acts of dishonesty brought to their knowledge.

2.2.2 Allegiance
Allegiance is obedience or adherence to norms and behaviour stipulated in the particularities of a given relationship.
In this regard:

a. All UDSM staff will owe their primary professional allegiance to UDSM and its core functions of teaching, research and public service.

However, the University recognises that staff may have other legitimate allegiances, for example, to their disciplines, professions and families, which might not always be in harmony with their UDSM allegiance.

In such cases, staff members will:

b. take appropriate steps to declare and minimise the risk of conflict with the University’s interests.

2.2.3 Conflict of Interest

A conflict of interest arises when there is disharmony between multiple allegiances.

This can occur when the private interests of the staff members conflict with their official responsibilities at the University, resulting in reduced availability in the proper performance of their duties.

In the latter case, conflict of interest arises when staff members are in a position to influence University business in ways that could lead to gains for themselves, their family or others, to the detriment of the University. Such conflicts of interest can interfere with the impartiality of professional judgement and discretion that a staff member is expected to display. Therefore:

All staff members who have professional allegiance or private interests outside the University will be obliged to declare any actual or potential conflict of interest, so that appropriate action can be taken in accordance with laid down procedures.

2.2.4 Fairness

Fairness means not being biased or exercising favouritism in the process of judging another person or any particular piece of work or case. It is the practice of being objective, truthful and adhering to the agreed principles and criteria for judging the person or the work in question. Behaving in an unfair way compromises the integrity of the institution.

Consequently:
All staff members will studiously refrain from exercising bias or favouritism in terms of status, race, ethnicity, gender, geographical origin, religion, political affiliation, family relations, ability/disability or age in carrying out their duties at all times and places.

2.2.5 Acknowledgement
This applies profoundly to academic staff. Intellectual property rights and the University’s Intellectual Property Policy require that every member who contributes to the development of an intellectual product be duly acknowledged.

Therefore:

a. All staff members will acknowledge all who have had an input to any product they publish, regardless of their academic status.

b. Staff members who fail to acknowledge the work of others will be considered to be acting illegally.

2.2.6 Anti-plagiarism
This is also largely particular to academic staff. Plagiarism is the presentation of others’ ideas or works as one’s own without proper acknowledgement. It can take different forms. In all cases it deprives the original creator of appropriate credit and is therefore an infringement on intellectual property rights.

Therefore:

Staff members will avoid indulging in any form of plagiarism in order to avoid tarnishing the image of the University and infringing Intellectual Property (IP) laws.

2.3 Respect
Respect involves according and holding oneself and others in high regard, esteem and with dignity, morally, physically, mentally and professionally through language, actions, and other behaviour.

Therefore, all staff will;
a. accord and treat others with respect and dignity regardless of their status, race, ethnicity, gender, geographical origin, religion, political affiliation, family relations, ability/disability or age;

b. refrain from diminishing their dignity through uncivil language and expressions of arrogance, inappropriate dress and disrespect of others’ privacy.

2.3.1 Anti-harassment/Anti-sexual Harassment
Harassment is persistent oral, written or visual behaviour or display intended to annoy, ridicule, belittle, intimidate or create discomfort to others for personal gain and pleasure. Sexual harassment is persistent oral, written, visual or physical behaviour or display of a sexual nature including requests for sexual favours, sexual advances or sexual solicitation, which has the effect of annoying, ridiculing, belittling, intimidating or creating discomfort for personal gain, pleasure and satisfaction, as elaborated in the UDSM Anti-Sexual Harassment Policy (2006).

Staff will:

a. respect themselves and others by not engaging in harassment and sexual harassment, such as deliberately failing students;

b. not solicit sexual favours, unwanted physical contact or indulge in unwanted communication or the use of force;

c. not threaten individuals who report cases of sexual harassment to appropriate organs;

d. not make false allegations of harassment or sexual harassment.

2.3.2 Courtesy
Courtesy is the polite behaviour expressed towards others, all of whom should be held in high esteem and respect. Dress choice and its application, polite or derogatory language can also express courtesy and decency or lack thereof.

Therefore:

All University staff will be courteous and decent in all their dealings with other staff, students and the community at large.
2.3.3 Compliance to Laws

Compliance is conforming in word and deed to existing laws, procedures and regulations at various levels. The University is guided by not only its own specific regulations, policies and procedures, but operates also within the context of national and international policies, laws, regulations, and conventions. Failure to fulfil one’s contractual obligations is a practice that shows a lack of respect to the profession and the institution.

Therefore, all staff will:

a. comply to existing international, national and institutional laws, regulations, policies and procedures.

b. observe the ethics, codes, standards, regulations and rules governing their specific disciplines and professions, for example, the Professional Accountants (Code of Conduct and Ethics) By-laws, 1999; the Engineers Registration Act 1997 and Code of Ethics/Professional Conduct for Medical and Dental Practitioners in Tanzania (2005); Ethics for Advocates under the Advocates Cap 341 R.E. 2002; and Code of Conduct and Ethics for Public Service, 2005.

2.3.4 Obligations

Obligations are professional, institutional and personal duties and responsibilities that staff are required to perform to meet expectations. Obligations include the upholding of the University’s reputation and name, within and outside, and responsibility towards its resources and to the core functions of teaching, research and public service. Behaviour that compromises the effective fulfilment of one’s obligations constitutes abscondment of one’s responsibility and an expression of professional, contractual and institutional disrespect.

Therefore:

Staff members will fulfil their obligations as stipulated in their terms of employment, professional and institutional mission and expectations.

2.4 Responsibility

All staff have responsibilities to students, fellow workers, the general public, the profession and the nation.
They have to:

a. act honestly, conscientiously, reasonably and in good faith at all times, having regard to their responsibilities, the interests and good name of the University and the welfare of colleagues and students;

b. ensure that none of their activities will bring harm to those with whom they work;

c. meet their obligations in the four areas of (i) teaching; (ii) research; (iii) public service; (iv) administration and technical services;

d. ensure that they do not engage in, nor encourage, any acts of corruption and embezzlement of public funds and property.

2.4.1 Academic responsibility

Academic responsibility is the obligation of all academics to offer academic programmes of the highest standard, suitable to the professional needs and aspirations of their students, and to fulfill their functions and academic roles with competence, integrity and to the best of their abilities, in line with the provision of a conducive working environment by the University.

Accordingly, to the extent permitted by suitability of the working environment and supporting infrastructure, academic staff will:

a. teach effectively in line with lawful and reasonable employer instructions and the policies of their Departments and Senate;

b. grade all student work conscientiously and in a timely manner;

c. strive to keep themselves aware of the developments in their field, and the applications thereof, and to redirect their work accordingly;

d. devote a reasonable proportion of their time to research, and make their findings accessible to their peers in the scholarly community, and, where appropriate, to the general public, through publications, lectures, online repositories and other means;

e. participate in the governance and administration of the University if called upon to do so, through sitting in University committees or sharing the administrative responsibilities in their Department, College/Institute/School and the University;
f. Review colleagues’ works conscientiously and in a timely manner.

Other staff members will fulfil their respective job obligations as efficiently and effectively as possible with a view to facilitating the University’s core mission activities of teaching, research and public service.

2.4.2 Social responsibility

Social responsibility entails members of the University community addressing themselves to the contemporary problems and needs facing our society, including contributing towards redressing historical and contemporary inequalities in our society based on differences of class, beliefs, gender, race, nationality, region and economic conditions.

To this end, staff will:

a. be expected to be conversant with the University Charter (2007) and the Dar es Salaam Declaration of Academic Freedom and Social Responsibility (1990);

b. devote a reasonable proportion of their time to serving the community, by promoting the general welfare of society, including its health and safety environment, at local, national and international levels, in consonance with the realisation of social justice;

c. strive to direct their scholarly, scientific and other related activity towards the prevention and peaceful resolution of conflict and the enlightenment and benefit of humanity;

d. pursue the fulfillment of economic, social, cultural, civil and political rights of the people and strive to prevent the misuse of science and technology to the detriment of those rights.

e. have obligation to identify and report violations of this code, and any other codes, regulations and policies of both the University and the state, to the relevant authorities, as well as protect those who report such violations;

f. conduct themselves as model and responsible citizens, by abiding, on the one hand, to existing laws, and on the other, not taking excessive alcohol, drugs and other intoxicants.
2.4.3 Confidentiality
Confidentiality to some extent is likely to set limits to transparency and freedom of expression. However, the privacy of individuals must be respected.

To this end, staff will:

a. use confidential information only for the purposes for which it was intended;

b. keep all records relating to students, other staff and research subjects in a secure location, whether physically or online, in relation to relevant University policies; and protect information which is privy to the institution’s interests;

c. release such information only after obtaining the consent of the concerned individuals, relevant authorities, or within professional requirements.

2.4.4 Accountability
Accountability requires one to justify his/her actions or decisions to others. The University structure stipulates a line of reporting from individual staff members to the Vice Chancellor. Each staff member has, stated in her letter of appointment to any academic or administrative position, who s/he is accountable to. But staff are also accountable to their juniors and to students in the fulfilment of the duties.

They will therefore:

a. use institutional property in a responsible and most effective manner;

b. attend to their functions punctually and according to agreed procedures;

c. avoid allowing their personal business interfere with their University duties;

d. provide only accurate and true information in terms of student records, expenses and research results;

e. not demand any payment or fee from any person other than the University which may influence the business relationship;

f. accept the consequences of their actions.
2.5 Academic Freedom

Academic freedom entails acting without fear of interference, control or repression from others in the conduct of scholarly activities. It may also be understood as the ability to make decisions or act in ways which are free from conflict between personal interests and the interests of the party on whose behalf the decision is made.

Staff will:

a. in knowledge creation and transmission, exercise freedom of enquiry and support freedom of expression on and off campus within the confines of the laws of the land;

b. not enter into any agreement that infringes on that freedom or that compromises freedom of enquiry;

c. while engaging in scholarly enquiry, defend their rights on and off campus and never infringe on the academic freedom of their colleagues;

d. in transmitting knowledge, freely communicate and apply knowledge within the University and broader community through publications, lectures and other means;

e. inculcate the spirit of tolerance towards differing views and positions and enhance democratic debate and discussion;

f. not allow the expression of dissent, though legitimate under academic freedom, to breed conflict or violence on or off campus;

g. request leave of absence or resign, should conflict become acute when expressing dissent.

3. Relationships

3.1 Staff-staff relations

The University can only thrive if the various constituencies under it operate in a harmonious, respectful and supportive way in relation to each other.

In achieving this goal, staff will:

a. give due credit to the contributions of other members of staff;
b. refrain from acting in any way that would unfairly harm the reputation and career prospects of other staff;

c. make constructive and appropriate interventions where a colleague’s behaviour is clearly in breach of this Code, including reporting any suspected fraud, corrupt, criminal or unethical conduct to appropriate organs of the University;

d. respect other staff rights to privacy and undertake to keep personal information in confidence;

e. avoid situations which may require them to supervise or assess a staff member with whom they have, or have had, a personal, commercial, familial or other significant relationship;

f. treat other staff with fairness and respect;

g. not publicly denigrate other staff members;

h. acknowledge the intellectual debt and contribution of others;

i. use appropriate channels to resolve disputes with other staff;

j. allocate research and conference opportunities, teaching and administrative duties appropriately and equitably;

k. avoid sexual relationships, even if consensual, that may intrude in the performance of one’s duties, or affect the boundaries between professional and personal conduct.

3.2 Staff-student relations

Staff will:

a. appropriately deal with any situation in which they may have, or be seen to have, a conflict of interest arising out of their relationship with student(s), including making a declaration of any such actual or potential conflict of interest;

b. with respect to supervision or assessment, avoid to supervise or assess a student with whom they have, or have had, a personal, business, familial, or other significant relationship;
c. observe appropriate principles of confidentiality regarding personal information gained about students;
d. when interacting with students, treat them with fairness and respect;
e. when meeting individual students to discuss their work or administrative or service related matters, particularly those of the opposite sex, be transparent and accountable, for example, by avoiding late hour meetings, and keeping the office doors open;
f. encourage free exchange of ideas between themselves and with students;
g. conscientiously strive to be fair and balanced in their evaluation of student work;
h. be fair and objective when preparing or providing testimonials for students;
i. not charge any fee for providing any service for which the University has not set a fee;
j. avoid sexual relationships with students;
k. should a sexual relationship develop, inform their immediate superior of the relationship so that alternative arrangements can be made for supervision and/or evaluation of the student’s work or any other sensitive institutional service to the student;
l. not accept any gift or favour from students which could be interpreted as influencing an academic or administrative decision.

3.3 Staff-institution relations
All UDSM staff will:

a. strive to enhance the image of the University and refrain from doing anything that could result in harming its interests and reputation;
b. enter into financial books and records accurate information about income and expenditure in a timely and correct manner;
c. refer to the office of the Deputy Vice Chancellor (Administration) any unresolved questions or interpretation of law and regulations;
d. report to work on time and never be absent from the workplace without proper authorisation;
e. carry out their duties diligently and efficiently and in accordance with specified standards;

f. comply with lawful and reasonable instructions and policies of the employer;

g. neither use, nor allow the use of, their office and position, University property, resources, or funds for purposes other than the authorised ones;

h. not incur any liability on behalf of the University without prior authorisation;

i. not accept any gift or favour from any source which could be interpreted as influencing a business relationship on behalf of the university.

3.4 Management-staff relations

The University Management will:

a. strive to always make available the tools and equipment needed to enable staff to discharge their duties effectively;

b. constantly take care of the wellbeing of staff and engage them in constructive dialogue about the same;

c. strive to create a working environment in which all staff regardless of gender, ethnicity, and religion will be actively enabled to realise their full potential in a safe, respectful and enabling context;

d. take measures to promote the recruitment of the disabled and provide an environment that is commensurate with their special needs;

e. report and communicate information relevant to staff welfare promptly and transparently.

3.5 Management-student relations

The University Management will:

a. be responsible for students’ welfare and strive to handle them fairly and speedily using its internal machinery without causing unnecessary inconvenience;
b. promote an environment in which human rights, values, cultural and spiritual beliefs of students are respected;

c. promote an equal opportunity environment and strive to eliminate discrimination on the basis of personal, ethnic, religious, gender, disability or other social characteristics in administrative policies and practices;

d. create a conducive environment for students to learn by making sure that teaching and learning facilities are in good order;

e. strive to create a working environment in which female students and students with disabilities will be actively enabled to realise their full potential in a safe and respectful context;

f. ensure the provision of good social services such as health, catering and security;

g. allow students to enjoy their right to freedom of association and to join students’ organisations and not interfere with the lawful activities of such organisations including elections, meetings and other collective student activity within the confines of the Universities Act, UDSM Charter and the Student By-Laws;

h. provide students with social, cultural, and recreational opportunities that will facilitate the full realisation of their potential for academic and personal growth;

i. protect student information from improper use or disclosure at all times;

j. provide modalities for constructive, transparent and fair handling of students’ issues and provide fora for the amicable settlement of students’ problems.

3.6 Staff-community relations

In dealing with the wider community, staff will:

a. always conduct University business with utmost honesty, fairness, respect, courtesy, accuracy and social responsibility;

b. avoid at all times unethical and corrupt practices in the purchase and acquisition of goods and services for the University;

c. efficiently meet financial and contractual obligations to service providers and other contractors;
d. avoid displaying behaviour which blurs the distinction between staff as employees and representatives of the institution and staff’s own individual, private capacities, in order to protect the name and reputation of the University;

e. strive to live peacefully and harmoniously with neighbours and the community by avoiding becoming a nuisance through taking excessive alcohol, drugs and other intoxicants, displaying verbal and physical abuse and getting into unmanageable debt.

4. Breaches

The purpose of this Code is to guide University staff in the conduct of their professional duties. It is envisaged that self regulation by staff members will be achieved through various measures, including:

- sustained reminding of the provisions in the Code;
- debates and discussion around the Code;
- the observance of other University regulations relating to ethical matters, such as the Research Ethics policy which guides the research process; and
- the good example of University leaders at all levels.

Hopefully all these together will preclude the administration of any disciplinary measures. However, should there be a necessity for disciplinary measures, separate disciplinary mechanisms will be invoked.

5. Review

This Code will be reviewed every five years to take account of changing circumstances.
6. **Endorsement and Undertaking**

   a. All staff of the University of Dar es Salaam shall accede to the Staff Code of Conduct by signing a copy and returning it to the DVC-Administration.

   b. By signing this Code, the signatories undertake:
      - to abide by its underlying principles; and
      - to publicise and propagate it in the form and manner considered appropriate and suitable to their particular conditions and circumstances.

**Endorsed at Dar es Salaam this ............... day of .............. 201... by:**

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