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CODE OF PROFESSIONAL ETHICS POLICY

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Signature by Chairman Council

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1.0 Interpretation of Operational Terms of the Policy

(i) Accountability

Is the fact or condition of being accountable. It is also about the responsibility of the employees to complete the task they are assigned, to perform the duties required by their jobs, and to be present for their shifts in order to fulfill or further the goals of the organization.

(ii) Effectiveness

Is the degree to which something is successful in producing a desired result or output or outcome.

(iii) Efficiency

Is the capability to produce desired results without wasting materials, time, or energy.

(iv) Ethics

Is rules of behavior based on ideas about what is morally good and bad or morally right or wrong.

(v) Objectivity

Is the state of being the object or goal of one's efforts or actions, not influenced by personal feelings, interpretations, or prejudice. Hence, objectivity is based on facts and is unbiased

(vi) Professionalism

Is a trait that is highly valued in the human resource or staff or employees of an organization.

(vii) Professional Competence and Due Care

Is to maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional services based on current developments in practice, legislation and techniques and act diligently and in accordance with applicable technical considerations. Specifically, "professional competence" is the capability to perform the duties of one's profession generally, or to perform a particular professional task, with skill of an acceptable quality.

(viii) Transparency

Is a lack of hidden agendas or conditions, accompanied by the availability of full disclosure of information required for collaboration, cooperation, and collective decision-making, and an essential condition for a free and open exchange.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda

owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

1.2 Strategic Goals of MRU

- i) To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
- ii) To promote research and encourage students and staff to publish;
- iii) To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
- iv) To strengthen MRU's human resource capacity;
- v) To achieve a sustainable financial resource base;
- vi) To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
- vii) To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be “a leading university responding to contemporary challenges through teaching and learning, research and technical guidance”.

1.4 Mission of MRU

The Mission of MRU is “to provide training, research and technical guidance responsive to national socio-economic needs”.

1.5 Core Values of MRU

The core values of MRU are as follows:

- i) Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
- ii) Respect for Diversity;
- iii) Cultural Sensitivity;
- iv) Tenacity; and
- v) Team Spirit.

2.0 Introduction of the Policy

All employees and contractors working for MRU are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this Code are promulgated in order to enhance the performance of all persons engaged in fiscal operations within MRU.

3.0 Objectives of the Policy

The objectives of this Policy are to achieve the following at MRU:

- i. Accountability and transparency;
- ii. Effectiveness and efficiency; and
- iii. Personal standards.

4.0 Application of the Policy

This Policy shall be applicable to all persons charged with the principles of accountability and transparency, effectiveness, efficiency, objectivity and professional competence and due care at MRU.

5.0 Guiding Principles

This Policy shall be based on the following principles:

a) Accountability and Transparency

- i. Accountability: An Officer shall hold office in MRU trust and shall be personally responsible for his or her actions or inactions. An Officer shall present himself or herself in a respectable manner that generally conforms to morally accepted standards and values of society;
- ii. An Officer shall be careful and assiduous in carrying out his or her official duties;
- iii. An Officer shall behave in a manner as to conform with the rules, regulations and professional Ethics policy for MRU service generally and codes of professional conduct for the specific professions; and
- iv. Transparency: an Officer shall be as open as possible about all the decisions and actions he or she has taken.

b) Effectiveness & Efficiency.

- i. Effectiveness: An officer shall strive to achieve the intended results in terms of quality and quantity in accordance with set targets and performance standards set for service delivery in Letter of Appointment and Appraisal Standards;
- ii. Efficiency: An officer has to optimally use resources including time in the attainment of organizational objectives, targets or tasks;
- iii. Objectivity: Not to allow bias, conflict of interest or undue influence of others to override professional or business judgments;
- iv. Professional Competence and Due Care: To maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional service based on current developments in practice, legislation and techniques. A member shall act diligently and in accordance with applicable technical and professional standards when providing professional services; and
- v. Loyalty: the MRU community should be faithful to those they represent, while honoring their obligation to serve the public interest.

c) Personal Standards:

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- i. Employees shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of MRU students, Faculty and staff;
- ii. They shall devote their time, skills and energies to their office both independently and in co-operation with other professionals; and
- iii. They shall abide by approved professional practices and recommended standards.

6.0 Responsibility as MRU Officials

Employees shall recognize and be accountable for their responsibilities as professionals in MRU community and in the public sector.

- a) They shall be sensitive and responsive to the rights and changing needs of MRU students, the greater MRU community, and the public;
- b) They shall strive to provide the highest quality of performance and counsel;
- c) They shall exercise prudence and integrity in the management of funds in their custody and in all financial authorities;
- d) They shall uphold both the letter and spirit of the Constitution of the Republic of Uganda, legislation and regulations governing their actions and report violations of the law to the appropriate authorities;
- e) In activities in which Faculty members engage outside MRU, it is plainly their responsibility to make it clear, when circumstances require, that they are acting as individuals and not as representatives of MRU;
- f) Faculty members should maintain in strict confidence all Departmental or MRU matters agreed to be confidential. If any issue or matter is of such a nature that a Faculty member, as a matter of conscience must speak out, this intention should be stated beforehand to all concerned; and
- g) Faculty members who seek modification or alteration of policy shall make every reasonable effort to carry their cases through government channels.

7.0 Professional Development.

Employees shall be responsible for maintaining their own competence and for enhancing the competence of their colleagues. Employees shall promote excellence in their service to MRU community and to the public.

8.0 Professional Integrity

i. Professional Information

Employees shall demonstrate professional integrity in the issuing and management of information:

- a) They shall not knowingly sign, subscribe to, or permit the issuing of any statement or report which contains any mistreatment or which omits any material fact;
- b) They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines;
- c) They shall respect and protect privileged information to which they have access by virtue of their office; and
- d) They shall be sensitive and responsive to inquiries from MRU community, the public, and the media, within the framework of government policy.

ii. Professional integrity – Relationships;

- a) Employees shall act with honor, integrity and virtue in all professional relationship;

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- b) They shall exhibit loyalty and trust in the affairs and interests of MRU and the public they serve, within the confines of this Code of Ethics;
- c) They shall not knowingly be a party to or condone any illegal or improper activity;
- d) They shall respect the rights, responsibilities and integrity of their colleagues and other with whom they work and associate;
- e) They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions;
- f) They shall promote equal development opportunities, and in doing so, oppose any discrimination, harassment or other unfair practices;
- g) Keeps abreast of educational trends and developments;
- h) Promotes the ongoing development of teaching as a profession; and
- i) Accepts that he or she has a professional obligation towards the education and induction into the profession of new members of the teaching profession.

9.0 Conflict of Interest

Employees shall actively avoid the appearance of or the fact of conflicting interests:

- a) They shall discharge their duties without prejudice and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties;
- b) They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties; and
- c) They shall not use MRU's property or resources for personal or political gain.

10.0 Responsibility to Students

- a) The Faculty members' central responsibility to their students is to impart knowledge and understanding of a field of study to develop in students appropriate and relevant skills, and to do so in accordance with the best standards of scholarship and pedagogy in discipline;
- b) Faculty members have a responsibility to their students to entertain all questions relevant to the subject matter being taught and to discuss such questions, even if controversial, objectively;
- c) Faculty members are responsible for providing instruction in the announced subject matter of the course, although they are free to inter-relate the subject matter of the course to those contemporary issues that are relevant to the purposes and the subject matter of the course;
- d) Faculty members should guard the lecture room against external pressures, including the student's fear that what they do or say in the honest pursuit of intellectual inquiries will affect rating within a course, future chances of employment or later standing in community;
- e) Faculty members shall not exploit students for personal purposes either in or out of the lecture room;
- f) Faculty members should deal with students justly and impartially, regardless of their physical, mental, emotional, political, economic, social, racial or religious characteristics or participation in extracurricular activities;
- g) Faculty members should strive for a timely, just, and unprejudiced appraisal of all student work;
- h) Faculty members owe students the right of review of their work and grades given and in case of serious grievance or dispute, the right of appeal;
- i) Faculty members should encourage and protect honest performance by the student. They should pursue suspected cases of cheating and plagiarism by students; and
- j) Faculty members should not disclose confidential information about their students except as required by law or provided for by MRU regulations and procedures.

11.0 Conduct of Staff Students

Staff should:

- a) Respect the dignity, beliefs and constitutional rights of students which include the right to privacy and confidentiality;
- b) Strive to enable learners to develop a set of values consistent with the fundamental rights contained in the Constitution of the Republic of Uganda;
- c) Acknowledge the uniqueness, individually, and specific needs of each student, guiding and encouraging each to realize his or her potentialities;
- d) Exercise authority with compassion;
- e) Avoid any form of humiliation, and refrains from any form of abuse, physical or psychological;
- f) Refrain from improper physical contact with students;
- g) Refrain from any form of sexual relationship with students;
- h) Use appropriate language and behavior in their interaction with students, and act in such a way as to elicit respect from the students; and
- i) Not be negligent or indolent in the performance of their professional duties.

12.0 Conduct of Staff to the Community

- a) Recognize that an educational institution serves the community and therefore acknowledge that there will be differing customs, codes and beliefs in the community; and
- b) Conduct themselves in a manner that does not show disrespect to the values, customs and norms of the community.

13.0 Conduct of Staff to Colleagues

- a) Refrain from undermining the status and authority of their colleagues;
- b) Respect the various responsibilities assigned to colleagues and the authority that arises therefrom, to ensure the smooth running of MRU;
- c) Use proper procedures to address issues of professional incompetence or misbehavior;
- d) Promote gender equality and refrain from sexual harassment (physical or otherwise) of their colleagues;
- e) Use appropriate language and behavior in their interactions with colleagues; and
- f) Avoid any form of humiliation, and refrain from any form of abuse (physical or otherwise) towards colleagues.

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