



UGANDA MANAGEMENT INSTITUTE

DIRECTORATE OF PROGRAMMES & STUDENTS' AFFAIRS



UMI PARTICIPANTS' CODE OF CONDUCT

JUNE 2023

Foreword

Uganda Management Institute (UMI) focuses on training and developing a human resource of high integrity with the necessary knowledge and skills to address societal issues, as well as contribute to the economic and technological advancement of the country. This can only be achieved when the behaviour of participants while at the institute and thereafter exhibits a high standard of ethical conduct.

The participants' code of conduct has been formulated to provide a clear statement of UMI's expectations of participants in respect to academic matters and personal behaviour. UMI recognizes and values the diversity of Participants' experiences and expectations, and is committed to treating participants in a fair and transparent manner. All Participants, in return, are required to comply with the requirements set down in this code of conduct in order to promote high standards of participants' conduct and to promote the Institute's image.

The participants' code of conduct applies to all participants of UMI who will be admitted on tailor-made, short regular seminars and workshops, certificate, diploma, postgraduate, masters and PhD programs at the main centre and in all her branches, in respect of all actions and activities either relating to or impacting the Institute or its participants and employees.

The code of conduct is in accordance to the 1995 Constitution of Uganda. It must be read in conjunction with other statutes, policies, rules and procedures of the Institute, which can be also accessed on the official website of the Institute as well as the code of conduct and ethics for the Uganda Public Service as well as Establishment Notice No.1 of 2017. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the Republic of Uganda.

The Institute is also committed to treating its participants in a fair, equitable and transparent manner, ensuring that no participant shall be penalised unfairly and arbitrarily, but in accordance with the established rules and procedures.

I am confident that the participants' code of conduct will foster academic integrity and participants' ethical behaviour among others. I wish to assure the Institute Community and Stakeholders that UMI is committed to the full implementation of this policy.

Eng. Dr. Steven Paul Kagoda

Chairperson, UMI Governing Council

Acknowledgements

I wish to extend my appreciation to the Management and Staff of UMI for the contributions made towards developing the participants' Code of conduct. I particularly thank the committee that devoted their time and effort to put together this policy. The committee included; Dr Paul Malunda, Prof. Mary Muhenda, Prof. Proscovia Namubiru, Prof. Gerald Karyeija, Mr. Abraham Kule and Prof. Maria Barifaijo.

This policy document has been formulated to provide a clear statement of the Uganda Management Institute's expectations of participants in respect of academic matters and personal behaviour. The Institute recognizes and values the diversity of participant experiences and expectations, and is committed to treating participants, both academically and personally, in a fair and transparent manner.

I call upon all our participants to adhere to this policy as we strive to be a World Class Management Development Institute

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Dr James Nkata

DIRECTOR GENERAL

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Acronyms and Abbreviations

DG: Director General

DPSA: Director Programmes and Students' Affairs

IR: Institute Registrar

NGO: Non-Governmental Organisation

PhD: Doctor of Philosophy

UMI: Uganda Management Institute

Definitions of Key Concepts

Bribe: Means any gratification as an inducement to or a reward for or otherwise on account of any public officer for doing or forbidding to do anything in respect of any matter or transaction whatsoever, actual or proposed in which the public body is concerned. It is anything offered or given to or given out by a participant to gain favour and influence in a particular case.

Code: Means the Code of conduct and Ethics for participants of Uganda Management Institute.

Conduct: Means behaviour, attitude and character exhibited by a participant within the premises of Uganda Management Institute (UMI).

Conflict of interest: Refers to a situation where a public Officer has got to make a decision between his or her personal interest and public interest.

Community: This entails fellow Participants, UMI staff, and the people that visit Uganda Management Institute as well as stay within and around the premises of the Institute.

Criminal Convict: Someone who has been convicted by a competent Court of Law.

Decent dressing: Dressing in a manner that is socially acceptable and considered by most people to be smart, good, and reasonable and portrays a good image of the participant.

Derogatory Comments: Statements that are unflattering, unkind or demeaning.

Disruptive activity: Any behaviour that disrupts an event, system, or process. In this document, examples of disruptive activities are strikes.

Ethics: Means a Code of morals applicable in the Public.

Gift: Means any present, donation, grant or favour whether monetary or in kind or any other gain of a personal nature given as an appreciation after a service has been rendered.

Participant: A registered student admitted to any of the UMI programs (Short course, Professional course, or regular courses covering Ordinary Diploma, Postgraduate Diploma, Masters and PhD) in all UMI Branches.

Sexual Harassment: Means conduct of a sexual nature that affects the dignity of women and men, which is unwelcome, irritating, unreasonable and offensive to the recipient. Such a conduct may be explicit, verbal or non-verbal or implicit and creates an intimidating, hostile or humiliating working environment for the recipient. Sexual misconduct or harassment encompasses a range of misbehavior, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

Social Media: Interactive computer-mediated technologies that facilitate the creation or sharing of information, ideas, career interests and other forms of expression via virtual communities and networks. For example; WhatsApp, Facebook, YouTube, WeChat, Instagram, Twitter, Tiktok, Reddit and LinkedIn.

1.0 Introduction

Uganda Management Institute (UMI) offers certificate, diploma, and graduate academic programs in leadership and management. It also offers consultancy services to the public, private and NGO sectors, and is engaged in research. UMI's training aims at developing the human resource of high integrity with the necessary knowledge and skills to address societal issues, as well as contribute to the economic and technological advancement of the country. To achieve these aims, it is imperative that members of UMI community maintain the highest standard of ethical conduct. However, the Institute has experienced several cases of unethical behavior among the Participants, and has had a challenge of addressing some of the cases. For the case of UMI's staff, the code of conduct that informs how staff should conduct themselves in a professional manner is well stipulated in the Human Resource Manual. It is against this background that Management developed the participants' code of conduct. This code covers all Participants who will be admitted on tailor-made, short regular seminars and workshops, certificate, diploma, postgraduate, masters and PhD programs of UMI and all her Branches in order to promote high standards of Participants' conduct and promote the Institute's image.

The Code of Conduct provides UMI's expectations of her Participants' individual behaviour in all its Branches as they engage in the Institute's training, research, consultancy and community activities. It provides the policy and guidelines aimed at promoting and sustaining the ethical conduct of Participants because the Institute recognises and values the diversity, calibre, experiences and expectations of the various stakeholders. The Institute is also committed to treating its Participants in a fair, equitable and transparent manner, ensuring that no Participant shall be penalised unfairly and arbitrarily, but in accordance with the established rules and procedures.

2.0 Background and Policy Challenge

A number of cases that border unethical behavior of Participants have been reported in the past to Management, but there has been a challenge of addressing these cases. The cases are associated with; academic integrity, dress code and disruptive behaviors, among others. The Institute did not have a policy and guidelines on participants' code of conduct to guide Management on execution of related cases that may arise. This Policy and Guidelines therefore, are intended to help in handling unethical behavior among Participants. This Policy will provide fair treatment to all Participants, in a fair and transparent manner.

As part of the Rules and Regulations, this Policy document has been formulated to provide a clear statement of Uganda Management Institute's (hereinafter referred to as the 'Institute') expectations of Participants in respect to academic matters and personal behaviour. The Institute recognizes and values the diversity of Participants' experiences and expectations, and is committed to treating Participants, both academically and personally, in a fair and transparent manner. All Participants, in return, are required to comply with the requirements set down in this Code of Conduct.

This Code of Conduct applies to all Participants of Uganda Management Institute in all her Branches, in respect of all actions and activities (including inaction or inactivity) either relating to or impacting the Institute or its Participants and Employees. The code of conduct is in accordance to the Constitution of Uganda. It must be read in conjunction with other statutes, rules, policies and procedures of the Institute, which can be also accessed on the official website of the Institute as well as the Code of Conduct and Ethics for the Uganda Public Service as well as Establishment Notice No.1 of 2017. Nothing herein shall

be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the Republic of Uganda.

The outlined offences are punishable and Participants shall be subjected to the Participants' Disciplinary Procedure outlined herein.

3.0 Policy Statement and Scope of Application

3.1 Policy Statement

UMI pledges to promote and sustain the highest standards of ethical behaviour and conduct for all members in her community. The participants' code of conduct will be reference to ensuring high ethical standards of Participants at the Institute.

3.1.1 The Institute shall have the prerogative over the conduct of the Participants associated/enrolled with the Institute and to take cognisance of all acts of misconduct including incidents of ragging or otherwise, which are taking place on the Institute campuses, or in connection with the Institute-related activities and functions.

3.1.2 The Institute shall also exercise jurisdiction over the conduct which occurs on-campus violating the ideal Participant conduct and discipline as laid down in this Policy and Guideline and other regulations that govern the country.

3.1.3 While exercising such on-campus jurisdiction in situations aforesaid in 3.1.2 above, the Institute shall consider the seriousness of the alleged misconduct, the risk of harm involved, whether the victim(s) are members of the UMI community, and/or whether the on-campus misconduct is part of a series of actions, and the culprit might be handed over to Police immediately for further action as the laws of Uganda dictate.

3.2 Scope of policy application

The Participants' Code of Conduct applies to all participants in all UMI Branches from the time of registration to the time of graduation. Specifically, the Participants' Code of Conduct applies to the following: acceptance at the time of registration; examination integrity; disruptive activity and dress code. The Policy and Guidelines are aimed at promoting and sustaining a code of conduct for Participants during their course of study at the Institute. This Code shall apply to all kinds of conduct of Participants that occurs on the Institute premises including on-campus sponsored activities, functions hosted by other recognized Participant organizations, and any off-campus conduct that either has or may have serious consequences or adverse impact on the Institute's interests or reputation; for example, having been convicted of murder. The Code provides guidelines on the ethical conduct penalties and a description of the appeal mechanisms.

3.3 Guiding Principles

The following will be the guiding principles of the policy:

i) Principles of Natural Justice

- a) All Participants who breach the code of conduct will be given a fair hearing and a chance to defend themselves; and
- b) Members of the Participants' Disciplinary Committee shall be socially distant from the alleged victim, to promote impartiality.

ii) Confidentiality and the right to privacy

- a) The Participants will have a right to privacy during and after investigation. Members of the Participants' Disciplinary Committee shall keep confidentiality of all information and materials availed to them for purposes of investigation; and

iii) Gender Sensitivity

a) Members of the Participants' Disciplinary Committee shall be expected to maintain objectivity and impartiality irrespective of the gender differences of the parties involved; and

b) The language used shall be socially acceptable and gender sensitive.

iv) Discretion

After thorough investigation and evidence, the Participants' Disciplinary Committee shall have discretion to make judgment about the case.

3.4 Purpose of the Policy/General Policy Objective

The purpose of the Participants' Code of Conduct is to promote and sustain the conduct of participants in a fair, equitable and transparent manner. The Code of Conduct will ensure that all participants demonstrate ethical behaviour, decency, academic integrity, and orderliness while at the Institute. Those who breach the Code will be held responsible for their misconduct.

3.4.1 Specific Policy Objectives

i) To promote and sustain participants' good ethical behaviour at the Institute;

ii) To promote decency of participants at the Institute

iii) To promote orderliness of participants at the institute, and

iv) To promote participants' academic integrity at the Institute.

3.5 Policy provisions or requirements

UMI Participants' Code of Conduct serves to protect individual rights and promote high ethical standards among participants in UMI and all her branches. As a postgraduate and post-experience institution, adult learners are expected to behave with intellectual honesty, maturity, responsibility, and self-discipline. Enforcement of this Policy and Guidelines will contribute to the institutionalisation of a dignified, safe, enjoyable and secure learning environment for all stakeholders. The Policy jurisdiction goes beyond UMI

Branches to off-Branches functions, events, and activities that are sponsored, endorsed, or supported by the Institute. This Policy and Guidelines are aligned to national laws which take precedence. The Institute shall maintain its responsibility and commitment to support the safety and wellbeing of the Participants during this process.

3.5.1 Acceptance at the time of registration

Each Participant must receive and sign two copies, one of which will be retained by the office of the Institute Registrar and the other copy will be taken by the Participant. Signing this Code of Conduct will confirm the following:

- a) The Participant has presented his/her original genuine academic certificates during registration.
- b) The Participant has completed registration within the stipulated timelines.
- c) The Participant's enrolment and progress on award program is lawful and consistent with the statutes, rules, policies and regulations of UMI, the accrediting and relevant professional bodies.
- d) It is the Participant's responsibility to maintain current information in the students' information system, and observe key dates and deadlines for all Institute requirements.

3.5.2 Class Attendance

To ensure quality of teaching and learning, participants are expected to satisfactorily attend each module on the programme for which they are registered. For satisfactory class attendance, the following will be observed;

- a) Attendance of classes is compulsory.
- b) Any Participant that fails to attain 75% of attendance will not qualify to write an examination until the requirements are fulfilled as provided for in the UMI Examinations Rules and Regulations.

- c) Any Participant who fails to attend classes due to sickness or work-related issues should report to the Office of the IR and request to attend classes when the module is next offered, and/or when the Participant is ready within the period stipulated in the letter of admission.
- d) The Participant is expected to sign attendance registers by him/herself and the signature must be consistent with the signature on the National Identity Card/Passport and on the registration form.

3.5.3 Completion of the academic programme

Participants must successfully complete all course requirements, as well as other academic activities as stipulated in their admission letters. The following shall guide the completion and extension of the completion period.

- a) The Participant is expected to complete the programme on which he/she is admitted within the prescribed period in the admission letter.
- b) In the event that a registered Participant on ground of ill-health may be given an extension to the programme, he/she shall be expected to complete the programme within the prescribed extension period.

3.5.4 Academic Integrity

In order to uphold the Institute's academic integrity, and as stipulated in UMI Examination Rules & Regulations applicable at the time of the Participant's admission, the Participant shall avoid the following: -

- a) Submitting another person's work such as research reports as his/her own.
- b) Submitting plagiarised work as coursework, research proposal and/or dissertation
- c) Sitting UMI examinations and/or end of module tests for other participant(s).
- d) Hiring other people to sit end of semester examinations and/or end of module tests on his/her behalf.

- e) Carrying unauthorized materials in the examination rooms.
- f) Colluding with other Participants to cheat.
- g) Presenting an invalid or forged Examination Card.
- h) Breaching any part of the UMI Examination Rules & Regulations.

3.5.5 Disruptive Activity

The Institute reserves the right to take disciplinary action against individual Participants and/or groups who are involved in disruptive activities. Participants engaging in certain disruptive activities on the Institute campuses will be subject to disciplinary proceedings. No Participant or group of Participants acting in concert shall wilfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of the Institute. The following are some examples of disruptive behavior that can result in disciplinary sanctions:

- a) Persistent or gross acts of wilful disobedience or defiance toward UMI personnel.
- b) Verbal abuse of a Participant or UMI Employee.
- c) Disorderly, indecent or obscene conduct.
- d) Breach of peace on Institute property or at any UMI-sponsored or supervised function
- e) Unethical behaviour during online classes for example logging on and not actually being in attendance during online classes, or any other mode of online teaching and/or interaction the Institute uses.
- f) Giving tips to staff members to gain favour.
- g) Making official statements on behalf of the Institute without consultation with, and express authorization from the Director General.

For the purposes of this section, disruptive activity means:

- a) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
- b) Preventing or attempting to prevent by force or violence or the threat of force or violence a lawful assembly authorized by the UMI administration;
- c) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress;
- d) Obstructing or restraining the passage of any person at an exit or entrance to the Institute or her property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from the said property or Branch without the authorization of the administration of the Institute.
- e) Engaging in activity/behavior which prevents the academic or administrative processes from proceeding in an orderly fashion and/or which continues after the academic or administrative official has repeatedly requested the behavior of the Participant to cease and/or been issued a written statement to refrain from such behavior.
- f) Use of abusive, rude, derogatory, intimidating, obscene or vulgar language, verbal or written.
- g) Physical assault or affray to a fellow Participant or Staff on campus, i.e., attempt to initiate harmful or offensive/indecent contact.

3.5.6 Dress Code

In view of helping participants to be prepared or improve in the way of dressing during their public service, it is thus paramount that UMI Participants show a level of decency in their dressing while at UMI during classes and any other UMI function. Section F-j of the Uganda Public Service Standing Orders, 2010 provides for dress code in the Public Service. Specifically, Paragraph 4 stipulates that a Public Officer is required to dress decently and in the generally acceptable standards in the Ugandan

Community. In view of this in order to create a culture of making UMI participants adopt to the public service dress code, it is hereby stipulated as follows:

a) Female Participants:

- i. Shall dress in a skirt or dress that is below the knees.
- ii. Shall put on clothing that covers the body parts well enough. Participants shall not wear blouses/shirts/jackets that expose the belly or back (“Kundi show”) while at the institute.
- iii. Shall not wear all transparent (see through) clothing.
- iv. Shall keep the hair neat and presentable.
- v. Shall wear decent trousers while at the institute. For example, they shall not wear tight trousers or any attire that shows knickers
- vi. Shall not wear shower or bathroom slippers

b) Male Participants:

- i. Shall dress in neat trousers, with long or short-sleeved shirts and or collar T-shirts
- ii. Shall use mild perfumes or deodorants.
- iii. Shall not wear shorts, sleeveless shirts or vests in class
- iv. Shall not wear all transparent (see through) clothing.
- v. Shall keep well-groomed short hair.
- vi. Shall not wear slippers during classes

3.5.7 Expected Behavioural Standards

Overall, participants shall refrain from indulging in any and all forms of misconduct that is banned by Government and particularly;

i. Use of alcohol, drugs and smoking

Consumption of intoxicants psychotropic substances in any form or smoking are prohibited at campus and participants shall;

- a) refrain from smoking on the Institute campuses.
- b) refrain from attending classes while drunk.
- c) refrain from unauthorized possession or use of harmful chemicals and banned drugs.
- d) Avoid selling and or drinking alcohol in classes

ii. Participants Identity Card (ID)

All Participants shall wear their IDs, well displayed within the campus as a public item and officials of the Institute have authority to ask for it:

Refrain from resisting to produce an identity card, issued by the Institute, or refusing to produce it on demand by campus security guards or any other authorities.

iii. Parking motor vehicles

- a) refrain from parking vehicles in a no parking zone or in area earmarked for parking other type of vehicles.
- b) refrain from driving beyond 10 k/h on the campus that may cause any inconvenience to others.

iv. Use of Phones and Social Media

Promotion of proper usage of phones in classes is a responsibility of every participant and therefore participants shall;

- a) Avoid use of phones while classes are underway unless otherwise authorised by the facilitator
- b) Avoid using phones during examinations unless authorised by the invigilator in line with the examination regulations

- c) refrain from audio and/or video recording lectures in classrooms or actions of other Participants and Staff, and any UMI activities, without prior permission from the Director General
- d) refrain from providing audio and/or video clippings of any activity on the campus to media without prior permission from the Director General
- e) refrain from using social media carelessly and irresponsibly; for example, posting derogatory comments about other individuals from the Institute and persons having grave ramifications on the reputation of the Institute and its Community.
- f) refrain from making a video and/or audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

iv) Political Activities

Unauthorized political activities of any form are not allowed at the Institute and participants shall;

- a) refrain from engaging in organizing political meetings and processions at the Institute without permission from the Institute.
- b) refrain from attaining membership of religious or terrorist groups and engaging in activities of such groups banned by the Institute/Government of Uganda.
- c) Avoid unauthorised meetings, propaganda works, processions and fund collection for political activities while at the campus

v. Celebrations on Campus

While celebrating academic growth is important, it needs to be done in an organised and formal manner, and participants therefore shall;

- a) Avoid organising unauthorised celebrations/decorations of any magnitude at campus

- b) Avoid distribution or display of materials such as notices, banners, posters without permission from the Director General

vi. Use of classrooms/computer labs/library and demarcated Areas

Participants are expected to maintain cleanliness of academic buildings/spaces so as to maintain decorum, participants shall;

- a) Avoid deviant behaviour such as shouting, whistling, and loitering
- b) refrain from damaging or destroying Institute property or property of other Participants and/or Staff members.
- c) refrain from any disruptive activity in a classroom, on campus, or in an event organised or sponsored by the Institute within or outside its precincts.
- d) refrain from abuse of the Institute property and other electronic resources such as computers, textbooks and electronic communications facilities, systems, and services, which includes unauthorized entry, use, and tampering.
- e) refrain from theft or unauthorized access, possession, abuse, misuse of others' property and Institute resources.
- f) Avoid scribbling or writing on walls/doors/furniture which destroys academic ambiance of such property

vii. Harassment/ill treatment and discrimination of Persons

Treatment of all persons with humility, empathy and dignity is a responsibility of every participant and therefore participants shall;

- a) respect all persons and their rights, property and safety of others;
- b) avoid any activity or behaviour that would unfairly advantage or disadvantage another Participant;

- c) refrain from engaging in any act of discrimination (physical or verbal conduct) based on an individual's sex, caste, race, religion or religious beliefs, colour, region, language, marital or family status, physical or exceptionality, and/or gender identity.
- d) refrain from indulging in any form of harassment on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, gender identity, marital status, ancestry, physical or mental disability, and/or medical condition.
- e) refrain from sexual harassment.

vii) Representing the Institute at any Event

- a) refrain from masquerading as a UMI representative before the public including in the media and providing valid or false information about the Institute without the permission of the Institute authorities.

viii) Possession of fire arms

Participants shall not carry any weapon, ammunition, explosives, or potential weapons, fireworks, while at the Institute as stipulated in the UMI Security guidelines. The Security department shall keep and maintain a Fire Arms Register. All persons carrying fire arms shall deposit and register their firearms with security at the gates. The Security department shall have a safe/armoury for safe custody of fire arms.

3.5.8 Rewards

- i) An appropriate reward and recognition shall be accorded to a participant who exhibits good ethical conduct throughout the academic year
- ii) The reward shall be accorded to the participant by the office of the Director Programmes and Students' Affairs (DPSA).
- iii) The rewards shall include; but not limited to; -

- a) Word of recognition of good performance
- b) Open praise
- c) Letter of commendation
- d) Award of Medals

4.0 Roles and Responsibilities & Implementation

4.1 Roles and Responsibilities

The entire Institute has a responsibility for ensuring that Participants adhere to this Code of Conduct.

4.1.1 The Participants' Disciplinary Committee

The Participants' Disciplinary Committee will handle and advise management and DPSA in particular on issues related to indiscipline of Participants at the Institute. The Committee will comprise the DPSA as Chairperson, the IR as Secretary, staff representatives from each of the four (4) Schools, an internal Staff in charge of Security, the Guild President and the Institute Lawyer. The Committee shall be appointed by the DG with clear Terms of Reference.

4.1.2 The Guild Presidency

The Guild Presidency shall be responsible for dissemination of this Policy and Guidelines to the Participants and shall from time and again remind Participants to adhere to it.

4.1.3 The Institute Senate and Council

The Institute Senate and Council, as the governing bodies, shall have the ultimate responsibility for ensuring that Participants comply with this Policy and Guidelines.

4.1.4 Director General

The Director General (DG) shall be responsible for giving a consistent and high-profile lead on the Participants' Code of Conduct at the Institute. He/she shall ensure that the Code, and related action plans

are implemented effectively through UMI structures and that appropriate action is taken against Participants who do not act in accordance with this Policy and Guidelines.

4.1.5 Deans, Heads of Departments and Sections

The Directors, Deans, Heads of Departments and Sections are responsible for the implementation of the Code of Conduct, and related legislation within their jurisdiction. This involves putting the Policy and its and Guidelines into practice; and making sure all Participants are aware of their responsibilities.

4.1.6 All Participants

All Participants should read, accept and adhere to the Code of Conduct.

4.2 Policy Implementation and Coordination

Any actions or behaviour that contravenes the aforementioned policy provisions and guidelines in section 3.5 above tantamount to an offence that may call for disciplinary action and attract penalties as stipulated in section 5.0.

The following procedure will apply when dealing with a Participant who has contravened the aforementioned guidelines in section 3.5.

- a) Upon receiving the complaint about the Participant's unethical behaviour, the Institute Registrar (IR) will register the allegation and conduct an investigation.
- b) If the IR establishes a *prima-facie* case against the Participant, IR will draw charges against the Participant and invite him or her in writing to appear before the Participants' Disciplinary Committee (*to be formed on approval of the policy*).
- c) The Participant will appear before the Committee for a fair hearing. Upon failure to appear before the Committee on two (2) notifications without justifiable cause, the Committee shall take a final decision basing on the available evidence.

- d) Upon the alleged unethical matter being handled by the Participants' Disciplinary Committee, the outcome shall be communicated to the concerned Participant through the office of DPSA. If the Committee finds a gross misconduct of a Participant that might need a penalty of expulsion, the Committee will refer the matter to Senate for final decision.
- e) In all disciplinary cases, the power to make the final decision lies with Senate
- f) Subject to the existence of exceptional circumstances, disciplinary proceedings under this Code shall be handled and concluded within a period of 4 (four) months from the date the offense is committed.
- g) A Participant who is dissatisfied with the decision of Senate may appeal to Council within a period of ten (10) working days from the date of receipt of the decision of Senate. Appeals shall be handled within a period of two months after submission of the same to Council.
- h)

4.3 Monitoring, Review and Evaluation of the Policy

Annual monitoring and evaluation of progress of the Participants' Code of Conduct will be conducted by the office of DPSA. The office of DPSA will have responsibility to review the Code whenever necessary but in consultation with Participants and staff members.

The office of DPSA will also ensure regular review of the Code in response to changing demands in the environment.

5.0 Policy Violation

In case of any violation of this Participants' Code of Conduct, the offender shall be subjected to appropriate disciplinary action, and may result in a warning, restrictions, suspension, expulsion or dismissal. The disciplinary procedure is well spelt out in the sub sections below. The Institute shall respond promptly to incidences and take appropriate action within its authority to ensure Participants'

welfare and safety. Violators shall be subjected to internal disciplinary procedures and where necessary be referred to Police.

5.1 Penalties

Based on the nature and the magnitude of the misconduct committed by the Participant, the Institute through the Participants' Disciplinary Committee shall apply any of the following penalties: -

5.1.1 Warning

This can be verbal or written indicating that the action of the said delinquent Participant was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. The following offences will need a warning: -

- i. Refusing to identify oneself while on campus when asked by security personnel or UMI staff;
- ii. Indulging in behavior that would unfairly advantage or disadvantage another Participant;
- iii. Engaging in any act of discrimination (physical or verbal conduct) based on an individual's sex, caste, race, religion or religious beliefs, colour, region, language, marital or family status, physical or exceptionality, and/or gender identity;
- iv. Wrong parking and/or parking in an area marked for parking for Staff or other type of vehicles;
- v. Attending classes while drunk; and
- vi. Poor dress code (indecent dressing).

5.1.2 Restrictions

Reprimanding and restricting access to various facilities at the Institute and/or its Branches for a specified period of time. The following offences will require restrictions of the movement of the Participant to various facilities on campus: -

- i. Smoking on campus;

- ii. Video or audio recording of lectures or actions of other Participants without prior permission; and
- iii. Making a video and/or audio recording, taking photographs, or live streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- iv. Any disruptive activity in a classroom, on campus or in an event sponsored by the Institute.

5.1.3 Suspension

A Participant may be suspended for a specified period of time, and during this period, the Participant will be prohibited from participating in any UMI activities such as; attending classes and other UMI functions. Additionally, the Participant will be forbidden from accessing and using various Institute facilities and services unless permission is obtained from the Competent Authority. Suspension, may also be followed by possible dismissal. This penalty will be meted out to any of the following unethical behaviour: -

- i. Not disclosing a pre-existing health condition, either physical or psychological, to the Institute Nurse which may either cause hindrance to the academic progress and or affect other Participants; and
- ii. Indulging in any form of harassment which is defined as a conduct that is severe and a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, gender, gender identity, marital status, ancestry, physical or mental disability, and/or medical condition.
- iii. Intentionally damaging or destroying Institute property or property of other Participants and/or Staff members.
- iv. Abuse of the Institute property and other electronic resources such as computer, textbooks and electronic communications facilities, systems, and services which includes unauthorized entry, use, and tampering.

5.1.4 Expulsion

Expulsion of a Participant from the Institute permanently will imply prohibition from entering the Institute's premises or participating in any Participant-related activities. This penalty will be meted out to any of the following unethical behaviour: -

- i. Organizing political meetings and processions within the Institute without permission from the Institute.
- ii. Accepting membership of religious or terrorist group and engaging in activities of such groups banned by the Institute/Government of Uganda.
- iii. Unauthorized possession, carrying, or using of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- iv. Unauthorized possession or use of harmful chemicals and banned drugs.
- v. Theft or unauthorized access, possession, abuse, misuse of others' property and Institute resources.
- vi. Sexual harassment as envisaged in the anti-sexual harassment policy.
- vii. Masquerading as a UMI representative before the public including in the media and providing valid or false information without the permission of the Institute authorities.
- viii. Intentionally damaging or destroying Institute property or property of other Participants and/or Staff members.
- ix. Using social media carelessly and irresponsibly that will have grave ramifications on the reputation of the Institute.

6.0 Cross References

The following Institute policies and guidelines shall apply *mutatis mutandis* to all UMI Participants.

The Participants shall be given extracts (as appropriate) at the time of registration but shall also access all the regulations at <http://umi.ac.ug/> and from the Libraries in all UMI Branches: -

1. UMI Examinations Rules and Regulations for UMI Participants;

2. UMI Anti-Sexual Harassment Policy;

3. UMI Safety and Security Policy;

4. UMI Risk Management Policy;

5. UMI Records Management Policy;

6. UMI Governing Council Resolutions;

7. UMI Senate Resolutions,

8. Relevant national laws including Universities and Other Tertiary Institutions Act, 2001, the Code of Conduct and Ethics for Uganda Public Service (2005) and Public Service Standing Orders ADM 235/01 Establishment Notice NO. 1 of 2017.

7.0 Policy Development Process

The Participants' Code of Conduct: policy and guidelines has followed the following process:

i) The first draft of the policy was developed by the Institute Registrar and presented in the Department meeting where input from IR staff was later incorporated and subsequently it was sent to Directorate for consideration.

ii) At the first reading at the Directorate after due consideration of the policy and the guidelines, the DPSA constituted a special committee to look at the whole document and advise Directorate. The committee improved on the policy and presented it to Directorate for consideration.

- iii) At the second presentation of the policy to Directorate, the committee was asked to use the UMI approved Policy Rubric and also co-opt two other policy experts and involve the different stake holders that will implement the policy or be affected by this Policy and Guidelines.
- iv) Upon passing of the policy by the Directorate, the committee got views of the Participants through the Guild and these will be incorporated before the policy is presented to Senate Subcommittee.
- v) The other academic staff views in the policy were picked from Directorate meeting.
- vi) The other stakeholders: alumni views were received during Senate Subcommittee meeting where the code of conduct was presented.
- vii) The participants' code of conduct was thereafter presented for discussion to the Senate. The senate recommended the code to the Institute Governing Council for Approval.
- viii) The Participants' Code of Conduct was presented and discussed at the programs and Students' Affairs Committee of Council. The Sub-committee of council recommended the code of conduct to council for approval.
- viii) Upon approval, the Participants Disciplinary Committee will be instated as the Policy and Guidelines is disseminated for implementation.

8.0 Miscellaneous Provisions

The miscellaneous provisions entail the finding sources, due diligence, risk management and references.

8.1 Funding Sources

The Institute should create a vote in the DPSA's office for the implementation of the Participants' Code of Conduct and ensure adherence.

8.2 Due Diligence

While developing this Code of Conduct due diligence was taken by ensuring that its provisions neither offend or conflict with other existing policies in the Institute such as UMI Examination Rules and Regulations, UMI Governing Council Resolutions, UMI Senate Resolutions, UMI Risk Management Policy, UMI Anti-Sexual Harassment Policy, as well as national laws including the 1995 Constitution of the Republic of Uganda, Universities and Other Tertiary Institutions Act, 2001 as amended, the Code of Conduct and Ethics for Uganda Public Service (2005) and Public Service Standing Orders ADM 235/01 Establishment Notice NO. 1 OF 2017.

8.3 Risk management

The implementation of this Policy and Guidelines may present risks of litigation from alleged violators. Second, it has limited legal impact since most of the compliance is entirely voluntary. Third, it may be difficult to timely capture emerging issues into codes of conduct given the dynamism of the times. These potential risks can be managed through regular reviews and application of UMI's Risk Management Policy.

8.4 Other key corresponding policies

- i) UMI General Information Bulletin
- ii) UMI Examination Rules and Regulations
- iii) UMI Governing Council Resolutions
- iv) UMI Senate Resolutions.00
- v) UMI Risk Management Policy
- vi) UMI Security guidelines
- vii) UMI Anti-Sexual Harassment Policy