



CATHOLIC UNIVERSITY OF HEALTH AND ALLIED SCIENCES [CUHAS]

STAFF CODE OF CONDUCT

August, 2018

Preamble

The University strives to maintain a working environment for its employees in which honesty, integrity and respect for fellow employees, students and customers / clients of the university are constantly reflected in personal behavior and standards of conduct. For employees of CUHAS to be efficient and respected they shall behave and observe the stipulated CUHAS Code of Conduct (**CCC-17**), which are a set of 17 Codes (rules) outlining the social norms and responsibilities of or practices for an individual party/employee. These include: - 1. Catholic Identity, 2. Respect for Authority, 3. Dress Code, 4. Language/Communication, 5. Professionalism, 6. Use of Resources, 7. Presence at / Absence from Work, 8. Acceptance of Presents and Rewards, 9. Vested Interest, 10. Confidentiality and Secrecy, 11. Allegiance, Ethical Conduct, 12. Fraud, 13. Alcohol and Substance Abuse, 14. Health and Safety, 15. Romantic Relationships, 16. Harassment, and 17. Legal Compliance.

All University staff are expected to act ethically, honestly, diligently, reasonably and in good faith at all times, having regard to their duties and responsibilities, the interests of the University and the welfare of colleagues, students, the community, and stakeholders at large. Staff have an obligation to the University to avoid abuse of power, harassment, and conflict(s) of interest while discharging their duties and responsibilities.

Objectives, Scope and Application

- i. The code of conduct herein prescribed is intended to give guidance to all University staff on the standards of conduct / behaviour required by the University and to regulate such behaviour to supplement or complement staff regulations and/or any other regulations bearing on the conduct of employees at the work place.
- ii. This code is designed to ensure that the University operates efficiently and effectively, and that staff are treated fairly and equitably. It is an effort to explain clearly and transparently the University's position so that disciplinary or remedial action does not come as a surprise to staff.
- iii. This code defines minimal behavioral standards of employment and describes the consequences of its breach. The code also explains the rights of staff.
- iv. Non-compliance with this code of conduct or any part thereof by any member of staff shall constitute a breach of the disciplinary code under the employment law / contract and the consequent imposition of permissible penalty.
- v. This code of conduct shall, unless otherwise expressly here or elsewhere provided or context otherwise requires, apply to all staff of the University.

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- vi. The University Council may amend, extend or revoke the code or any part thereof without assigning reasons. The day to day administration of this code and responsibility for interpretation shall be vested with the University Management.
 - vii. Where any part or section of this code is in conflict / contradiction with any enacted Law or Government regulations or Church laws or Guidelines, the provisions of such laws or regulations or guidelines shall prevail.
 - viii. The effective application date of the Code is from the moment of approval by the Council and communicated to the University staff.

PART A

STAFF CODE OF CONDUCT

Code 1: Catholic Identity

CUHAS is a Catholic University; Without prejudice to one's religion, while executing their duties as employees of the University, all staff shall be bound to advance the OWNER's Mission and respect **Catholic Values** which include but are not limited to the following: -

1. Due respect to the Owners of the institution and the Catholic Church at large
2. Respect of human dignity as God's privileged creature **which** includes:
 - i. Respect of Human Life in accordance with Catholic Doctrines
 - ii. Respect of each Person's Freedom
 - iii. Respect of Religious Freedom
3. Respect for Creation and the Environment
4. Love and Forgiveness
5. Justice and Peace
6. Care and Compassion
7. Honesty and Integrity

Code 2: Respect for Authority

A University staff, at all times, must behave and conduct himself/herself in such a manner as to show and demonstrate respect to a fellow staff who occupies a higher position in the University hierarchy, notwithstanding differences in salary, age and gender, or any other attributes, provided always that due respect be accorded to age seniority as African/Tanzanian customs demand.

Code 3: Dress, Identity Cards and the like:

2.1 Uniformed Staff

All University staff who, by virtue of their unique roles and/or working conditions, are provided with uniforms or other protective wear etc., are required to wear them during work/office hours. Likewise, they must be kept clean, tidy and properly groomed/maintained.

2.2 Non-uniformed staff.

All University staff must be properly clothed in clean, tidy, decent, presentable apparel, and properly groomed (personal hygiene), in accordance to acceptable office norms.

2.3 All University staff must conspicuously put on **Identity cards** during work/office hours and whenever they are within the institutional premises.

Code 4: Language / Communication:

3.1 Non-teaching staff

Only Kiswahili and English languages may be used. Other languages, dialects and body languages shall not be used in official communications. Conversations shall be conducted in reasonably low voices. Using coded, abusive / indecent language is not allowed.

3.2 Teaching staff

English language is the official medium of instruction at the University.

Code 5: Professionalism:

The University espouses the following core values, which must be observed by Staff as they execute their duties:

(1) *Equity and Justice*

(2) *Professional Standards, Ethical and Moral norms*

(3) *Academic Excellence*

(4) *Academic Freedom*

(5) *Creativity*

(6) *Respect for and Abide to the Laws and Constitution of the Country*

(7) *Fostering the Catholic Identity*

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- 5.1 Staff's personal and professional behavior is expected to confirm to the high standards expected of persons in their positions. In pursuance of excellence, CUHAS staff shall find it their responsibilities to provide excellent services in line with CUHAS mission. In doing so they shall: -
- i. Commit to and adherence to professional standards in their line of work and in their interactions with clients or other employees of the University
 - ii. Commit to maintaining the highest standards of integrity and honesty in their work by adhering to ethical and legal standards
 - iii. Adhere to their respective professional Code of Conduct and ethics; and set oneself as an example to be emulated by those under his or her supervision
 - iv. Practice meritocratic principles in the execution of one's duties and relationships with stakeholders
 - v. Respecting colleagues and their rights including right to privacy especially when handling private and personal information
- 5.2 Staff have an obligation to the university to maintain all qualifications (including registration with proper authorities and annual practicing certificates where applicable) which are necessary for performance of their duties legally and professionally.

Code 6: Use of Resources, Amenities and Avoidance of Liabilities:

- 6.1 All staff have an obligation to the University to neither use, nor allow the use of University property, resources or funds for purposes other than the authorized.
- 6.2 Employees must limit the use of Computers and Internet Access to work-related purposes. Workers should not use business hours to visit Social Networking Sites, Personal Blogs or Online Shopping Websites. Employers may monitor inappropriate website surfing and reprimand abusive use of technology and other amenities. Employees should also limit phone calls for business purposes.
- 6.3 University staff have no authority to incur any liability for or on behalf of the University without a written consent of the Board of Trustees.
- 6.4 Staff in the University are required or expected to exercise utmost discipline in the management of their incomes to avoid financial embarrassment.

Code 7: Presence at and/or Absence from the workplace

Staff have an obligation to the University to be present at work as required and to be absent from the work place only with proper WRITTEN authorization and a reasonable cause.

Staff have an obligation to the University to carry out their duties in an efficient, effective and competent manner, and maintain specified standards of performance as well as to comply with lawful and reasonable employer policies, procedures, rules, instructions, order or guidance etc. and to work as directed.

7.1 During office hours if leaving the work place for whatever reason other than a call of nature: -

7.1.1 Officers with Secretaries or Administrators shall leave message with their Secretaries as to where he/she is going and about when she/he is expected back. All other staff shall inform their immediate supervisors and if not available inform the School, Institute, Directorate, or Departmental Secretaries.

7.2 In the event of staff not reporting for work for whatever reason:

7.2.1 All other staff shall contrive to find and use any means within reach to convey to his/her immediate supervisor, information regarding his/her absence and the reasons thereof.

7.2.2 Any University staff can be called to duty at any time. Therefore, any University staff intending to travel away from the place where she/he is employed [duty station], shall inform her/his immediate supervisor in advance of such travel regardless of whether such travel will be made outside office hours or non-working days (weekends/public holidays).

Code 8: Acceptance of Presents/gifts/benefits and Rewards:

8.1 Any University staff shall not solicit, demand, claim or accept any fee, presents, gratuity, commission, benefit or reward from either fellow staff, friends, students or the public for services rendered or to be rendered or contrived to be rendered.

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- 8.2 Any University staff shall not receive any monetary present or reward or favour from any source which could be seen as influencing a business relationship and even if offered unsolicited or otherwise, must be declined.
- 8.3 As a general principle, gifts of minor estimated value are acceptable. Where the estimated value of the gift is considered to be over TZS. 50,000/= such gift **SHOULD BE** declined. *The following nominal presents* (currently valued less than TZS 50,000/=) do not fall in the category of gifts;
- i. Items of intrinsic value which are intended solely for presentations such as greetings cards, trophies, calendars, diaries, pens, T-shirts and the like
 - ii. Anything of which the CUHAS employee pays or refunds its value and
 - iii. Anything paid for by the University
- 8.4 Material presents / rewards of any value (above 50,000/= TZS or Equivalent) other than token value, shall be declared to the Vice Chancellor depending on the value. The University shall, at its absolute discretion decide whether to allow the recipient to keep the present or direct the manner of disposal of the said present/reward.

Code 9: Business with Vested Interest/Conflict of Interest:

- 9.1 Each University staff is expected to avoid situations in which his or her financial or other personal interests or dealings are, or may be, in conflict with the interests of the University. Accordingly, the University expects its Employees to act its interest at all times
- 9.2 Staff shall NOT engage in any other business, commercial or investment activity that may conflict with their ability to perform their duties to the University. University staff must also NOT engage in any other activity (cultural, political, recreational, social, educational) which could reasonably conflict with the University's interests and interfere with the performance of their duties.
- 9.3 University staff must not use any University property, information, position, or opportunities arising from these for personal gains or to compete with or to tarnish the image of the University. Staff shall NOT engage in ANY activity, which could be detrimental to, or in competition with, the University's core activities. For the purpose of this code

“University property” means anything (material or object) that has been acquired by using the University’s name.

- 9.4 University staff with interest direct or otherwise in a company/enterprise which is proposed to be engaged to provide services to the University are required to inform the Vice Chancellor of the fact, whereafter the management shall decide whether or not to proceed with proposed engagement. Failure by any staff to caution management of their (staff) involvement in any company/enterprise proposed to be engaged by the University shall be a serious breach of the code of conduct.
- 9.5 No staff shall engage or propose to engage or recommend the engagement or participate in the engagement of any company or enterprise in which a staff has a vested interest prior to or without declaring such interest.
- 9.6 The University shall not procure the services of/from any company in which University staff or their families/kins have interests unless such procurement is through “open public tender” and a full evaluation of the situation reveals the University will run no risk of any kind, because of such procurement from a party in which staff have vested interest.
- 9.7 If in any meeting or discussion on University business, a staff member participating in the meeting/discussion has a vested interest in the subject being discussed, she/he shall declare her/his interest, where of those participating in the meeting shall decide whether or not she/he can participate in the decision making through open voting by a simple majority. The staff concerned will be informed of the decision and reason[s] thereof.

Code 10: Confidentiality and Secrecy

As a result of employment with the University, Employees may be entrusted with confidential information; with regard to the University and/or its affiliates, its students and other stakeholders. However;

- 10.1 The Vice Chancellor is the only spokesperson for the university or such other officer duly authorized by her/him, to discharge this function and in writing.
- 10.2 All or any information which is acquired by any staff by virtue of his/her employment is the property of the University. Such information may not be divulged to third parties without a written permission of the Vice Chancellor, unless such information is divulged in the normal course of transacting the University business.

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- 10.3 All staff must respect the privacy of staff and students and use any confidential information only for the purpose for which it was intended. Therefore, staff shall NOT disclose to unauthorized persons, official information, confidential or otherwise, which has been communicated to them in confidence from others without permission and shall, in that respect maintain confidentiality of official information even after they have left the service.

Code 11: Staff Allegiance (Commitment) to the University and Ethical Conduct / Behaviour,

- 11.1 Total staff loyalty to the University is paramount. All staff, at all times must conduct themselves in such manner as to uphold and enhance a good image of the University, its people, its vision/mission and what it stands for.
- 11.2 Staff shall conduct themselves in such a manner that even when they are out of office, their conducts do not bring CUHAS into disrepute. These include: -
- i. Substance abuse (drug or alcohol),
 - ii. Gambling
 - iii. Borrowing beyond ability to repay (pecuniary embarrassment),
 - iv. Disorderly conduct and association with disreputable elements of society
 - v. Senior Staff and above (Executives) borrowing from their junior staff
 - vi. Borrowing from the University above the normal allowed threshold

Code 12: Fraud

Fraud or the act or intent to cheat, trick, steal, deceive, or lie — is both dishonest and, in most cases, criminal.

- 12.1 University staff shall avoid any form of fraud including plagiarism, falsification of information, data/materials, piracy and the like. In this case plagiarism includes copied work without due acknowledgement, reproduction of materials or works not owned by oneself in part or in full, collusion in research or publication

12.2 Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee. *Some examples of Fraud include:*

- i. Submitting false reports,
- ii. Falsifying or fabricating data;
- iii. Impersonating University officers to deceive others
- iv. Passing on others work (stolen or otherwise) as one's own work
- v. Forging or altering cheques, examination results, certificates etc;
- vi. Misappropriating assets or misusing University property;
- vii. Unauthorized handling or reporting of transactions;
- viii. Inflating sales numbers
- ix. Purposeful purchasing of goods known to be defective or non-conforming;
- x. Making any entry on University records or financial statements that is not accurate and in accordance with proper accounting standards
- xi. Entering into unauthorized agreements to sell University Assets
- xii. Deceitfully using the University to enter into contracts for personal gain.

Code 13: Alcohol and Substance Abuse

13.1 The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is **STRICTLY** prohibited. However, possession of prescription medication for medical treatment is permitted.

13.2 There may be University-sponsored events where management approves the serving of alcoholic beverages. In these cases, all appropriate liquor laws must be followed, including laws regarding the prohibition of serving of alcohol to those under the legally permissible age. However, under all such cases, excessive drinking, intoxication and misbehavior at these events is prohibited and will be dealt with severely.

Code 14: Health and Safety

- 14.1 All Employees shall comply with the University health and safety norms as communicated to them from time to time.
- 14.2 Employees shall bring to the management's attention any workplace safety or health hazards that require actionable solutions.
- 14.3 Staff are highly encouraged to do health check-up once a year on their birthdays.

Code 15: Romantic Relationships:

- 15.1 Romantic/sexual relationships between staff and students are strictly prohibited (on and off-campus).
- 15.2 Sexually motivated relationships, expressions, passes or intimacy of whatever nature at the work place are prohibited.
- 15.3 Equally such intimacy outside the work place among employees that interferes with employees' work is highly discouraged.
- 15.4 Employees that are in un-officialized relationships are encouraged to officialize/formalize those relationships.
- 15.5 Couples who work together, should ensure that they limit their displays of affection to and deal with family issues, outside the workplace. Relationships should not interfere with the staff's work. Equally, staff with spouses who are not employees of the University, should not behave in a manner that would interfere with their work (in or outside campus).

Code 16: Harassment

The University is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, or gender. Employees are responsible for supporting the University in its endeavour to protect others from any form of such harassments.

- 16.1 The University has zero tolerance on Physical, Psychological, Verbal harassment and Sexual Harassment. Therefore, staff shall NOT engage in such behavior at any time, whether in the workplace or outside the workplace while in the employment of the University.

16.2 Wherever harassment occurs to any staff as a result of an act or omission by any third party or outsider, in the course of the staff's execution of one's duties; the University shall take all steps necessary and reasonable to assist such affected staff members in terms of support and preventive action.

16.3 Harassment in any form will not be tolerated. All issues pertaining to sexual harassment will be addressed in accordance to the provisions of the Gender and Sexual Harassment Policies.

Code 17: Legal Compliance

17.1 All Employees shall conduct their work in compliance with all applicable laws and regulations of the United Republic of Tanzania.

17.2 CUHAS employees shall familiarize themselves with existing rules, regulations, and procedures and appropriately abide by them.

PART B

18.0 APPLICATION, CONTROL AND IMPOSITION OF DISCIPLINARY PENALTIES FOR BREACH OF THE CODE OF CONDUCT

18.1 Formal Disciplinary Policy and Procedures

The University experience has seen that majority of staff perform well, conduct themselves reasonably and overcome minor problems without a need for formal disciplinary action. Initially problems are dealt with (e.g. Mentoring/Counselling) in the expectation that staff will give of their best once a deficiency is pointed out and that any difficulties can be overcome at the workplace level. Where the University has cause to believe that a good standard of performance has not been reached and maintained or that the Code of Conduct has otherwise been breached, formal disciplinary procedures shall be invoked against such staff.

18.2 Breach of the Code of Conduct

- 18.2.1 A breach of the Code of Conduct means any misconduct, action or commission or omission committed by a staff in contravention of obligations as stipulated above and as per employment contract. If established, misconduct may lead to warning or reprimand. Repeated or serious misconduct, if established, will lead to employment termination or summary dismissal.
- 18.2.2 Based on the objectives of the University Staff Code of Conduct, any breach will lead to application of the appropriate sanctions as stipulated in Staff Regulations and this Code.
- 18.2.3 A misconduct or repeated misconduct is a behaviour which undermines the contractual employment relationship between an employee and an employer. This threatens the well-being of the University as an organization or staff or students or a visitor. Examples of misconduct includes but not limited to the following: -
- i. Refusing to perform properly specified duties or to carry out lawful and reasonable instructions from superiors.

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- ii. Assaulting or threatening to assault your superior, a fellow employee, a student or a visitor on University premises.
 - iii. Behaving in a manner causing safety risks to staff, students or property such as smoking in areas specifically designated as hazardous or prohibited or unauthorized use of fire protection or safety equipment or such related items.
 - iv. Being affected by alcohol or “non-prescription” drugs while at work or at University premises.
 - v. Having unauthorized possession of, or removing property belonging to the University, another staff member, student or a visitor to the University.
 - vi. Willfully submitting a false claim on any matter for reimbursement or otherwise and / or any other deliberate falsification of University records or documents.
 - vii. Deliberately or recklessly acting or failing to act in a responsible manner resulting in damage to University or staff or student or visitor property.
 - viii. Repeatedly contravening the Code of Conduct.

All or any of the above breaches and the like shall result in the imposition of penalties under the disciplinary code by way of verbal and/or written warnings, fine, reprimand severe reprimand, employment termination and /or a summary dismissal in line with the application of the Employment Law.

PART C

18.0 STAFF RIGHTS AND OBLIGATIONS STAFF IN CASE OF DISCIPLINARY ACTION

18.1 University adherence to lawful procedures in invoking disciplinary action.

The University staff rights regarding a disciplinary action are provided for in the employment law, which developed the principles constituting procedural fairness for disciplinary actions at the work place. The University shall abide by them. For example, the principle of natural justice which provides: -

- Employee must receive a notice in writing of the specific allegation of misconduct and be given reasonable time to respond (maximum-14 days) in writing.
- There must be a real opportunity for the employee in person to appear so as to explain or refute the allegation before the Appointment/Disciplinary Authority / Committee of the University.
- The Appointment/Disciplinary Authority must act properly and ensure unbiased consideration of the employee written and verbal explanation before deciding.
- Disciplinary penalties to be invoked must be lawful.

18.2 DISCIPLINARY PENALTIES

18.2.1 Warning

18.2.1.1 Any staff is entitled to be warned about his or her disciplinary code breach and told of the manner in which performance or conduct must improve. Warnings may be given orally and/or in writing. The university shall confirm formal warnings in writing for record purpose and in accordance with the disciplinary code.

A formal warning will include but not limited to the following: -

- A statement of the problem.
- The university code/standard or policy breached.
- The corrective action required.
- The period within which the corrective action must be taken.
- Reference to the meeting(s) with the staff member and any explanation given by him.

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- The university staff Appointment/Disciplinary Authority decision.
 - The consequences of failure to take the required corrective action or any further breach.
 - Reference to any prior warnings; if any, in the past.

18.2.2 Suspension from Duty.

Where a disciplinary breach has occurred, the university may direct staff member not to remain at the work place (suspension). This is to allow this matter of concern to be thoroughly investigated. The terms and conditions of suspension will be guided by the employment law.

18.2.3 Termination on Disciplinary grounds

Any breach of the disciplinary code permitting a termination, such penalty will be invoked according to the University staff appointment/disciplinary procedures in line with the provisions of the employment Law.

PART D:

19.0 OFFENCES COMMITTED BY STAFF OTHER THAN OF DISCIPLINARY NATURE.

- 19.1 Any University staff who commits a criminal offence will be dealt with by the Republic.
- 19.2 Any University staff who has committed an offence of criminal nature [e.g. theft] at the work place, will be suspended immediately or appropriate disciplinary actions will be taken; and thereafter face court prosecution.

August 2018



**CHUO KIKUU CHA KIKATOLIKI CHA AFYA NA SAYANSI
SHIRIKISHI (CUHAS)**

KANUNI ZA MAADILI ZA WAFANYAKAZI

Agosti, 2018

Dibaji

Chuo Kikuu kinajitahidi kuwa na mazingira ya kufanyia kazi kwa wafanyakazi wake ambapo uaminifu, uadilifu na heshima kwa wafanyakazi wenzao, wanafunzi na wateja wa Chuo kikuu wakati wote unaangaliwa katika tabia binafsi na viwango vya mwenendo. Kwa wafanyakazi wa CUHAS kuwa na ufanisi na kuheshimiwa wanatakiwa kuenenda na kufuata Kanuni za Maadili za CUHAS zilizoelezwa (CCC-17), ambazo ni seti ya Kanuni 17 zinazoeleza kaida za kijamii na majukumu au taratibu za mtu mmoja/mfanyakazi. Kanuni hizo zinajumuish: - 1. Utambulisho wa Kikatoliki, 2. Kuheshimu Mamlaka, 3. Kanuni ya Mavazi, 4. Lugha/Mawasiliano, 5. Utaalamu, 6. Matumizi ya Rasilimali, 7. Kuwapo/Kutokuwapo Kazini, 8. Kukubali Zawadi na Tuzo, 9. Maslahi Binafsi, 10. Faragha na Siri, 11. Utii, Maadili, 12. Udanganyifu, 13. Matumizi Mabaya ya Pombe na Dawa, 14. Afya na Usalama, 15. Uhusiano wa Kimapenzi, 16. Unyanyasaji, na 17. Ufuataji wa Sheria.

Wafanyakazi wote wa Chuo Kikuu wanatarajiwa kuwa na maadili, kuwa waaminifu, wachapa kazi, kuridhisha na kuwa na nia njema wakati wote, kuzingatia kazi na majukumu yao, maslahi ya Chuo Kikuu na ustawi wa wafanyakazi wenzao, wanafunzi, jamii na wadau kwa ujumla. Wafanyakazi wanawajibika kwa Chuo Kikuu ili kuepuka matumizi mabaya ya madaraka, unyanyasaji, na migongano ya maslahi wakati wanatekeleza kazi na majukumu yao.

Malengo, Mawanda na Matumizi

- ix. Kanuni za Maadili zilizoelezwa humu zinadhamiria kutoa mwongozo kwa wafanyakazi wote wa Chuo Kikuu kuhusiana na viwango vya tabia/mwenendo unaotakiwa na Chuo Kikuu na kudhibiti mwenendo huo ili kuongezea au kujazia katika kanuni za watumishi na/au kanuni nyingine zozote zinazohusiana na mwenendo wa wafanyakazi mahali pa kazi.
- x. Kanuni hizi zimeandaliwa ili kuhakikisha kwamba Chuo Kikuu kinaendeshwa kwa ufanisi na vizuri, na kwamba wafanyakazi wanatendewa kwa haki na kwa usawa. Ni jitihada ya kueleza vizuri na kwa uwazi msimamo wa Chuo Kikuu ili kwamba hatua ya kinidhamu au marekebisho isiwe kama ya kushtukiza kwa wafanyakazi.
- xi. Kanuni hizi zinafafanua viwango vya chini vya mwenendo wa ajira na kueleza madhara ya kuzikiuka. Pia, kanuni zinaeleza haki za wafanyakazi.
- xii. Kutofuatwa kwa kanuni hizi za maadili au sehemu yake yoyote na mfanyakazi yeyote kutakuwa ni kukiuka kanuni ya maadili chini ya sheria ya ajira/mkataba na kutafuatiwa na adhabu inayoruhusiwa.
- xiii. Kanuni hizi za maadili, isipokuwa kama itaelezwa vinginevyo humu au mahali pengine palipoelezwa au vinginevyo muktadha utakavyohitaji, zitatumika kwa wafanyakazi wote wa Chuo Kikuu.

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- xiv. Baraza la Chuo Kikuu linaweza kurekebisha, kuongeza au kubatilisha kanuni au sehemu yake yoyote bila ya kutoa sababu. Usimamizi wa kila siku wa kanuni hizi na jukumu la ufafanuzi litakuwa la Menejimenti ya Chuo Kikuu.
- xv. Pale ambapo sehemu yoyote au kifungu cha kanuni hizi kina mgongano/kinakinzana na Sheria yoyote iliyotungwa au kanuni za Serikali au sheria na Miongozo ya Kanisa, masharti ya sheria hizo au kanuni au miongozo itatumika.
- xvi. Tarehe ya kuanza kutumika kwa Kanuni ni kuanzia siku ya kuidhinishwa na Baraza na kuelezwa kwa wafanyakazi wa Chuo Kikuu.

SEHEMU A

KANUNI ZA MAADILI ZA WAFANYAKAZI

Kanuni Namba 1: Utambulisho wa Katoliki

CUHAS ni Chuo Kikuu cha Kikatoliki; Bila kuathiri dini ya mtu, wakati wanatekeleza kazi zao kama wafanyakazi wa Chuo Kikuu, wafanyakazi wote watatakiwa kutanguliza Dhamira ya MMILIKI na kuheshimu **Maadili ya Kikatoliki** ambayo yanajumuisha lakini bila kikomo, mambo yafuatayo:-

8. Kuwaheshimu wamiliki wa taasisi na Kanisa Katoliki kwa ujumla
9. Kuheshimu utu wa binadamu kama kiumbe kinachoheshimiwa na Mungu **ambako** kunajuuisha:
 - i. Kuheshimu maisha ya binadamu kulingana na Mafundisho ya Kikatoliki
 - ii. Kuheshimu Uhuru wa kila Mtu
 - iii. Kuheshimu Uhuru wa Dini
10. Kuheshimu Uumbaji na Mazingira
11. Kupenda na Kusamehe
12. Haki na Amani
13. Kujali na Huruma
14. Ukweli na Uadilifu

Kanuni Namba 2: Kuheshimu Mamlaka

Mfanyakazi wa Chuo Kikuu, wakati wote lazima ajiheshimu na aenende katika namna inayoonesha heshima kwa wafanyakazi wenzake ambao wana vyeo vya juu katika mfumo wa madaraka wa Chuo Kikuu, bila kujali tofauti katika mishahara, umri na jinsia, au sifa nyingine zozote, ili mradi

wakati wote kwamba heshima inatolewa kwa ukubwa wa umri kama mila za Kiafrika/Kitanzania zinavyohitaji.

Kanuni Namba 3: Mavazi, Kitambulisho na vinavyofanana navyo:

2.4 Wafanyakazi wenye Sare

Wafanyakazi wote wa Chuo Kikuu, kwa nafasi zao za kipekee na/au mazingira ya kufanyia kazi, wanapewa sare au mavazi ya kujikinga n.k., wanatakiwa kuyavaa wakati wa kazi/saa za kazi. Vilevile, mavazi lazima yawe safi, nadhifu na kutunzwa vizuri.

2.5 Wafanyakazi wasio na Sare.

Wafanyakazi wote wa Chuo Kikuu lazima wavae vizuri nguo safi, nadhifu, zenye staha, za kupendeza na zilizotunzwa vizuri (usafi binafsi), kulingana na taratibu za ofisi zinazokubalika.

2.6 Wafanyakazi wote wa Chuo Kikuu lazima wavae **Vitambulisho vinavyoonekana wazi wakati wa saa za kazi na kila wanapokuwa ndani ya maeneo ya taasisi.**

Kanuni namba 4: Lugha / Mawasiliano:

3.3 Wafanyakazi wasiofundisha

Lugha zitakazotumika ni Kiswahili na Kiingereza tu. Lugha nyingine, lahaja na lugha za ishara hazitatumika katika mawasiliano rasmi. Mazungumzo yatafanyika kwa sauti za chini. Hairuhusiwi kutumia lugha ya msimu/kundi maalumu, ya unyanyasaji/isiyo ya heshima.

3.4 Wafanyakazi wanaofundisha

Lugha ya Kiingereza ni lugha rasmi ya kufundishia katika Chuo Kikuu.

Kanuni Namba 5: Utaalamu:

Chuo Kikuu kinaunga mkono maadili ya msingi yafuatayo, ambayo lazima yafuatwe na Wafanyakazi wakati wanapotekeleza majukumu yao:

(1) *Usawa na Haki*

(2) *Viwango vya Utaalamu, Taratibu za Maadili*

(3) *Umahiri wa Taaluma*

(4) *Uhuru wa Taaluma*

(5) *Ubunifu*

(6) Kuheshimu na Kutii Sheria na Katiba ya Nchi

(7) Kuendeleza Utambulisho wa Kikatoliki

5.3 Mwenendo binafasi na wa kitaalamu wa Mfanyakazi unatarajiwa kuthibitisha viwango vya juu vinavyotarajiwa kwa watu katika vyeo vyao. Katika kutekeleza kwa uwezo wa hali ya juu, wafanyakazi wa CUHAS katika majukumu yao watatoa huduma zenye ubora wa hali ya juu kulingana na dhamira ya CUHAS. Katika kufanya hivyo:-

- vi. Wataahidi na kufuata viwango vya utaalamu katika eneo lao la kazi na katika kuchangamana na wateja au wafanyakazi wengine wa Chuo Kikuu
- vii. Wataahidi kudumisha viwango vya hali ya juu vya uadilifu na ukweli katika kazi yao kwa kufuata viwango vya kimaadili na kisheria
- viii. Watafuata Kanuni na Maadili ya utaalamu wao unaohusika; na kuwa mfano wa kuigwa na wale walio chini ya usimamizi wao
- ix. Kutumia kanuni za jamii kulingana na sifa au utaalamu katika utekelezaji wa kazi za mtu na uhusiano na wadau
- x. Kuwaheshimu wafanyakazi wenzake na haki zao ikijumuisha haki ya faragha hasa anaposhughulikia taarifa nyeti na za binafsi.

5.4 Wafanyakazi wanawajibika kwa chuo kikuu kuwa na sifa zote (ikijumuisha kudahiliwa na mamlaka sahihi na vyeti vya mazoezi kila mwaka pale inapofaa) ambazo ni muhimu kwa ajili ya utekelezaji wa kazi zao kisheria na kiutaalamu.

Kanuni Namba 6: Matumizi ya Rasilimali, Huduma na Kuepuka Madeni:

6.5 Wafanyakazi wote wanawajibika kwa Chuo Kikuu kutotumia, wala kuruhusu matumiai ya mali za Chuo Kikuu, rasilimali au fedha kwa madhumuni tofauti na yaliyoidhinishwa.

6.6 Wafanyakazi lazima wapunguze matumizi ya Kompyuta na Kutumia Intaneti kwa madhumuni yanayohusiana na kazi. Wafanyakazi wasitumie muda wa kazi kuingia katika Mitandao ya Kijamii, Blogu binafsi au Tovuti za Biashara Mtandaoni. Waajiri wanaweza kufuatilia ufunguaji wa tovuti zisizofaa na kukemea matumizi mabaya ya teknolojia na huduma nyingine. Pia, wafanyakazi wapunguze simu zitumike kwa madhumuni ya kazi.

6.7 Wafanyakazi wa Chuo Kikuu hawana mamlaka ya kuingia deni lolote kwa ajili na kwa niaba ya Chuo Kikuu bila ya ridhaa yoyote ya maandishi ya Bodi ya Wadhamini.

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- 6.8 Wafanyakazi wa Chuo Kikuu wanatakiwa au wanatarajiwa kuwa na nidhamu ya hali ya juu katika kusimamia mapato yao ili kuepuka kupata matatizo ya kifedha.

Kanuni Namba 7: Kuwapo na/au Kutokuwapo mahali pa kazi

Wafanyakazi wanawajibika kwa Chuo Kikuu kuwapo kazini kama inavyotakiwa na kutokuwapo mahali pa kazi kwa idhini ya MAANDISHI inayofaa na sababu za msingi.

Wafanyakazi wanawajibika kwa Chuo Kikuu kufanya kazi zao katika namna yenye ufanisi, inayofaa na kwa uhodari, na kuendeleza viwango vya utendaji vilivyotajwa pamoja na kufuata kihalali na kimatiki sera, taratibu, sheria, maelekezo, amri au mwongozo wa mwajiri n.k. na kufanya kazi kama inavyoelekezwa.

7.3 Wakati wa saa za kazi kama unaondoka mahali pa kazi kwa sababu nyingine yoyote tofauti na kwenda uwani:

- 7.3.1 Maofisa wenye Makatibu Muhtasi au Wasimamizi wataacha ujumbe kwa Makatibu Muhtasi wao kuhusu mahali wanapokwenda na muda wanaotarajia kurudi. Wafanyakazi wengine wote watawataarifu wasimamizi wao na kama hawapo watawataarifu Makatibu Muhtasi wa Shule, Taasisi, Kurugenzi au Idara.

7.4 Katika tukio ambapo mfanyakazi hafiki kazini kwa sababu yoyote ile:

- 7.4.1 Wafanyakazi wengine wote wataweza kupata na kutumia njia zozote ndani ya uwezo wao kueleza kwa wasimamizi wao, taarifa kuhusiana na kutokuwapo kwao na sababu za kutofika.

- 7.4.2 Mfanyakazi yeyote wa Chuo Kikuu anaweza kuitwa kuja kazini wakati wowote. Kwa hiyo, mfanyakazi yoyote wa Chuo Kikuu anayekusudia kusafiri mbali na mahali alipoajiriwa [kituo cha kazi], atamtaarifu msimamizi wake mapema kuhusu safari hiyo bila kujali kama safari hiyo itafanyika nje ya saa za kazi au siku zisizo za kazi (mwisho wa wiki/sikukuu).

Kanuni Namba 8: Kukubali Zawadi/Manufaa na Tuzo:

- 8.5 Mfanyakazi yeyote wa Chuo Kikuu hatashawishi, kuomba, kudai au kukubali ada yoyote, zawadi, bahashishi, kamisheni, faida au tuzo kutoka

kwa ama mfanyakazi mwenzake, marafiki, wanafunzi au umma kwa huduma zilizotolewa au zitakazotolewa au zinazopangwa kutolewa.

- 8.6 Mfanyakazi yeyote wa Chuo Kikuu hatapokea zawadi yoyote ya fedha au tuzo au upendeleo kutoka chanzo chochote ambacho kinaweza kuonekana kushawishi uhusiano wa kikazi na hata kama imetolewa bila kushawishi au vinginevyo, lazima ikataliwe.
- 8.7 Kama kanuni ya jumla, zawadi zinazokadiriwa kuwa na thamani ndogo zinakubaliwa. Ambapo thamani ya zawadi inayokadiriwa kuwa zaidi ya TZS. 50,000/= zawadi hiyo **INAPASWA** kukataliwa. **Zawadi ndogo zifuatazo** (zenye thamani ya chini ya TZS 50,000/=) haziko katika kundi la zawadi zinazokataliwa;
- iv. Vitu vyenye thamani ndogo sana ambavyo vimekusudiwa pekee kwa ajili ya uwasilishaji kama vile kadi za salamu, tuzo za ushindi, kalenda, shajara, kalamu, fulana na nyingine kama hizo
 - v. Chochote ambacho mfanyakazi wa CUHAS analipa ua kurejesha thamani yake, na
 - vi. Chochote kinacholipwa na Chuo Kikuu
- 8.8 Zawadi/tuzo za vitu vyenye thamani yoyote (zaidi ya TZS 50,000/= au Inayolingana) tofauti na thamani ya zawadi/ndogo, itaelezwa kwa Makamu Mkuu wa Chuo kutegemeana na thamani yake. Chuo Kikuu, kwa uamuzi wake wa wazi, kitaamua kama kimruhusu mpokeaji kuchukua zawadi au kuelekeza namna ya kuondoa zawadi/tuzo hiyo.

Kanuni Namba 9: Biashara kwa Maslahi Binafsi/Mgongano wa Maslahi:

- 9.8 Kila mfanyakazi wa Chuo Kikuu anatarajiwa kuepuka mazingira ambapo maslahi yake ya kifedha au maslahi mengine binafsi au biashara yanagongana, au yanaweza kuwa na mgongano na maslahi ya Chuo Kikuu. Vivyo hivyo, Chuo Kikuu kinatarajia wafanyakazi wake kutenda kwa maslahi yake wakati wote.
- 9.9 Wafanyakazi HAWATAJIHUSISHA katika shughuli nyingine yoyote, biashara au shughuli ya uwekezaji ambayo inaweza kuingiliana na uwezo wao wa kufanya shughuli zao katika Chuo Kikuu. Pia, wafanyakazi wa Chuo Kikuu WASIJIHUSISHE katika shughuli nyingine yoyote (ya kiutamaduni, kisiasa, burudani, kijamii, kielimu) ambazo zinaweza kugongana na maslahi ya Chuo Kikuu na kuingilia utendaji wa kazi zao.

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- 9.10 Wafanyakazi wa Chuo Kikuu wasitumie mali yoyote ya Chuo Kikuu, taarifa, cheo au fursa zinazotokana na hayo kwa manufaa binafsi au kushindana au kuharibu sifa ya Chuo Kikuu. Wafanyakazi HAWATAJIHUSISHA katika shughuli YOYOTE, ambayo inaweza kuwa na madhara au kuwa katika ushindani na shughuli za msingi za Chuo Kikuu. Kwa madhumuni ya Kanuni hizi, “mali za Chuo Kikuu” maana yake ni kitu chochote (kinachoonekana au kisichoonekana) ambacho kilipatikana kwa kutumia jina la Chuo Kikuu.
- 9.11 Wafanyakazi wa Chuo Kikuu wenye maslahi ya moja kwa moja au vinginevyo katika kampuni/biashara ambayo inapendekezwa kuhusishwa kutoa huduma kwa Chuo Kikuu wanatakiwa kumtaarifu Makamu Mkuu wa Chuo kuhusiana na hilo, baada ya hapo menejimenti itaamua kama iendelee au isiendelee na uhusishwaji uliopendekezwa. Kushindwa kwa mfanyakazi yeyote kuifahamisha menejimenti kuhusu (mfanyakazi) wao kujihusisha katika kampuni/biashara yoyote inayopendekezwa kupewa kazi na Chuo Kikuu, utakuwa ni ukiukaji mkubwa wa kanuni za maadili.
- 9.12 Hakuna mfanyakazi atakayejihusisha au kupendekeza kujihusisha au kupendekeza uhusishwaji au kushiriki katika shughuli ya kampuni yoyote au biashara ambapo mfanyakazi ana maslahi binafsi kabla ya kutaja au bila ya kutamka maslahi hayo.
- 9.13 Chuo Kikuu hakitanunua bidhaa ya kampuni/kutoka katika kampuni yoyote ambayo mfanyakazi wa Chuo Kikuu au wanafamilia wake/ndugu wa karibu wana maslahi isipokuwa kama ununuzi huo ni kupitia “zabuni ya umma ya wazi” na tathmini kamili ya mazingira inaonyesha Chuo Kikuu hakitapata matatizo ya aina yoyote, kwa sababu ya ununuzi huo kutoka upande ambao mfanyakazi ana maslahi binafsi.
- 9.14 Endapo katika mkutano wowote au majadiliano katika shughuli ya Chuo Kikuu, mfanyakazi anayeshiriki katika mkutano/majadiliano ana maslahi binafsi katika jambo linalojadiliwa, atatangaza maslahi yake, ambapo wale wanaoshiriki katika mkutano wataamua kama anaweza kushiriki au kutoshiriki katika kufanya uamuzi kupitia kura ya wazi ya idadi ya waliopo. Mfanyakazi anayehusika atataarifiwa kuhusu uamuzi na sababu za uamuzi huo.

Kanuni Namba 10: Faragha na Siri

Kutokana na ajira katika Chuo Kikuu, Wafanyakazi wanaweza kukabidhiwa taarifa za siri; kuhusiana na Chuo Kikuu na/au washirika wake, wanafunzi wake na wadau wengine. Hata hivyo;

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- 10.4 Makamu Mkuu wa Chuo ni msemaji pekee wa Chuo Kikuu au ofisa mwingine yeyote atakayemuidhinisha ipasavyo kufanya kazi hiyo na kwa maandishi.
- 10.5 Taarifa zote au zozote ambazo mfanyakazi yeyote anazipata kutokana na ajira yake ni mali ya Chuo Kikuu. Taarifa hizo hazitatolewa kwa watu wengine bila ya idhini ya maandishi ya Makamu Mkuu wa Chuo, isipokuwa kama taarifa hizo zinatolewa katika utaratibu wa kawaida wa kufanya shughuli za Chuo Kikuu.
- 10.6 Wafanyakazi wote lazima waheshimu faragha za wafanyakazi na wanafunzi na kutumia taarifa zozote za siri kwa madhumuni tu ambayo yalikusudiwa. Kwa hiyo, wafanyakazi HAWATAELEZA kwa watu wasioidhinishwa, taarifa za kiofisi, za siri au vinginevyo, ambazo wameelezwa kwa siri kutoka kwa wengine bila ya idhini na, kutokana na hilo, watatakiwa kutunza siri za taarifa za kiofisi hata baada ya ya kuacha kazi.

Kanuni Namba 11: Utii wa wafanyakazi (Kujituma) kwa Chuo Kikuu na Tabia/Maadili,

- 11.3 Uadilifu wa jumla wa wafanyakazi kwa Chuo Kikuu ni muhimu. Wafanyakazi wote, wakati wote lazima waenende katika namna ya kuunga mkono na kuendeleza sifa nzuri ya Chuo Kikuu, watu wake, dira/dhamira yake na msimamo wake.
- 11.4 Wafanyakazi wataenenda katika namna ambayo hata wakati wanapokuwa nje ya ofisi, tabia zao haziiletei CUHAS sifa mbaya. Hizi zinajumuisha:-
- vii. Matumizi mabaya ya dawa (dawa au pombe),
 - viii. Kucheza kamari
 - ix. Kukopa kiasi kikubwa cha kushindwa kulipa (matatizo ya kifedha),
 - x. Tabia ya vurugu na kujihusisha na masuala ya jamii yanayotia shaka
 - xi. Wafanyakazi waandamizi na walio juu yao (Watendaji wakuu) kukopa kwa wafanyakazi walio chini yao
 - xii. Kukopa kutoka Chuo Kikuu kiasi kinachozidi kiwango kinachoruhusiwa.

Kanuni Namba 12: Udanganyifu

Udanganyifu au kitendo au nia ya udanganyifu, ujanja, kuiba, kulaghai au uongo — yote ni kukosa uaminifu na, mara nyingi, uhalifu.

12.3 Wafanyakazi wa Chuo Kikuu wataepuka aina yoyote ya udanganyifu ikijumuisha wizi wa maandishi, kughushi taarifa, data/maandiko, wizi wa hakimiliki na unaofanana na huo. Kwa hali hiyo wizi wa maandishi unajumuisha kazi iliyonakiliwa bila ya kumtambua mwenye kazi, kutoa nakala ya maandiko au kazi usiyoimiliki sehemu yake au yote, njama katika utafiti au chapisho.

12.4 Vitendo vya makusudi vya udanganyifu vitachukuliwa hatua kali za kinidhamu, ikijumuisha kufukuzwa kazi ikiwezekana hatua za madai na/au jinai dhidi ya Mfanyakazi anayehusika. ***Baadhi ya mifano ya udanganyifu inajumuisha:***

- xiii. Kuwasilisha ripoti zisizo sahihi,
- xiv. Kughushi au kubuni data;
- xv. Kujidai ni maofisa wa Chuo kikuu ili kuwadanganya wengine
- xvi. Kutumia kazi za wengine (zilizoibwa au vinginevyo) kama kazi yako
- xvii. Kughushi au kubadilisha hundi, matokeo ya mitihani, vyeti n.k.
- xviii. Kufuja rasilimali au kutumia vibaya mali za Chuo Kikuu;
- xix. Kushughulikia bila idhini au kuripoti shughuli;
- xx. Kuongezea idadi ya mauzo;
- xxi. Kununua bidhaa kwa makusudi zinazojulikana kuwa na kasoro au kinyume na makubaliano;
- xxii. Kufanya maingizo yoyote katika kumbukumbu za Chuo Kikuu au taarifa za fedha ambazo sio sahihi na kulingana na viwango vizuri vya utunzaji hesabu;
- xxiii. Kuingia katika makubaliano yasiyoidhinishwa ya kuuza Mali za Chuo Kikuu;
- xxiv. Udanganyifu kwa kutumia Chuo Kikuu kuingia katika mikataba kwa manufaa binafsi.

Kanuni Namba 13: Matumizi Mabaya ya Pome na Dawa

13.3 Kutumia au kuwa na kilevi, dawa haramu na dawa nyingine zinazodhibitiwa mahali pa kazi na kuwa umetumia dawa hizo kazini na

wakati wa saa za kazi kunakatazwa KABISA. Hata hivyo, kuwa na dawa zilizoелеkezwa kwa ajili ya matibabu inaruhusiwa.

- 13.4 Kunaweza kuwa na matukio yanayodhaminiwa na Chuo Kikuu ambapo menejimenti imeidhinisha utoaji wa vinywaji vyenye kilevi. Katika matukio hayo, sheria zote za pombe zinazohusika lazima zifuatwe, ikijumuisha sheria kuhusiana na katazo la kutoa pombe kwa wale walio chini ya umri usioruhusiwa kisheria. Hata hivyo, katika matukio yote kama hayo, kunywa kupita kiasi, kulewa na utovu wa nidhamu katika matukio hayo kunakatazwa na kutashughulikiwa vikali.

Kanuni Namba 14: Afya na Usalama

- 14.4 Wafanyakazi wote watafuata kanuni za afya na usalama za Chuo Kikuu kama zinavyoelezwa kwao katika vipindi mbalimbali.
- 14.5 Wafanyakazi wataieleza menejimenti hatari zozote za usalama na afya mahali pa kazi ambazo zinahitaji hatua za masuluhisho.
- 14.6 Wafanyakazi wanahamasishwa kufanya uchunguzi wa afya mara moja kwa mwaka wakati wa kumbukumbu ya siku zao za kuzaliwa.

Kanuni Namba 15: Uhusiano wa Kimapenzi:

- 15.6 Uhusiano wa kimapenzi/kingono baina ya wafanyakazi na wanafunzi unakatazwa kabisa (ndani na nje ya kampasi).
- 15.7 Uhusiano unaochochea ngono, maneno, kujirahisisha au uhusiano wa karibu wa aina yoyote mahali pa kazi unakatazwa.
- 15.8 Vivyo hivyo, uhusiano kama huo nje ya mahali pa kazi miongoni mwa wafanyakazi ambao unaingilia kazi ya wafanyakazi unakatazwa kabisa.
- 15.9 Wafanyakazi ambao wako katika uhusiano usio rasmi wanahamasishwa kurasimisha uhusiano huo.
- 15.10 Wenzi wanaofanya kazi pamoja wahakikishe kwamba wanapunguza kuonyesha hisia zao na kushughulikia masuala ya familia, nje ya mahali pa kazi. Uhusiano usiingilie kazi za watumishi. Vilevile, wafanyakazi wenye wenzi ambao sio wafanyakazi wa Chuo Kikuu wasitende katika namna ambayo itaingilia kazi zao (ndani au nje ya kampasi).

Kanuni Namba 16: Unyanyasaji

Chuo Kikuu kinaahidi kutoa mazingira ya kazi ambayo hayana tabia zisizofaa za aina zote za unyanyasaji kwa kuzingatia umri, ulemavu wa mwili, hadhi ya ndoa, rangi, dini, tabaka, jinsi au jinsia. Wafanyakazi wanawajibika kukiunga mkono Chuo Kikuu katika jitihada zake za kuwalinda wengine kutokana na aina yoyote ya unyanyasaji.

- 16.4 Chuo Kikuu hakivumilii unyanyasaji wa Kimwili, Kisaikolojia, kimaneno na Unyanyasaji wa Kingono. Kwa hiyo, wafanyakazi HAWATAJIHUSISHA katika tabia kama hiyo wakati wowote, iwe mahali pa kazi au nje ya mahali pa kazi wakati wakiwa katika ajira ya Chuo Kikuu.
- 16.5 Kila unyanyasaji unapotokea kwa mfanyakazi yeyote kutokana na kutenda au kutotenda kwa mtu mwingine yeyote au mgeni, wakati wa mfanyakazi kutekeleza kazi zake; Chuo Kikuu kitachukua hatua zote muhimu na zinazofaa kusaidia wafanyakazi walioathirika kuhusiana na hatua za kusaidia na kuzuia.
- 16.6 Unyanyasaji wa aina yoyote hautavumiliwa. Masuala yote yanayohusiana na unyanyasaji wa kingono hayataavumiliwa. Masuala yote yanayohusiana na unyanyasaji wa kingono yatashughulikiwa kulingana na masharti ya Sera za Unyanyasaji wa Jinsia na Unyanyasaji wa Kingono.

Kanuni Namba 17: Kufuata Sheria

- 17.3 Wafanyakazi wote watafanya kazi zao kulingana na sheria na kanuni zote zinazohusika za Jamhuri ya Muungano wa Tanzania.
- 17.4 Wafanyakazi wa CUHAS watajelimisha wenyewe kwa sheria, kanuni na taratibu zilizopo na kuzifuata ipasavyo.

SEHEMU B

18.0 MATUMIZI, UDHIBITI NA UTOAJI WA ADHABU ZA KINIDHAMU KWA UKIUKAJI WA KANUNI ZA MAADILI

18.3 Sera na Taratibu Rasmi za Kinidhamu

Uzoefu wa Chuo Kikuu umeshuhudia kwamba wafanyakazi walio wengi wanafanya kazi vizuri, wana tabia nzuri na kukabiliana na matatizo madogo bila ya kuhitaji hatua rasmi za kinidhamu. Kimsingi matatizo yanashughulikiwa (mf. Ushauri/Unasihi) kwa matarajio kwamba wafanyakazi watajitahidi kadri ya uwezo wao mara tu upungufu utakapoonyeshwa na kwamba matatizo yoyote yanaweza kukabiliwa katika ngazi ya mahali pa kazi. Pale ambapo Chuo Kikuu kina sababu ya kuamini kwamba kiwango kizuri cha utendaji hakikufikiwa na kudumishwa au kwamba Kanuni za Maadili vinginevyo zimekiukwa, taratibu rasmi za kinidhamu zitachukuliwa dhidi ya mfanyakazi huyo.

18.4 Kukiuka Kanuni za Maadili

- 18.4.1 Kukiuka Kanuni za Maadili inamaanisha mwenendo wowote mbaya, kitendo au kutenda au kutotenda kunakofanywa na mfanyakazi katika ukiukaji wa wajibu kama ilivyoielezwa hapo juu na kwa mujibu wa mkataba wa ajira. Kama itajulikana, mwenendo mbaya unaweza kusababisha kupewa onyo au karipio. Kurudia kosa au utovu mkubwa wa nidhamu, kama ukigundulika, utasababisha kusimamishwa kazi au kufutwa kazi papo hapo.
- 18.4.2 Kwa kuzingatia malengo ya Kanuni za Maadili za Wafanyakazi wa Chuo Kikuu, ukiukaji wowote utasababisha kutumika kwa adhabu zinazofaa kama ilivyoielezwa katika Kanuni za Utumishi na katika Kanuni hizi.
- 18.4.3 Utovu wa nidhamu au kujirudia kwa utovu wa nidhamu ni tabia ambayo inadhoofisha uhusiano wa kimkataba wa ajira kati ya mfanyakazi na mwajiri. Hali hiyo inatishia ustawi wa Chuo Kikuu kama taasisi au wafanyakazi au wanafunzi au mgeni. Mifano ya utovu wa nidhamu inajumuisha ifuatayo, lakini bila kikomo: -
- ix. Kushindwa kufanya vizuri kazi zilizoainishwa au kutofuata maelekezo ambayo ni halali na ya kuridhisha yanayotolewa na wasimamizi.

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- x. Kumshambulia au kutishia kumshambulia msimamizi wako, mfanyakazi mwenzako, mwanafunzi au mgeni katika maeneo ya Chuo Kikuu.
 - xi. Kutenda katika namna inayosababisha hatari ya usalama kwa wafanyakazi, wanafunzi au mali kama vile kuvuta sigara katika maeneo yaliyotengwa kama yenye hatari au yanayokatazwa au matumizi yasiyoruhusiwa ya uzuiaji wa moto au vifaa vya usalama au vifaa vinavyofanana na hivyo.
 - xii. Kuathiriwa na pombe au dawa “zisizoagizwa na daktari” unapokuwa kazini au katika maeneo ya Chuo Kikuu.
 - xiii. Kumiliki bila idhini, au kuondoa mali inayomilikiwa na Chuo Kikuu, mfanyakazi mwingine, mwanafunzi au mgeni wa Chuo Kikuu.
 - xiv. Kuwasilisha madai ya uongo kwa kukusudia kuhusu jambo lolote kwa ajili ya kulipwa au vinginevyo na/au udanganyifu mwingine wowote wa kumbukumbu au nyaraka za Chuo Kikuu.
 - xv. Kutenda kwa makusudi au kwa uzembe au kushindwa kutenda katika namna ya kuwajibika kunakosababisha madhara kwa mali ya Chuo Kikuu au mfanyakazi au mwanafunzi au mgeni.
 - xvi. Kurudia kukiuka Kanuni za Maadili.

Ukiukaji wote au wowote kati ya uliyotajwa hapo juu na unaofanana nao utasababisha kupewa adhabu kwa mujibu wa kanuni za nidhamu kwa njia ya onyo la mdomo na/au maandishi, faini, karipio, karipio kali, kusimamishwa kazi na/au kufukuzwa papo hapo kulingana na matumizi ya Sheria ya Ajira.

SEHEMU C

18.0 HAKI ZA WAFANYAKAZI NA WAJIBU WA WAFANYAKAZI ENDAPO HATUA YA KINIDHAMU ITACHUKULIWA

18.3 Chuo Kikuu kufuata taratibu za kisheria katika kuchukua hatua za kinidhamu.

Haki za wafanyakazi wa Chuo Kikuu kuhusiana na hatua ya kinidhamu zimeelezwa katika sheria ya ajira, ambayo inaandaa kanuni zinazounda taratibu za haki kwa hatua za kinidhamu mahali pa kazi. Chuo Kikuu kitafuata taratibu hizo. Kwa mfano, kanuni ya kufanya uamuzi wa haki ambayo inaeleza:-

- Mfanyakazi lazima apate taarifa ya maandishi ya tuhuma mahususi ya utovu wa nidhamu na apewe muda wa kutosha kujibu kwa maandishi (muda usiopungua siku14).
- Lazima kuwe na fursa kwa mfanyakazi mwenyewe kuwepo ili kueleza au kukanusha tuhuma mbele ya Mamlaka ya Ajira/Nidhamu/Kamati ya Chuo Kikuu.
- Mamlaka ya Ajira/Nidhamu lazima ichukue hatua ipasavyo na kuhakikisha hakuna upendeleo katika maelezo ya mfanyakazi ya maandishi na ya mdomo kabla ya kuamua.
- Adhabu za kinidhamu zitakazotolewa lazima ziwe za kisheria.

18.4 ADHABU ZA KINIDHAMU

18.4.1 Onyo

18.4.1.1 Mfanyakazi yeyote anastahili kuonywa kuhusiana na kukiuka kanuni ya nidhamu na kuelezwa namna ambavyo utendaji au tabia lazima iboreshwe. Maonyo yanaweza kutolewa kwa mdomo na/au kwa maandishi. Chuo Kikuu kitathibitisha maonyo rasmi kwa maandishi kwa ajili ya kumbukumbu na kwa mujibu wa kanuni ya nidhamu.

Onyo rasmi litajumuisha lakini bila kikomo mambo yafuatayo:-

- Maelezo ya tatizo.
- Kanuni/kiwango au sera ya Chuo Kikuu iliyokiukwa.
- Hatua ya marekebisho inayotakiwa.
- Kipindi ambacho hatua ya marekebisho lazima ichukuliwe.

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- Kumbukumbu ya mikutano na mfanyakazi na maelezo yoyote aliyoyatoa.
 - Uamuzi wa Mamlaka ya Ajira/Nidhamu ya Chuo Kikuu.
 - Madhara ya kushindwa kuchukua hatua za marekebisho au ukiukaji mwingine zaidi.
 - Kumbukumbu ya maonyo yoyote yaliyotangulia; kama yapo ya nyuma.

18.4.2 Kusimamishwa Kazi.

Pale ambapo ukiukaji wa kinidhamu umetokea, Chuo Kikuu kinaweza kumwelekeza mfanyakazi kutoendelea kuwapo mahali pa kazi (kusimamishwa). Hii ni kuruhusu jambo hili linalohusika kuchunguzwa kwa kina. Kanuni na masharti ya kusimamishwa yataongozwa na sheria ya ajira.

18.4.3 Kufukuzwa kazi kwa Sababu za kinidhamu

Ukiukaji wowote wa kanuni ya maadili unaosababisha kufukuzwa kazi, adhabu hiyo itatolewa kulingana na taratibu za ajira ya wafanyakazi/nidhamu za Chuo Kikuu kulingana na masharti ya Sheria ya ajira.

SEHEMU D:

19.0 MAKOSA YANAYOFANYWA NA MFANYAKAZI TOFAUTI NA YALE YA KINIDHAMU

19.3 Mfanyakazi yeyote wa Chuo Kikuu anayefanya kosa la jinai atashughulikiwa na Jamhuri.

19.4 Mfanyakazi wa Chuo Kikuu ambaye amefanya kosa la jinai [mf. wizi] mahali pa kazi, atasimamishwa kazi mara moja au hatua za kinidhamu zinazofaa zitachukuliwa; na baada ya hapo atashtakiwa mahakamani.

Agosti 2018