



# **JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

## **Ethics and Integrity Policy**

October 2016

## **Jaramogi Oginga Odinga University of Science and Technology**

### **ETHICS AND INTEGRITY POLICY**

**2016**

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Vice-Chancellor, Secretary to Council      Date  
Prof. S. G. Agong'

 16/12/2016

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Chairman of Council      Date  
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## TABLE OF CONTENTS

TABLE OF CONTENTS .....	4
PREAMBLE .....	5
ACKNOWLEDGEMENT .....	6
LIST OF ABBREVIATIONS AND ACRONYMS .....	7
Foreword .....	8
1 Introduction .....	9
2 Vision and Mission .....	9
3 The Core Values .....	10
4 Culture and Ethics .....	11
5 Why and How Corruption Occurs .....	11
6 Corruption Prevention .....	12
7 Corruption Risk Management .....	12
8 Corruption Risk Assessment .....	12
9 Statement of Action .....	12
10 Scope and Applicability .....	13
11 Implementation and Enforcement .....	14

## **PREAMBLE**

The formulation of this policy is a landmark in the commitment of JOOUST to prevent corruption within its boundaries and involving its stakeholders. This process involved the development of the JOOUST Code of Ethical Principles and Conduct 2013 for University Staff; establishment of the Corruption Prevention Committee and appointment of its members; training of JOOUST staff and sensitization of new students on corruption prevention; installation of Anti-Corruption boxes in the University and its Learning Centres; carrying out a corruption prevention survey by external consultants (which revealed insignificant levels of corruption across the departments) and ensuring that all Schools, Directorates, Departments and all functional units within the University submit annual corruption prevention plans and corruption prevention reports at the end of each quarter. This policy demonstrates the unwavering commitment of the University Management Board and the University community to prevent, fight (where it exists), monitor and report incidence of corruption to ensure and nurture positive and healthy ethical practices.

## **ACKNOWLEDGEMENT**

The Ethics and Anti-Corruption Commission for sensitization and guidance on drafting both code of conduct and ethics and the policy document; the University Management Board for steadfast support; Senate for comments and approval of the policy; and the University Corruption Prevention Committee for drafting the document and the entire University Community for cooperation.

## **LIST OF ABBREVIATIONS AND ACRONYMS**

BUC	Bondo University College
CPC	Corruption Prevention Committee
CRA	Corruption Risk Assessment
CRM	Corruption Risk Management
JOOUST	Jaramogi Oginga Odinga University of Science and Technology
UMB	University Management Board
VC	Vice-Chancellor

## **Foreword**

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is the successor of Bondo University College (BUC) which was created as a Constituent College of Maseno University through Legal Order No. 56 of 2009 of 11<sup>th</sup> May 2009. The University is a premier institution of higher learning offering relevant and high quality market driven academic programs for steering socio-economic development. The University focuses on the development of Kenya's rich cultural heritage and the utilization of the vast natural resources for academic advancement and research purposes premised on improving the socio-economic status of communities. The University is a centre of excellence in Training, Research and Community Outreach. This policy is a roadmap towards achieving the noble goal of corruption prevention both in the medium term and long-term and will also contribute towards national corruption prevention.

JOOUST's goals and activities are guided by the principles of integrity to promote humanity through training, research and community outreach. It is our belief that this can be achieved by providing quality university education that nurtures creativity and innovation by holding high ethical values to make JOOUST a corruption free zone.

This policy document sets out our strategy to ensure that acceptable levels of integrity and work ethics are nurtured at the work place as a general mutual effort for the entire university community in all campuses and learning centers. The policy also forms the basis for performance benchmarking, self-actualization, progress review at the departments and divisions.

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**Professor Stephen G. Agong' Ph.D., FAAS**

The Vice Chancellor

Jaramogi Oginga Odinga University of Science and Technology

## 1 Introduction

The core functions of Jaramogi Oginga Odinga University that shall be guided by this policy are:

- a) To provide directly or in collaboration with other institutions of higher learning, facilities for university education (including technological, scientific and professional education), the integration of teaching, research and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- b) To participate in the discovery, transmission and preservation and enhancement of knowledge and to stimulate the intellect participation of students in the economic, social, cultural, scientific and technological development of Kenya;
- c) To provide and advance university education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time to time determine and in so doing, contribute to manpower needs;
- d) To conduct examinations for such academic awards as may be provided in the Statutes pertaining to the University;
- e) To examine and make proposals for new faculties, schools, institutes, departments, resource and research centers, degree courses and subjects of study;
- f) To play a leading role into the development and expansion of the opportunities for higher education and research;
- g) To develop as an institution of excellence in teaching, training, scholarship, entrepreneurship, innovation, research and consultancy services;
- h) To participate in commercial ventures and other activities to the benefit of the institution, the community and stakeholders;
- i) To develop and provide educational, cultural, professional, technical and vocational services to the community and in particular foster corporate social responsibility;
- j) To provide programs, products and services in ways that reflect the principles of equity and social justice;
- k) To facilitate student mobility between different programs at different technical training institutions, universities and industry;
- l) To promote a culture of innovation, scientific research and technology transfer for the benefit of humanity;
- m) To provide high quality educational, research, residential, commercial, cultural, social recreational, sporting and other facilities; and
- n) To foster general welfare of staff and students.

## 2 Vision and Mission

### Vision

A beacon of excellence and a global leader in University education for sustainable development

**Mission**

To provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity

**Motto**

Oasis of Knowledge

### **3 The Core Values**

This Policy is built upon a set of interrelated core values which, are embedded in beliefs and desired behaviors found within Jaramogi Oginga Odinga University of Science and Technology (JOOUST). They are the foundation for our task management and interpersonal relations. The Council, University Management Board and Stakeholders feel that the following core values represent the fundamental beliefs that influence the way JOOUST relates and deals with its customers and clients. The core values include:

**Fairness**

Strive to treat all its stakeholders with fairness and respect regardless of their culture, gender, creed, race, religion, ethnicity or any other affiliations.

**Professionalism**

Embrace professionalism as the fountain of its design and delivery of products and services with innovation and creativity as the hallmark.

**Transparency and Accountability**

Conduct its affairs with utmost transparency and accountability.

**Integrity**

Strive to be an inspiring institution, working to ensure and maintain stakeholders' confidence.

**Meritocracy**

Reward its employees and students on merit.

**Gender Equity**

Embrace gender equity and empowerment in its staff appointments, student admissions, and representation in decision-making organs.

Therefore, JOOUST being a service delivery institution with a mandate to improving the quality of life enjoyed by the community and her stakeholders recognizes that such transactions and

activities can be prone to corruption. In this respect, JOOUST recognizes that corrupt practices can adversely affect its reputation, resources and its responsibility to the citizens of Kenya and all those who relate to the University. The policy supplements legal provisions and other government initiatives for fighting and preventing corruption in Kenya. The policy therefore seeks to provide a framework for efficient and effective detection, prevention and reporting of corrupt practices at the workplace and to educate staff on the woes of corruption.

#### **4 Culture and Ethics**

Ethics refers to a set of standards of what is right or wrong against which decisions are based. These are moral principles adopted by individual or groups to provide rules for right conduct. The ethical culture of an organization, that is, its shared understandings, values, beliefs, assumptions, attitudes and meanings, operate at a variety of levels, and are used by individuals or groups to make decisions, to justify these decisions and to evaluate outcomes.

In the context of this policy, integrity is examined at two levels. First it is seen at the personal level where integrity refers to the sum of positive qualities or virtues such as honesty, trustworthiness, goodness, loyalty, truthfulness, courage, impartiality, firmness, and steadfastness of principled behavior. Secondly, at the organization level where it refers to the legality, legitimacy, logic, rationality completeness, soundness and efficacy of objectives, programs, structures, systems, processes, procedures and codes.

The ethical standards of an organization's culture have an impact on staff in various ways, for example, in job satisfaction, commitment, stress and turnover. The nature of the organizational culture may either help or obstruct the implementation of policies and procedures. This is because the culture of the organization influences employees' behavior through enforcing already existing patterns, whether positive or negative; the employees' behavior through the standards that have been set, whether high or low; organizational strategies, integration of technologies, inter-group conflicts, communication, and socialization. It has ramification on the degree of analysis and understanding of organizational dynamics.

A combination of these factors will have either positive or negative influence on the overall performance of employees. Therefore, it is necessary for all JOOUST staff to know JOOUST organizational ethics and culture to minimize conflict of interest and to integrate them with the ethics proposed in this corruption prevention policy.

#### **5 Why and How Corruption Occurs**

Corruption occurs due to motives and opportunities that are found in judgment and in monopoly. It flourishes by allowing activities that are illegal, accepting payment to do something that should otherwise not be done and giving consideration to circumvent processes. Such are behaviours that workers are able to guard against by observing the institution's code of ethics.

## 6 Corruption Prevention

JOOUST will undertake to identify organisational features that allow corruption to occur. It involves strengthening systems of control in organizations through better management systems and closer supervision in each division to expose organisational weaknesses (loopholes) and improve procedures, practices and methods of doing work. It is our belief that by doing this it will minimise:

- i. Financial loss
- ii. Public embarrassment
- iii. Waste of time and other resources
- iv. Loss of business from stakeholders

## 7 Corruption Risk Management

Corruption Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analyzing, evaluating, treating and monitoring corruption risk. This will be done through:

- i. Detecting and assessing JOOUSTs' corruption risk exposures within each functional area and assess the impact.
- ii. Developing appropriate mechanisms to mitigate against such risks
- iii. Maintaining good corporate image and reputation
- iv. Inspiring trust among and within individual players at all time
- v. Increased transparency and user friendliness
- vi. Increased efficiency and effectiveness

## 8 Corruption Risk Assessment

The purpose of corruption risk assessment is to:

- i. Detect Corruption, dishonesty and unethical behavior in organization
- ii. Reduce the possibility of corruption incidence
- iii. Reduce the exposure of staff to corruption
- iv. Ensure that there is no hiding place for the corrupt and the dishonest
- v. Maintain best practices and procedures

## 9 Statement of Action

The JOOUST management shall act firmly against corrupt practices based on the existing laws and effectively ensure integrity is upheld within the institution. Members of staff shall:-

- i. Ensure that all parties carrying out business with JOOUST know and respect this policy;
- ii. Comply with all relevant laws and regulations governing the institution;
- iii. Fight corruption in all its forms and manifestations in the conduct of its affairs;

- iv. Actively resist any corrupt payment, gift or hospitality and instead report such corrupt payments, gifts and hospitalities to the management for appropriate action;
- v. Urge JOOUST customers, the public and stakeholders to report all cases of corruption including unethical and criminal conduct by way of letters, e-mails, telephone calls, or suggestion boxes and personal appearance for all forms of complaints;
- vi. Avail confidential communication facilities at suitable spots to encourage reporting of corrupt activities.

## **10 Scope and Applicability**

This policy shall apply to all University stakeholders both internal such as staff and students and external such as development partners and suppliers. It includes all permanent and non permanent staff who work within and outside the JOOUST main campus and learning centers and all members of the Council. Acting within this framework of integrity, JOOUST stakeholders will:

- i. Not seek to influence for private use, any person or body, by using one's official position or offering them personal advantages. Likewise they will not use JOOUST property, facilities, services and financial resources for private purposes except when permission is lawfully given by the management of one of its designated agent.
- ii. Ensure that their private and public conduct do not compromise their role as stakeholders of JOOUST or bring the institution into disrepute.
- iii. Not give, solicit or receive directly or indirectly any gift or other favors that may influence the exercise of JOOUST functions and or the performance of duty or judgment of staff.
- iv. In accordance with the principles of Zero Tolerance, be obliged to report suspicion or evidence or corruption committed by any stakeholder, as necessary.
- v. Strive to achieve maximum openness and transparency towards the development of JOOUST and ensure that confidentiality is applied when necessary to safeguard the rights of our partners and stakeholders such as staff, students and suppliers.
- vi. Respect the principles of the code and report any evidence of suspicion of breach of the code. The responsible supervisors will ensure the legal rights and due protection of whistle blowers and the accused, before, during, and after investigations.

In accordance with the Witness Protection Act 2006, and the JOOUST Witness Protection Policy 2016 the Council will ensure protection of the identity and safety of persons making corruption disclosure to the management. No protection will be accorded to any person for malicious, self-serving, vexatious or baseless allegations or disclosures. In the event of such a person, it will be handled as a criminal offence liable for prosecution.

All stakeholders both internal and external shall comply with the JOOUST Code of Ethical Principles and Conduct 2013, Economic Crimes Act 2003, Public Officer Ethics Act, 2003, Public Procurement and Disposal Act, 2005, Employment Act, 2007, the Government Financial Management Act, 2004 and the Performance Contract.

## **11 Implementation and Enforcement**

Breach of the provisions of this policy will be subject to the laid down disciplinary procedures of Jaramogi Oginga Odinga University of Science and Technology plus any other relevant laws. The Constitution of Kenya states that any person suspected of corruption or of unethical act, shall be expected to step down from undertaking, performing or assuming any role as agents of Government while investigations are being done. In the event of such an occurrence, the employee or agent of JOOUST shall be expected to step down for a period not more than six months for investigations to be carried out or until the issues is resolved.

Corruption prevention shall be monitored and enforced at all levels of performance including the Council, Administrative Divisions, Schools, Directorates, Institutes, Departments and functional units.

The implementation of this policy in its entirety will be done by the Integrity Assurance Officers of the JOOUST, Corruption Prevention Committee (CPC) and supervised by the Vice Chancellor as the Chair of the University CPC. The policy document shall be reviewed at such intervals as Management may so determine.

All employees of Jaramogi Oginga Odinga University of Science and Technology shall be expected to sign a contractual agreement with the University Management Board to abide by this policy in its entirety.