

# KSU - Code of Conduct

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## Intent and Objectives

In 2010 KSU held an internal conference to develop a Code of Ethics for its staff. The conference provided the opportunity for staff to put forward their views and ideas. This Code is designed to address the key issues raised during the conference and is a response to subsequent ideas and comments raised during additional forums and discussions.

## Scope

KSU is a diverse and complex institution made up of many people from a range of cultural backgrounds with differing values and experiences. As an institution, we aspire to the highest ethical practice. This aspiration extends to all relationships, including our behavior towards each other. This Code of Ethics is designed to encourage the entire University community to work together in an atmosphere and environment where shared values are supported and where diversity is embraced for its creative potential. This Code is designed as a guide for assisting the KSU community when determining how to act on ethical issues during their day to day interactions in support of developing and maintaining a caring environment.

Complex ethical issues will arise in a changing institution with a large number of staff members. Determining ethical practice often requires dealing with ambiguities and uncertainties. The basis for making ethical judgments and decisions will be assisted by applying the principles and values embodied in this Code of Ethics.

## Statement of Commitment

Each individual shares in the responsibility for creating and maintaining KSU's ethical culture. The Code should act like a filter, screening out those things that violate these principles and providing a positive impetus designed to help shape the ideals we seek to realize. KSU, along with its Council and staff members, is committed to the effective application of this Code of Ethics and to its periodic review.

## Principles

In fulfilling KSU's mission and as an acknowledgment of our shared values, we are committed to the following Code of Ethics:

### **1. "We are committed to student-centered, quality learning opportunities."**

- 1.1 We assist students in achieving their educational aspirations by making available to them our knowledge, competencies, skills and wisdom.
- 1.2 We encourage learning and education as a lifelong pursuit.
- 1.3 We provide a stimulating learning community and environment for students.
- 1.4 We are reflective in our practice, regularly reviewing and improving our working skills and knowledge.
- 1.5 We help students to take responsibility for their development and also for the integrity and honesty of their actions and decisions.

1.6 We demonstrate, through teaching, learning and research, our commitment to high professional standards and personal integrity.

**2. "We work towards building a harmonious working environment in which we maximize our professional performance."**

2.1 We affirm the professionalism of our colleagues, trusting and empowering them to work constructively for the well being of the University and the community.

2.2 We recognize and respect, although we are willing to question, established obligations, systems, policies and procedures.

2.3 We encourage staff to be personally accountable for their own performance.

2.4 We expect staff to be effective and responsible in their fields.

2.5 We will consult with integrity in the development of policies and procedures.

2.6 We will provide effective leadership and management which is fair, inclusive and open.

2.7 We support people who take appropriate action concerning instances of impropriety.

2.8 We challenge, in a responsible way, the policies and practices of our University when they impede its Mission or impact unfairly on staff or students.

2.9 We will provide timely and accurate information to our colleagues.

2.10 We promote practices which safeguard the University's reputation and its various resources.

**3. "We recognize and value the contributions made by people to the University."**

3.1 We champion intellectual freedom.

3.2 We respect the intellectual property rights of students and staff.

3.3 We encourage and acknowledge a range of contributions that support our values and principles.

**4. "We demonstrate openness and fairness in all our dealings with people."**

4.1 We encourage honesty and trust in all our relationships.

4.2 We support equity and equal opportunity.

4.3 We encourage the sincere and open discussion of views and opinions.

4.4 We make appointments and promotions with integrity and fairness.

4.5 We are committed to fair and equal treatment in all our business relationships.

4.6 We ensure that assessment of student learning is done impartially, competently and fairly.

4.7 We use our talents, wisdom and expertise to assist in the resolution of conflict.

4.8 We endeavor to provide resources and an environment in which assigned tasks can be done effectively.

4.9 We encourage cooperation with others through the open exchange of information and insights that help to realize our educational mission.

**5. "We respect the essential dignity of all people."**

5.1 We care for and encourage colleagues, students and community members in their professional pursuits.

5.2 We encourage and support students in their pursuit of education and employment.

5.3 We respect difference and welcome creative, or alternative view points, with due consideration for the reputation of staff, students and the University.

5.4 We respect diversity within humanity including gender, spiritual values, sexual preference, age, disability and culture and provide services to support this.

5.5 We recognize the current and historical injustice to indigenous peoples and so we have a particular concern to meet their needs.

5.6 We work effectively and constructively in the social environment of the individual countries within which KSU provides its learning experiences.

5.6 We encourage and support the education, professional and personal development of all staff members.

**6. "We recognize our responsibility to build civilized communities."**

6.1 We provide quality education that builds the productive capacity of our communities both locally and internationally.

6.2 We are creative and dynamic in our response to the challenges facing society.

6.3 We seek to understand and be concerned with the social contexts within which the skills or knowledge developed in the University are likely to be used.

6.4 We encourage efficiency in the use of our resources while ensuring we do not compromise the quality of our teaching, learning and research.

**7. "We care for the social and natural environment."**

7.1 We support the wellbeing of communities, both local and global.

7.2 We foster and support multicultural environments.

7.3 We recognize and encourage the development of expertise and technology and its application to the improvement of society and the environment.

7.4 We ensure staff and students have the opportunity to become socially and environmentally responsible.

7.5 We will use our resources responsibly and actively seek to minimize or eliminate waste.

7.6 We support and develop curricula that engender a respect for the social and physical environment and which assist our students to explore and assess the impact of their professional practice.

7.7 We encourage and value a safe, healthy, and creative environment in which to flourish.

**8. "We value and support the right to confidentiality."**

8.1 We are committed to keeping private information confidential.

8.2 Confidential information will not be disclosed unless with consent or as required by overriding moral or legal obligation.

8.3 Where it is absolutely necessary to break a confidence, wherever possible the person(s) concerned will be informed of the decision to do so.

**Concluding Statements**

1. The KSU staff Code of Ethics will be linked with other KSU policies and procedures. The code articulates the values and principles adopted by the University and all policies should be consistent with the Code.
2. Should an employee's obligation under the KSU Code conflict with a professional code, the higher duty always prevails.
3. Where behavior and/or actions contrary to the Code of Ethics are reported, these complaints will be dealt with under KSU policies and procedures.
4. In terms of student behavior, KSU expects that the practical application of the Code by staff members will have a positive impact on students in terms of exemplary practice.