



KENYA UTALII COLLEGE

**CODE OF CONDUCT AND ETHICS
FOR
MEMBERS OF STAFF**

NOVEMBER, 2021



KENYA UTALII COLLEGE

APPROVAL AND COMMENCEMENT

The Code of Conduct and Ethics for members of staff shall take effect upon approval by the College Council.

Dated this 23rd day of June 2022

SIGNED

PROF. CHARLES MUSYOKI, PhD, OGW
PRINCIPAL & CHIEF EXECUTIVE OFFICER

SIGNED

MUKASA MWAMBU MULIRO
COUNCIL CHAIRMAN



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PREAMBLE

The Code of Ethics is a statement of our principles and expectations that guide our ethical standards at Kenya Utalii College (KUC) as we execute our mandate of training personnel for the Hospitality and Tourism Industry. KUC requires all employees to use their judgment, be accountable for their actions and to provide services with integrity to all our stakeholders in line with our mission and core values. Consequently, we have developed a Code of Conduct and Ethics that will promote a culture of ethical performance, which is a key tenet of good corporate governance. The KUC Code of Conduct and Ethics is in line with our core values and the provisions of chapter six of the Kenya Constitution, 2010, Leadership and Integrity Act, 2012 and the Public Officers Act, 2003. The code is intended to be a source of direction and guidance for our actions and decisions; internally and in interactions with our stakeholders and the public. The Code is therefore, a public statement of how we do business, and it clarifies our expectations. It holds us accountable for our business conduct and it is a key factor in ensuring our continued growth and success.

KUC is continuously in the public eye and there are many who look up to us to conduct our activities responsibly. It is, therefore, the responsibility for each of us to read, understand and adhere to this Code of Ethics.



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PURPOSE OF THE CODE

The Code of Conduct and Ethics is necessary to provide clear parameters about acceptable principles and behaviors within which employees are empowered to make decisions and act. The Code of Conduct and Ethics, while providing an important reference point for current and future policies, is in line with best practice in terms of governance and compliance. Other important uses of our code are:

- To build universal understanding of expected behavior at KUC.
- To create an ethical environment based on our vision, mission and core values

MANDATE

According to the Tourism Act, 2011, KUC is mandated to “undertake tourism and hospitality training, capacity building for the tourism sector, and perform any other function related or incidental to the foregoing as may be directed by the Cabinet Secretary.”

VISION

To be the preferred provider of quality human resource for tourism and hospitality industry in the world.



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MISSION STATEMENT

To develop a highly qualified and globally competitive human resource for the hospitality and tourism industry by providing; quality training tourism, hospitality education, purposeful research and consultancy.

CORE VALUES

- I. Integrity – we operate in a honest, trustworthy and transparent manner
- II. Commitment – we are dedicated to achieve our mandate
- III. Leadership – we have the courage to shape a better future for our Institution
- IV. Accountability – we will at all times be responsible and answerable to our customers and stakeholders.
- V. Diversity – we believe in diversity and inclusion hence seek fresh approaches, new ideas, and different outlooks to achieve success
- VI. Quality – we believe in delivering excellent services



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MORAL AND ETHICAL COMMITMENT

We are committed to conducting our business ethically, transparently and accountably. We shall do so with honesty, integrity and in line with our core values. We respect applicable laws, regulations, codes and industry standards while upholding human dignity and diversity. We will manage our affairs in the best interest of all our stakeholders. KUC employees shall observe and maintain the following ethical and moral requirements:

- 1.** Respect and abide by the Constitution and the Laws of Kenya
- 2.** Shall not violate the rights and fundamental freedoms of any person unless otherwise expressly provided for in the law.
- 3.** Exercise authority and responsibility in the best interest of the people of Kenya
- 4.** Take personal responsibility for the reasonably foreseeable of any actions or omissions arising from the discharge of the duties.
- 5.** To the best of their ability carry out their duties of the office efficiently, in transparent and accountable manner.
- 6.** Keep accurate records and documents relating to the functions of their offices and to report truthfully on all matters of KUC.
- 7.** Not engage in activities that amounts to abuse of office
- 8.** Accurately and honestly represent information to the public
- 9.** Not engage in wrongful conduct in furtherance of personal benefit



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10. Not discriminate against any person
11. Not falsify any records
12. Not commit sexual and counter-trafficking of persons offences
13. Not bully any person – bullying includes repeated offensive behavior which is vindictive, cruel, malicious or humiliating and is intended to undermine a person.

PROFESSIONALISM

KUC employees shall:

1. Carry out duties of the office in a manner that maintains public confidence and integrity of the office.
2. Treat members of the public and other officers with courtesy and respect.
3. Not discriminate against any person
4. Maintain high standards of performance and level of professionalism within the organization
5. Observe and subscribe to the ethical and professional requirements of the professional body they belong to.



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FINANCIAL INTEGRITY

KUC employees shall not use their office to unlawfully or wrongfully enrich themselves or any other person. They shall not accept a personal loan or benefit which may compromise the officers in carrying out their duties.

CONFLICT OF INTEREST

KUC employees shall use the best efforts to avoid being in a situation where personal interests conflict or appear to conflict with their official duties. Personal interests include the interest of a spouse, child, business associate, agent or any other matter in which an employee has a direct or indirect pecuniary or non-pecuniary interest. An employee whose personal interest conflict with their official duties shall declare and disclose to the Principal. A Conflict-of-Interest Register is available at the Principal's Office where such conflicts shall be recorded; stating the nature and extent of the conflict.



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GIFTS AND DONATIONS

A gift or donation given to a KUC employee on a public or official occasion shall be treated as a gift or donation to KUC. However, a staff member may receive a gift in an official capacity provided:

1. The gift is within the ordinary bounds of courtesy or protocol and within the ordinary standards of hospitality.
2. The gift is not monetary.
3. The gift does not exceed Kshs.20,000.00.

Further KUC employees shall not:

1. Accept or solicit gifts, hospitality or other benefits from a person who has an interest that may be achieved by actions of the employees.
2. Trade with KUC
3. Accept gifts of jewelry or other gifts comprising of precious metal or stones, ivory or any other animal part protected under the convention on international trade in endangered species of wild Fauna and Flora.
4. Receive a gift given with the intention of compromising the integrity, objectivity or impartiality of the officer.

An employee who receives a gift or donation shall declare the gift or donation to the Principal. This shall be recorded in the Gift Register at the Principal's and Campus Co-ordinators' Offices.



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PUBLIC COLLECTIONS

KUC employees shall not solicit for contributions from the public for a public purpose unless the President has by notice in the Gazette declared a national disaster and allowed a public collection for the purpose of national disaster in accordance with the Law.

KUC employee shall not participate in a public collection of funds that may reflect adversely their integrity, impartiality or interferes with performance of official duties.

CARE OF PROPERTY

KUC employees shall:

1. Take all reasonable steps to ensure that public property in their custody, possession or control is taken care of and is in good repair and condition.
2. Not use public property, funds or services acquired in the course of or as a result of official duties for activities that are not related to the official work of the employee
3. Return to the issuing authority all the public property in their custody, possession or control at the end of the appointment.



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POLITICAL NEUTRALITY

KUC employees shall not in performance of their duties:

1. Act as an agent for or further the interest of a political party or candidate in an election or manifest support for or opposition to any political party or candidate in an election.
2. Engage in any political activity that may compromise or be seen to compromise the political neutrality of the office subject to any laws relating to elections.

IMPARTIALITY

KUC employees shall at all times carry out the duties of the office with impartiality and objectivity and shall not practice favoritism, nepotism, tribalism, cronyism, religious bias or engage in corrupt or unethical practices.

CONDUCT OF PRIVATE AFFAIRS

KUC employees shall conduct private affairs in a manner that maintains public confidence in the integrity of the office.



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MISLEADING THE PUBLIC

KUC employees shall not:

1. Knowingly give false or misleading information to any person
2. Falsify any records or misrepresent information

TAX, FINANCIAL AND LEGAL OBLIGATIONS

KUC employees shall:

1. Pay taxes due from them within the prescribed period
2. Not neglect their financial or legal obligations

WORK PLACE OCCUPATIONAL HEALTH AND SAFETY

The College recognizes the importance of occupational health and safety of its employees and customers as spelt out in the Occupational Health and Safety Policy. In order to observe health and safety at the workplace, both the employer and the employee shall be required to meet the obligations of the Occupational Safety and Health Act and any other applicable laws. All unsafe conditions or work-related injuries, illness and accidents must be reported to the supervisor.



ENFORCEMENT OF LAWS

KUC employees shall carry out the duties of their office in accordance with the Law. They should therefore understand the application of the following Laws, inter alia:

- Public Finance Management Act, 2012
- Public Service Commission Act, 2012
- Labour Laws, 2007
- Retirement Benefits Act, 2007
- Public Procurement and Asset Disposal Act, 2005
- State Corporations Act, 2012
- Constitution of Kenya, 2010
- Tourism Act, 2011
- Anti-Corruption and Economic Crimes Act, 2006
- Public Officer Ethics Act, 2003
- Leadership and Integrity Act, 2012