



KENYA COAST NATIONAL POLYTECHNIC

CODE OF CONDUCT AND ETHICS POLICY

2021



ISO9001:2015 certified

Excellence in Training and Innovation

VISION

A regional center of excellence in technical and vocational training, research and innovation.

MISSION

To produce highly competent graduates through quality and relevant technical and vocational training, entrepreneurship, research and innovation for the dynamic world.

MANDATE

Training highly skilled workforce that is suitable for further professional development through quality, inclusive and equitable TVET programs responsive to national and global competitiveness.

CORE VALUES

KCNP's Core Values include the following among others:

- **Professionalism:** To offer our services in a manner which is skillful, proficient, knowledgeable and with high expertise by maintaining professional code of ethics
- **Innovativeness:** To uphold creating thinking by using our skills, knowledge and imagination to develop new ideas for the benefit of KCNP
- **Diversity & Inclusiveness:** To uphold strong character that make us unique in behavioral and social norms to ensure all our stakeholders in spite of their gender, ethnicity, religion, disability, age, sexual orientation, etc., always feel welcome at KCNP
- **Integrity:** To uphold a high degree of honesty and be open to our stakeholders in our actions, decisions and policies.
- **Customer Focus:** To be committed to place the customer satisfaction at the core of the KCNP's public service delivery by ensuring high quality of service at all times.
- **Teamwork:** To uphold together strong characters of communication, self-control and humility to achieve KCNP's goals and objectives despite our individual differences

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PART 1: PRELIMINARY

1.1. Citation

This Code may be cited as the Code of Conduct and Ethics of the Kenya Coast National Polytechnic (KCNP) Community.

1.2. Interpretation

In this Code unless the context requires otherwise:

- a. "Teaching staff" means all tutors employed both by The Public Service Commission (PSC) and the Polytechnic Council.
- b. "Student" means all trainees at the Polytechnic.
- c. "Staff" include all Council employees.

1.3. Scope/Application of The Code

This Code of Conduct applies with respect to:

- a. Teaching staff,
- b. Council staff, and
- c. Students of Kenya Coast National Polytechnic.

PART II: REQUIREMENTS

1.4. Compliance with The Code

The teaching staff, students and Council staffs shall comply with the requirements in the general Code of Conduct and Ethics set out in Part (111) of the Public Officers Ethics Act which shall form part of this Code.

1.5. Integrity

- a. A member of KCNP Community shall be a person of integrity. He/she shall carry out his/her duties with honesty, impartiality, diligence and objectivity.
- b. A member of KCNP shall not convey or allow others to convey the impression that anyone is in a position to improperly influence him/her to act contrary to 5 (a) above.

1.6. Gifts, Benefits, Favors

A member of KCNP Community shall not accept gifts, benefits, or favors where these may influence or may be seen to influence his/her decisions.

1.7. Conflict of Interest

- a. A member of KCNP Community shall avoid being in a position in which his/her personal interests conflict with his/her official duties. In this regard, he/she must ensure that no conflict arises, or appears to arise, between their official duties and their private interests.
- b. A member of KCNP whose personal interests conflicts with his personal duties is required to declare those interests to his superiors or any other appropriate body and comply with any directions to avoid the conflict.

1.8. Human Rights

- a. In carrying out his /her duties, a member of KCNP shall respect, protect and promote rights and freedom of all the members of KCNP Community and the public, without discrimination on the basis of race, tribe, political opinions, color, creed, sex, disability, social status, culture or religion.
- b. A member of KCNP Community shall not be member of an organization that he/she knows promotes or practices discrimination on a basis set out in paragraph (a) above.

1.9. Nepotism /Favoritism

A member of KCNP Community shall not favor relatives, friends or associates in decision making and provision of services.

1.10. Outside Employment / Business

- a. A member of KCNP shall not engage in any other business or part-time employment which is in conflict with his /her public service employment.
- b. A member of KCNP shall maintain his /her professional competence in performance of his/her duties and responsibilities.

1.11. Conduct of Public Duties

- a. A member of KCNP shall be efficient, punctual and shall meet his/her deadlines and targets.
- b. A member of KCNP shall ensure that his /her official duties take precedence over his/her other activities.
- c. A member of KCNP shall take reasonable steps to ensure that the activities he/she carries out or supervises are conducted in a professional manner and with due decorum.
- d. A member of KCNP shall be patient, dignified and courteous to colleagues, members of the KCNP community and the public.

1.12. Conduct of Private Affairs

A member of KCNP shall conduct his/her private affairs in a way that maintains public confidence in the integrity of his/her office. He/she is required to conduct himself/herself with dignity both in public and private.

1.13. Sexual Harassment

- a. A member of KCNP shall not in any way harass another member or any member of the public sexually.
- b. A member of KCNP staff shall not particularly engage in any sexual activity with a student regardless with whether the student consents.
- c. A member of KCNP staff shall not make a request to, or exert any pressure on a student for sexual activity or favors.
- d. A member of KCNP staff shall not flirt with a student regardless with whether the student consents.

1.14. Pornography

A member of KCNP shall not use or supply pornographic materials to another member of the community, or assists another in obtaining or using any form of pornography within the Polytechnic.

1.15. Illicit Drugs

A member of KCNP shall neither use nor supply illicit drugs to another, or assist another member of the community in obtaining illicit drugs.

1.16. Prohibition Against Standing for Election

A member of the KCNP staff shall not stand for election as a member of the National Assembly or local authority or hold a political office. If they so wish, they shall be required to resign from being KCNP staff.

1.17. Canvassing for Favors in Service

A member of KCNP shall not canvass or lobby, either directly or indirectly for favors in the Polytechnic.

1.18. Private Affairs – Financial Dealings

A member of KCNP shall live within his means and avoid incurring any financial liability that he/she cannot sustain.

1.19. Dealing with Donations

- a. A member of KCNP to the extent that he/she is involved in the receipt and administration of donation for the institute purposes, should ensure that proper records are kept on the donations and that they are used for the purpose for which they were intended.

- b. A member of KCNP shall inform the CPC (Corruption Prevention Committee) or any other appropriate authority if the member has reasonable grounds for believing that:
- c. Proper records of any donations for the polytechnic purposes have not been kept
- d. Any donations for the institute purposes have not been used for the purposes for which they were intended.

1.20. Dress Code

A member of KCNP shall dress decently, smartly and avoid bringing the image of the Polytechnic into disrepute.

1.21. Social Association and Recreation

A member of KCNP shall not keep company which may be conducive to corrupt practices.

1.22. Confidentiality

A member of KCNP shall not give out any confidential information of the institute or of any member of the institute.

1.23. Rumors

- a. A member of KCNP shall not spread any information which is untrue or inaccurate (rumor mongering, gossip).
- b. A member of KCNP shall not malign the name of another member of the KCNP community (bad- mouthing).

1.24. Review

This policy shall be reviewed after every three years or at such intervals as may be seen necessary by the management.

Approving Authority:	Polytechnic Council
Approval Date:	
Approved by:	
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Review Date:	December 2024
Policy Adviser:	Chief Principal