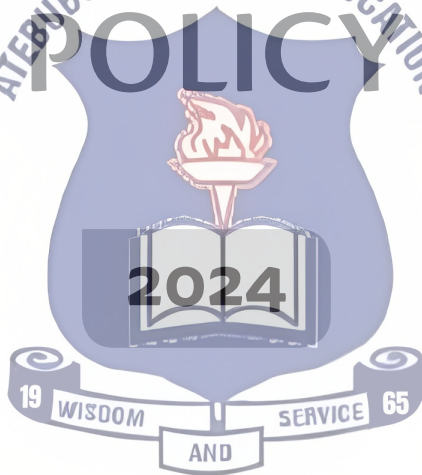


CODE OF CONDUCT POLICY



**ATEBUBU
COLLEGE OF
EDUCATION**



CONTENTS

BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION1

- MISSION STATEMENT 1
- VISION.....2
- CORE VALUES2

DEFINITION OF TERMS3

ABBREVIATIONS5

1.0 PREAMBLE6

2.0 POLICY GOAL8

3.0 GUIDING PRINCIPLES.....9

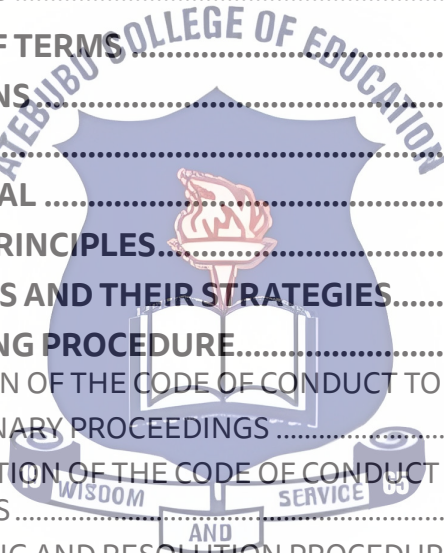
4.0 OBJECTIVES AND THEIR STRATEGIES..... 10

5.0 SUPPORTING PROCEDURE.....12

- 5.1. APPLICATION OF THE CODE OF CONDUCT TO STUDENTS 12
- 5.2. DISCIPLINARY PROCEEDINGS 13
- 5.3. APPLICATION OF THE CODE OF CONDUCT TO STAFF AND AFFILIATES 14
- 5.4 REPORTING AND RESOLUTION PROCEDURE 15

6.0 STAKEHOLDERS 18

- 6.1 INTERNAL18
- 6.2 EXTERNAL..... 18



7.0 MONITORING AND EVALUATION	20
8.0 RESPONSIBILITY FOR IMPLEMENTATION.....	21
8.1 RESPONSIBILITY FOR MONITORING AND COMPLIANCE	21
8.2 APPROVAL BODY	21
8.3 INITIATING BODY.....	21
8.4 EFFECTIVE DATE OF IMPLEMENTATION	22
8.5 REVIEW DATE	22
9.0 RELATED POLICY AND OTHERS DOCUMENTS:.....	23
9.1 OWNER/SPONSOR	23
9.2 AUTHOUR.....	23
10.0 FURTHER INFORMATION	24
10.1 SOCIAL MEDIA HANDLES.....	25
ANNEXES	26
ANNEX B.....	29



BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second-cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.



MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

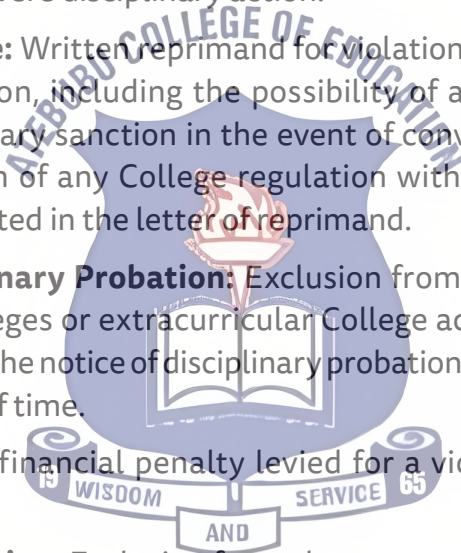
CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



DEFINITION OF TERMS

- 
- i. **Admonition:** Notice to the student, orally or in writing, that they have violated College rules and that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may call for more severe disciplinary action.
 - ii. **Censure:** Written reprimand for violation of a specified regulation, including the possibility of a more severe disciplinary sanction in the event of conviction for the violation of any College regulation within a period of time stated in the letter of reprimand.
 - iii. **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time.
 - iv. **Fine:** A financial penalty levied for a violation of the Code.
 - v. **Suspension:** Exclusion from classes or activities of the College, or from the College itself, for a defined period of time as set forth in the notice of suspension.
 - vi. **Expulsion:** Permanent termination of student status in a particular course, Department, or at the College.
 - vii. **Rustication:** Rustication, in an educational context, refers to the temporary suspension or expulsion of a student/Staff from a college, university, or school as a

disciplinary measure due to misconduct or violation of institutional rules or policies.

viii. Code of Conduct Coordinator: The person responsible for overseeing and enforcing the rules and regulations outlined in the college's Code of Conduct.

ix. Conflicts of Interest: This refers to situations where individuals within the college community may have personal or financial interests that could influence their decision-making or actions in ways that conflict with their obligation to act in the best interest of the college and its members.



ABBREVIATIONS

- a) **B.Ed.:** Bachelor of Education
- b) **GTEC:** Ghana Tertiary Education Commission
- c) **UCC:** University of Cape Coast
- d) **DC :** Disciplinary Committee
- e) **UG:** University of Ghana
- f) **KNUST:** Kwame Nkrumah University of Science and Technology



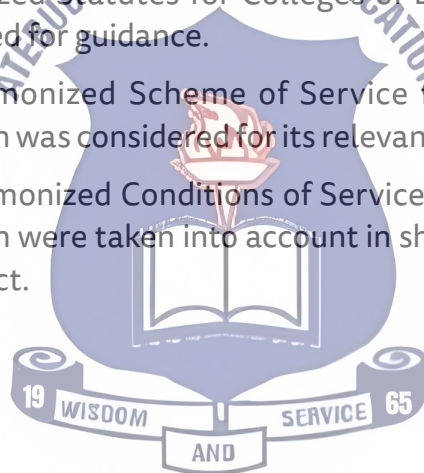
1.0 PREAMBLE

Atebubu College of Education is committed to the pursuit of knowledge, academic excellence, and personal development. The College's Code of Conduct is rooted in the 1992 constitution of Ghana, which emphasises principles such as human dignity, equality, freedom, and justice, principles that educational institutions are expected to embrace. Additionally, the policy formulation takes into account the Education Act of 2008, providing guidance on the administration and management of education. The Code of Conduct at ATECOE serves as a directive for all members of the college community, including students and staff. It embodies the college's dedication to fostering an environment characterized by respect, integrity, and a passion for learning. The entire college community shares the responsibility of upholding the values that define the institution. This code is crafted to cultivate a secure, inclusive, and conducive learning environment, enabling everyone to flourish. By adhering to these principles, members actively contribute to the collective well-being of the college community and fortify the foundation of the college's vision.

In order to uphold transparency, fairness, and adherence to the values of Atebubu College of Education, the formulation of the Code of Conduct involved comprehensive consultations with the following sources:

- i. Legal counsel was sought to ensure that the college's Code of Conduct aligns with all relevant laws and regulations.

- ii. The College's prior Code of Conduct was reviewed and considered during the development process.
- iii. Code of Conduct of established universities such as UG, UCC, and KNUST were examined for insights and best practices.
- iv. The 1992 constitution of Ghana was referenced to ensure constitutional compliance.
- v. The Colleges of Education Act 2012 (Act 847) was consulted to align the policy with the statutory framework.
- vi. Harmonized Statutes for Colleges of Education were referenced for guidance.
- vii. The Harmonized Scheme of Service for Colleges of Education was considered for its relevance to the policy.
- viii. The Harmonized Conditions of Service for Colleges of Education were taken into account in shaping the Code of Conduct.



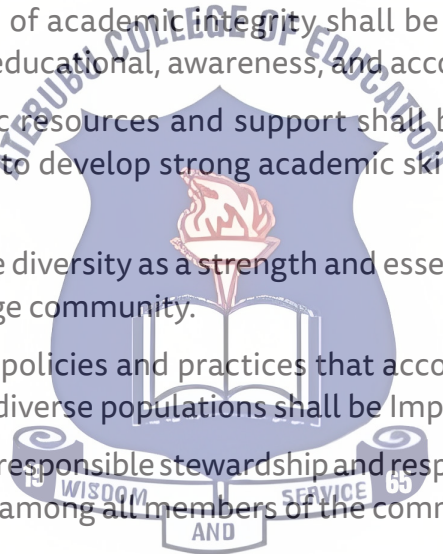
2.0 POLICY GOAL

The Code of Conduct Policy for Atebubu College of Education functions as a set of guidelines and expectations. Its purpose is to establish a positive learning and working environment and to promote a culture of respect, tolerance, and inclusivity among the college community. Additionally, the code strives to implement fair and constructive conflict resolution mechanisms while cultivating a sense of responsibility and accountability among both staff and students.



3.0 GUIDING PRINCIPLES

- The college shall Prioritize the physical and emotional safety of all individuals within the campus environment.
- Robust security measures and protocols shall be implemented to ensure a secure campus.
- A culture of academic integrity shall be implemented through educational, awareness, and accountability.
- Academic resources and support shall be Provide for students to develop strong academic skills and ethical conduct.
- Celebrate diversity as a strength and essential aspect of the college community.
- Inclusive policies and practices that accommodate the needs of diverse populations shall be Implemented.
- Promote responsible stewardship and respect for college property among all members of the community.



4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies are as follows:

- i. Foster a campus atmosphere that is safe, secure, and welcoming for all members of the college community.
 - Implement regular safety and security drills.
- ii. Maintain high standards of academic honesty and discourage plagiarism, cheating, and any form of academic misconduct.
 - Encourage a culture of collaboration and discussion to discourage cheating.
- iii. Embrace diversity and fostering an inclusive environment that respects differences in race, ethnicity, gender, religion, sexual orientation, and other aspects of identity.
 - Create a welcoming place where everyone feels accepted and valued for who they are, with all their different backgrounds and identities. Develop a professional code of ethics for staff.
 - Define expectations for professional conduct, particularly for staff, to ensure a high standard of professionalism in their educational and administrative roles:
- iv. Ensure College property and resources are available for students, staff and future generation.

- Prevent misuse, vandalism, or theft of College Properties
- Establish consequences for property/Resources misuse and theft.



5.0 SUPPORTING PROCEDURE

5.1. APPLICATION OF THE CODE OF CONDUCT TO STUDENTS

Maintaining student discipline is a crucial element of the educational journey. The College firmly upholds zero tolerance towards any form of misbehaviour. Students are required to show respect and adhere to the guidelines governing both micro and macro teaching practices.

5.1.1 DEFERMENT

- i. A student who misses a whole semester's work shall be made to defer his or her course. If absence is proved to be wilful, the student shall pay a year's fees payable by all students in the college for the year group to be determined by the Governing Council. However, if a student is absent due to illness or any other medical condition, a medical certificate from a recognized hospital shall be produced before reinstatement. Such students shall continue to enjoy student feeding fees from the date of re-admission.
- ii. A student who voluntarily wishes to withdraw from the College before the completion of their programme of study shall serve a written notice of his/her intention through their Head of Department to the College Secretary. A minimum notice of four (4) weeks is required for such service before the intended date of leaving the

College. Failure to comply with the above procedure may result in the preclusion of the student from pursuing any programme in the College.

- iii. A student in good standing who withdraws from the College, and wishes to return, shall indicate his/her intention in writing through the Head of Department to the College Secretary. A minimum notice of one semester is required for such service before the proposed date for returning to the College.

5.1.2 WITHHOLDING OF CERTIFICATE

When an offence occurs towards the end of a student's course, so that the normal provision of code of discipline cannot be applied for his or her punishment, the student's certificate would be withheld.

5.2. DISCIPLINARY PROCEEDINGS

- i. **Charges:** any member of the College community may present a formal report of alleged violations of the Code of Conduct to the Principal through the Vice-Principal as soon as possible. The Principal shall refer the matter to the Disciplinary Committee which will formally invite the accused persons(s), stating the charge(s), for hearing.
- ii. **Hearing:** the Disciplinary Committee will give hearing to the accused, who have the right to invite a witness.
- iii. **Sanction:** A member must appreciate that being a part of the College community does not grant one immunity from arrest and prosecution by law enforcing officials if one commits a criminal offence. Disciplinary action will be meted against a staff/student if they have been

charged with a criminal offence arising out of the same act. Sanctions may be imposed on any student/staff found to have violated the Code of Conduct depending on the particular circumstance of the violation. Sanctions may be determined based on the severity of the offence. In the case of a student, verdict of dismissal should be referred to the Principal. The Principal shall suspend a student whose presence in the College poses danger and insecurity to others pending further investigation or disciplinary action through due process.

- iv. Appeal:** a student/Staff has the right to appeal on verdict or sanctions imposed on them. The appeal should be made to the Principal through the Vice Principal. Upon receipt of a request for appeal, the Principal shall set up an Ad hoc Committee to consider the case and make recommendations to the Principal.

5.3. APPLICATION OF THE CODE OF CONDUCT TO STAFF AND AFFILIATES

The Code of Conduct is applicable to the following individuals associated with the College: AND

- i. All College staff, including both full-time and part-time employees, casual staff, referred to in this document as “staff.”
- ii. College Governing Council
- iii. Consultants and contractors engaged by the College.
- iv. Individuals holding offices within College entities.
- v. Members of Boards associated with College Foundations.

- vi. Members of College Committees.
- vii. Any other persons appointed or engaged by the College to perform duties or functions on its behalf, referred to in this document as “affiliates.”

5.4 REPORTING AND RESOLUTION PROCEDURE

Individuals or complainants, both within and beyond the college campus, have the option to report alleged cases of violation or misconduct to the vice-principal through various means, such as writing, email, letter, fax or any other method outlining the basis of the complaint. While there is no specific information required for a report to be valid, it is encouraged to include as much detail as possible.

- i. Complainants, or those with knowledge of misconduct, can submit a report to a responsible employee or staff member, or alternatively, to the Code of Conduct Coordinator.
- ii. The Responsible Employee is obligated to provide a comprehensive account of all information within their knowledge to the Vice Principal.
- iii. Responsible Employees or Coordinators informed about allegations of misconduct do not possess the authority to resolve the situation. Instead, they must promptly notify and report all pertinent details to the Vice Principal or the Coordinator.
- iv. Upon receiving an institutional report, the Coordinator and Vice Principal will contact the complainant. This contact will address the availability of supportive measures, extend an invitation to discuss the complainant’s

preferences regarding the implementation of these measures, and clarify the process of filing a complaint.

- v. The Vice Principal will collaborate with the disciplinary committee to conduct an investigation into the allegations. The committee's findings will be submitted to the Principal for further action. If, during the investigation, facts emerge that warrant the suspension or expulsion of the respondent, the Principal will issue a letter after consultation with the Governing Council. However, the respondent/alleged party retains the right to appeal the case's outcome.

5.5 COMMUNICATION AND TRAINING

The Vice principal shall;

- i. Disseminate the Code of Conduct to all workers through the college official channels.
- ii. Conduct orientation sessions for permanent and casual workers to ensure that they understand the expectations and implications of the Code of Conduct.

ACKNOWLEDGMENT AND CONSENT

Every worker in ATECOE (permanent and casual workers) will be required to acknowledge receipt of the Code of Conduct and provide written consent to abide by its principles.

INTEGRATION WITH EMPLOYMENT CONTRACTS

The college shall integrate relevant sections of the Code of Conduct into employment contracts to emphasize the binding nature of the policies.

PROFESSIONALISM AND CONDUCT

The college shall define specific expectations for professional behaviour, including communication, punctuality, and collaboration.

CONFLICTS OF INTEREST

The college shall establish clear guidelines for identifying and managing conflicts of interest.

REPORTING VIOLATIONS

The College shall adopt reporting procedures enshrined in the Code of Conduct violations, including confidential reporting mechanisms.

INVESTIGATION PROCESS

Prompt steps shall be adopted by the College in the investigation process, ensuring fairness, impartiality, and confidentiality.

DISCIPLINARY ACTIONS

Disciplinary actions that may be taken against violators shall be made in accordance with the College's Code of conduct

COUNSELLING SERVICES

Counselling services shall be provided by the College for workers facing challenges related to adherence to the Code of Conduct.

REINFORCEMENT OF COMPLIANCE

The College shall emphasize the importance of compliance with the Code of Conduct for the collective well-being of the college community.

6.0 STAKEHOLDERS

6.1 INTERNAL

- i. **Students:** They are directly affected by the Code of Conduct and are expected to adhere to its guidelines.
- ii. **Department and Staff:** Responsible for enforcing the Code of Conduct and contribute to the development and revision of the code.
- iii. **Internal Auditors:** Ensure that the college is adhering to its own Code of Conduct.
- iv. **Academic Board:** Set policies and ensure that the Code of Conduct aligns with the overall mission and values of the college.
- v. **Hall Wardens-** Handle serious disciplinary cases.
- vi. **Student Organizations:** Play a role in promoting and upholding ethical standards among their members.

6.2 EXTERNAL

- i. **Legal Authorities:** Law enforcement may be involved in cases of serious misconduct that violate the law.
- ii. **GTEC:** Setting standards or regulations regarding ethical conduct.
- iii. **Community:** The local community is impacted by the college, and their perception can be influenced by the behaviour of students.

- iv. Donors and Funding Agencies:** Individuals, organizations, or government agencies providing financial support may have expectations regarding the institution's ethical conduct.
- v. Alumni:** May contribute to the college's reputation and funding.



7.0 MONITORING AND EVALUATION

The monitoring and evaluation of this policy shall be overseen by the following:

- i. Central Management- Governing Council
- ii. Middle Management - College Management
- iii. Lower Management- Heads of Department



8.0 RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for the implementation of the Code of Conduct Policy is vested in the College Governing Council.

The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.

8.1 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, the Academic Board and the Disciplinary Committee shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

8.2 APPROVAL BODY

The College Governing Council

8.3 INITIATING BODY

The Academic Board

8.4 EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024



8.5 REVIEW DATE

3years from the effective date (January, 2024 to January, 2027)



9.0 RELATED POLICY AND OTHERS DOCUMENTS:

Harmonized Statues for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

Admission Policy

Staff Development Policy

9.1 OWNER/SPONSOR

The College Governing Council

9.2 AUTHOUR

The College Governing Council



10.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

principal@atecoe.edu.gh



10.1 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe_official
- iii. Instagram-@atecoe_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp-line-0200288320



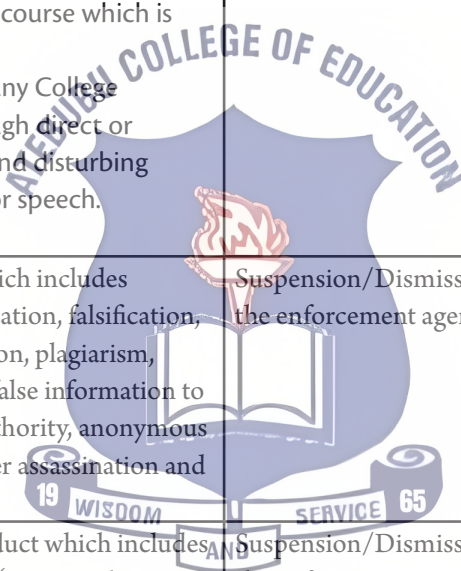
ANNEXES

ANNEX A

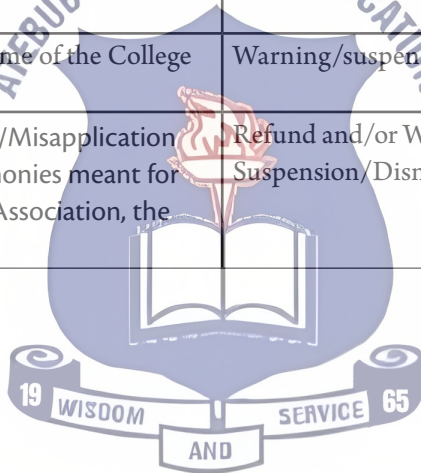
Offenses and the Sanctions Corresponding to Them

OFFENCES	SANCTIONS
1. Using, possessing or distribution of tobacco or alcoholic beverage and/or being under the influence of alcohol.	Suspension/Dismissal
2. Manufacturing, possessing, use, trading, trafficking or distribution of narcotics or other controlled substances.	Dismissal/referral to law enforcement officials
3. Possessions and/or the use of firearms, explosives, dangerous chemicals or compounds or the brandishing of any object in a threatening manner.	Warning and confiscation of items or substance/and suspension Dismissal/referral to law enforcement officials
4. Truancy and absenteeism for lectures.	Warning/suspension/dismissal
5. The use of profanity, engaging in obscenity and the possession of obscene materials.	Warning and counselling/ suspension/dismissal
6. Possession or distribution of slanderous, libelous or phonographic materials	Warning and counselling/ suspension/dismissal
7. Indecent dressing and or exposure.	Warning and counselling

<p>8. Behavior which disrupts the regular or normal activities of the College and/or rights of others e.g.:</p> <ul style="list-style-type: none"> a. Unauthorized protest and demonstrations, vandalism. Rioting unauthorized rallies and rioting. b. Leading or inciting others to disrupt normal and/or scheduled activities in the College c. Conduct or discourse which is disorderly. d. Disruption of any College activities through direct or indirect loud and disturbing noises, music or speech. 	<p>Warning/counselling/suspension/dismissal/referral to law enforcement officials</p>
<p>9. Dishonesty which includes cheating, fabrication, falsification, forgery, extortion, plagiarism, submission of false information to any College authority, anonymous letters, character assassination and impersonation</p>	<p>Suspension/Dismissal/ Referral to the enforcement agencies</p>
<p>10. Sexual misconduct which includes sexual assaults (i.e., sexual intercourse without consent, including rape, defilement, sodomy or other forms of sexual penetration and intentionally touching the victims' private parts, sexual harassment (unwelcome sexual favors which is hostile, intimidating or offensive) and engaging in sexual activities</p>	<p>Suspension/Dismissal /Referral to the enforcement agencies</p>



11. Littering College grounds or building	Warning and collection of litter/suspension
12. Verbal and/or physical assault of any student/staff	Warning/Suspension/Dismissal/Referral to the enforcement agencies
13. Robbery, stealing and theft	Suspension/Dismissal/Referral to the enforcement agencies
14. Flouting authority	Warning/suspension/dismissal
15. Examination malpractice	Refer to penalties under examination rules and regulations
16. Occultism	Surcharge /suspension/dismissal/referral to the law enforcement agency
17. Destruction of the College property	Counselling/dismissal/suspension
18. Bringing the name of the College into disrepute	Warning/suspension/dismissal
19. Embezzlement/Misapplication of funds (i.e., monies meant for clubs, groups, Association, the SRC, etc.)	Refund and/or Warning/Suspension/Dismissal



ANNEX B

RULES OF DISCIPLINE

- i. All staff are expected to adhere to their assigned work hours, arrive on time, and fulfil their responsibilities promptly.
- ii. Unauthorized absence from work, without permission or a valid justification, is not allowed.
- iii. Using any College property or facility for purposes beyond their intended use or without proper authorization from the Head of Department or relevant authority, is prohibited.
- iv. Demonstrating insubordination towards a superior in the workplace is prohibited.
- v. Harassment and discrimination are prohibited.
- vi. All staff are expected to comply with all institutional policies, procedures, and guidelines relevant to their roles, including those related to safety, security, and confidentiality.
- vii. Disclosure of sensitive or confidential information obtained is prohibited.
- viii. All staff are expected to adhere to data security protocols.
- ix. Declining involvement in workshops or training sessions as required for skill development or to enhance job-related knowledge is prohibited,
- x. All staff are expected to avoid situations that may lead to a conflict of interest between personal affairs and the college's interests.

- xi. Employees are expected to comply with guidelines or policies that specify the appropriate clothing and appearance standards for staff members, whether they are on campus or representing the college.

PENALTIES

The following are the penalties that may be imposed to staff for breaches of discipline.

- i. Dismissal
- ii. Termination of appointment
- iii. Suspension for Stated period without pay
- iv. Reduction in rank of grade
- v. Interdiction
- vi. Stoppage of increment
- vii. Forfeiture of pay for stated period
- viii. Withholding an increment
- ix. Reprimand
- x. Warning

These penalties shall be imposed only by the Principal of the college in consultation with council. This applies only in the case of Senior Staff A. For Senior Staff B and Junior Staff, the principal shall be responsible for administering the penalties.

