



**THE UNITED REPUBLIC OF TANZANIA
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM**



**BOARD OF GOVERNORS
CODE OF ETHICS**

JULY, 2022

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STATEMENT FROM THE CHAIRPERSON OF THE BOARD OF GOVERNORS

We all deserve to operate in an environment where one is treated and treats others with dignity and respect. Bandari College Dar es Salaam (BCD) is committed to create such an enabling environment because it will bring out the full potential in staff and students, which in turn, contribute to the success of the BCD.

This perspective starts with the Board of Governors' commitment and diligence in the discharge of their duties. Members of the Board of Governors should be up right people of high social and academic repute capable of being trusted by the Government, public, students, parents and other stakeholders. In transacting Board business and carrying out their duties, Members need to act impartially, diligently and fairly with utmost regard to the welfare of Government, Tanzania Ports Authority (TPA) and BCD in particular. Hence, this Code of Ethics (Code) to guide and remind Members of this important duty and responsibility.

.....*h. swai*.....

Eng. Anthony F. Swai

CHAIRPERSON

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1.0 INTRODUCTION

This Code establishes standards of ethical conduct and behaviour for Members of the Board of Governors. It contains a broad set of rules of conduct to be observed so as to maintain the integrity and dignity and safeguard the reputation of BCD.

This is in line with the BCD's Vision, Mission and Core values.

2.0 ETHICAL CONDUCT AND BEHAVIOURS

2.1 In order for the Board of Governors to maintain respect and be efficient and effective, Members must behave and conduct themselves in an upright manner as follows:

- (i) Respect for all and courteous in mannerism and speaking;
- (ii) Diligence and disciplined in the performance of their duties;
- (iii) Promote team work;
- (iv) Pursue excellence in service;
- (v) Exercise responsibility and good stewardship;
- (vi) Promote transparency and accountability;
- (vii) Discharge duties with integrity, and
- (viii) Maintain political neutrality.

2.2 This Code expounds on each of these expectations:

2.2.1 **Respect for Human Rights and Courteousness**

- (i) A Member shall not discriminate or harass another member or College staff or students on grounds of sex,

religion, ethnicity, marital status or disability.

- (ii) A Member shall be courteous in mannerism and speaking to other Members, College staff, students and BCD's clients.
- (iii) A Member will respect other Members, their rights, as well as their right to privacy especially when in possession of private and personal information.
- (iv) A Member shall refrain from having sexual relationships with BCD staff and/or students. Likewise a Member will refrain from conduct which may constitute sexual harassment which includes but not limited to:
 - (a) Pressure for sexual favours from BCD staff and/or student;
 - (b) Intentional physical conduct which is sexual in nature such as unwelcome touching, patting and/or grabbing;
 - (c) Sexual innuendoes, gestures, jokes, comments or remarks to another person about one's sexuality or body;
 - (d) Offering or receiving preferential treatment, promises or rewards and offering or submitting to sexual favours.

2.2.2 Discipline and Diligence

To ensure a dynamic Board of Governor, a Member will perform his/her duties diligently and with a high degree of discipline. A

Member shall therefore use the time, skills and expertise one has so as to attain the expected goals. Members are expected to:

- (i) Make unbiased decisions;
- (ii) Issue effective lawful directives;
- (iii) Refrain from any conduct which might impair one's work performance;
- (iv) Keep punctuality with respect to hours of meetings and not absent oneself from meetings without prior notice and reasonable cause;
- (v) Avoid the use of rude and abusive language.
- (vi) Maintain personal hygiene and dress in respectable attire in accordance with acceptable public office norms.
- (vii) While holding the appointment, to conduct his/her personal life in such a manner that it does not affect his/her responsibilities as a Member or bring the TPA, College and Government into disrepute.

2.2.3 Secrecy and Confidentiality

- (i) A Member shall not disclose confidential or official information which has confidentiality been communicated to or has been availed while discharging his/her duties.
- (ii) Members shall not communicate with the media on issues related to TPA and the College or official policy unless permitted.
- (iii) Official information will be released to the media by an official or a Member who has been authorized to do so according to the laid down procedures.

2.2.4 **Team Work**

Members will strive to promote team work by observing the following:

- (i) Giving advice and instructions which are clear and undistorted;
- (ii) Giving due weight and consideration to information and reports submitted by College Management and staff;
- (iii) Ensuring College Management and staff clearly understand the scope of their work and encourage them to enhance their competence and skills;
- (iv) Avoiding malicious actions or words intended to ridicule either Members or College Staff.

2.2.5 **Pursuing of Excellence in Service:**

Since one of the College vision is being centre of excellence in training, research and consultancy, Members shall:

- (i) Strive to achieve the highest standards of performance;
- (ii) Continuously strive to acquire new knowledge and skills and use them effectively to guide BCD; and
- (iii) Recognize the need for capacity building.

2.2.6 **Exercise Responsibility and Good Stewardship**

- (i) A Member shall act within the entrusted boundaries of his/her authority and responsibilities. In doing so he/she

shall:-

- (a) make decisions in line with authorized standards and procedures; and
 - (b) Discharge duties effectively and be accountable for one's own actions.
- (ii) A Member shall endeavour to safeguard public funds, and other properties of BCD.

2.2.7 Discharge Duties with Integrity:

- (i) A Member shall not fear to abide to laws, regulations and procedures when discharging his/her duties.
- (ii) A Member shall not solicit, force or accept bribes from a person whom he/she is serving, has already served or will be serving either by doing so in person or by using another person.
- (iii) A Member or any member of his/her family shall not receive presents in form of money, entertainments or any service from a person that may be regarded as geared towards compromising his/her integrity.
- (iv) A Member may accept or give nominal gifts such as pens, calendars and diaries in small amount.
- (v) A Member shall perform his/her duties honestly and impartially to avoid circumstances that may lead to conflict of interest. If conflict of interest arises he/she shall disclose the conflict and the Board shall decide upon the best course of action to resolve it.

2.2.8 Political Neutrality:

- (i) A Member can participate in politics provided that when so doing he/she observes the following limitations:-
 - (a) not take part in political activity which will compromise or be seen to compromise his/her loyalty to TPA;
 - (b) not provide services with bias due to his/her political affiliation;
 - (c) Not pass information or documents available through his/her position as a Board Member to his/her political party.
- (ii) Although Members have a right to communicate with their political representatives they shall not:-
 - (a) use such influence to intervene on matters affecting him/her which are in dispute between TPA/College and him/her;
 - (b) Use such influence for furthering personal ends which are not part of TPA policy.

3.0 CONCLUSION

Each Member is expected to honour and abide to this Code of ethics.

Approved by the
Board of Governors

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by wa.:

Eng. Anthony F. Swai

Chairperson, Board of Governors

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Dr. Lufunyo S. Hussein

Principal/Secretary

Dar es Salaam

Date..... 9th November, 2022