

# **CHRIST THE TEACHER COLLEGE OF EDUCATION**



## **CODE OF CONDUCT POLICY, 2018**

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## **CODE OF CONDUCT POLICY**

### **Preamble**

In all its endeavors, CTCE is dedicated to excellence that is demonstrated through national and international recognition. We create and disseminate knowledge by means of scholarly and creative achievements, graduate in professional education, and public engagement and service. Through our focus on teaching and learning, the college helps every student grow intellectually and become a contributing member of the state, national and world communities. Through teaching, research, engagement and service we embrace diversity and cultivate leadership, integrity and engage citizenship in our students, faculty, staff and alumni. As our state's flagship public land and community library, we promote the health and wellbeing of our members through enhancing the social, economic, cultural and natural environments of the nation and beyond.

To this end, members of the Christ the Teacher College of Education community, all faculty, staff, students, members of the College Council, College Management and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The College values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices.

### **Purpose / Objectives**

The reputation of Christ the Teacher College of Education is fundamental to its success. The College expects its community (Staff and Students) to adhere to the highest ethical standards including honesty, integrity, respect for others, hard work, diligence, prudence and accountability. Adherence to such standards not only serves to further the reputation of the College. It also provides an essential foundation for excellence in education and is vital to the development and maintenance of environment in which the college community could be proud

to belong. The policy will outline the general principles intended to govern the conduct of the members of the College Community and to provide overall guidance in matters of conduct.

In that spirit, this Code (the "Code") is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide our work. We are each individually accountable for our own actions and, as members of the College community, are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

### **Scope/Application**

This Code of Ethical Conduct applies to all members of the College Community i.e. staff (teaching and non-teaching), student body, visitors to the college, Contractors engaged by the College to execute project.

### **Violations**

Adherence to this Code also makes us responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the College and does not jeopardize one's position or employment. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the College. In some circumstances, civil and criminal charges and penalties may apply.

### **Questions**

Direct any questions regarding the intent or applicability of this Code to the Director of Institutional Compliance or the Office of the General Counsel .

#### **4. The College's Code of Ethics Policy Statement**

- Standard of integrity and quality
- Confidentiality and privacy
- Conflict of interest/conflict of commitment
- Human resources
- Financial Reporting
- Compliance with laws
- Use of College Resources
- Reporting suspected violations
- Relationship abuse

#### **5. Supporting Procedures:**

##### **Standards of Integrity and Quality**

Christ the Teacher College of Education recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the College. Christ the Teacher College of Education must strive at all times to maintain the highest standards of quality and integrity.

Frequently, Christ the Teacher College of Education's business activities and other conduct of its community members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others will govern our conduct at all times.

In addition, each individual is required to conduct College business transactions with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated because it is "customary" outside of Christ the Teacher College of Education or that it serves other worthy goals. Expediency should never compromise integrity.

### **3. Confidentiality and Privacy**

Community members receive and generate on behalf of the College various types of confidential, proprietary and private information. It is imperative that each community member complies with all federal laws, state laws, agreements with third parties, and College policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the community member's relationship with Christ the Teacher College of Education ends.

Computer and Network Usage Policy and the Academic Policies and Statements, for students, govern any privacy rights of information stored on College computer systems.

### **4. Conflict of Interest/Conflict of Commitment**

Community members who are Christ the Teacher College of Education faculty and staff owe their primary professional allegiance to the College and its mission to engage in the highest level of education, patient care, research and scholarship. Outside professional activities, private financial interests or the receipt of benefits from third parties can cause an actual or perceived divergence between the College mission and an individual's private interests. In order to protect our primary mission, community members with other professional or financial interests shall disclose them in compliance with applicable conflict of interest/conflict of commitment policies.

### **5. Human Resources**

Christ the Teacher College of Education is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the College prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their race, color, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status or any other characteristic protected by law. Where actions are found to have occurred that violate this standard the College will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

## **6. Financial Reporting**

All College accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

## **7. Compliance with Laws**

Members of the College community must transact College business in compliance with applicable laws, regulations, and College policy and procedure. Heads of Department and Supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Office of General Counsel. College-wide policy documents can be found [here](#).

### **a. Contractual Obligations**

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of Christ the Teacher College of Education to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate College official can enter into agreements on behalf of the College.

### **b. Environmental Health & Safety, including Workplace Health and Safety.**

Members of the College community must be committed to protecting the health and safety of its members by providing safe workplaces. The College will provide information and training about health and safety hazards, and safeguards. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations. See Christ the Teacher College of Education Health and Safety Policies.

### **c. Non-College Professional Standards.**

Some professions and disciplines represented at the College are governed by standards and codes specific to their profession (such as attorneys, certified public accountants, and medical doctors). Those professional standards generally advance the quality of the

profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to College policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and College policy, he/she should contact the Office of the General Counsel.

**d. Academic Policies**

See "Academic Policies and Statements" on the Christ the Teacher College of Education Bulletin website for academic policies.

**8. Use of College Resources**

College resources must be reserved for business purposes on behalf of the College. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. College resources include, but are not limited to, the use of College systems (e.g., telephone systems, data communication and networking services) and the Christ the Teacher College of Education domain for electronic communication forums; the use of College equipment (e.g., computers and peripherals, College vehicles); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at Christ the Teacher College of Education.

**9. Reporting Suspected Violations a. Reporting to Management**

Members of the Christ the Teacher College of Education community should report suspected violations of applicable laws, regulations, government contract and grant requirements of this Code. This reporting should normally be made initially through standard management channels, beginning with the immediate supervisor, instructor or advisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violation is by the supervisor) individuals may go to a higher level of management within their school or department.

**b. Other Reporting**

All violations of laws or regulations should be reported internally to the appropriate office.



**c. Confidentiality**

Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the College and does not in itself jeopardize employment.

**d. Cooperation**

All employees are expected to cooperate fully in the investigation of any misconduct.

**10. Relationship abuse**

CTCE prohibits relationship abuse. Relationship abuse is defined as the use of physical force, coercion, threats, intimidation, isolation, or other forms of physical, or sexual abuse toward female staff or trainee. Relationship abuse also includes manipulation or other forms of emotional abuse if they have the effect of creating fear, isolation, or restriction of access to resources, education or work.

**STAFF AND AFFILIATES**

**1. Principles**

This Code has been formulated to provide a clear statement of the College's expectations of its staff and affiliates in respect of their professional and personal conduct.

The Code reflects, and is intended both to advance the object of the College, namely the promotion of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence, as well as to secure the observance of its values of:

- † responsibility and service through leadership in the community;
- † quality and sustainability in meeting the needs of the College's stakeholders;
- † merit, equity and diversity in our student body;
- † integrity, professionalism and collegiality in our staff; and
- † Life-long relationship and friendship with our alumni.

These values must inform the conduct of staff and affiliates in upholding and advancing:

- † freedom to pursue critical and open inquiry in a responsible manner;
- † recognition of the importance of ideas and ideals;
- † tolerance, honesty, respect, and ethical behaviour; and
- † the understanding of the needs of those we serve.

## **2. Application of the Code**

This Code applies to:

- † all College staff (including part-time and casual staff) (referred to in this document as “staff”); and clinical title holders; adjunct, conjoint and honorary appointees; consultants and contractors to the College; holders of offices in College entities, members of Boards of College Foundations, members of College Committees; and any other persons appointed or engaged by the College to perform duties or functions on its behalf (referred to in this document as ‘affiliates’).
- † All staffs are required to comply with the obligations set out in this Code and act in a way that furthers the College’s object and upholds its values.
- † Affiliates are required to comply with the Code in respect of their activities relating to or impacting upon the College and/or its staff or students.
- † The College may take disciplinary action against staff for a breach of the Code, and may take commensurate action against affiliates.
- † This Code applies to students, who are covered by the College’s Code of Conduct for Students.

## **3. Personal and Professional Behaviour**

In performing their College duties and functions, the behavior and conduct of staff and affiliates must be informed by the College’s object and its values and the principles enunciated in Part 1 above. All staff and affiliates must:

- † maintain and develop knowledge and understanding of their area of expertise or professional field;
- † exercise their best professional and ethical judgment and carry out their duties and
- † function with integrity and objectivity;
- † act diligently and conscientiously;

- † act fairly and reasonably, and treat students, staff, affiliates, visitors to the College and members of the public with respect, impartiality, courtesy and sensitivity;
- † avoid conflicts of interest; maintain a co-operative and collaborative approach to working relationships; and
- † comply with all applicable legislation, industrial instruments, professional codes of conduct or practice and College policies, including in relation to:
  - the conduct of research;
  - confidentiality and privacy of information;
  - equal opportunity
  - health and safety policies and practices;
  - efficient and effective use of college resources including information communication and technology resources; and
  - protection of the College's interests in intellectual property arising from its teaching and research.

#### **4. Conflicts of Interest**

All staff and affiliates must:

- comply with the College's External Interests Policy 2010
- and ensure that there is no actual, potential or perceived conflict between their personal interests or their duties to other parties and their duties and responsibilities as staff or affiliates of the College;
- promptly make full disclosure to the College of all relevant facts and circumstances giving rise to an actual, potential or perceived conflict of interest and cooperate with the College to ensure that all appropriate steps are taken to eliminate or manage such conflicts in accordance with the College's External Interests Policy 2010; and comply with the College's Guidelines Concerning Commercial Activities

## **5. Intellectual Property**

All staff and affiliates must comply with the Intellectual Property Policy.

## **6. Secondary Employment and Outside Earnings**

All staff and affiliates engaged in paid College work must ensure that any non-College work they perform (including provision of assistance to government, the professions and industry through, for example, consulting work, contracting, collaborative research and participation on committees):

- does not conflict with their college work;
- does not adversely affect their college work performance;
- does not involve the use of college resources (except in the case of academic staff, as permitted by the College's Outside Earnings of Academic Staff Policy);
- is performed outside their normal College working hours, unless, in the case of academic staff, the work has been approved under the College's Outside Earnings of Academic Staff Policy.

In addition, academic staff must comply with the College's Outside Earnings of Academic Staff Policy.

## **7. Acceptance of Gifts and Benefits**

Staff and affiliates must not solicit nor accept gifts or benefits, either for themselves or for another person, which either might in any way, either directly or indirectly, compromise or influence them in their official College capacity or might appear to do so.

Consistently with and subject to that general principle, staff and affiliates may accept occasional gifts or benefits, subject to the following requirements:

- Gifts may be Accepted only if the recipient is satisfied that they cannot be compromised, or be seen as having been compromised, by doing so;

- A staff member or affiliate who is in a position in the course of their college work to confer a benefit on a third party must not Accept a gift from that party;
- Cash or gift vouchers must not be Accepted from any third party which derives a commercial benefit from a contractual relationship with the College under any circumstances.

Any gift or benefit that cannot be considered as occasional and token should be declined stating that it is the College's requirement that such gifts or benefits should not be accepted.

If this is not possible because of the environment in which the gift or benefit is offered, the gift or benefit may be accepted on behalf of the College, and it should then be retained by the relevant School or Administrative Unit for the purposes of this Code, "gifts" include honorariums which may be retained subject, if required, to being declared on the College's Register of Gifts and Benefits.

Staff and affiliates must report any offers of bribes to their supervisor, who should then ensure that the matter is reported as corrupt behavior in accordance with Part 12 of this Code.

## **8. Public Comment**

Staff and affiliates are encouraged to engage in debate on matters of public importance.

However, staff and affiliates who make public comment or representations and, in doing so, identify themselves as staff or affiliates of the College must comply with the College's Public Comment Policy.

## **9. A Political Donations**

Staff and affiliates are encouraged to participate in the political process in accordance with their rights and obligations as private citizens, and the College's Public Comment Policy.

However, College funds and other resources must not be used to support any political party or candidate.

Political donations and tickets for political fundraising activities, including dinners, functions and similar events, are a personal expense.

**10. Use and Security of Official Information Staff and affiliates must:**

- maintain the integrity, confidentiality and privacy of college records and information to which they have access in the course of their employment;
- take all reasonable precautions to prevent un-authorised Access to, or misuse of, College records and information; and
- comply with the College's Privacy Policy and Information Security Policy.

Staff and affiliates must not:

- disclose, or offer to supply, confidential or private College records or information, except when authorised to do so as a part of their normal duties or functions, or when required or permitted to do so by college policy, State or law, court order or other legal instrument;
- Access or use information, including information on electronic systems and hardcopy files, other than for an authorised purpose; or destroy, or authorise the destruction of, College records other than in accordance with college policy and relevant legislation.

**11. Use of College Resources**

Staff and affiliates must:

- use all College resources in an efficient manner and for college purposes only, unless express permission has been granted for non-College or private usage; and
- comply with the College's policy on Use of College Information and Communication Technology Resources.

Staff and affiliates must not access or transfer pornographic or other inappropriate material through college information and communication technology resources (other than with the specific approval of the College's Ethics Committee for bona fide research purposes).

The College's mail, telephones (including mobile phones), facsimile machines, email and internet are provided for College use. Excessive and/or unauthorized personal use of any of these facilities can lead to the College taking disciplinary action against a staff member and commensurate action against affiliates. Emails (including personal emails) remain the property of the College at all times and may be Accessed under court orders, Freedom of Information requests and in accordance with the College's policy on Use of College Information and Communication Technology Resources.

Staff and affiliates should be aware that the College will, from time to time, access its communication resources to ensure that use of these resources is appropriate to carrying out the functions of the College.

## **12. Notification of Wrongdoing**

Instances of wrongdoing, including, corrupt conduct, maladministration, serious or substantial waste of public money, government information contravention, or some other kind of wrongdoing should be reported in accordance with the College's Reporting Wrongdoing Policy.

Reports can be made to the Director, Audit and Risk Management or the Manager Investigations, Audit and Risk Management or the appropriate quarters.

## **13. Equity of Access and Prevention of Harassment and Discrimination**

Staff and affiliates must comply with the College's Bullying, Harassment and Discrimination Prevention Policy and must not harass or discriminate against students, staff, affiliates, visitors to the College's campus, or members of the public.

## **14. Work, Health & Safety**

While at work or performing duties or functions for the College, staff and affiliates must:

- comply with the College's Health and Safety Policy and Health and Safety Procedures.
- take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions at work; and
- co-operate with the College to ensure compliance with all relevant health and safety laws.

Staff and affiliates must take care not to put themselves or other College community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should staff or affiliates attend for duty under the influence of alcohol or drugs.

## **STUDENTS**

### **1. Principles**

This Code of Conduct has been formulated to provide a clear statement of Christ the Teacher College of Education's expectations of students in respect of academic matters and personal behavior

Study at the College presents opportunities for interacting with other members of the college community. The College recognizes and values the diversity of students, their experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The College reaffirms its commitment to:

- high academic standards, intellectual vigour and a high quality education;
- intellectual freedom and social responsibility
- recognition of the importance of ideas and the pursuit of critical and open inquiry
- tolerance, honesty and respect as the hallmarks of relationships throughout the College community; and
- high standards of ethical behaviour.

All students are required to be aware of and act consistently with these values.

### **2. Coverage**

This Code of Conduct applies to all students of Christ the Teacher College of Education, in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the Christ the Teacher College of Education, its students and employees.



It must be read in conjunction with the statutes, rules, and resolutions of Christ the Teacher College of Education.

### **3. Personal conduct**

All students must:

- treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to inter-personal relationships;
- act honestly and ethically in their dealings with Christ the Teacher College of Education employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students;
- respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students;
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work, including in Christ the Teacher College of Education Library, lecture theatres and laboratories;
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students to Access or use the resources of Christ the Teacher College of Education, including the Christ the Teacher College of Education Library resources, lecture theatres and laboratories; and
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

#### **4. Academic Conduct**

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of Christ the Teacher College of Education.
- Students must not enrol in additional units of study outside the degree resolutions even if the student information system allows it when enrolling on-line. It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines;
- read all official correspondence from Christ the Teacher College of Education, including email
- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- conform to Christ the Teacher College of Education's requirements for working with humans, animals and biohazards;

#### **5. Student Code of Conduct**

All students are expected to:

- behave professionally, ethically and respectfully in all dealings with Christ the Teacher College of Education's learning partners during extramural placements and practicum; and
- use Christ the Teacher College of Education resources, including information and communication technology
- use resources, in a lawful and ethical manner and for Christ the Teacher College of Education purposes only, unless express permission has been granted for Non Christ the Teacher College of Education or private usage.

## 6. Gender Responsiveness

In the implementation of the various items in this policy equity and fairness will be paramount without discrimination, sex or gender. The code of conduct policy would be implemented devoid of all acts of disclinations such as utterances, comments, actions and inactions that can deter females from performing their lawful duties.

Any female who feels discriminated in any form can report to the gender champion.

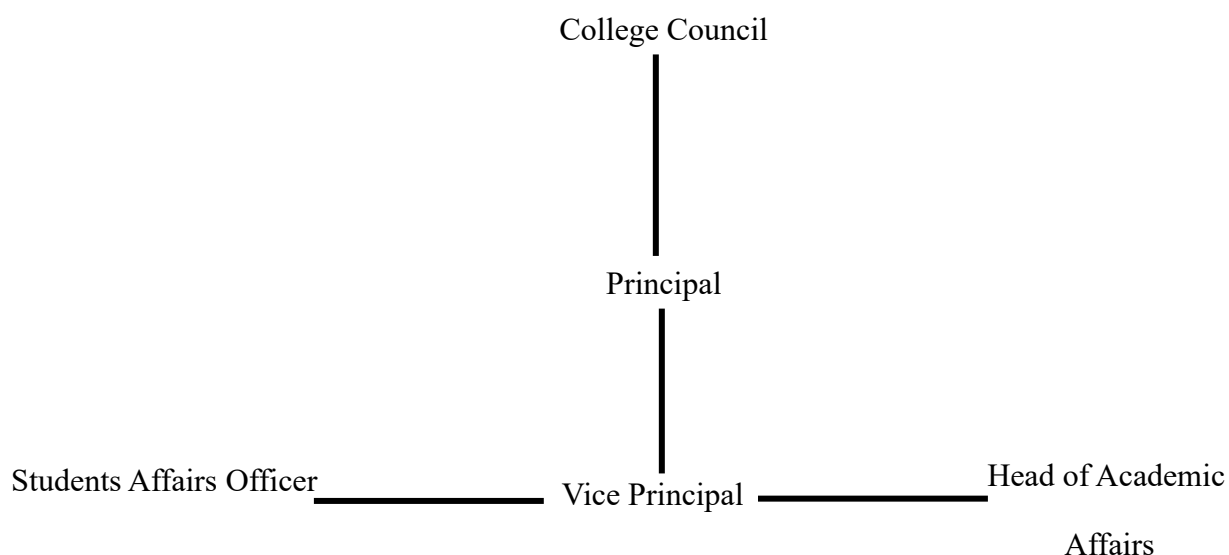
## 7. Useful References

Please note that this is not an exhaustive list of the policies applying to students of the Christ the Teacher College of Education. See “Student Handbook”.

## 8. Responsibility for Implementation

The overall responsibility for Inclusive and Gender Policy in Christ the Teacher College of Education is that of the College Council.

The Day-to-day responsibility for ensuring this policy is implemented is delegated to the College Principal, Vice Principal, Students’ Affairs Officer and Head of Academic Affairs.



## 9. Responsibility for Monitoring, Implementation and Compliance Students’

Affairs Officer and the Head of Academic Affairs.

## **10. Status**

The Code of Conduct is an articulation of the way in which the staff of the Christ the Teacher College of Education (CTCE) community relates to one another in the common endeavour that is its Mission. The ethical underpinnings of the Code are governed by the principles of respect for human dignity, integrity, collegiality, impartiality and service which are consistent with and reflect the College's ethos. These principles underpin the professional relationships that staff has with each other, their students, the broader community and the conduct of their work.

The Code of Conduct complements, but does not replace, the standards of behaviour and performance required by college policies, industrial agreements and relevant legislation.

Through this Code the College is establishing standards of conduct which it requires of all staff. As an employer, the College may from time-to-time issue directions with which each staff is required to comply.

Meeting day for the policy 7<sup>th</sup> April 2017

Policy approved by Governing Council, 1<sup>st</sup> June 2018

The implementation of the latest version of this policy supersedes all rules, regulations and practices of Health and Sanitation in the College.

## **11. Key Stakeholders**

Staff

Students

## **12. Approval Body**

The College Governing Council

## **13. Initiating Body**

Students' Officer and Academic Affairs committee.

## **14. Definition of terms**

Affiliate means a clinical title holder, an adjunct, conjoint and honorary appointee, a consultant or contractor to the College, an office holder in a College entity, a member of any College Committee and any other person appointed or engaged by the College to perform duties or

functions on its behalf. The application of this Code of Conduct to affiliates is set out in Part 2 above.

Intellectual property means intellectual property as defined in the Intellectual Property Policy 2018.

Policy means a College policy as introduced, altered or replaced by the College from time to time.

Political donation means a gift, whether by monetary payment or in-kind contribution, made to or for the benefit of:

- (a) a political party;
- (b) an elected member of parliament or local government authority; or
- (c) a candidate or group of candidates for election to a parliament or a local government authority. This includes amounts paid as contribution, entry fee or other payment for participation in, or otherwise obtaining a benefit from, a fundraising venture or function.

Staff or staff member means an employee of the College, including a casual employee.

Supervisor means:

- (a) in the case of a staff member, the person nominated by the College from time to time as the staff member's supervisor;
- (b) in the case of a clinical title holder, an adjunct, conjoint and honorary appointee, the Head of the relevant Department;
- (c) in the case of a consultant or contractor to the College, the College officer nominated as the relevant contact officer in relation to their engagement;
- (d) in the case of an office holder in a College Entity or a member of any College Committee, the Chair of the relevant Entity or Committee; and
- (e) in any other case, the College officer nominated as the relevant contact officer in relation to the person's engagement.

College Committee means any committee or governing body of any entity established by or with the authority of the Council.

Student means all students of Christ the Teacher College of Education, including but not limited to fee paying students.

Employee means all staff of Christ the Teacher College of Education, (including full-time, part-time or casual staff)

College Entity means any entity established by or with the authority of the Council.

A reference to any legislation, includes subordinate legislation made under it, and includes that legislation and subordinate legislation as amended or replaced from time to time.

**15. Related Legislation:**

**16. Related Policy and Other Documents**

**17. Effective Date** September 2018

**18. Review Date:** Yearly

**19. Key Words**

Christ the Teacher College of Education, Code of Ethics, Christ the Teacher College Policy

**20. Owner / Sponsors**

Principal

Academic Affairs Committee

**21. Author**

College Council

**22. Further Information**

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