

## **CODE OF CONDUCT FOR MEMBERS OF THE INSTITUTIONAL FORUM (IF) OF STELLENBOSCH UNIVERSITY**

### **1 Object**

The Code of Conduct for IF members (hereinafter “the Code of Conduct”) has as its object, in addition to the relevant provisions of the Higher Education Act No. 101 of 1997 (hereinafter “the Act”) and the Statute of Stellenbosch University (hereinafter “the Statute”), and taking into account the King III Code (King Code of Governance Principles for South Africa 2009) –

- 1.1** to draw up guidelines for the conduct of IF members;
- 1.2** to foster IF members’ commitment to the University and to improve the standing of the IF.

### **2 Application of the Code of Conduct**

The terms of the Code of Conduct apply to IF members as well as non-members who serve on IF task groups and persons who participate in meetings of IF and IF task groups in a supporting or advisory capacity.

### **3 Acting in the University’s best interests**

IF members must allow the University academic freedom, acknowledge and respect the University’s institutional independence, and act in the University’s interests at all times, instead of in the interests of specific persons or interest groups.

### **4 The good name and reputation of the University, Council and management**

IF members must uphold the good name and reputation of the University, Council and University management, and must in particular refrain from public statements that, whether intentionally or negligently, misrepresent the purport or implications of policies, decisions or programmes that Council took or instituted.

## **5 Conflict of interests**

**5.1** IF members are obliged at all times to disclose any direct or indirect interests (economic or otherwise) that they may have.

**5.2** IF members may participate in a discussion or vote on a matter in which they have a direct financial interest or other economic or personal interests only if they have declared the nature and scope of such interest(s) in advance and have obtained the meeting's consent to participate in the discussion or to vote, whichever may be the case.

## **6 Communication of decisions by IF**

The Chairperson of the IF (or his or her delegate) is the spokesperson of the IF for purposes of communication of IF decisions.

## **7 Confidentiality**

IF members may not disclose the contents of confidential IF documents or discussions to a third party.

## **8 Interference with the management of the University**

IF members may not interfere, whether directly or indirectly, with the management or administration of the University, or attempt to give instructions to any University employee.

## **9 Remuneration of IF members**

Except for the recovery of reasonable expenditures in order to attend IF meetings or to perform other duties, IF members are not entitled by virtue of their office to receive any benefit, whether financially or otherwise.

## **10 Meetings**

IF members must at all times –

- 10.1** attend meetings of IF or its subcommittees to which they have been nominated or elected, or tender an apology with the secretary if they cannot attend;
- 10.2** be cordial to other IF members;
- 10.3** respect the procedures that apply when IF convenes; and
- 10.4** prepare well for meetings in order to participate actively in IF discussions.

## **11 The rights of IF members**

IF members are entitled –

- 11.1** to receive all relevant information in good time so that they may make informed decisions;
- 11.2** to have speaking engagements in IF as arranged by the chair in accordance with fair and accepted practice; and
- 11.3** to defend academic freedom and the University's autonomy, subject to the provisions of relevant national legislation