

EMPLOYEE CODE OF CONDUCT



THE MICO UNIVERSITY COLLEGE

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Draft

1. INTRODUCTION

The Mico University College is committed to creating and maintaining an environment in which teaching and learning, working, discovery and engagement take place in an atmosphere of professionalism, mutual respect and fair treatment among all constituents. An essential component of this environment is a strong ethic and practice of equality, acceptance and respect among staff. The Code of Conduct therefore sets the standards of ethical standards for all University College staff, and can only auger well to create an environment, where all members of the community can freely work together for the intended purpose to achieve the institution's mission, which is best accomplished in an atmosphere of mutual trust and respect.

2. RATIONALE

The Code of Conduct outlines a set of principles by which employees within The Mico Community shall operate. It is based on the statutes, ordinances, policies, and other regulatory documents that govern the University College. The Code provides guidance for professional conduct. The success and reputation of the University College in fulfilling its mandate depends on the ethical behaviour, honesty, integrity and good judgment of each member of The Mico community. All employees, students and other individuals representing the University College are expected to inform themselves about and comply with the University College policies, procedures, ordinances, statutes and all regulations pertaining to them.

The Code is intended not to override or derogate from but to complement the University College's regulations, policies, and procedures, as well as all its collective agreements and contracts, all laws and legal requirements, all professional codes with which Individuals must comply, and all Individual rights, including academic freedom. Where the Code conflicts with any of such formal and official rules, obligations and rights, reasonably and objectively construed, the latter shall prevail.

3. SCOPE

The Code of Conduct is relevant to all employees (academic (including adjunct), administrative, ancillary, temporary or part-time staff), and others who represent the University College. The Board of Directors and students are excluded from the Code. Any exclusion from the Code should not be interpreted as giving licence for the infringement of any laws or University College policies or regulations that would jeopardize the health and safety of anyone on University College's premises, damage University College property, or violate any applicable collective agreements.

4. DEFINITIONS

Misconduct shall include but not limited to:

- dishonesty, theft or fraud;
- deliberate falsification of records
- deceit and deception
- misappropriation or misuse of property
- malicious damage;
- harassment (sexual and otherwise)
- fighting or assault on another person;
- serious incapacity due the use of alcohol or illegal drugs;
- actions which endanger employees' safety;
- falsification or unauthorised removal of company records or property;
- a serious act of insubordination.

Harassment	- is any offensive behavior that intentionally targets a specific person or persons. Usually (but not always) the purpose is to make the target feel threatened, intimidated, frightened or discouraged. Harassment may also include actions calculated to be noticed by the target which is suggestive even where no direct communication takes place.
Individuals	- include all staff employed to the University College, whether academic (including adjunct), administrative, ancillary, temporary or part-time staff).
Immediate Supervisor	<ul style="list-style-type: none">- is regard as the Dean of the Faculty or Head of the Administrative Department for the purposes of this Code.- The immediate supervisor of the President is the Chair of the Board of Directors.

5. STANDARDS OF ETHICAL CONDUCT

The Code of Conduct sets out the ethical conduct in 6 categories: (i) personal integrity, (ii) respect for others, (iii) compliance with law and policy, (iv) diligence and efficiency, (v) protection of the University College's assets and records, and (vi) community involvement and public communications.

5.1 PERSONAL INTEGRITY

i) Ethical Conduct:

Individuals are required to conduct themselves in a manner that demonstrates high ethical standards, honesty, fairness, integrity and propriety; and at all times in good faith operate in the best interest of the University College and its students. All staff shall be cognisant that they hold positions of trust and shall not commit any act that constitutes misconduct or that could bring the institution into disrepute. When in doubt about the propriety of a proposed course of

action, they should seek counsel from colleagues, supervisors, or administrators who can assist in determining the right and appropriate course of action.

ii) Conduct with respect to teaching and learning:

Individuals involved in teaching and research shall

- a) adhere to acceptable standards of academic integrity. Instructors and researchers shall not engage in any form of academic fraud, including cheating, plagiarism etc.,
- b) encourage the pursuit of independent scholarly learning, critical thought, academic integrity and ethical sensitivity in their students.

iii) Use of the Letterhead:

No Individual shall use The Mico's letterhead or stationery for personal or non-University related purposes, particularly when such use would imply endorsement by the University College, unless they have the prior approval of the President to do so. In addition no Individual shall make reference to their connection to the University College to gain an undue advantage.

iv) Conflict of Interest:

Individuals must comply with the tenets of the *Conflict of Interest Policy* and therefore must strive to avoid the perception of or actual conflicts of interest that might compromise their integrity and objectivity and/or that of the institution. Individuals must

- a) not have sexual relations with anyone over whom they have authority.
- b) comply with the procurement procedures and ensure that the purchase of goods and services must be based on competitive considerations of quality, price, service and benefit to the University College.

Conflicts, including those of a financial, personal, or professional nature, must be disclosed to Immediate Supervisor or the Conflict of Interest Committee and any recommended resolution including elimination or management of the conflict be complied with.

v) Confidential Information

Individuals (including former employees) might be privy to confidential information. Such information might relate, but not limited to students, job applicants, employees, finances, intellectual property, research, sponsors or future plans. All confidential information shall be protected by safeguarding it when in use, storing it properly when not in use, and discussing it only with those who have a legitimate business need to know.

An Individual shall not release any confidential information without clearance from the Head of Department, Dean of the Faculty, any of the Vice Presidents or the President of the University College. Questions regarding the release of confidential information should be directed to the persons in the above positions or the Director of Human Resources.

vi) Gifts and Gratuities

To avoid undue influence in decisions related to contractual relationships with suppliers, contractors, vendors or others, all Individuals representing the University College shall not personally accept any material gift, gratuity, or other payment, in cash or kind, from a supplier, contractor or vendor currently doing business with the University College or seeking to do so, save and except those of small value e.g. business diaries or pens. Door prizes or raffle prizes of significant value i.e. in excess of \$500.00 obtained at the expense of the Mico University College are the property of the University College.

If questions arise about how material a proposed gift or gratuity might be, the proposed recipient may seek advice from the Bursar or VP Administration.

5.2 RELATIONSHIP WITH OTHERS

i) Equitable treatment

The Individual shall

- a) strive to treat all persons equitably and with respect, including respect for their rights.
- b) be expected to be responsive, fair and courteous in dealing with others.
- c) accommodate and respect points of view in any discussion / debate and shall not cut off rational debate by verbal or physical violence or intimidation. Criticism of ideas must be distinguished from personal attacks. Individuals shall not verbally abuse, vilify or belittle other individuals either directly or indirectly. Individuals should avoid comments which tend to lower a person in the estimation of right-thinking members of society, or to expose a person to hatred, contempt or ridicule.
- d) not take unfair advantage of anyone through illegal conduct, manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair-dealing practice.
- e) not be rude or insulting to anyone.

ii) Supervisors' treatment of staff

Individuals who supervise employees and volunteers must treat them fairly and afford them equal opportunity, maintain open and honest communication with them, and ensure that they understand performance standards expected of them. Evaluations of employees' and volunteers' performance should be undertaken objectively and without bias.

iii) Decision makers treatment of staff

Individuals whose responsibilities require them to make a decision that may adversely affect a person's rights, liberties, interests, or legitimate expectations must ensure that their decision is formulated and applied with fairness, so that, at the very least, the person affected has the opportunity to respond to relevant allegations, assertions, and evidence before the decision is

made, and the decision itself is reached only with full knowledge of the facts and without bias or conflict of interest, actual or apparent.

iv) Harassment and Intimidation

All Individuals have the right to study, to work, and to live in an environment free from all forms of harassment and discrimination including, but not limited to a person's race, sex, sexual orientation, colour, creed, religion, national/ethnic origin, age, handicap, or disability. Individuals shall not engage in any vexatious comment or conduct, which could include but is not limited to gestures, remarks, jokes, taunting, innuendo, display of offensive materials, threats, imposition of academic penalties without just cause, electronic distribution of offensive material, hazing, stalking, shunning or exclusion related to the prohibited grounds of discrimination and harassment, that is known or ought reasonably to be known to be unwelcomed to the person or persons to whom the comment or conduct is directed.

The University College prohibits any kind of harassment or intimidation, whether committed by or against a student, faculty member, supervisor, co-worker, supplier / contractor / vendor or visitor. Any proposition of, solicitation of, attack, threat of attack against a person or any interference with any person or any offensive behaviour and/or use of any offensive language shall constitute misconduct. In addition, the publication, distribution or utterance or any kind with malicious intent to mislead or embarrass the University College or any member of its community is prohibited.

v) Prohibited interactions with students

The University College recognizes the positive benefits from the interaction between student and faculty Individuals. These interactions are encouraged and supported when they are kept at a professional level and promote healthy social, emotional, and intellectual development. All Individuals are expected to maintain the highest standards of professional conduct in their relationships with students.

Individuals must establish appropriate personal boundaries with students and not engage in any behaviour that could reasonably lead to even the appearance of impropriety. Staff members act as role models for students at all times, in all curricular and extra-curricular activities.

Prohibited interaction between Individuals and students (regardless of the student's age) are a violation of the institution's policy. Therefore Individuals shall not engage in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off University College property, or whether it occurs during or outside of school hours, or whether the student is a willing participant. The following list is not intended to be exhaustive and may include but not limited to:

- a) Engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between

Individuals and students, regardless of whether the Individual or student initiates the behaviour, or whether the relationship is consensual;

- b) Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students, in which the relationship is outside the bounds of the reasonable, professional employee-student relationship and in which the relationship could reasonably cause a student to view the Individual as more than a faculty member, administrator, advisor or mentor;
- c) Initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral, written communication or electronic communications;
- d) Socializing with students for reasons unrelated to any appropriate purpose;
- e) Providing students with alcohol (regardless of age) or drugs - either prescription or illegal

5.3 COMPLIANCE WITH LAW AND POLICY

i) Compliance with Laws and Regulations

All Individuals representing the University College must transact College business in compliance with all the laws and regulations of Jamaica, especially those related their positions and areas of responsibility. All Individuals representing the University College should recognize that noncompliance might have adverse financial and other consequences for them and for the University College. Individuals therefore should be responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors shall be responsible for monitoring compliance in their areas.

ii) Compliance with Contractual, Grant, and Other Obligations

The University College frequently enters into contractual and other formal obligations with external entities. These obligations might include, but are not limited to, research and other grants and contracts, commercial contracts, memoranda of understanding among others. All Individuals representing the University College are expected to act in good faith and adhere to all obligations assumed by the University College. See the Mico's Procurement Policy and Procurement Procedures.

iii) Safety

The University College must provide a safe living and working environment for Individuals to the extent required by law and, beyond as permitted by its resources and in compliance with its Occupational Safety and Health Policy.

To address the safety of Individuals in the workplace, the University College shall mandate that all Individuals representing the University College conduct their activities with all of the necessary permits, approvals, and controls. With regards to the handling and disposal of hazardous and regulated materials and waste, all Individuals representing the University College

who work with or around these materials must be familiar with all rules, regulations, and policies that apply to them.

iv) Electronic resources

Use of the University College's computer and network resources is reserved for Individuals only for purposes related to the discharge of their duties and their official business with the University College and/or other activities sanctioned by the University College. All Individuals must comply with the University College's Communication Policy and ICT Policy. The University College prohibits in particular, knowingly transmitting, generating, printing, retrieving, downloading or storing communications of a discriminatory, defamatory, obscene, damaging (such as computer viruses), threatening or harassing nature, or any material that is inappropriate for the University College's business (e.g. pornography), except for the sole purpose of bringing immediately such communications or material to the attention of the appropriate authorities of the University College.

v) Drug-Free Workplace

The University College is committed to providing a healthy, safe and productive work environment for all members of the community; therefore persons shall only be allowed to smoke in prescribed areas.

All Individuals representing the University College, while on campus shall be prohibited to

- Use Alcohol or drink or seen drinking any Alcoholic beverage (except at approved parties)
- Use any illegal or prohibited drug or substance
- Abuse any substance whether or not it was prescribed.

vi) Obligation to Report Suspected Violations

Every employee shall have access to the Code of Conduct and it is expected that the employee shall make himself/herself familiar with its contents. If there are items within the Code that are not clear, the employee shall seek clarification from the HR Department. **The employee shall acknowledge receipt of the Code of Conduct.**

Faculty members, administrative ancillary staff whether temporary or permanent, on contract or not, as well as, students are strongly encouraged to promptly report any violation or suspected violations of these standards, of laws and regulations, or of related college policies and procedures, to their supervisor, the President, any Vice-President, the Director of Human Resources, the Dean of the Faculty, Head of Department, the Registrar or the Bursar, depending upon the nature of the violation. Individuals who supervise others should ensure that their supervisees have received adequate instruction with respect to their obligations under this Code.

5.4 DILIGENCE AND EFFICIENCY

i) Duty of Care

Individuals with responsibilities related to any aspect of the University College's mission and operations shall:

- a) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances, recognizing that the reputation of the University College's for honesty and integrity among its stakeholders is key to its success. In addition, Individuals shall endeavour to maintain and enhance the skills and expertise requisite for their responsibilities. To the extent that it has the resources to do so, the University College shall foster this endeavour;
- b) exercise due care in undertaking their responsibilities and activities, particularly where others will rely on advice or information offered.

ii) Maintenance of skills and decorum

Individuals with responsibilities related to any aspect of the University College's mission and operations shall endeavour to maintain and enhance the skills and expertise requisite for their responsibilities. To the extent that it has the resources to do so, the University College shall foster this endeavour.

Individuals shall exercise decorum in all aspects of their service to the University College. In particular, the Individuals' attire and general appearance shall conform reasonably to convention and the practicalities of their duties.

iii) Customer Service

Individuals with responsibilities to the University College are expected to maintain high standards of performance and a focus on customer service (whether customers are students, faculty, staff, or members of the academic or wider community).

iv) Internal Controls

Internal controls are the foundation of sound business practices. These controls include

- adequate separation of duties;
- control systems which prevent deviation from established procedures and early detection of non-compliance; and
- conscientious conformity with authorizations, reporting relationships, and other established practices.

Internal controls are critical to ensure efficient operations, strong fiscal management, accurate financial reporting, asset protection, and compliance with laws and regulations. All Individuals representing the University College shall be expected to maintain and support the University College's internal control structures. Individuals must ensure that the necessary controls are in place to ensure that the institution's resources are used economically and that waste is avoided.

v) Dereliction of Duties

Negligence which causes or might cause unacceptable loss damage or injury to property or person; unauthorised absence from duties; and failure to comply with reasonable requests shall constitute a dereliction of duty.

5.5 PROTECTION OF THE UNIVERSITY COLLEGE'S ASSETS AND RECORDS

i) Proper Use of Property

The University College's assets are to be used only for the benefit of the institution. All Individuals have a duty and responsibility to protect University assets and to ensure that they are used exclusively for valid University College business and not for their personal benefit or for the personal benefit of any other party.

The University College's officers must strive to establish and maintain adequate systems, procedures and controls to prevent and detect fraud, theft, breach of trust, conflict of interest, bias and any other form of wrongdoing in relation to any of the University College's assets and records.

ii) Safeguarding/Protecting Assets

Individuals authorized to use the assets and records under the control of the University College must ensure the security of said assets, both during and after the use. The University College's assets, including those from the Government of Jamaica, from internal sources and from donors, may be both tangible (such as buildings, furniture, equipment, vehicles, supplies, computer systems, tools and funds) as well as intangible (such as intellectual property, work time, and services).

iii) Accuracy and appropriateness of documents

It is every Individual's responsibility to ensure that all information owned, used and managed by the University College, whether it is collected, produced or obtained in the course of their duties, whether in reports, memos, or oral communication, in hard copy or electronic format, is to be complete and as accurate as possible. The accuracy and reliability of reports especially financial reports is vital to the business operations of the University College. Therefore, all Individuals representing the University College must document, record, verify the contents of all reports before submission; and allocate and charge revenues and costs accurately, providing and maintaining relevant supporting documents as required by established policies and procedures. See Investment Policy.

Records and communications may become public through legal or regulatory investigations or media inquiries. Accordingly scrupulous care must be taken to ensure that derogatory remarks

legal conclusions or inappropriate characterizations of people and companies are kept out of all University College's records and communications.

iv) Protection of Private Information

Personal information in the University College's custody or control may be used, disclosed, and disposed of in a manner that shows caution and prudence. For example, Individuals may have access to and use personal information in the University College's records (e.g. personal addresses and contact information, medical, counselling, registration, academic, financial, and employment records) only to the extent necessary to carry out their University College's duties and must otherwise hold this information strictly confidential. In addition, non-personal confidential information (e.g. research records, teaching materials, confidential advice, plans relating to the management of the University College's personnel or administration that have not yet been put into operation or made public, information that may have monetary or potential monetary value, or information whose disclosure could prejudice the economic interests or competitive position of the University College) cannot be used or disclosed without authorization by the appropriate University College authority.

v) Intellectual Property

No Individual shall sell, transfer, disclose, or in any way authorize the use of any intellectual property, including copyrighted works, patented inventions or processes, trade secrets, and trademarks, belonging to the University College or to persons or entities that have shared the intellectual property with the University College in confidence, without express authorization from the appropriate authority. When issues concerning intellectual property arise, reference should be made to the University College's Intellectual Property Policy.

vi) Equipment

The University College's material, financial, instructional, and computerized resources shall be used only for the legitimate University College purposes for which they are provided.

- a) Computer service: The University College provides computer resources, including office computers, Individual computer accounts, electronic mail, and remote access to administrative information systems, to Individuals for their use while engaged in college business. The University College shall establish policies for the use of these resources and expects community members to be familiar with and abide by them.
- b) Telephone: It is acknowledged that Individuals may on occasion use the University College's telephone, internet access, and electronic mail systems in their personal capacity and it is expected that Individuals will exercise good sense in this regard. Individuals shall avoid making personal long-distance calls from their assigned telephones, but if such calls need to be made, Individuals shall reimburse the University College for the resulting long-distance charges.

- c) Equipment: Individuals may not remove University College equipment or other property from campus except where this is necessary for an institutional operation or activity and where permission has been granted by the appropriate authority.
- vii) Return of Assets
Individuals whose relationship with the University College is terminated for any reason must, at the time of termination, restore to the institution all assets and records in their possession or control which belong to the University College.

5.6 COMMUNITY INVOLVEMENT AND PUBLIC COMMUNICATIONS

- i) Paid Work outside of the University College
Employees may undertake paid work outside the University College only on condition that the work will not adversely affect the University College's interests, will not place the employees in conflicts of commitment or conflict of interest, and, in general, will not detract in any way from employees' performance of their duties with respect University College.

Any use of University College facilities in connection with outside work may occur only where prior approval has been obtained from the appropriate University College authorities. The University must be fully compensated for such use.

- ii) Community Service
Individuals are encouraged to participate in community service and are free to engage in political, professional, interest group and charitable activities, provided that participation does not give rise to conflicts of interest or impede the performance of the Individuals' duties with respect to the University College.

Individuals however must make clear that they are not speaking on behalf of the University College and do not use University College's letterhead unless they have the prior approval of the President to do so, and provided that they do not include in what they say legally actionable defamation, or confidential or personal information relating to others which they do not have authorization to disclose, Individuals have a right to express their own personal, private opinion on any subject at any time without fear of recrimination or reprisal.

Where Individuals comment publicly in connection with trade union, political or interest group activities, they should make it clear that they are speaking on behalf of the union, political party, or association which they represent and not in their capacity as members of the University College.

6. UPHOLDING THE CODE:

Maintaining the ethical standards of the Code is the responsibility of every Individual. The following is a protocol for responding to a breach of the Code, identified reasonably and in good faith:

6.1 DUTY TO REPORT

Anyone who has observed or learned of a breach of the Code shall, as soon as possible and, in any event, no later than ten (10) working days after observing or learning of the breach, inform in writing, and identify himself or herself to, the immediate supervisor (Dean of the Faculty / Head of the Administrative Department) in the area where the breach appears to have occurred, unless:

- i) the supervisor is somehow involved in the breach, in which case the officer to whom the supervisor reports shall be approached; or
- ii) the Code breach involves harassment or discrimination or research misconduct, in which case all reporting, investigating, and sanctioning of the breach must conform to the terms of, respectively of the Consensual Relations Policy and Research Policy.

6.2 NO RECRIMINATION

Upholding the Code is a service to the University and the responsibility of all Individuals. Any Individual or person (hereinafter called the "Complainant") making in good faith an allegation of a breach of the Code (hereinafter called the "Allegation") shall not be subject to any recrimination, discipline, or other penalty.

Any threat, act of intimidation or retribution, or other disciplinary, punitive or coercive action made against a Complainant by an Individual in response to the Complainant's Allegation constitutes a serious breach of the Code.

6.3 INVESTIGATION OF A BREACH

The supervisor who has received an Allegation shall investigate the matter thoroughly, fairly, and without bias. If such investigation will place the supervisor in a conflict of interest, objectively viewed, he or she shall, within five (5) working days of receiving the Allegation, transfer the matter to his or her superior or some other University College officer who will not be placed in a conflict of interest. The University College officer who ultimately undertakes the investigation is hereinafter called the "Investigator".

In accordance with the terms expressed in the Rationale, nothing in the Code precludes a University College Supervisor from investigating misconduct and taking disciplinary action without an Allegation. Once an Allegation has been received the Investigator shall start to investigate, which may include but not limited to:

- i) review of all records, including email and voice mail, associated with the alleged breach. The Investigator shall have the right to require production of such records from anywhere and anyone in the University College community;
- ii) interviewing of witnesses, including every Individual identified in the Allegation as having broken the Code (hereinafter called the "Respondent").

All evidence, including the identities of the Complainant, all witnesses, and the Respondent, must be kept confidential by all parties in any way associated with the investigation of the Allegation, except to the extent necessary to allow the Investigator to conduct the investigation thoroughly and fairly and the Respondent fully to defend himself or herself against the Allegation.

On completion of the investigation, the Investigator must determine whether or not the evidence justifies disciplinary action.

- If the Investigator concludes that, on the basis of the evidence before him or her, disciplinary action is warranted then, within fifteen (15) working days of receiving the Allegation, the Investigator must present the Allegation and all supporting evidence to the Respondent with a request for a formal response to the Allegation.
- If the Investigator determines that the evidence does not justify disciplinary action, he or she shall terminate the matter and so inform in writing the Complainant, with reasons, within fifteen (15) working days of receiving the Allegation.

On receiving the Respondent's response to the Allegation, the Investigator shall review the response, the Allegation, and all evidence presented both to and by the Respondent to determine whether or not the evidence on balance justifies imposing a penalty. The Investigator may, in his or her sole discretion, mediate between the Complainant and Respondent to assist this determination. In any event, within ten (10) working days of receiving the Respondent's response to the Allegation, the Investigator must:

- inform the Respondent in writing, if the determination is to impose a penalty, giving reasons, about the penalty and impose it;
- inform both the Respondent and the Complainant in writing, if the determination is that imposition of a penalty is not warranted, giving reasons.

The severity of any penalty for a breach of the Code must match the gravity of the breach. Where it can be verified that there is a material violation of this Code or related policies and procedures there may be disciplinary actions up to and including dismissal. The University College reserves the right to dismiss an employee without any warnings or notice if there is clear evidence of gross misconduct.

Any Allegation found to have been made in bad faith shall itself be judged as a serious breach of the Code and the Complainant, if an Individual, shall be disciplined by his or her supervisor for breach of the Code. If the Complainant is a student, he or she shall be subject to the regulations that govern student behaviour.

7. APPEAL

To be admissible a Respondent's appeal must be made in writing and must provide evidence, and demonstrate the validity of, one or more of the following substantive grounds for appeal:

- i) Significant new information about the case that was not accessible by reasonable effort prior to the Investigator's decision;
- ii) A substantial procedural error made by the Investigator in reaching his or her decision;
- iii) Bias or other unfairness on the part of the Investigator in reaching his or her decision;
- iv) An excessive penalty.

The University College Officer receiving a Respondent's appeal (hereinafter called the "Reviewer") shall have full access to all evidence considered by the Investigator as well as the Investigator's decision and reasons for the decision. In reviewing an appeal the Reviewer shall have full discretion to uphold, overturn, or vary the Investigator's decision, except that the penalty **may not be increased in gravity**.

Within ten (10) working days of receiving and reviewing an appeal, the Reviewer shall inform in writing both the Respondent and the Investigator of his or her decision, with reasons for the decision, concerning the appeal. Subject to applicable rights of grievance in collective agreements, the decision of the Reviewer in response to an appeal shall be final and binding on all concerned.

8. REFERENCES

The Mico University Statutes and Ordinances

The Government of Jamaica Code of Conduct for Civil Servants Staff Orders

Conflict of Interest Policy

Consensual Relations Policy

The Procurement Policy and Procedures

The Investment and Cash Management Policy

Occupational Health and Safety Policy

Communication and ICT Policy

Intellectual Property Policy

Research Policy

The Handbooks for - the Administrative Staff, the Academic Staff, and the Students

Relevant Union Agreements.