

Annexure 4: Code of Conduct
(to Graduation Photographic Services Agreement)

CODE OF CONDUCT

Acknowledgement of Responsibilities

I(Insert staff member's names and surname)

Do hereby declare that I understand and acknowledge that I have a fiduciary duty to the University to comply with the law and all of the University's rules, regulations, policies and procedures (hereinafter the Rules) when acting on behalf of the University. More specifically:

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1. That when acting on behalf of the University I should do so in good faith and in the best interest of the University. This duty is owed to the University and not to any individual. I accept that I may not engage in conduct which results in another person's interests being in conflict with those of the University.

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2. That there must be no conflict between my private interests and that of the University and that I may not carry on business in competition with the University or use my relationship with the University to make a profit or earn a commission unless and until the University has duly authorised such conduct.

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3. That I will act with the necessary care, skill and competency that is reasonably expected from a person performing similar duties to my own on behalf of the University.

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4. That I am bound to act ethically and in accordance with the Rules insofar as it relates to the protection of Confidential Information. I accordingly agree to keep confidential all University Confidential Information that I may come across in performing my duties on behalf of the University. University Confidential Information also includes personal and private information entrusted to the University by private persons. I undertake to take all necessary steps to prevent unauthorised access to Confidential Information and will not act improperly upon any such information viewed in the course of performing my duties on behalf of the University. I undertake to uphold the Rules insofar as it applies to maintaining the confidentiality of personal information relating to private persons. I acknowledge that the confidentiality provisions mentioned herein will extend beyond the duration of my duties on behalf of the University.

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5. That I will use utmost discretion and show the utmost respect for privacy in all interactions with student or staff information that I may come across in performing my duties on behalf of the University.

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6. That if I have any doubt on how to interpret this Code and in particular whether any information should be treated as confidential I will seek the advice of any one of

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the following officials of the University: the Registrar or the Director: Legal Services.

7. That the absence of specific guidelines in this code does not relieve me of my responsibility to act ethically under all circumstances.

This document has been explained to me by my Manager

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.....
(Insert Details of Manager)

Signed at Johannesburg on this day of 20.....

..... (Staff member's Signature)

Signed at Johannesburg on this day of 20.....

..... (Signature of Manager representing the Photographer)