



CODE OF CONDUCT OF THE FINANCE DEPARTMENT

This code outlines the responsibilities of those acting on behalf of the finance department, who should practice:

Stewardship by exercising custodial responsibility for university property and resources, while

- Accepting the responsibility of safeguarding UCT's assets;
- Raising awareness where there is a potential risk to UCT; and
- Enhancing the image of UCT by exhibiting a sense of pride in my work.

Confidentiality by protecting university information, through

- Not divulging any sensitive information or confidential material that is work-related, with anybody, including colleagues.

Compliance by following UCT policies, procedures and guidelines relating to my duties, while

- Providing a professional client service in a reliable and timely manner; and
- Complying with Service Level Agreements (SLA) in my area.

Integrity by maintaining an ongoing dedication to honesty and responsibility, through

- Conducting my duties in an ethical and honest manner, with the highest level of integrity; and
- Rejecting all forms of bribery, corruption and fraud.

Professionalism by developing the necessary skills and displaying the appropriate behaviour, while

- Accepting that the client has the right to escalate queries that have not been dealt with appropriately;
- Ensuring that my availability is communicated as appropriate;
- Acknowledging and correcting my errors in a professional manner;
- Assisting my colleagues in their professional development and giving credit for the work of others;
- Supporting the finance department's mission;
- Endeavouring to prepare and report information in an unbiased and objective manner; and
- Endeavouring not to allow personal matters to compromise my work.

Respect by treating others with civility and decency, through

- Building positive work relationships;
- Avoiding malicious actions intended to discredit colleagues;
- Working with the utmost respect and professional courtesy at all times; and
- Accepting critical feedback of my work and offering constructive criticism to my colleagues.

Equality by dealing with others with impartiality, while

- Treating all people fairly and objectively.