

Code of conduct for staff



Policy statement

The successful business operation and reputation of Rushmore Business School is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence required careful observance of the spirit and letter of all applicable laws and regulations as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of Rushmore Business School is dependent upon our customers' trust and we are dedicated to preserving that trust.

Employees owe a duty to Rushmore Business School and its customers to act in a way that will merit the continued trust and confidence of the public. Rushmore Business School will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgement based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate Head of Department and /or the HR Department for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action up to and including possible termination of employment.

2. Purpose and scope

2.1 The Code of Conduct applies to all employees and workers.

2.2 Ensuring compliance with anti-bribery laws, rules and regulations, not just within Mauritius but in any other country within which the Company may carry out its business or in relation to which its business may be connected.

2.3 The guiding principles to be followed at all times by employees must be:

- their conduct should not create suspicion of any conflict between their official duty and their private interest;
- their actions must not be influenced by a benefit (eg a gift or hospitality) offered or received to show favour or disfavour
- to any person or organisation, and nor should they give the impression (to any member of the public, or to any
- organisation with whom they deal, or to their colleagues) that they have been (or may have been) influenced by a benefit offered or received to show favour or disfavour to any person or organisation;
- their actions must not induce or reward someone to perform a role or function improperly.

2.4 Providing suitable and secure reporting and communication channels and ensuring that any information that is reported is properly and effectively dealt with.

2.5 Creating and maintaining a rigorous and effective framework for dealing with any suspected instances of bribery or corruption.

2.6 Addressing policies on workplace ethics and expected conduct.

3. Responsibilities of employees

3.1 Bribery

Rushmore Business School is committed to the prevention of bribery and will not tolerate bribery or other improper conduct by employees or other individuals or organisations who perform services for or on behalf of the University.

Business dealing with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee or both.

Legal obligations Mauritius legislation on which this Policy is based is the Prevention of Corruption Act 2002 and it applies to the Company's conduct both in Mauritius and abroad.

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is an offence in Mauritius to:

- Offer, promise or give a financial or other advantage to another person (i.e. bribe a person), whether within Mauritius or abroad, with the intention of inducing or rewarding improper conduct.
- Request, agree to receive or accept a financial or other advantage (i.e. receive a bribe) for or in relation to improper conduct.
- One can be held personally liable for any such offence. It is also an offence in Mauritius for an employee or an associated person to bribe another person in the course of doing business intending either to obtain or retain business, or to obtain or retain an advantage in the conduct of business, for the Company.

3.2 Gifts

Employees should not accept any gifts, rewards or hospitality (or have them given to members of their families) from any organisation or individual with whom they have contact in the course of their work that would cause them to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting the gift or hospitality.

3.3 Personal relationships in the workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organisation may cause serious conflicts of interest. In addition to claim of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Although Rushmore Business School has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. Employees are required to disclose all such relationships.

3.4 Conflicts of interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Business dealing with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee or both.

3.5 Record keeping

All accounts, receipts, invoices and other documents and records relating to dealings with third parties must be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off the record" to facilitate or conceal improper payments.

3.6 Sanctions for breach

A breach of any of the provisions of this Policy will constitute a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the gravity of the offence, it may be treated as gross misconduct and could render the employee liable to summary dismissal.

The Company encourages all employees and associated persons to be vigilant and to report any unlawful conduct, suspicions or concerns promptly and without undue delay so that investigation may proceed and any action can be taken expeditiously.