



THE UNIVERSITY OF ZAMBIA

**STAFF DISCIPLINARY AND
GRIEVANCE PROCEDURE CODE**



Approved August 2013

Table of Contents

PART ONE

1.0	Preamble.....	1
2.0	Policy Statement	1
3.0	Definitions of Terms	1
4.0	Basic Principles.....	3
5.0	Disciplinary Bodies.....	3
	(a) School/Unit/Department Disciplinary Committee.....	3
	(b) Standing Disciplinary Committee.....	3
	(c) University Staff Tribunal.....	3
6.0	Responsibility for the Implementation of the Code of Conduct.....	4

PART TWO

7.0	Classification of Offences.....	5
7.1	Category 1: Offences related to Unsatisfactory Work Performance.....	5
7.2	Category 2: Offences related to Negligence, Loss, Damage or Misuse of University Property.....	5
7.3	Category 3: Offences related to Disorderly Behaviour.....	6
7.4	Category 4: Offences related to Dishonest.....	7
7.5	Category 5: Offences related to Absenteeism.....	8
7.6	Category 6: Criminal Offences.....	8
7.7	Category 7: Offences related to Breach of Trust or Confidentiality.....	8
7.8	Category 8: Offences related to Sexual Harassment, Immoral Conduct and Indecent Assault.....	8
7.9	Category 9: Offences related to Information Communication Technology.....	9
8.0	Penalties.....	10
8.1	Warnings and their duration.....	17
	(a) Verbal warning.....	17
	(b) Written warning.....	17
	(c) Final written warning.....	17
9.0	Disciplinary Procedures.....	18
9.1	Step One: First Level Exculpation.....	18
9.2	Step Two: Second Level Exculpation.....	20
9.3	Step Three: Hearing by relevant Disciplinary Bodies.....	21
10.0	Procedures for Handling Criminal Offences.....	24

PART THREE

11.0	Appeals.....	26
11.1	General	26

PART FOUR

12.0	Grievance Procedure.....	27
12.1	Introduction.....	27
12.2	Procedure.....	27
12.3	Collective Grievances.....	28
12.4	Adherence to time and Sentinel Events.....	28
12.5	Time Standards.....	29
12.6	Modification.....	29

APPENDICES

Appendix 1:	Disciplinary Charge Form.....	31
Appendix 2:	Warning Record Form.....	32
Appendix 3:	Statement Form.....	35
Appendix 4:	Verdict Form.....	36
Appendix 5:	Appeal Form.....	37
Appendix 6:	Grievance Form.....	38
Appendix 7:	Letter of Summary of Dismissal	39
Appendix 8:	Letter of Re-instatement: Yourself.....	41
Appendix 9:	Letter of Disciplinary Charge and Suspension from Duties pending investigations/determination disciplinary Matter: Yourself.....	42
Appendix 10:	Membership to the Disciplinary Bodies.....	44
Appendix 11:	University Act (1999)	
Appendix 12:	The Staff Tribunal Rules, (2007)	

PART ONE

1.0 PREAMBLE

The University of Zambia is a public institution created by law through the Higher Education Act No 4 of 2013 to provide higher education to members of the general public both local and international. With its motto of “Service and Excellence,” it endeavours to contribute to national development through teaching, research and public service.

In pursuance of its motto, the University of Zambia has created a Disciplinary Code of Conduct to provide a clear mechanism for maintaining high standards of practice and acceptable behaviour among its employees while upholding the rules of natural justice as well as maintaining academic and administrative freedom within the University.

2.0 POLICY STATEMENT

This Code of Conduct is the Policy of the University Zambia Council on discipline and is applicable to all employees of the University. The University of Zambia Council envisions an environment in which the employee understands and appreciates the need for good conduct and discipline for effective achievement of its objectives. The Council shall also endeavour to ensure the protection of employees against unfair treatment.

3.0 DEFINITION OF TERMS

Repeal

In this Code of Conduct, unless the context otherwise requires:

“**Act**” means the Higher Education Act No 4 of 2013 or any subsequent law and amendments thereto.

“**Appeal**” means a challenge against a finding of guilt and /or penalty.

“**Charge**” means a statement of accusation levelled against an employee.

“**Code of Conduct**” means the University of Zambia Disciplinary and Grievance Procedures Code.

“**Conditions of Service**” means the terms of employment applicable to an employee.

“**Council**” means the University of Zambia Council as established under the Higher Education Act.

“**Dismissal**” means termination of employment on disciplinary grounds under this Code of Conduct.

“**Discipline**” means controlled behaviour of employees as expected under this Code of Conduct.

“Charging Officer” means a supervisor who raises a charge/s against an employee.

“Disciplinary Body” means the Standing Disciplinary Committee, the Staff Tribunal, the Joint Committee or any other disciplinary body within the University of Zambia.

“Employee” means any person who has entered into or works under a contract of service in the University of Zambia whether the contract is expressed in writing or implied or is oral.

“Employer” means the University of Zambia Council.

“Grievance” means concerns, problems, and complaints among employees and or against the employer.

Negligence means failure to exercise the care that a reasonably prudent person would exercise in like circumstances; Failure to do something which one ought to have done.

“Offence” means any breach committed by an employee of the University of Zambia Council under this Code of Conduct or the **National Law**.

“Punishment” means a sanction imposed upon an offending employee under this Code of Conduct.

“Supervisor” means a person to whom an employee reports and from whom he/she receives instructions regarding her/his day to day work. This includes, but is not limited to the Chairperson of Council, Principal Officers, Deans and Directors and other Heads of Units/ Departments.

“Suspension from duty” means prevention of performance of duties on disciplinary grounds

“Suspension Pending Investigations” means temporal prevention of performance of duties with full pay in order to facilitate an inquiry into the matter.

‘Suspension pending disciplinary proceedings’ means prevention of performance of duties with half pay pending determination of the case.

“Punitive Suspension” means prevention of performance of duties for a specified period without pay as a penalty.

“Unexpired Warning” means the period of recorded warning which is still in effect.

“Warning” means a verbal or written reprimand given for an offence under this Code of Conduct.

“Principal Officer” means Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Bursar, Dean of Students and University Librarian.

“Complainant” means the Vice – Chancellor, Dean of School, a Principal Officer, the Director of an Institute or other body of the University, being the person or body who refers a complaint to the Tribunal.

“Other staff” means employees’ belonging to the University of Zambia Allied Workers’ Union category and other members of staff of equivalent rank.

“Non represented staff” means employees not belonging to any union but are in Management

“Incite” means to encourage somebody to do something violent, illegal or unpleasant especially by making them angry or excited.

4.0 **BASIC PRINCIPLES**

This Code of Conduct is based on the following principles:

- (a) As far as is practicable, rules of natural justice shall be adhered to. An employee charged with an offence shall be given sufficient prior notice of the charge of the offence and an opportunity to be heard.
- (b) The employer shall provide to the employees the relevant rules, procedures and regulations obtaining in this Institution.
- (c) All employees at the University of Zambia shall be subject to the provisions of this Code of Conduct.

5.0 **DISCIPLINARY BODIES**

The following are the Disciplinary Bodies in the University:

- (a) School/Unit/Department Disciplinary Committee
- (b) Standing Disciplinary Committee
- (c) University Staff Tribunal
- (d) Joint Committee

6.0 **RESPONSIBILITY FOR THE IMPLEMENTATION OF THE CODE OF CONDUCT**

The responsibility of implementing this Code of Conduct shall lie with the respective Supervisors at various levels who include but may not be limited to the following:

The Minister of Education, the University Council, Principal Officers, Deans, Directors and other Heads of Units/Department as established.

Table 1: Responsible Officers/ Disciplinary Bodies and their roles

Responsible Officer/ Disciplinary Bodies	Roles
Minister of Education	Constitutes an Ad-Hoc Committee to investigate disciplinary matters relating to the Vice-Chancellor and Deputy-Vice Chancellor.
University Council	Implements recommendations of the Staff Tribunal. It also receives appeals on disciplinary matters from Ad hoc Committees. The Council also initiates the disciplinary process against the Vice Chancellor and his/her Deputy.
Vice Chancellor	Considers appeals from Other Staff on disciplinary matters. He/she also initiates disciplinary process against the Registrar Deans, Directors, Bursar, Managers, University Librarian and the Chief Internal Auditor.
Registrar	The Registrar initiates disciplinary process for immediate subordinates. He/she considers and implements recommendations of the Standing Disciplinary Committee. He/ She implements the decisions of Council on disciplinary matters. He/ She receive recommendations from Schools and Units on disciplinary matters.
Deans, Directors and Heads of Units/ Departments/Supervisors	They initiate disciplinary process for employees under their supervision.
Unit/ Department Disciplinary Committees	They hear disciplinary cases in Units/Departments and make decisions and recommendations to the Registrar where necessary.
Standing Disciplinary Committee (SDC)	Hears disciplinary cases for Other Staff referred to it and makes recommendations to the Registrar for implementation.
Staff Tribunal	Considers disciplinary cases for Non Represented, Academic and Professional, Technical and Administrative Staff referred to it and makes recommendations to Council for implementation.
Joint Committee	Conduct an inquiry into the removal from the Office of the Vice-Chancellor and the Deputy-Vice Chancellor.
Industrial Relations Officer	Coordinates the implementation of discipline in the University and interprets the Code of Conduct to members of staff. Serves as Secretary to the Standing Disciplinary Committee (SDC).

Note: Only cases where the final penalty is dismissal shall be referred to the Staff Tribunal and Joint Committee except for the Other Staff.

PART TWO

7.0 CLASSIFICATION OF OFFENCES

In this Code of Conduct, offences have been classified into nine (9) categories for convenience. This is not in itself exhaustive but a general guide to available offences. The description of each offence is intended to ensure consistency or uniformity in the interpretation across the University.

7.1 Category 1: Offences related to Unsatisfactory Work Performance

- (a) Negligence – performance of a task or duty without due care and attention.
- (b) Inefficiency – failure to manage available resources or to produce desired results or to carry out a task within a given time frame.
- (c) Incompetence – failure to carry out a task to the required standard.
- (d) Loafing – passing time idly, sleeping on duty, loitering, unauthorised breaks during working hours, leaving work early or reporting late for work.
- (e) De facto absenteeism -engaging in unauthorised activities whilst on duty thereby creating de facto absenteeism.
- (f) Poor supervision – inability to provide leadership and guidance to employees being supervised.

7.2 Category 2: Offences related to Negligence, Loss, Damage or Misuse of University property

- (a) Wilful damage to University property – any act whereby an employee wilfully or deliberately damages University property.
- (b) Negligent damage – any act whereby an employee through carelessness or negligence, damages property.
- (c) Late banking – banking University money after the stipulated period contrary to the University's Financial Regulations.
- (d) Failure to bank University money - not banking University money received in the course of duty contrary to the University's Financial Regulations.
- (e) Late retirement of imprest - not retiring imprest within stipulated period contrary to the Financial regulations.

- (f) Failure to retire imprest - not being able to retire imprest at all.
- (g) Misuse of University property and facilities – using University property and premises for a purpose other than that for which it is intended.
- (h) Misuse of University Vehicle - allowing an unauthorised person to drive UNZA vehicle, carrying unauthorised passenger (s) or goods using UNZA vehicle.
- (i) Driving University vehicle without authority.
- (j) Negligent loss of University property – any act whereby an employee through carelessness or negligence loses property or is unable to account for it satisfactorily.
- (k) Sub-letting of University property or using UNZA property for commercial purposes.
- (l) Unauthorised use of University staff on non University jobs or activities during working hours.
- (m) Using University time and /or facilities for personal gain.

7.3 Category 3: Offences related to Disorderly Behaviour

- (a) Insubordination - wilful refusal to carry out a lawful instruction given by a person in authority.
- (b) Insolence - the use of demeaning or derogatory language (whether spoken or written) or behaviour to a supervising officer or subordinate.
- (c) Assault - causing altercation or physical fighting.
- (d) Threatening violence - intimidation bordering on violence
- (e) Taking unauthorised intoxicating alcohol on duty
- (f) Being drunk on duty.
- (g) Taking drugs on duty other than for treatment.
- (h) Inciting fellow employees to commit an offence including riotous behaviour.
- (i) Unauthorised manufacture and/ or distribution of drugs.
- (j) Sabotage - wilful tempering with vital University equipment, installations

and/or infrastructure thereby paralysing operations or a deliberate action weakening the University through subversive obstruction, disruption or destruction.

- (k) Inciting employees to implement work stoppage.
- (l) Failure to obey lawful instruction.

7.4 **Category 4: Offences related to Dishonesty**

- (a) Misappropriation of funds or financial mismanagement or theft – taking somebody else’s money for yourself especially when they have trusted you to take care of it.
- (b) Misapplication of funds – using funds for wrong purpose or in the wrong way.
- (c) Bribery/corruption - giving or receiving or attempting to give or receive anything or inducing or tempting any person to perform any act in return for a favourable act which is ordinarily the employee’s responsibility.
- (d) Forgery / Uttering – forgery is the fabrication or creation of an instrument with the intent to defraud, while uttering is the passing or publication of a forged instrument (with the intent to defraud).
- (e) Plagiarism –using or stealing other peoples work, ideas, thoughts, expressions and language without giving due credit.
- (f) Authorising students to write examinations outside Senate Regulations.
- (g) Unauthorised disclosure of examination, questions, materials or results.
- (h) Abuse of authority of office – using one’s position or office to gain undue advantage or benefit
- (i) Failure to comply with University consultancy/research regulations
- (j) Failure to declare interest - under any written law in Zambia or under the conditions of service at the University of Zambia.
- (k) Fraud – gaining financial and/or other benefits by trickery or lying.
- (l) Lying- intentionally giving false information.
- (m) Impersonation- pretending to be another person with intent to deceive and gain benefit either for the impersonated person or for oneself.
- (n) Concealing of or destroying information or documents with intent to defeat the

course of justice or any other cause related to the employee's status of employment.

- (o) Unauthorised change of student grades.
- (p) Unauthorised travel abroad whilst an employee is expected to be on duty.

7.5 Category 5: Offences related to Absenteeism

- (a) Absence from work without permission or reasonable explanation.
- (b) Desertion- being absent from work without permission or reasonable explanation for ten (10) consecutive working days.

7.6 Category 6: Criminal Offences

- (a) Offences which an employee commits under this Code of Conduct and are prescribed in the Penal Code or any other law.

Criminal Offences – If an employee is charged with, or convicted of, a criminal offence (outside employment) this will not normally in itself be considered a reason for disciplinary action. Consideration will be given to the relevance and effect the change or conviction has to or on the employee's suitability to do their job and their relationship with the University, work colleagues, students and customers

7.7 Category 7: Offences related to Breach of Trust or Confidentiality and unauthorised communication

- (a) Unauthorised communication of confidential University information.
- (b) Communicating unverified information about the University and bringing the University into disrepute.
- (c) Breach of personal confidence by disclosing confidential matters.
- (d) Unauthorised removal of privileged information and or documentation and disseminating such information to the public.

7.8 Category 8: Offences related to Sexual Harassment, Immoral Conduct and Indecent Assault

- (a) Seductive sexual advances – objectionable sexual comments, suggestions, physical contact or other gestures of sexual nature which one finds offensive or which cause discomfort in one's job or interferes with work performance on a conducive work environment.

- (b) Sexual coercion – soliciting, or attempting to solicit sexual activity by promise of a reward and withholding of entitlements.
- (c) Indecent sexual assault – using forceful behaviour in an attempt to gain carnal knowledge.
- (e) Rape within the University premises.
- (f) Having sexual intercourse in a University office or within the University premises.
- (g) Indecent exposure- behaviour that involves exposing parts of the body that are usually covered.

7.9 **Category 9: Offences relating to Information Communication Technology**

- (a) Using libellous materials likely to bring the University into disrepute or publishing or uttering obscene, offensive, slanderous information.
- (b) Communicating information to an outside organisation with the intention of bringing the University into disrepute.
- (c) Unauthorised communication of agreements or commitments with outsiders without prior permission.
- (d) Unauthorised use of password.
- (e) Unauthorised access to protected/restricted ICT facilities and systems.
- (f) Illegal modification of computer systems, software or data.
- (g) Hacking computer systems.
- (h) Viewing pornography, distributing to others.
- (i) Publishing obscene information in electronic form and disseminating such information to the University community.

8.0 PENALTIES

The following penalties shall be imposed on an employee who commits any of the offences:

Category 1: Offences related to Unsatisfactory Work Performance.	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Negligence– performance of a task or duty without due care and attention.	Final written warning	Dismissal		
(b) Inefficiency – failure to manage available resources or to produce desired results or to carryout a task within a given time frame.	Written Warning	Final written warning	Dismissal	
(c) Incompetence – failure to carry out a task to the required standard.	Verbal Warning	Written Warning	Final written warning	Dismissal
(d) Loafing – passing time idly, sleeping on duty, loitering, unauthorised breaks during working hours, leaving work early or reporting late for work.	Punitive Suspension	Final written warning	Dismissal	
(e) De facto absenteeism - engaging in unauthorised activities whilst on duty thereby creating de facto absenteeism.	Written Warning	Final written warning	Dismissal	
(f) Poor supervision – inability to provide leadership and guidance to persons being supervised.	Verbal Warning	Written Warning	Final written warning	Dismissal

Category 2: Offences related to Negligence, Loss, Damage or Misuse of University property	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Wilful damage to University property – any act whereby an employee wilfully or deliberately damages University property	Dismissal			

(b) Negligent damage – any act whereby an employee through carelessness or negligence, damages property or is unable to account for it satisfactorily	Final written warning and meeting the cost of repair or replacement	Dismissal		
(c) Late banking – banking University money after the stipulated period contrary to UNZA financial regulations.	Final written warning	Dismissal		
(d) Failure to bank University money- not banking University money received in the course of duty contrary to UNZA financial regulations	Final written warning	Dismissal		
(e) Late retirement of imprest	Final written warning	Dismissal		
(f) Failure to retire imprest.	Final written warning and recovery of imprest	Dismissal		
(g) Misuse of University property and facilities – using University property including accommodation and premises for a purpose other than that for which it is intended.	Final written warning	Dismissal		
(h) Misuse of University vehicle - allowing an unauthorised person to drive the University vehicle, carrying unauthorised passenger (s) or goods using University vehicle.	Final written warning	Dismissal		
(i) Driving University vehicle without authority.	Final written warning	Dismissal		
(j) Negligent loss of University property – any act whereby an employee through carelessness or negligence loses property or is unable to account for it satisfactorily.	Final written warning and meeting the cost of	Dismissal		

	replacement			
(k) Sub-letting of University property or using University property for commercial purposes.	Final written warning	Dismissal		
(l) Unauthorised use of University staff on non University jobs or activities during working hours.	Final written warning	Dismissal		
(m) Using University time and /or facilities for personal gain.	Final written warning	Dismissal		

Category 3: Offences Related to Disorderly Behaviour	First breach	Second breach	Third breach	Fourth breach
(a) Insubordination - wilful refusal to carry out a lawful instruction given by a person in authority.	Final written warning	Dismissal		
(b) Insolence - the use of demeaning or derogatory language (whether spoken or written) or behaviour to a supervising officer or subordinate.	Written warning	Final written warning	Dismissal	
(c) Assault - causing altercation or physical fighting.	Dismissal			
(d) threatening violence- Intimidation bordering on violence	Final written warning	Dismissal		
(e) Taking alcohol on duty.	Final written warning	Dismissal		
(f) Being drunk on duty	Final written warning	Dismissal		
(g) Taking drugs on duty other than for treatment.	Final written warning	Dismissal		
(h) Inciting fellow employees to commit an offence including riotous behaviour.	Dismissal			
(i) Unauthorised manufacture and/ or distribution of drugs.	Dismissal			
(j) Sabotage - wilful tempering	Dismissal			

with vital University equipment, installations and/or infrastructure thereby paralysing operations or a deliberate action weakening the University through subversive obstruction, disruption or destruction.				
(k) Inciting employees to implement work stoppage.	Final written warning	Dismissal		
(l) Failure to obey lawful instruction	Final written warning	Dismissal		

Category 4: Offences related to Dishonesty	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Misappropriation of funds or financial mismanagement or theft.	Dismissal			
(b) Bribery/corruption - giving or receiving or attempting to give or receive anything or inducing or tempting any person to perform any act in return for a favourable act which is ordinarily the employee's responsibility.	Dismissal			
(c) Forgery / uttering – forgery is the fabrication or creation of an instrument with the intent to defraud, while uttering is the passing or publication of a forged instrument (with the intent to defraud).	Dismissal			
(d) Misapplication of funds	Final written Warning	Dismissal		
(e) Plagiarism – using or stealing other peoples work, ideas, thoughts, expressions and language without giving due credit.	Dismissal			
(f) Allowing students to write examinations outside Senate regulations without authority.	Dismissal			

(g) Unauthorised disclosure of examination questions, materials or results.	Dismissal			
(h) Abuse of authority of office;	Dismissal			
(i) Failure to comply with University consultancy /research regulations.	Final written warning	Dismissal		
(j) Failure to declare interest - under any written law in Zambia or under the conditions of service at the University of Zambia.	Final written warning	Dismissal		
(k) Fraud – gaining financial and/or other benefits by trickery or lying.	Dismissal			
(l) Impersonation- pretending to be another person with intent to deceive and gain benefit either for the impersonated person or for oneself.	Dismissal			
(m) Concealing of or destroying information or documents with intent to defeat the course of justice or any other cause related to the employee's status of employment.	Dismissal			
(n) Unauthorised change of student grades/records.	Dismissal			
(o) Unauthorised travel abroad whilst you are expected to be on duty.	Written warning and loss of pay for the days absent	Final written warning and loss of pay for the days absent	Dismissal	

Category 5: Offences related to Absenteeism	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Absence from work without permission or reasonable explanation.	Written warning and loss of pay for the days absent	Final written warning and loss of pay for the days absent	Dismissal	
(b) Desertion - being absent from work without permission or reasonable	Dismissal			

explanation for ten (10) consecutive working days				
---	--	--	--	--

Category 6: Criminal Offences	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Offences for which an employee commits under this Code of Conduct that are contrary to the Penal Code or any other law that invites criminal sanctions	Dismissal			

Category 7: Offences related to Breach of Trust or confidentiality and unauthorised communication	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Unauthorised communication of confidential University information.	Dismissal			
(b) Communicating unverified information about the University and bringing the University into disrepute;	Final written warning	Dismissal		
(c) Breach of personal confidence by disclosing confidential matters	Final written warning	Dismissal		
(d) Unauthorised removal of privileged information and or documentation and disseminating such information to the public.	Final written warning	Dismissal		
(e) Using libellous materials likely to bring the University into disrepute or publishing or uttering obscene, offensive, slanderous information;	Final written warning	Dismissal		
(f) Communicating information to an outside organisation with the intention of bringing the University into disrepute	Final written warning	Dismissal		
(g) Unauthorised communication of agreements or commitments with outsiders without prior permission.	Final written warning	Dismissal		
(h) Committing the University to	Final	Dismissal		

Agreements without prior authority	written warning			
------------------------------------	-----------------	--	--	--

Category 8: Offences relating to Sexual harassment, Immoral conduct and Indecent assault.	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Seductive sexual advances – objectionable sexual comments, suggestions, physical contact or other gestures of sexual nature which one finds offensive or which cause discomfort in one's job or interferes with work performance on a conducive work environment.	Written warning	Final written warning	Dismissal	
(b) Sexual coercion – soliciting, or attempting to solicit sexual activity by promise of a reward and withholding of entitlements.	Final written warning	Dismissal		
(c) Indecent sexual assault – using forceful behaviour in an attempt to gain carnal knowledge.	Dismissal			
(d) Rape within the University premises.	Dismissal			
(e) Having sexual intercourse in the University office or within the University premises.	Final written warning	Dismissal		
(f) Indecent exposure	Verbal warning	Written warning	Final written warning	Dismissal

Category 9: Offence relating to Information, Communication Technology	Penalties			
	First breach	Second breach	Third breach	Fourth breach
(a) Using libellous materials likely to bring the University into disrepute or publishing or uttering obscene, offensive,	Final written warning	Dismissal		

slandorous information;				
(b) Communicating information to an outside organisation with the intention of bringing the University into disrepute	Final written warning	Dismissal		
(c) Unauthorised communication of agreements or commitments with outsiders without prior permission.	Final written warning	Dismissal		
(d) Unauthorised use of password.	Dismissal			
(e) Unauthorised access to protected /restricted facilities and systems.	Dismissal			
(f) Illegal modification of computer systems, software or data.	Dismissal			
(g) Hacking computer systems.	Dismissal			
(h) Viewing and /or distributing pornography to others Publishing obscene information in electronic form and disseminating such information to the University community.	Dismissal			

8.1 WARNINGS AND THEIR DURATION

(a) Verbal warning

Verbal warning shall last for a period of three months and shall be recorded as such in the employee's personal file.

(b) Written warning

Written warning shall last for a period of six months.

(c) Final written warning

Final written warning shall last for a period of twelve months.

9.0 DISCIPLINARY PROCEDURES

The steps for the disciplinary procedures below are based on the rules of natural justice. The rules of natural justice are important in ensuring fairness in the administration of discipline. By virtue of the rules of natural justice, decision makers must act fairly, in good faith and without bias and must afford each party an opportunity to adequately state their case.

It must be pointed out that at the hearing stage, evidence must be heard both from the charging authority as well as the accused employee. All evidence must be tested by way of examination and cross examination.

The following are the guiding principles under the disciplinary process:

- (a) There must be a thorough investigation on the matter and a report to that effect with evidence.
- (b) The charge must be related to the offence committed.
- (c) The Charging Officer must be advised that he/she must be satisfied that an offence has been committed.

At the hearing stage, the Disciplinary Body must always ensure that:

- (a) It recognizes that it sits not as management but an impartial administrative tribunal tasked to hear both sides of the case.
- (b) It affords both the Charging Officer as well as the accused employee an opportunity to state their case.
- (c) It affords both the Charging Officer as well as the accused employee an opportunity to call witnesses in support of their cases.
- (d) It affords both the charging officer as well as the accused employee an opportunity to examine witnesses and evidence before the Disciplinary Body.

9.1 STEP ONE: First Level Exculpation

The following are the procedures under Step One:

- (a) The Supervisor will have an informal discussion with the accused employee to gather facts surrounding the allegations. Once a Supervisor has reasonable grounds based on the facts gathered, he/she will write to the employee stating the facts surrounding the allegation and requesting for an explanation to show cause why disciplinary action should not be taken against him /her.
- (b) The employee shall be required to submit the response within three (3) working days. In special circumstances, this period may be formally extended with express

permission from the Supervisor. At this level, there shall be no reference to a specific offence under the Code of Conduct.

- (c) Depending on the circumstances surrounding the allegation, the Supervisor may put an employee who is deemed or likely to hamper investigations if he/she continues to be in the Office on suspension pending investigations.

Any such suspension should be on full pay, for a minimum of fourteen (14) days subject to an extension but not exceeding 30 days and shall not constitute a disciplinary action.

Examples of circumstances in which suspension may be necessary are where the Supervisor considers that:

- (i) the allegation may constitute gross misconduct;
- (ii) the employee's presence at work may hinder the investigation; and
- (iii) there are health and safety concerns or other risks about the continued presence of the employee at work, risks to University property or to other individuals or the individual him/herself.

Note: Suspension is a very serious act and should only occur in exceptional circumstances, i.e where it is deemed necessary to suspend an employee to allow for an investigation to be carried out. All suspensions will be kept under review.

The Supervisor is responsible for the act of suspension, and should meet with the individual in private and at the earliest opportunity, after consulting the Registrar's Office. The Supervisor should explain to the employee:

- (i) that an allegation has been made that will need to be investigated in accordance with the University's disciplinary procedure.
- (ii) that the suspension will be with immediate effect;
- (iii) that suspension is not a disciplinary penalty. It is a neutral act pending the outcome of a disciplinary investigation;
- (iv) that the employee is not required to carry out any work during the period of Suspension. In certain cases an employee may be barred from entering their Offices or they may be barred from being present on campus without prior permission by the Registrar
- (v) that the employee is required to be available for interviews that form part of the investigation, and to cooperate fully with the process.

- (vi) that the employee must return any University property in his or her possession.

The suspension will take immediate effect, and will be confirmed in writing within two (2) working days of the suspension. The letter will confirm the details of the suspension covered under the points above.

During a period of suspension the employee will be allowed reasonable access to information and colleagues in relation to the preparation of his/her case. Requests to have access to such information should be made to the Registrar's Office.

- (d) Upon receipt of the response, the supervisor shall determine whether or not the explanation is satisfactory. If the explanation (exculpation) is satisfactory, there shall be no further action taken against the employee and he/she accordingly shall be informed. If the explanation (exculpation) is unsatisfactory, the supervising officer shall proceed to commence disciplinary action under the second level of exculpation.
- (e) If the employee does not respond within three (3) days, or refuses to respond, the Supervisor shall still proceed to the second level of exculpation.

9.2 **STEP TWO: Second Level Exculpation**

The following are the procedures under Step Two:

Upon either receipt of an unsatisfactory exculpation or none at all under the first level exculpation, the immediate supervisor shall charge the employee in accordance with the provisions of the Code of Conduct using appropriate form.

The supervising officer will provide the Head with a report detailing the facts of the case and recommending to the head whether the matter should proceed to the disciplinary hearing.

Upon receipt of the report from the Supervisor, the Head of Unit/School/Directorate shall decide on whether to:

- (a) Resolve the issue without further action and inform the accused employee in writing accordingly: or
- (b) Advise, support and/or arrange for appropriate remedial measures such as training in an attempt to resolve the problem without recourse to the disciplinary procedure. In such circumstance, the supervisor shall keep a record of the remedial measures taken. The supervisor shall prescribe a time frame for improvement and a review date in order to determine the impact of the measures taken: or
- (d) Refer the case to the appropriate disciplinary body for hearing.

NOTE: Option (c) should only be pursued if it is inappropriate to deal with the issue under options (a) or (b) above. If option (c) is applied, the employee may be suspended pending disciplinary proceedings with half pay as provided for in the University Act, except for those cases that are in the Courts of Law.

9.3 **STEP THREE: Hearing by relevant Disciplinary Bodies**

The following hearing procedure shall apply in each of the following disciplinary bodies:

(a) **Unit/Department Disciplinary Committee**

- (i) The Secretary to the Committee shall convene a meeting where the case shall be heard.
- (ii) The Charging Officer shall present the case
- (iii) During the meeting, the Chairperson having ascertained that the particulars on the charge form are correct, shall read to the accused employee charge (s) against him/her and ensure that the charge(s) is fully understood.
- (iv) The Committee shall spell out its terms of reference regarding the case in point.
- (v) The accused employee shall then be asked to answer the charge (s) and must be permitted to make any further pertinent comments on the particular case he/she may wish to make notwithstanding the fact that he/she may already have written an exculpatory statement.
- (vi) If during the course of the hearing, the Disciplinary Committee finds it necessary to obtain any relevant information to the case, the case shall be adjourned to allow for further investigation to be made.
- (vii) If the accused employee wishes further evidence to be submitted, this shall also be allowed based on the understanding that the Disciplinary Committee also finds it necessary for the accused employee to obtain the relevant information. In such a situation, the case may be adjourned accordingly.
- (viii) The Committee and the accused employee may call upon a witness or witnesses, or any member of staff as required in seeking evidence, information or clarification relevant to the offence, and such witness (es) to the offence, shall if necessary be cross examined by the Disciplinary Committee and alleged offender.
- (ix) During the hearing the Secretary will record verbatim all the proceedings of the Tribunal (Disciplinary Committee) and shall produce a written report of

the same. The Secretary shall also draft the ruling and present to the members for signature.

- (x) The outcome of the proceedings of the Committee shall be acted upon by the Unit/ or referred to the Registrar for further action depending on the nature of the case and the penalty.

(b) **Standing Disciplinary Committee**

- (i) The Secretary to the Committee shall convene a meeting where the case shall be heard.
- (ii) The Charging Officer shall present the case
- (iii) During the meeting the Chairperson having ascertained that the particulars on the charge form are correct, shall read to the accused employee the charge (s) against him/her and ensure that the charge(s) is fully understood.
- (iv) The Committee shall spell out its terms of reference regarding the case in point.
- (v) The accused employee shall then be asked to answer the charge (s) and must be permitted to make any further pertinent comments on the particular case he/she may wish to make notwithstanding the fact that he/she may already have written an exculpatory statement.
- (vi) If during the course of the hearing, the Disciplinary Committee finds it necessary to obtain any relevant information to the case, the case shall be adjourned to allow for further investigation to be made.
- (vii) If the accused employee wishes further evidence to be submitted, this shall also be allowed based on the understanding that the Disciplinary Committee also finds it necessary for the accused to obtain the relevant information. In such a situation, the case maybe adjourned accordingly.
- (viii) The Committee and the accused employee may call upon a witness or witnesses, or any member of staff as required in seeking evidence, information or clarification relevant to the offence, and such witness (es) to the offence, shall if necessary be cross examined by the Disciplinary Committee and alleged offender.
- (ix) During the hearing, the Secretary will record verbatim all the proceedings of the Tribunal and shall produce a written report of the same. The Secretary shall also draft the ruling and present to the members for signature.

- (x) The recommendations of the proceedings of the Committee shall be submitted to the Registrar for implementation.
- (xi) Where the Registrar has ascertained and believed beyond reasonable doubt that the decision of the Committee is not fair or wrong under the circumstances he/she shall reconstitute a Committee to review the case.

(c) **University Staff Tribunal**

- (i) Upon receipt of a complaint, the Secretary to the Staff Tribunal shall inform the accused in writing attaching all the documents submitted by the Complainant and shall thereby request the accused to respond to the charge within a specified period of time (within 7 days).
- (ii) After the receipt of the response from the accused employee, the Secretary shall remit the information to the Complainant. Further, the Secretary shall set the matter down for hearing.
- (iii) At the beginning of the hearing, the Chairperson shall read out the charge to the accused employee and confirm whether the accused person understands the charge. The Chairperson shall request the accused employee to take plea and such shall accordingly be recorded.
- (iv) The process of hearing shall allow both the Complainant and the accused employee to present their evidence. At the close of the hearing each party will be allowed to make concluding remarks or make written submissions as the case may be.
- (v) The Chairperson will make concluding remarks to the parties and allow them to leave. Members of the Tribunal will then make observations on the evidence presented and make their conclusions leading to the recommendation.
- (vi) During the hearing, the Secretary will record verbatim all the proceedings of the Tribunal and shall produce a written report of the same. The Secretary shall also draft the ruling and present to the members for signature.
- (vii) The ruling shall be sent to the Registrar for on ward transmission to Council for implementation.
- (viii) The detailed procedure for the Tribunal is contained in Statutory Instrument Number 96 of 1997.

(d) **Joint Committee**

- (i) Upon receipt of a complaint against the Vice Chancellor or Deputy Vice Chancellor, the Minister of Education shall constitute a Joint committee

which shall conduct an inquiry into the allegations as provided under sections 25 and 26 of the University Act of 1999 or as amended.

- (ii) The Secretary of the Joint Committee shall inform the accused employee in writing attaching all the documents submitted by the Complainant and shall thereby request the accused to respond to the charge within a specified period of time.
- (iii) After the receipt of the response from the accused, the Secretary shall remit the information to the Complainant. Further, the Secretary shall set the matter down for hearing.
- (iv) At the beginning of the hearing, the Chairperson shall read out the charge to the accused employee and confirm whether the accused employee understands the charge. The Chairperson shall request the accused to take plea and such shall accordingly be recorded.
- (v) The process of hearing shall allow both the Complainant and the Accused employee to present their evidence. At the close of the hearing each party will be allowed to make concluding remarks or make written submissions as the case may be.
- (vi) The Chairperson will make concluding remarks to the parties and allow them to leave. Members of the Joint Committee will then make observations on the evidence presented and make their conclusions leading to the recommendation.
- (vii) During the hearing the Secretary will record verbatim all the proceedings of the Joint Committee and shall produce a written report of the same. The Secretary shall also draft the ruling and present to the members for signature.
- (viii) The ruling shall be sent to the Council for onward transmission to the Minister for implementation.

10.0 PROCEDURES FOR HANDLING CRIMINAL OFFENCES

10.1 Criminal charges or convictions

Where an employee is under investigation and/or convicted for a criminal offence that may have been committed in the course of duty or related to his/her employment, and is in breach of the University's disciplinary rules, the disciplinary procedure will apply separately to any police investigations. In such cases, directions shall be given by the Management Committee on the matter based on circumstances.

- 10.2 If an employee is charged with or convicted of a criminal offence not related to work, advice should be sought from Management Committee as to whether there is any need for action by the University based on circumstances.
- 10.3 If, as a result of a criminal conviction, an employee is in breach of his/her contract of employment and if no remedy is to be provided for by Management, the appointment will normally be terminated.
- 10.4 Notwithstanding an acquittal on a criminal charge, the University may still take administrative action against an employee on charges under this Code as may arise from the same circumstances of the criminal offence.

PART THREE

11. APPEALS

11.1 GENERAL

An employee who is disciplined or dismissed will be informed of his/her right of appeal and the period within which to appeal. This information should be included in the letter confirming the outcome of the disciplinary hearing.

11.2 When submitting an appeal, the employee must state the grounds of appeal.

11.3 An appeal shall be made within fourteen (14) days from the date of the decision of the disciplinary hearing.

11.4 An appeal shall not normally take the form of a re-hearing.

11.5 A decision by the appellate body should be made within 30 days of the appeal.

11.6 An employee may appeal against the decision made by any of the disciplinary body as shown below:

Decision Making Body	Person making the appeal	Appellate Body
Unit/Departmental Disciplinary Committee	Other staff	Registrar, next Vice Chancellor and next University Council, Industrial Relations Court
	Professional Technical and Administrative Staff	Registrar, next Vice Chancellor and next University Council, Industrial Relations Court
	Academic staff	Registrar, Vice Chancellor and next University Council, Industrial Relations Court
	Non represented staff	Registrar, next Vice Chancellor and next University Council, Industrial Relations Court
Standing Disciplinary Committee (SDC)	Other staff	Vice Chancellor and next University Council, Industrial Relations Court
Staff Tribunal	Academic staff, Non represented staff and Professional Technical and Administrative Staff	Industrial Relations Court
Joint Committee	Vice Chancellor and Deputy Vice Chancellor	Industrial Relations Court

PART FOUR

12 GRIEVANCE PROCEDURE

12.1 Introduction

Grievances are concerns, problems or complaints that employees will raise within their course of employment. This grievance procedure provides the mechanism for resolving disputes among employees and or employer. Moreover, having a grievance mechanism and the record of decisions will help improve management's acts especially in the domain of employee relations and grievance resolution. The procedures will serve as precedents in resolving employee relations.

Notwithstanding, the University Management is sincerely concerned with the genuine grievances of employees as it believes that employees' grievances are manifestation of their dissatisfaction against their working conditions and managerial decisions among others; if not promptly attended to, or unresolved or poorly handled, the problems or complaints that employees will raise with Management or managers or colleagues may produce a number of outcomes harmful to the University. These might include diminished respect for management, erosion of employee morale, and loss of productivity.

The objectives of the Grievances procedure are as follows:

- (a) To resolve grievances among employees within the shortest possible time;
- (b) To provide a mechanism at various stages so that the aggrieved employees derive satisfaction of seeking redress, if required, even from the lowest level to the highest level of authority;
- (c) To give freedom to the employee to challenge unfair or inconsistent action which is not in accordance with conditions of service;
- (d) To provide a predictable, transparent, and credible process to all parties, resulting in outcomes that will be seen as fair, effective, and lasting; and
- (e) To enable more systematic identification of emerging issues and trends, facilitating corrective action and pre-emptive engagement.

12.2 Procedure

The procedure to be followed in handling grievances shall be as follows:

Stage 1: Holding an informal meeting with the employee to discuss the grievance

The aggrieved employee shall take up the grievance orally with the immediate supervisor who will give a personal hearing and try to resolve the grievance at his/her level.

Supervisors shall arrange for a formal meeting to be held without unreasonable delay after a grievance is received and this shall where possible be settled in not more than three (3) working days. If complaint is against the immediate Supervisor, the complainant shall take the complaint to the next stage.

At the hearing, employees shall be allowed to explain their grievance and how they think it should be resolved. Consideration shall be given to adjourning the meeting for any investigation that may be necessary.

Stage Two: Holding a formal meeting with the employee to discuss the grievance

In case the employee is not satisfied with the decision communicated to him at Stage I or if he/she does not receive the reply within 3 days, he/she may submit his/her grievance (in writing) within a period of 7 days from the date of hearing to the next level. Supervisors shall arrange for a formal meeting to be held after a grievance is received and this shall where possible be settled in not more than three (3) working days. Where an employee feels that their grievance has not been satisfactorily resolved, they shall have the liberty to recourse orally or in writing. The supervisor shall accordingly be informed. The outcome of the appeal shall be communicated to the employee in writing without unreasonable delay.

Stage Three: Appeal

Where the matter is unresolved or the complainant feels that the matter has not been satisfactorily resolved, he/she may within seven (7) working days appeal to the Registrar or Vice-Chancellor or Council or Minister as the case may be.

Where the aggrieved employee is not satisfied with the decision, such an employee shall have an option to appeal to the Council or Minister in charge of education within 30 days from the lodging of the appeal and the decision will be final and binding and can only be challenged in the Courts of Law.

12.3 Collective Grievances

The provisions of this Code of Conduct do not apply to collective grievances raised on behalf of two or more employees by a representative of a recognised trade union or other appropriate workplace representative. These grievances shall be handled by way of negotiation or in the consultative meetings or through an impartial third party, an arbitrator, of the Union and Management's own selection. They agree in advance to accept the arbitrator's decision, based on the merits of the grievance, as final and binding as the case may be.)

12.4 Adherence to Time and Sentinel Events

Noting that events do not occur in a predictable manner and may not be uniform, in exceptional standards, there may be room to provide for handling of sentinel events.

12.5 Time Standards

Time limits set forth for submitting or making grievances, must be strictly followed by the grievant. Mutually agreeable adjustments in the time period for holding a review meeting and in issuing an answer may be made due to the unavailability of a necessary party or when exigencies occur.

The grievance is considered settled on the basis of the last answer if the grievant fails to appear at a scheduled review meeting or does not appeal on a timely basis. When both parties in a formal grievance process request it, the time clock on the grievance procedure may be stopped for a time period satisfactory to both parties to allow for a good faith attempt to resolve the conflict or disagreement through mediation.

12.6 Modification

The progression from Steps 1 through 3 may be modified by the University by reducing the number of steps for grievance resolution where time, the origin of the grievance, the operational unit involved, or the content and scope of the grievance makes that progression impractical. In addition, at the option of the grievant, the grievance may begin at a level above the supervisor involved if the grievance alleges unlawful discrimination by such a supervisor.

APPENDICES

- Appendix 1: Disciplinary Charge Form
- Appendix 2: Warning Record Forms
- Appendix 3: Statement Form
- Appendix 4: Verdict Form
- Appendix 5: Appeal Form
- Appendix 6: Grievance Form
- Appendix 7: Letter of Summary Dismissal
- Appendix 8: Letter of Re-Instatement
- Appendix 9: Letter of Disciplinary Charge and Suspension from duties pending Investigations or determination of disciplinary Matter
- Appendix 10: Composition of the Disciplinary Bodies

APPENDIX 1



THE UNIVERSITY OF ZAMBIA

DISCIPLINARY CHARGE FORM

Name of Charging Officer:

Designation:.....

School/Directorate/Unit:

Name of employee being charged:

Designation:

Employee Number:

1. Statement of Offence in relation to the Code of Conduct

.....
.....

2. Statement of facts (facts must relate to the offence)

.....
.....

The matter will be determined by the (Standing Disciplinary Committee, Adhoc Disciplinary Committee, etc)

Signature of Supervisor:.....

Date:.....

Signature of Employee:

Date:

APPENDIX 2(a)



THE UNIVERSITY OF ZAMBIA

VERBAL WARNING RECORD FORM

Name of Supervisor:

Designation:

School/Directorate/Unit:

Name of Employee being warned:

Designation:

Employee Number:

Offence being warned of:

.....

.....

.....

Signature of Supervisor:

Date:.....

Signature of Employee

Date:

APPENDIX 2(b)



THE UNIVERSITY OF ZAMBIA

1ST WRITTEN WARNING RECORD FORM

Name of Supervisor:

Designation:

School/Directorate/Unit:

Name of Employee being warned:

Designation:

Employee Number:

1. Offence being warned of:

.....
.....
.....

Signature of Supervisor:

Date:.....

Signature of Employee:

Date:

APPENDIX 2(c)



THE UNIVERSITY OF ZAMBIA

FINAL WRITTEN WARNING RECORD FORM

Name of Supervisor:

Designation:

School/Directorate/Unit:

Name of Employee being warned:

Designation:

Employee Number:

Offence being warned of:

.....

.....

Duration of the Final warning:

.....

Signature of Supervisor:

Date:.....

Signature of Employee:

Date:

APPENDIX 3



THE UNIVERSITY OF ZAMBIA

STATEMENT FORM

Complainant/Respondent/Witness (Delete as applicable)

Name:

Designation:

School/Directorate/Unit:

Charge:.....

Statement relating to:

(The statement may be typed or handwritten. If handwritten, it must be legible. It must be signed at the end by Deponent. Any additional pages must be initialed)

Designation:

I,.....in relation to the above matter, state the following facts.

.....
.....
.....
.....
.....

Signature:

Date:.....

APPENDIX 4



THE UNIVERSITY OF ZAMBIA

VERDICT FORM

Name of Respondent:

Charge:

The(Disciplinary Body)

The facts as presented to it, has determined this matter and find the Respondent **GUILTY/NOT GUILTY** in relation to the charge of.....

.....

.....

.....

Dated thisday of20.....

.....
CHAIRPERSON (FULL NAMES AND SIGNATURE)

.....
MEMBER (FULL NAMES AND SIGNATURE)

.....
MEMBER (FULL NAMES AND SIGNATURE)

APPENDIX 5



THE UNIVERSITY OF ZAMBIA

APPEAL FORM

(Applicable only to appeals to the Registrar, the Vice-Chancellor and the University Council as allowed by relevant procedure)

Name of Appellant:.....

Designation:.....

Employee's Man Number:.....

Offence:.....

Date of Appeal:.....

I, hereby appeal against the decision of
In the above matter against me. The following are the grounds of appeal:

1.

2.

3.

.....
(Signature of Appellant)

(8 copies of the appeal. 4 copies shall be deposited with the relevant Union. The appeal shall be deposited with the Registrar)

APPENDIX 6



THE UNIVERSITY OF ZAMBIA

GRIEVANCE FORM

Name of Aggrieved Employee:.....

Department:

Designation:.....

Employee 's Man Number:.....

Name of Officer against whom grievance is lodged:.....

Designation:

Officer's Man Number:

To: (Name of Supervisor or other Superior Officer):

.....

Date:

Statement of Grievance

.....

.....

.....

.....
(Signature of aggrieved Officer))

APPENDIX 7 (FOR UNIONISED)



THE UNIVERSITY OF ZAMBIA

Telephone: 291777

Fax:

P.O. Box 32379

Lusaka, Zambia

.....

.....

P O Box
LUSAKA

Dear

RE: DISMISSAL

Reference is made to the charge of against you and the disciplinary proceedings before the (Disciplinary Body).

The Committee found you GUILTY of the offence of
Contrary to Clause of the Code of Conduct.

You are, therefore, hereby dismissed from employment with effect from the date of your suspension.

Subsequently, you shall forfeit the portion of your salary that was being withheld whilst on suspension.

By copy of this letter, the Bursar and the Passages Officer are being requested to take note and act accordingly.

Yours sincerely

Registrar

Cc Vice-Chancellor
Deputy Vice-Chancellor
Bursar
Deputy Registrar, Administration
Deputy Registrar, Council
Chief Security Officer
Accountant, Salaries
Passages Officer
Insurance Manager
Principal Labour Officer, Lusaka
General Secretary, Union
Secretary, Disciplinary Committee/
Junior Administrative Officer, (PDS)

APPENDIX 7 (a) (FOR NON UNIONISED)



THE UNIVERSITY OF ZAMBIA

Telephone: 291777
Fax:

P.O. Box 32379
Lusaka, Zambia

.....

.....

P O Box
LUSAKA

Dear

RE: DISMISSAL

Reference is made to the charge of against you and the disciplinary proceedings before the (Disciplinary Body).

The Committee found you GUILTY of the offence of
Contrary to Clause of the Code of Conduct.

You are, therefore, hereby dismissed from employment with effect from the date of your suspension.

Subsequently, you shall forfeit the portion of your salary that was being withheld whilst on suspension.

By copy of this letter, the Bursar and the Passages Officer are being requested to take note and act accordingly.

Yours sincerely

Registrar

Cc Vice-Chancellor
Deputy Vice-Chancellor
Bursar
Deputy Registrar, Administration
Deputy Registrar, Council
Chief Security Officer
Accountant, Salaries
Passages Officer
Insurance Manager
Principal Labour Officer, Lusaka
Junior Administrative Officer, (PDS)

APPENDIX 8



THE UNIVERSITY OF ZAMBIA

Telephone: 291777

Fax:

.....

.....

P O Box

LUSAKA

P.O. Box 32379

Lusaka, Zambia

Dear

RE: RE-INSTATEMENT : YOURSELF

Reference is made to your suspension letter dated and your subsequent appearance before the to answer charges of the found you not guilty.

This serves also to inform you that your suspension has been lifted and you have been reinstated with immediate effect. Please, therefore, report to for resumption and/or assignment of duties.

Please note that the portion of your salary withheld during the period of your suspension shall be paid to you.

By copy of this letter, the Bursar and are requested to take note and act accordingly

Yours sincerely

Registrar

Cc Vice-Chancellor
 Deputy Vice-Chancellor
 Bursar
 Deputy Registrar, Administration
 Chief Security Officer
 Accountant, Salaries
 Passages Officer
 Insurance Manager
 Principal Labour Officer, Lusaka
 General Secretary, Union
 Secretary,(Disciplinary Committee)
 Junior Administrative Officer, (PDS)

APPENDIX 9



THE UNIVERSITY OF ZAMBIA

Telephone: 291777

P.O. Box 32379
Lusaka, Zambia

.....
.....
P O Box
LUSAKA

Dear

**RE: DISCIPLINARY CHARGE AND SUSPENSION FROM DUTIES PENDING
INVESTIGATIONS/DETERMINATION OF DISCIPLINARY MATTER: YOURSELF**

Reference is made to the above mentioned matter.

This serves to notify you that you are hereby charged with the following alleged offence(s).

Statement of Offences and Brief Facts contrary to Clause of the Code of Conduct.

Your conduct, therefore, amounts towhich could bring the name of the University of Zambia into disrepute.

In accordance with Clause of the Code of Conduct, you are hereby suspended from employment with half pay with immediate effect.

The matter has been referred to the Standing Disciplinary Committee/Staff Tribunal of the University of Zambia for hearing and disposal and you shall be communicated to by the Secretary of the said in relation to the proceedings.

Additionally, you are required to obtain prior permission through the Secretary to the, should you wish to travel out of station on a designated working day.

By copy of this letter, the Bursar and your Supervisor are accordingly advised.

Yours sincerely

cc Vice-Chancellor
Deputy Vice-Chancellor
Registrar
Bursar
Deputy Registrar, Administration
Deputy Registrar, Council
Chief Security Officer
Accountant, Salaries
Insurance Manager
General Secretary, Union
Secretary, Disciplinary Committee
Junior Administrative Officer, (PDS)

APPENDIX 10



THE UNIVERSITY OF ZAMBIA

Telephone: 291777

Fax:

.....
.....

P O Box
LUSAKA

P.O. Box 32379

Lusaka, Zambia

Dear

RE: WITHDRAWAL OF CHARGE/CASE

Reference is made to your charge letter dated in which you were charged with the case of and your subsequent exculpatory statement of(date).....

This serves to inform you that following your exculpatory statement, the charge has been withdrawn and the matter considered closed.

By copy of this letter, all offices copied below are hereby notified of the status.

Yours sincerely

Registrar

Cc Vice-Chancellor
 Deputy Vice-Chancellor
 Registrar
 Bursar
 Deputy Registrar, Administration
 Deputy Registrar, Council
 Chief Security Officer
 Accountant, Salaries
 Insurance Manager
 General Secretary, Union
 Secretary, Disciplinary Committee
 Junior Administrative Officer, (PDS)

APPENDIX 11



THE UNIVERSITY OF ZAMBIA

Composition of the Disciplinary Bodies

DISCIPLINARY BODY	COMPOSITION
School/Unit / Department Disciplinary Committee	The Registrar shall appoint members of the School/Unit/Department Disciplinary Ad hoc Disciplinary Committees. There shall be a Chairperson, Secretary and four (4) other members.
Standing Disciplinary Committee (SDC)	The Registrar shall appoint members of the Standing Disciplinary Committee to serve for a period of three (3) years. There shall be a Chairperson, Secretary from HR Department and six (6) members, two of whom will be from the Union.
University Staff Tribunal	The composition of the Staff Tribunal shall be as prescribed by the Act
Joint Committee	The composition of the Joint Committee shall be as prescribed by the Act.