



Alex Ekwueme University Ndufu-Alike Ikwo
PMB 1010 Abakaliki, Ebonyi State, Nigeria

Code of Conduct and Ethics for Staff and Students

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1. Introduction

Alex Ekwueme Federal University is a public enterprise with all the full rights and privileges accorded to public universities in Nigeria and around the world. The University's core mandate is to engage in high-quality teaching and research. The University regards good conduct and integrity as cores values and is fully committed to ensuring that these values are adhered to as part of its research culture and activity. The University's vision to become a vibrant centre of learning and research that will be reputable nationally and internationally can only be achieved with high standards of integrity and accountability.

The following code of conduct is designed to provide a framework to guide members of the University community including staff, students and visitors. The code of conduct is without prejudice to the university statues, ordinances, regulations, and the guidelines contained in the Staff Conditions of Service, which provides extra guidelines on issues of discipline, conduct and official service delivery. The Code of Conduct and Ethics of the University is therefore intended to provide resource material to guide staff and students in achieving institutional standards in the broad areas of discipline, loyalty, honesty, transparency, integrity, accountability, respect for constituted authority, good conduct and ethical behaviour. All members of the university community be they staff, students or visitors, are expected to maintain the highest standards of rigour and integrity in all aspects of their conduct including in teaching and research. The University's policies, code of conduct and guidelines and procedures have been designed to ensure that these standards are maintained.

In Nigeria, University staff members are grouped as public servants, the Code of Conduct for Public Officers as contained in the Fifth Schedule of the 1999 Constitution (as amended) is fully applicable to all staff. The University's Code and polices are designed to complement existing relevant national laws to which the University are obliged to abide. In any case where there is a confit between the national laws and the university polices, the national law shall supersede.

2. Core Values of the University

- (a) Faith in God
- (b) Academic excellence in teaching and research
- (c) Institutional autonomy
- (d) Academic freedom
- (e) Peer and professional review
- (f) Qualitative service delivery
- (g) Strong work ethics
- (h) Equal opportunity
- (i) Rule of law
- (j) Creativity and Innovation
- (k) Integrity
- (l) Transparency and Accountability
- (m) Peace and Orderliness

The core values of the University stand out as statement of commitment to morals, ethics, and service as a Centre of Excellence.

3. Special Provisions

1. What is itemized in the various sections of this document as conduct does not exclude other conducts not expressly mentioned in this document.
2. This document adopts in its entirety the existing Code of Conduct/Code of Ethics/Code of Practice of the various regulated professions.
3. The University shall adopt the Code of Conduct/Professional Ethics and incorporate same into the Regulations Governing Staff Conditions of Service and Students Handbook when reviews of the Regulations and the Students Handbook are undertaken.
4. Code of Conduct and Ethics outlined for academic staff can also apply to non-academic staff and vice versa.
5. The code of conduct and polices are designed to complement existing relevant national laws especially the Code of Conduct for Public Officers as contained in the Fifth Schedule of the 1999 Constitution to which the university are obliged to abide.

4. Definition of Misconduct

- a) Misconduct as stipulated in the general University regulations governing conditions of service and all other regulations shall be defined as: “general misbehaviour to the prejudice of the good name or reputation of the University, and/or of discipline and the proper administration of the University.”

- b) Without prejudice to the generality of the foregoing, misconduct includes corruption, dishonesty, drunkenness in the course of duty; false claims against the University or any of its constituent parts; insubordination, negligence of duty, falsification, suppression or unauthorised disclosure of accounts or records, unauthorised dissemination or disclosure of University information or records; conviction for criminal offences other than traffic offences; absence from duty without excuse; the performance of any other acts which are inconsistent with, or failure to perform acts which are essential to proper execution of the duties for which the employee was engaged; failure to appear before or to answer questions satisfactorily in any investigation before any person or body designated by the University or any of its constituted bodies for the purpose of investigating any matter provided for in or arising out of any of the affairs of the University, or the conditions of service or the Code of Conduct.

- c) For the avoidance of doubt, misconduct includes any act or omission, which has the effect of embarrassing or tarnishing or bringing into ridicule the good name of the University, including the Senate, Council and the officers of the University”. Sanctions any act of misconduct shall be reported to the Vice-Chancellor in writing, who shall set up an Investigation Panel to investigate and report back expeditiously. After a prima facie case of misconduct had been established against the member of staff, the Vice-Chancellor shall suspend such staff from office pending the final determination of the case. Any complaint arising from this Code of Conduct shall be investigated by the Vice Chancellor or an appropriately constituted disciplinary committee at such a reasonable period thereafter as may be decided by the Vice-Chancellor.

5. Code of conduct for Academic Staff

- i. Obey the laws and regulations of the University.
- ii. Maintain honesty, integrity, fairness and high performance in all activities.
- iii. Respect the statutory rights of staff and students.
- iv. Must not engage in or be a member of any secret cult.
- v. Should not divulge official secrets, alter or forge official documents, or aid/abet others in doing same.
- vi. Commence lectures promptly, adhering strictly to the official University time-table and venue. Changes require written approval of the HOD.
- vii. Provide adequate explanation while lecturing and only staff officially assigned by the departmental board are permitted to give lectures.
- viii. Must not compel students to buy books/handouts overtly or covertly using tactics such as keeping records of students' names and matriculation numbers, attachment of assignments to books and withholding of grades or results of assignments/tests/examinations.
- ix. Must not write projects/assignments for students in exchange for gratification or collude with students in examination misconduct.
- x. Must not victimize anyone for sex, immoral, ethnic, religious or personal reasons.
- xi. Conduct and report research results with integrity and in keeping with professional and global best practice
- xii. Observe all copyright laws and acknowledge authors/students whenever their works are used.
- xiii. Should not do anything that will tarnish the image of the University.
- xiv. Must not commit any form of fraud, corruption or bribery including by false representation, failing to disclose information or abuse of position.
- xv. Ensure proper conduct, supervision and invigilation of examinations when scheduled.
- xvi. Shall not attempt to injure falsely and maliciously the employment position of a colleague.
- xvii. Report concerns relating to the violation of this code of conduct to the registrar with as much supporting evidence as possible about the grounds on which the disclosure is being made and about the grounds for believing that malpractice has occurred.

6. Code of Conduct for Non-Teaching Staff

- i. Obey the laws and regulations of the University.
- ii. Maintain honesty, integrity, fairness and Total Quality Management (TQM) in all activities (ie doing the right things at all times)
- iii. Must respect the statutory rights of staff and students.
- iv. Must not engage in or be a member of any secret cult.
- v. Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts or aid/abet others in doing same.
- vi. Must not intercept or misappropriate University money or approved expenditure for goods/services not delivered or over-invoicing of same.
- vii. Must not aid/abet examination malpractice or engage in dubious transactions, including demanding or receiving gratification for official duties.
- viii. Must respect and maintain the hierarchy in Administration.
- ix. Must not discriminate, harass, bully or victimise any student or staff because of race, gender, ethnicity or religion.
- x. Must not use official time for private business or engage in practices such as trading and enrolment in full-time studies.
- xi. Must not use unauthorized persons to perform official duties.
- xii. Must exercise self-discipline and restraint at all times and deal politely with staff students and the general public.
- xiii. Must not be absent from duty without official approval or approved sick leave (Excuse Duty Certificate) authenticated by the University Health Centre.
- xiv. Must not do anything that will tarnish the image of the University.
- xv. Must not attempt to injure falsely and maliciously the employment position of a colleague.
- xvi. Report concerns relating to the violation of this code of conduct to the registrar with as much supporting evidence as possible about the grounds on which the disclosure is being made and about the grounds for believing that malpractice has occurred

Code of Conduct and Ethics outlined apply to all categories of staff

7. Code of Conduct for Students

- i. Obey the laws and regulations of the University including the matriculation Oath.
- ii. Respect the statutory rights of staff and students.
- iii. Must not engage in or be a member of any secret cult.
- iv. Must not sell/lease university hostel accommodation and property to other students or persons.
- v. Must not use classrooms and university property for unauthorized activities including religious meetings and parties.
- vi. Must register for all courses and attend not less than 75% of the lectures/practicals/workshops/clinical to qualify to write semester examinations.
- vii. Be punctual to lectures/ practicals/ workshops/ clinicals/ examinations and switch-off all cell phones.
- viii. Must not be involved in any form of examination misconduct including impersonation or aid/abet others in doing same.
- ix. Must not offer money, sex or other enticement in exchange for higher grades or alteration/forgery of records/documents.
- x. Must not collect money, sell books/handouts on behalf of staff.
- xi. Obey copyright laws and must not photocopy textbooks without permission from authors/publishers.
- xii. Dress decently and be polite to all staff and the public.
- xiii. Should not do anything that will tarnish the image of the University.
- xiv. Should not extort money from fellow students for whatever reasons.
- xv. Shall not attempt to injure falsely and maliciously the employment position of a colleague

Appendix I

The ideal behaviour expected from a responsible public officer (Adapted from the Code of Conduct fifth Schedule of the 1999 Constitution)

Below are some of the ideal behaviours that all staff of the University are expected to adhere.

(i) DISCRIMINATION

A public officer is not expected to discriminate against any citizen on the grounds of place of origin, sex, religion, status, ethnic or linguistic association. As instruments of state policy, public officers are expected to set the highest examples in pursuing these noble objectives to ensure national integration.

(ii) DISCIPLINE

Strict adherence to the rules and regulations of the University and public service is a must. It is imperative that all staff of the University complies with the code of Conduct and ensures that subordinates do the same.

(iii) HONESTY AND TRANSPARENCY

These should be cardinal principles for any individual holding public office, and should be demonstrated in conducting official duties and in dealing with members of the public. This means that the public officer should be conscientious on duty. All his/her actions must be clear and self-evident. Public officers should not demand or receive anything in return for performing official duties.

(iv) ACCOUNTABILITY

A public officer should display responsible stewardship for all items, money, materials and men placed under his/her supervision. This implies that all government property entrusted with a public officer should be properly accounted for via strict adherence to the civil service rules, financial regulations and all other circulars pertaining to the disbursement, management and reporting on same.

(vi) RESPECT FOR CONSTITUTED AUTHORITY

A public officer should show unqualified respect for constituted authority and at all levels of service.

(vii) PUNCTUALITY AND ABSENTEEISM

A public officer should endeavour to be punctual at his/her place of work. Public officers should also not absent themselves from work except on approval.

Appendix II

Code of Conduct Relating to Harassment and Bullying

For the avoidance of doubt, the University does not does not tolerate any form of harassment or victimisation and expects all members of the University community (including visitors and contractors) to treat each other with respect, courtesy and consideration. Furthermore:

- i. The University is committed to fostering an inclusive culture, which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the community are respected.
- ii. It is not allowed under any circumstances to discriminate because of ethnicity, gender, race or disability. Discrimination of any kind is a serious offence subject to disciplinary action and possibly dismissal.
- iii. All members of the University and visitors have the right to expect courteous behaviour from others, and a have corresponding responsibility to behave courteously towards others.
- iv. All members of the University community and visitors are expected to treat others with dignity and respect; discourage any form of harassment; support any staff, student or visitors who feel they have been subject to harassment, including supporting them to make a formal complaint if appropriate.
- v. Any member of the University who has responsibility for organising an activity involving adults at risk or children must take extra precaution and care to assess and consider how the risks identified can be minimised to ensure the provision of a safe environment for such vulnerable persons. This should include the processes for reporting concerns, as well as taking prompt actions to safeguard the wellbeing of the vulnerable persons.
- vi. All senior members of the university with leadership responsibility have a duty to make every effort to ensure that harassment and victimisation do not occur in the areas for which they are responsible and that, if they do occur, any concerns are investigated promptly and effectively.

Definitions and explanations

- a) A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of:
 - Violating another person's dignity, or
 - Creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.
- b) The recipient does not need to have explicitly stated that the behaviour was unwanted.

- c) Bullying is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- d) Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.
- e) The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.
- f) Being under the influence of alcohol drugs or otherwise intoxicated is not an excuse for lack of courtesy or rudeness.
- g) Harassment can take a variety of forms:
 - Through individual behaviour face to face, either verbally or physically or electronically
 - directly to the person concerned, or to a third party
 - Through a prevailing culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes
- h) Examples of behaviour which may amount to harassment include insulting, abusive, embarrassing or patronising behaviour or comments
- i) Unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
 - inappropriate body language
 - sexually explicit remarks or innuendoes
 - unwanted sexual advances and touching
- j) Offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats: these include all forms of harassment and abuse on the grounds of disability, race or sexual orientation

Complaints should be directed to relevant department or service units heads immediately who have a duty to report same to the Vice Chancellor

Appendix III

Code of Conduct Relating to Research

The University expects all members of the University including staff and students and those who are not members of the University but who are conducting research on University premises, using University facilities, or funding for their research, to observe the highest standards of ethics and integrity in the conduct of their research. In pursuance of such high standards, they must:

- i. Be honest in proposing, conducting and reporting research.
- ii. They should strive to ensure the accuracy of research data and results and acknowledge the contributions of others.
- iii. Acquaint themselves with guidance as to best research practice and standards of integrity.
- iv. Comply with ethical and legal obligations as required by statutory and regulatory authorities, including seeking ethical review and approval for research as appropriate. They should ensure that any research undertaken complies with any relevant University policy and procedures and any other agreements and/or terms and conditions relating to the project, and also allows for proper governance and transparency.
- v. Seek to ensure the safety, dignity, wellbeing and rights of those associated with the research.
- vi. Effectively and transparently manage any conflicts of interest, whether actual or potential, reporting these to the appropriate authority as necessary.
- vii. Ensure that they have the necessary skills and training for their field of research.
- viii. Recognise their accountability to the University and their peers for the conduct of their research.
- ix. Must undertake adequate risk assessment and take all reasonable steps to provide a safe system of work to ensure that no person is harmed during the conduct of research.
- x. Abide by all relevant environment and health and safety regulations.
- xi. Having due regard to subject disciplinary norms, acknowledge that authorship of a research output should be attributed only to a researcher who has made a significant intellectual, scholarly or practical contribution to that output and is willing to take responsibility for the contribution.
- xii. Follow the requirements and guidance of any professional bodies in their field of research. Researchers who are members of a regulated profession must follow the requirements and guidance of the body regulating their profession.

- xiii. Only use personal data in ways people would expect and for the purposes for which it was collected
- xiv. Use a minimum amount of personal data and only hold it for as long as is strictly necessary; handling an individual's personal data in a careful and considerate manner that recognises the importance of such information to their privacy and welfare
- xv. Keep personal data secure, in accordance with the University's Information Security Policy; do not disclose personal data to unauthorised persons, whether inside or outside the University.
- xvi. Process data fairly, lawfully and in a transparent manner; complying fully with data privacy legislation; where practicable, adhering to good practice

Failure to comply with this Code of Practice and Procedure may give rise to an allegation of Misconduct in Research. Misconduct in Research may be a ground for disciplinary action, and if serious, for dismissal or expulsion.

Appendix IV

Code of Conduct Relating to Bribery and Corruption

The University is committed to conducting its activities fairly, honestly and openly, in accordance with relevant legislation, and to the highest standards of integrity.

- i. As a public institution, the University is governed by the law of the Federal Republic of Nigeria especially the 1999 constitution as amended. University staff are grouped as public servants and the Code of Conduct for Public Officers as contained in the fifth Schedule of the 1999 constitution as amended applies. The University is bound by all the relevant anti-corruption laws of the Republic including the Federal Character Commission Act, the Civil Service Rules, the Corrupt Practices and other Related Offenses Act of 2010.
- ii. The University has no tolerance of fraud committed by staff or associated persons. Fraud by University employees or student members acting on behalf of the University will be treated as a serious disciplinary offence.
- iii. No member of staff or person acting on behalf of or providing services for the University shall commit any form of fraud.
- iv. **Fraud** is a dishonest act or omission that is made with the intent of making a gain or causing a loss (or the risk of a loss). Examples include:
 - Fraud involving cash or physical assets
 - Fraud involving confidential information
 - Procurement and payment fraud
 - Payroll fraud
 - Fraudulent expense claims
 - Reference and qualification fraud
 - False representation
 - Failing to disclose information
 - Recruitment, appointment and employment fraud
 - Bribery and corruption fraud
 - Academic fraud including admissions, examinations, awards and research
 - Accommodation-related fraud, including preference and payment
 - Abuse of position
- v. **Corruption** is dishonest or fraudulent conduct, typically involving bribery.
- vi. Bribery is the offering, promising, giving, requesting, or accepting of a financial or other advantage with the intention to induce or reward improper performance.
- vii. As a charity deriving a significant proportion of its income from public funds, benefactions and charitable organisations, the University is concerned to protect its operations and reputation and its funders, donors, staff and students from the detriment associated with fraud and other corrupt activity.
- viii. Staff and other associated persons who act on behalf of or provide services to the University are expected to act at all times in a manner that is fair, honest and open. In order to conduct the activities of the University to the highest standards of integrity, in

accordance with relevant legislation, and to ensure that there can be no suspicion or appearance of fraud or corruption, they are expected to abide by the following standards:

- ix. Any suspicion of fraud or irregularity should be reported immediately to the Vice Chancellor through the Registrar.
- x. Deans, Directors, and Heads of Units are responsible for monitoring and ensuring that every staff and associated person within their division, departments or units who acts on behalf of or provides services to the University is aware of and complies at all times with this Policy.

Appendix IV

Code of Conduct Relating to Recruitment, Selection and Promotion

- i. Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.
- ii. The Federal Character Establishment Commission Act is applicable to all recruitment and selection exercises conducted by the University.
- iii. Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic such as religion, gender and ethnicity.
- iv. Offer of job is conditional to satisfactory check including the authenticity of educational documents. All prospective employees, regardless of nationality, must be able to produce original documents
- v. Where necessary, job offers can be made conditional on a satisfactory medical check.
- vi. Employees will be given appropriate access to training to enable them to progress within the University and all promotion decisions will be made on the basis of merit.
- vii. Disciplinary procedures and penalties must be applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.
- viii. Applications from students with disabilities must be assessed following the standard procedures contained in the University's guideline and without any discrimination

Appendix VI

Code of Conduct Relating to Conflict of Interest

Policy Statement

- i. The University's Conflict of Interest policy requires all staff, students, and others working at the university to recognise and disclose activities that might give rise to actual or perceived conflicts of interest.
- ii. In a large and complex University where staff hold multiple roles and where external relationships are many and varied, conflicts of interest are bound to arise. In order to manage the associated risks to an acceptable level, all staff, students and others working in the University (including grant holders and emeritus researchers) are required to recognise and disclose activities that might give rise to actual or perceived conflicts of interest
- iii. A conflict can occur when your university duties compete with your personal interests or your duties to other people or organisations. Actual or perceived conflicts can arise from external activities that are undertaken in addition to your university role, personal relationships, or conflicting roles within the collegiate university. They can be financial, non-financial or both.
- iv. If staff and students manage their activities appropriately, they can usually proceed with these as normal whilst at the same time upholding obligations to the University, meeting regulatory and other external requirements and protecting the integrity and reputation of the University and its members.
- v. For the avoidance of doubt, all academic and academic-related staff and emeriti who are actively engaged in research at the University must seek prior approval from their Head of Department to:
 - (a) hold an outside appointment or
 - (b) hold an underlying appointment with a previous employer, at times when they would be expected to be working for the University
 - (c) set up or take a financial interest in any business or other external entity not publicly listed on a stock exchange and which could be conceived as creating a conflict of interest
 - (d) become a director of an external entity
 - (e) hold a stake in any external entity which could give rise to a perceived or actual conflict of interest with their University role.
- vi. Note that acting as an external examiner (and other activities normally arising from scholarly work, which do not involve a formal and continuing contract) does not require the Head of Department's prior approval. If in doubt, please ask the Dean, head, or Centre Director.

Appendix VII

Code of Practice on Intellectual Property

The purpose of this document is to set out the policy and code of practice governing the management and commercial exploitation of the University's Intellectual Property ("IP") and the use by the University of IP owned by others ("Third Party IP").

- i. Intellectual Property refers to creations of the mind; for example, research results, inventions, literary and artistic works, software, designs, etc. Like other forms of property, IP is an asset which has value and can be traded; it can be bought, sold and licensed.
- ii. Legal protection for Intellectual Property in Nigeria and elsewhere in the world is provided by legal rights, which are known as Intellectual Property Rights ("IPR").
- iii. This Code of Practice applies to all forms of legally recognised IP that are created or devised in the course of employment of University staff (i.e. any employees of the University), or study by students, or in the course of contractual relationships (to the extent it is agreed that this Code applies in the contract in question), and this Code also applies to any other IPR assigned to or owned by the University or to which the University is entitled (except to the extent the University has agreed otherwise).
- iv. This Code of Practice will be managed by the Senate Research Committee and approved by Council.
- v. The University, as owner of the intellectual property of its employees, reserves at all times the right to modify this Code of Practice and the accompanying Guide at its discretion. It will in any event be subject to periodic revision in consultation with the appropriate University bodies.
- vi. This document should be read in conjunction with "The University of Copyright Policy".

Appendix VIII

Specific Ethical Standard for the Various Regulated Professions in the University

1. Librarians in the University must resist the censorship of library materials by individuals and groups. Librarians should respect copyright and treat the intellectual property right of authors and creators according to legal rules.
2. Professional accountants in the University shall not knowingly engage in any business, occupation or activity that impairs or might impair integrity, objectivity or the good reputation of the profession and as a result would be incomplete with the fundamental principles, enumerated above.
3. Engineers in the University shall not exert undue influence of offer, solicit or accept compensation for the purpose of affecting negotiations for an engineering engagement.
4. Architects, Builders and Planners in the University shall respect the provisions of the Copyright Act in relation to designs and works executed by them or by other professionals. They shall not participate in considerations or actions with respect to services solicited or provided by them or their organization in private or public practice.
5. Surveyors in the University must not permit their names to be used in aid of an unauthorized practice of surveying by any person, agency or body corporate.
Surveyors shall not:
 - Duplicate the Common Seal of the Surveyors' Registration Council of Nigeria, or
 - Duplicate plan numbers, or
 - Duplicate beacons numbers, or
 - Backdate survey records, plans, charts or data
6. Teachers in the University must not use their positions to spread their political, religious or other ideologies among the learners/students.
7. Health professionals in the University must observe the strict medical and health care ethics of:
 - Respect for autonomy where the patient has the right to refuse or choose their treatment.
 - Beneficence where the practitioner should act in the best interest of the patient.
 - Non-maleficence where the practitioner must "first do no harm".
 - Trustice which concerns the distribution of scarce health resources, and the decision of who gets what treatment.
 - Confidentiality which requires the health and medical services provider to maintain strict confidentiality with regards to the patients' health states/records.
8. University Administrators as custodians of University regulations must ensure that they take the lead in maintaining, informing and implementing ethical standards.

Appendix VIX

Members of the Committee on Professional Ethics

Professor Afam Icha-Ituma	- Chairman
Professor Abel Ezeoha	- Member
Professor Ngozi Nworgu	- Member
Professor Nonso Ejike	- Member
Professor Chukwumerije Okereke	-Member
Professor Rosemary Igbo	- Member
Professor Isaac Osakwe	- Member
Dr Basil Ugochukwu	-Member
Dr Robert Onyeneke	-Member