



**ZIMBABWE ACADEMIC AND RESEARCH NETWORK  
(ZARNet)**

**CODE OF ETHICS**

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## 1.0 DEFINITION OF TERMS

The following terms have been defined as follows:

### 1.1 Accountability

Accountability refers to the willingness to accept responsibility or account for our actions.

### 1.2 Confidentiality

Refers to an agreement that binds one or more parties to non-disclosure of confidential or proprietary information.

### 1.3 Conflict of Interests

Occurs when an entity or individual becomes unreliable because of a clash between personal (or self-serving) interests and professional duties or responsibilities.

### 1.4 Directors

Refers to **ZARNet** Board of Directors composed of executive and non-executive directors.

### 1.5 Ethics

Moral principles that govern a person's behaviour or the conducting of an activity

### 1.6 PECG Act

Refers to the Public Entities Corporate Governance Act Chapter [Chapter 10:31]

### 1.7 ZARNet

Refers to Zimbabwe Academic and Research Network

## 1.0 BACKGROUND

The Zimbabwe Academic and Research Network (**ZARNet (Pvt) Ltd**) is a statutory and grant funded institution established by the Office of the President and Cabinet (**OPC**) in 1997 in terms of **Section 24** of the Research Act of 1986 [**Chapter 10:22**], as amended. Through this Act, **ZARNet (Pvt) Ltd's** statutory mandate is to provide **reliable and sustainable Internet Connectivity and other converged ICT solutions** to the Academic, Research and Education Institutions, plus any other Government establishments **in Zimbabwe**, on a cost recovery basis. These institutions and establishments mainly comprise of **Research Institutes, Universities, Colleges, Polytechnics, Technical and Vocational Training Centres, Industrial Training Centres, Primary and Secondary Schools, Kindergartens and any other Government Entities.**

## 2.0 AIM OF THIS PAPER

The aim of this paper is to outline the code of ethics applicable to **ZARNet** directors, senior management staff and all staff members.

## 3.0 SCOPE

In order to achieve the above aim this paper will cover the following:

- 3.1 The objectives of this Code of Ethics
- 3.2 The Code of Ethics Principles
- 3.3 Applicability of this Code of Ethics

#### 4.0 OBJECTIVES OF THIS CODE OF ETHICS

- a) To promote ethical culture in the day-to-day activities of **ZARNet**.
- b) To encourage the spirit of transparency, honesty and trust.
- c) To promote good corporate governance practice by director's, senior management and staff members.

#### 5.0 PRINCIPLES OF CODES OF ETHICS

Section 27 of the **PECG** Act states that the code of ethics shall give effect to the following principles-

- a) The promotion and maintenance of a high standard of professional ethics;
- b) Efficient and economic use of available resources;
- c) The provision of services impartially, fairly, equitably and without bias;
- d) Responsiveness to the needs of the people of **Zimbabwe**, including the prompt and sensitive processing of complaints by members of the public with respect to the entity's interaction with them
- e) Co-operation with governmental institutions and other public entities;
- f) Openness and transparency in the internal workings and procedures of the public entity concerned, and in its dealings with the public;

- g) The maximizing of the human resources of the public entity concerned;
- (h) Commercial viability, in the case of a public commercial entity; and generally, shall be directed at ensuring efficiency, effectiveness, responsibility, accountability and honesty in the procedures, operations and activities of the public entity concerned.

## 6.0 APPLICABILITY

This code shall apply to all **ZARNet** directors, senior management and members of staff.

## 7.0 ACCOUNTABILITY

**ZARNet** directors, senior management, and staff members shall

- 7.1 Discharge their duties responsibly
- 7.2 Liable to their actions and decisions

## 8.0 FAIRNESS AND EQUITY

In the context of good corporate governance practice, **ZARNet** directors, senior management and staff shall exercise fairness through

- 8.1 Exercising their duties impartially
- 8.2 Holding sense of justice and being free from bias.
- 8.3 Respecting the rights of all citizens

8.4 Carrying out equitable business transactions in accordance with established rules and regulations.

## 9.0 REPUTATION

All employees shall work towards safeguarding the character ascribed to **ZARNet**. This shall be achieved through the following;

- 9.1 Respecting **ZARNet** code of ethics
- 9.2 Corporate social responsibility
- 9.3 Fair treatment of staff
- 9.4 Good attitude towards customers
- 9.5 Abiding to the constitution of **Zimbabwe** and all the relevant acts and statutes.

## 10.0 CONFLICT OF INTRESTS

10.1 Directors, senior management and staff members must avoid taking unfair financial advantage at the detriment of **ZARNet** according to the provisions of Section **34** of the **PECG** Act. In light of this section board members and staff of **ZARNet** shall not;

- 10.1.1 Knowingly acquires or hold a direct or indirect pecuniary interest in any matter that is under consideration by the board; or
- 10.1.2 Own any property or has a right in property or a direct or indirect pecuniary interest in a company or association of persons which results in his or her private interests coming or

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- appearing to come into conflict with his or her functions as a board member or senior staff member of **ZARNet**; or
- 10.1.3 Knowingly acquires or hold a direct or indirect pecuniary interest in any matter that is or, to his or her knowledge, is likely to be the subject-matter of a contract between the public entity and any other person; or
- 10.1.4 For any other reason, the private interests of a board member or senior staff member of a public entity come into conflict with his or her functions as a board member or member of the entity's staff; the board member or senior staff member shall forthwith disclose this fact to the **ZARNet Board of Directors**.

## 11.0 CONFIDENTIALITY

This code of ethics binds all **ZARNet** employees to the duty of confidentiality through respecting the confidentiality of information acquired as a result of professional and business relationships and, therefore, not to disclose any such information to third parties without proper and specific authority, unless there's a legal or professional right or duty to disclose.

## 12.0 SAFEGUARDING OF ZARNet ASSETS

Assets shall be strictly used for intended purpose and illegal or unethical use of **ZARNet** assets is strictly prohibited. It is the duty of all employees to observe this ethical conduct.



### 13.0 DECLARATION OF ASSETS

Section **37** of the **PECG Act** provides that in the interest of transparency and the avoidance of conflict of interest, as soon as possible after being appointed or re-appointed (and in any event within three months after the appointment or re-appointment) as-

- a) A member of the board of a public entity, every member of the board; or
- b) A senior staff member of a public entity, every senior staff member of a public entity shall provide the **Office of the President and Cabinet** with a written declaration listing in full-
  - i. All immovable property which the member or senior staff member owns,
  - ii. Leases or in which he or she has any other interest; and
  - iii. Any item of movable property, exceeding the value stipulated in the Act which the member or senior staff member owns, leases or in which he or she has any other interest; and
  - iv. Any business in which the member or senior staff member has an interest or which he or she plays any part in running.

### 14.0 GIFTS AND DONATIONS

No employee of **ZARNet** shall accept any honour, decoration, favor, remuneration, donation or hospitality from any person or other external source meant to influence judgement to the detriment of **ZARNet** and **ZARNet** permission should be sought before accepting the same.

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## 15.0 MEDIA RELATIONS

ZARNet as a public entity shall have authorized persons who are permitted to communicate with the media. In this regard no employee shall make any contribution to journals, newspapers and social media or make appearance in interviews on radio or television nor claim to speak on behalf of the company unless prior and specific authority has been granted.

## 16.0 REPORTING

Employees are expected to report any cases of corruption or bribery to their immediate supervisors. The **ZARNet** board shall monitor compliance by employees in the implementation of this **Code of Ethics**.

## APPROVAL OF CODE OF ETHICS

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This code has been approved on this.....<sup>th</sup>24..... Day of  
.....August..... 2021.

  
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**ZARNet Board Chairperson**