



VERITAS UNIVERSITY, ABUJA

**Reviewed
STAFF HANDBOOK
AND POLICIES**

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His Holiness
Pope Francis I



His Grace
Most Rev. Dr. Augustine Akubeze
Archbishop of Benin
President, CBCN
Visitor to the University



His Grace
Most Rev. Dr. Ignatius Kaigama
Archbishop of Abuja
Chancellor, Veritas University, Abuja



His Lordship
Most Rev. Professor Geoffrey I. Onah
Bishop of Nsukka
Pro-Chancellor, Veritas University, Abuja

PRINCIPAL OFFICERS OF THE UNIVERSITY



Rev. Fr. Professor Hyacinth E. Ichoku
Vice-Chancellor



Dr. Mrs. Stella Chizoba Okonkwo
Registrar



Mrs. Margaret Ejima Akoje
Bursar



Mr. Alafiatayo Benjamin
Representative of the University Librarian

determination of the matter. If at the end of the trial he/she succeeds, he/she shall be entitled to the balance of his/her pay.

7.5 SANCTIONS FOR BREACH OF VERITAS CODE OF CONDUCT AND ETHICS

Where it is established that an academic or non-teaching staff has breached the Veritas Code of Conduct and Ethics, the appropriate sanction as may be determined by the appropriate University Authority vested with the powers to sanction indiscipline of staff members shall be applied. The sanction may range from warning, query, loss of increment, demotion to lower grade, suspension, termination, dismissal etc.

TABLE OF CONTENTS

Approval Page.....	vi
Foreword.....	vii
Background.....	1
Visitor and Principal Officers.....	7
Chapter 1: Introduction: Definitions and Interpretations.....	9
Chapter 2: Appointments.....	12
Chapter 3: Welfare, Pensions and Gratuity.....	19
Chapter 4: Discipline.....	36
Chapter 5: Conflict of Interest Policy.....	46
Chapter 6: Policy Safeguarding Minors, Students and Vulnerable Persons against Sex Abuse.....	56
Chapter 7: Code of Conduct and Ethics for Staff	65

- matters relating to Veritas University.
- (iv) Ensure they shut their offices and switch off other facilities at the close of work.
 - (v) Be present at work and must not be absent from duty without official approval or approved sick leave authenticated by the University Medical Centre.
 - (vi) Not attempt to injure falsely and maliciously the employment position of a colleague.
 - (vii) Be prohibited from engaging in, or be a member of any secret cult/society or take part in any society the membership of which is incompatible with the functions or dignity of his/her office.
 - (viii) Give adequate notice (as stipulated in the Regulations) to the appropriate officer of the University and obtain prior approval before travelling out of the University or before extending their approved stay either in Nigeria or overseas.
 - (ix) Resign their appointments in accordance with the existing University laws on appointment.
 - (x) Where a prima facie case of breach of any of these code of conduct has been made against a member of staff, such staff member shall not be granted leave, study leave or any other leave whatsoever, until the case has been disposed of. Such a case shall normally be concluded within three months or at such a reasonable period of time thereafter as may be decided by the Vice-Chancellor.
 - (xi) Ensure their children and wards keep to the laws of the land and all University regulations.
 - (xii) Respect the Catholic Teaching, doctrines and liturgy.
 - (xiii) Be encouraged to attend Mass daily on campus especially week day University community Mass.

7.4 BREACH OF VERITAS CODE OF CONDUCT

The Vice-Chancellor, Deans, Heads of Department, Directors and other constituted bodies shall promptly investigate any breach of this Code that is reported to them in writing. Such officers and bodies shall take decisions commensurate with their level of authority or refer the matter to such a person or body that have authority to act on the matter.

Where a member of staff has been charged with an offence before a competent Court of Law or Judicial Tribunal, he/she shall be interdicted from service forthwith, and he shall be put on half pay until the final

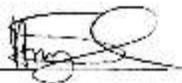
APPROVAL PAGE

The Governing Council of Veritas University, Abuja hereby approves the revised Staff Handbook for use in the University with effect from August 2, 2021.



Most Rev Professor Godfrey Igwebulike Unah
Pro Chancellor and Chairman of Council

Date August 2, 2021



Dr. (Mrs) Okonkwo Stella Chizoba
Registrar and Secretary to Council

Date August 2, 2021

- staff and students.
- (v) Must discharge their duties professionally and shall not delay official work, official correspondence or any official duty.
 - (vi) Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents/receipts or aid/abet others in doing same.
 - (vii) All official work shall be meticulously carried out and all official minutes, notes, correspondence, or such other relevant document must be properly written to truly reflect the decisions reached at meetings.
 - (viii) Must not intercept or misappropriate University money or approved expenditure for goods/services not delivered or over-invoicing of same.
 - (ix) Must not aid/abet examination malpractice or engage in dubious transactions, including demanding or receiving gratification for official duties.
 - (x) Must adhere strictly to the official resumption/closing time and must dress decently and appropriately.
 - (xi) Must not use official time for private business or engage in practices such as trading and enrolment in full-time studies.
 - (xii) Must not use unauthorized persons to perform official duties.
 - (xiii) Must exercise self-discipline and restraint at all times and deal politely with staff, students and the general public.
 - (xiv) Must be on time to duty from 8am to 4pm, Monday to Friday.
 - (xv) Must sign in and out every day at work.

7.3 GENERAL CODE OF CONDUCT FOR ACADEMIC AND NON-TEACHING STAFF

Prompt and courteous attention shall be the hall-mark of Veritas University staff. Hence, all academic and non-teaching staff shall:

- (i) Exercise self-discipline and restraint at all times and deal politely with fellow staff and students as well as the general public.
- (ii) Not engage in any activity capable of tarnishing the image of Veritas University, Abuja.
- (iii) Not accept, obtain, or cause any person to accept, or attempt to obtain from any persons, for himself or for any other person, any gift or consideration as an inducement or reward for doing or forbearing to do any act in relation to University affairs or business or for showing or forbearing to show favour or dis-favour in

- (xii) Ensure proper conduct, supervision and invigilation of examinations when scheduled.

7.1.2 RESEARCH ETHICS

Academic staff shall:

- (i) Not plagiarise the work or works of other authors.
- (ii) Shall constantly improve his knowledge in his areas of expertise.
- (iii) Observe all copyright laws and acknowledge authors whenever their works are used.

7.1.3 GENERAL WORK ETHICS

Academic staff shall:

- (i) Be required to obey the laws and regulations of Veritas University, Abuja.
- (ii) Maintain honesty, integrity, fairness and high performance in all activities.
- (iii) Attend official meetings regularly and promptly, and give advance notice of absence at any meetings.
- (iv) Not disclose the contents of a confidential document or official information without proper authority. Academic staff should not divulge official secrets, alter or forge official documents, or aid/abet others in doing same.
- (v) Respect the statutory rights of other staff members and students.
- (vi) Not victimize students for sex or engage in any immoral acts with students under any circumstances.
- (vii) Not attempt to injure falsely and maliciously the employment position of a colleague.

7.2.0 CODE OF CONDUCT FOR NON-TEACHING STAFF (NTS)

The following codes outlined shall apply to all categories of Non-Teaching Staff:

- (i) Obey the laws and regulations of Veritas University, Abuja.
- (ii) Maintain honesty, integrity, fairness and total quality management in all activities (i.e. doing the right things at the right time).
- (iii) Must respect and maintain the hierarchy in Administration.
- (iv) Must respect the statutory rights of staff and students including using polite language at all times when communicating with other

FOREWORD

THE REVISED STAFF HANDBOOK

The Revised Staff Handbook is the product of efforts by the Council Committee poised to equip the University Community with the right knowledge and guidance as to the running of Verities University, Abuja. The handbook aims to guide all activities of Staff in a well-organized manner for the smooth running of the University.

The compendium, however, is of utmost importance to Staff of the University. The perusal of this document keeps staff abreast of their welfare, entitlements and more importantly exposes one to avoid the consequences of misconduct and other errors of omission and commission arising from ignorance of the rules and regulations of the University.

This revision is one of the efforts by the present University Management to reposition the University, improve on the Staff welfare, and ensure that the Catholic ethics/identity of the University is upheld in line with the vision of the Founding Fathers.

Strict compliance to the provisions of the handbook will ensure a smooth running of the University and consequently position the University on an enviable pedestal.

The Staff handbook is therefore a-must-have by all Staff of Veritas University, Abuja.

Dr. (Mrs) Stella Chizoba Okonkwo, *FCAL, FIIA, JP*
Registrar

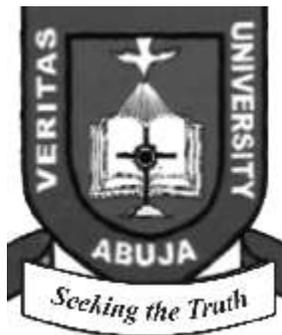
CHAPTER 7: CODE OF CONDUCT FOR STAFF

7.1.0 CODE OF CONDUCT FOR STAFF

7.1.1 TEACHING AND EXAMINATIONS

Academic staff shall:

- (i) Teach their courses, in depth, at scheduled times. They shall ensure that their teaching and research in the various disciplines shall be of high standards at all times.
- (ii) Provide adequate explanation while lecturing. Only academic staff members officially assigned by the Departmental Board are permitted to deliver lectures.
- (iii) Not relate to students in a way that compromises or can be seen to have compromised their position as a teacher, examiner and mentor.
- (iv) Respect the statutory rights of students including using polite language at all times when communicating with other staff and students.
- (v) Not favour any student by disclosing examination questions before the scheduled time for such examinations or by awarding unmerited grades or by acting in any other manner inconsistent with his or her status as a University lecturer.
- (vi) Always commence lectures promptly, adhering strictly to the official University time-table and venue.
- (vii) Provide detailed schedule of lectures/practicals/clinical to students.
- (viii) 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) Ensure timely release of examination scripts and results to the Departmental/Faculty Boards.
- (x) Keep proper custody of examination scripts and results in their possession as loss of examination scripts may warrant severe sanctions.
- (xi) Not write projects/assignments for students in exchange for gratification or collude with students in examination misconduct.



appropriate supervisory personnel. Failure to comply with the established restrictions or guidelines will subject the accused to further disciplinary action.

Art. 20

When the report concerns one of either the Vice-Chancellor, Registrar, Bursar, University Librarian or any member of the Governing Council outside of the University Community, the stipulations of the Motu Proprio Vos Estis Lux Mundi and the Policy on Safeguarding Minors, students and Vulnerable Persons by CBCN shall be followed in addition to the process of civil authority.

6.13 TITLE N: AMENDMENT AND INTERPRETATION

Art. 21

§1. The Vice-Chancellor may amend this Policy should, in his opinion, such amendment be deemed necessary.

§2. The Vice-Chancellor has the authority to interpret the meaning and application of this Policy, in accordance with the norm of law, in all situations in which their meaning or application is doubtful. §3. This Policy will be adopted upon the approval of the Chancellor.

6.14 TITLE O: RELATIONSHIP TO OTHER UNIVERSITY LEGISLATION

Art. 22

§1. This policy presupposes and complements prescriptions of the 1983 Code of Canon Law, Apostolic Letter issued Motu Proprio by Pope Francis, Vos Estis Lux Mundi, Sacramentorum Sanctitatis Tutela (SST) by Pope John Paul II, 2002 and Policy on Safeguarding Minors, Students and Vulnerable Persons by the Catholic Bishops Conference of Nigeria, (CBCN) 2010.

6.15 TITLE P: COMMUNICATING THIS LEGISLATION

Art. 23

§1. A copy of this policy shall be made available to every personnel of the University Community. Furthermore, in order to make this policy accessible to the University Community, Christian faithful and the general Public an authentic copy of this policy will be posted on the Website of Veritas University, Abuja.

The copies will also be available at the Office of the Chairman of Ethics Committee and the Director, Centre for Peace and Development (CEPAD).

BACKGROUND VISION, MISSION, PHILOSOPHY, CORE VALUES, CATHOLIC IDENTITY, OBJECTIVES AND LOGO

Veritas University, Abuja is the Catholic University of Nigeria. It was founded by the Catholic Bishops Conference of Nigeria by a resolution taken at its meeting in Abuja in March 2002. The initiative came from the Bishops' quest for a specifically Catholic University with a Catholic identity that would provide high quality tertiary education according to the Noble Tradition of the Catholic Church along with strong Christian moral and religious formation of youths such that its products would be persons of proven integrity and uprightness of character capable of giving moral leadership in the country's economic, technological, political and social spheres of life.

VISION STATEMENT

To create a dynamic Catholic University for academic and moral excellence and to advance the truth to every generation.

MISSION STATEMENT

To inspire and motivate staff and students to discover the truth for the service of God and humanity.

MOTTO: Seeking the Truth

CATHOLIC IDENTITY

Catholic identity has to do with respect for Catholic doctrine and practice within the University. In Veritas University, Catholicism shall be vitally present and actively operative. All University activities shall have Catholic inspiration and shall be guided by Catholic moral principles. This shall be exhibited among other ways through:

- i. Institutional commitment to Christian, and specifically Catholic inspiration, that leads to the creation, within the University community, of a Christian culture of high moral standard that eschews secularism both in social and academic life.
- ii. Continuous research carried out in the light of the Catholic faith and based on authentic Catholic principles, values and practices. Therefore, research in any field of knowledge that does not respect Catholic values and principles and does not correspond to

- authentic Catholic practice shall be unacceptable in the University.
- iii. Fidelity to the Christian message expressed in the various teaching of the Church. Therefore, opinions and teachings that contradict the teaching of the Catholic Church shall have no place in the University.
 - iv. Promotion of Campus pastoral ministry as an essential dimension of the structure and life of the University such that members are offered opportunity to integrate faith with life.
 - v. Institutional commitment to the spiritual welfare of the people of God and the human family. The University has a religious and pastoral role to play in the light of the Christian message not only to the immediate University community but also to the entire human family. It accomplishes this in various ways including outreach programmes, publications, seminars, workshops and conferences, etc (cf *Ex Corde Ecclesiae* Number 13-15)

FOCUS

The University shall be research oriented. This arises from the need for a continuous quest for truth, and underscores the Church's belief in the intrinsic value of human knowledge. Emphasis shall be placed on research that grapples with the contemporary human, social, economic, political, cultural, ecological and religious problems of the Nigerian society and the wider human community, and what draws from the rich and diverse cultures of Nigerian peoples in analyzing societal problems paying special attention to their ethical and religious dimensions. In this way, the University shall show itself to be an instrument for the promotion and protection of nature, human dignity, justice and peace, and economic and political values in Nigeria and globally

PHILOSOPHY

Veritas University is founded on the philosophy that all knowledge originates from God and that knowledge is power; consequently, knowledge will be disseminated to individuals without let or hindrance. The University is an apex institution that is intellectually stimulating for the advancement of knowledge and truth. The University will continue to strive to provide a well-balanced and creative education that seeks to impart to its students a sense of self-actualization and entrepreneurial knowledge, leading to the production of well-motivated and self-reliant graduates. The philosophy of the Veritas University is in consonance with

longer reasonably necessary, or the complaint is found not to be substantiated.

6.12 TITLE M: GENERAL NORMS

Art. 12

At any stage of the process, the Vice-Chancellor may temporarily remove the staff reported to have allegedly committed the sex abuse from University responsibilities and duties. Whenever this precautionary measure is taken, the public is to be informed of the presumption of innocence of the accused.

Art. 13 All investigations shall be properly documented.

Art. 14 If an accusation is false, any damage to the good name of the accused is to be repaired.

Art. 15

If an abuse is confirmed after investigation, the lay personnel will be subject to termination, and where required a report will be made to civil authorities. If it is a Cleric/Religious that is involved, the provisions of the universal and particular ecclesiastical law will be applied in addition to termination of the appointment

Art. 16

Necessary accomplices shall be subject to the same penalties as the principal offender or to others of the same gravity. Secondary accomplices shall be subject to penalties of lesser gravity. (Can. 1329 §1).

Art. 17

The process outlined herein is to be observed in cases of sexual abuse of minors, students and vulnerable persons.

Art. 18

All parties involved in the process are to be informed that:

§1. The observance of the process outlined above shall be without prejudice to the requirement of civil law.

§2. An acquittal in a criminal proceeding or decision not to prosecute by civil authorities will not terminate the University's investigation or its right to take all necessary actions to protect minors, students and vulnerable persons.

Art 19

Throughout the investigation, the Vice-Chancellor's delegate shall monitor compliance with all restrictions on the accused's assignment and other limitation imposed on the accused by the Vice-Chancellor or other

to be liable of sexual misconduct or abuse of minors and/or vulnerable persons, two dimensions of penalties would be applicable.

§2. To show the seriousness of such misconducts, the offender may be asked to resign, retire, or be dismissed from the service of the University.

6.10 TITLE K: CARE OF THE VICTIM AND THE ACCUSED DURING INVESTIGATION AND TRIAL

Art. 10

§1. The Vice-Chancellor through the Committee is to respond pastorally both to the complainant/victim and the staff reported to have carried out the abuse during and after canonical procedure.

§2. The rights of a complainant to seek justice in the matter of an allegation of sexual abuse involving a minor must always be respected.

§3. While respecting the judicial process, the Vice-Chancellor through the Committee should respond immediately in a pastoral way to the expressed need of the complainant by providing an opportunity for professional counselling and/or spiritual direction.

§4. Counselling services and spiritual guidance must be for the complainant and, depending upon the case, possibly the complainants' family.

§5. There must be concern for their rights, reputation, healing, and spiritual welfare.

§6. Counselling services and spiritual guidance will be offered to victims of sexual misconduct.

6.11 TITLE L: ASSISTANCE AND CARE TO THE VICTIM AND THE ACCUSED PERSON AFTER THE JUDGMENT

Art. 11

§1. The accused staff who is found liable of the offense should be given a pastoral care.

§2. If, in any case of sexual abuse allegation, the respondent in question is proven innocent, everything must be done to restore his/her reputation.

§3. The accused should always be given a just and fit sustenance.

§4. The cost of legal representation, if the persons in question hired one and subsequently is cleared of the charges or that there is no sufficient evidence for charges to be filed, the University Community may defray the cost of his or her representation.

§5. Counselling services and spiritual guidance will continue until either the complainant or the family has determined that such services are no

the challenge posed by the Second Vatican Council of Institutions of Higher Learning requiring higher institutions “to put forth every effort so that the Christian (human) mind may achieve a public, persistent, universal presence in the whole enterprise of advancing higher culture” (*Gavissimum educationis*, n. 10).

In its bid for excellence, Veritas University will promote the highest standards of teaching, research and community service whilst providing a balanced education for the acquisition of knowledge, practical skills and moral rectitude.

CORE VALUES

- **Integrity:** This value anchors on the motto of the University which is “Seeking the Truth”. Thus, it is expected that the thoughts and actions of staff and students will, at all times, be based on cherished values as espoused in the rules and regulations of the University and the Social Teachings of the Church in the search for truth not for personal gains. This, therefore, requires honesty of purpose based on strong moral principles which promote equity and justice in and outside the University.

- **Sacrifice:** Sacrifice is an intrinsic and basic value to all staff and students of the University as a testimony to the sacrificial offering of our Lord Jesus Christ, the foundation of our faith. It is therefore expected that in words and actions, the spirit of sacrifice will be manifest in teaching and learning and in all other services offered in the University and in whatever position or call of duty.

- **Excellence:** The overarching value of the University is striving to be outstanding in all its endeavours. In line with the ethos of Catholic education worldwide, excellence is a key value. The University expects every staff and student to be good at whatever is done and to continuously strive to stand out and exceptional. This is the attitude which should permeate and drive every action in the University.

- **Innovation:** This is fore-grounded in creativity which is the capacity to think and act in an original way not merely following the crowd while innovation is being able to implement creative thinking through the courage to try new perspectives and approaches. The University therefore expects staff and students to create and innovate throughout the process of teaching and

learning in the University.

· **Responsibility:** This means being accountable at all times, accepting to act and to carry out one's duties without being complacent. Responsibility encapsulates honesty, transparency and acting with the best interest of the University at all times. That means that in whatever situation, the University expects all staff and students to accept responsibility for their thoughts, words and actions. It means that teaching staff must take responsibility for their teaching and students take responsibility for their learning as well as non-teaching staff taking responsibility for the services they deliver as staff of the University. It means students and members of staff in and outside the University should be ready and willing to take responsibility for their success and blame for their failings no matter the consequences. Taking responsibility is one of the hallmarks of true leadership.

· **Entrepreneurship:** This value is aligned with innovation. The University expects all programmes run in the University to have an entrepreneurial component. It is also expected that in the use and deployment of facilities and services in the University, the spirit of entrepreneurship should permeate all such actions. This means that there is high premium placed on effective, judicious and profitable use of facilities and resources in the University

GOALS OF THE UNIVERSITY

Grounded on the call of the Second Vatican Council for Institutions of Higher Learning to "put forth every effort so that the Christian (human) mind may achieve, as it were, a public, persistent, universal presence in the whole enterprise of advancing higher culture, and the students of these institutions may become people outstanding in learning, ready to shoulder society's heavier burdens and to witness the faith to the world" (*Gavissimum education is*, n.10).

Veritas University aims to advance knowledge in the service of God, humanity, truth and society; to promote the highest standards of teaching and learning, research and community service; to produce graduates with practical skills and the ability to engage critically and meaningfully with a society that has more and more alienating, and with the contemporary global culture; and to inculcate in the students the cultivation of moral rectitude in personal and professional life, and the readiness to accept and

believe that a cleric or religious has carried out any of the prohibited sexual misconducts listed in Article 1, §3, they are obliged to report it immediately. Same applies to any conduct of the Vice-Chancellor consisting of actions or omissions intended to interfere with or avoid civil or canonical investigations, whether administrative or penal, against a cleric or a religious regarding the offenses referred to in Article 2 §§ 2 and 3.

§5. The report can also be made directly to the Governing Council.

6.7 TITLE G: SYSTEM FOR SUBMISSION OF REPORT AND DATA PROTECTION

Art. 7

§1. The complaints and allegations can be made to the Vice-Chancellor's delegate whose name, address, phone number and email address are publicly made available.

§2. The complaint or allegation is protected and treated in such a way as to guarantee its safety, integrity and confidentiality.

6.8 TITLE H: COMMENCEMENT OF PRE-INVESTIGATION AND GATHERING OF FACTS

Art. 8

§1. Once a complaint or allegation is received, the Vice-Chancellor's delegate shall consider if the complaint or allegation has some basis.

§2. If the complaint or allegation is manifestly baseless, he shall not convene the Committee but not without informing the Vice-Chancellor of such a complaint or allegation before dismissing it.

§3. If the complaint or allegation has some basis, it shall be referred to the Registrar to commence disciplinary actions as stipulated in chapter 7 a (i)

§4. The report shall include as many particulars as possible, such as indications of time and place of the facts, of the persons involved or informed, as well as any other circumstance that may be useful in order to ensure an accurate assessment of the facts.

§5. Information can also be acquired ex officio.

6.9 TITLE J: IMPOSABLE PENALTIES AND FATE OF THE PERSON FOUND LIABLE

Art 9

§1. If a staff, contractor, or anyone associated with the university is judged

libraries of the University comply with policies and directives on safeguarding of minors and vulnerable persons.

3. Collect relevant information regarding the complaints or allegations; request information from individuals and staff that are able to provide useful elements for the investigation; and hear from the minor or vulnerable person involved while taking into account his or her status;
4. Ensure that reported cases of sexual abuse of minors and vulnerable persons are promptly, equitably and justly treated;
5. Organize regular seminars on matters of the protection of minors and vulnerable persons for all levels of University personnel and groups in the University Community;
6. Facilitate the provision of staff welfare of persons and communities affected by sexual abuse of minors and vulnerable persons. These include the victims and their close relatives; the accused; and faith communities affected by the abuse;
7. Ensure that the University adopts policies and best practices in the area of sexual abuse of minors and vulnerable persons and to update such when necessary;
8. Provide expert advice to the University Management in the area of safeguarding of minors and vulnerable persons.

§11 To facilitate the effective fulfilment of the functions referred to above, a sub-committee may be constituted to take care of §9 S.4,5 and 6.

§12. By the virtue of Article 2 §2 of *Vos Estis Lux Mundi*, the committee members require to take the Oath of office. The Oath of office shall be taken before the Vice-Chancellor or his delegate within one month of the constitution.

6.6 TITLE F: THE RIGHT AND DUTY TO REPORT

Art. 6

§1. Anyone sexually abused, or who knows about a case of sexual abuse, can make a report.

§2. Anybody has the right and duty to make reports to a 'designated representative' who in turn shall immediately transmit the report to the Vice-Chancellor's delegate.

§3. The responsibility of a designated representative ends with the transmission of the report to the Vice-Chancellor's delegate.

§4. Whenever a cleric or a member of an Institute of Consecrated Life or of a Society of Apostolic Life has notice of, or well-founded motives to

discharge obligations and responsibilities.

OBJECTIVES OF THE UNIVERSITY

- To provide a distinctive setting that facilitates the physical, moral, spiritual, social, cultural and intellectual development of youths in the best tradition of Catholic Higher Education and train them to be useful citizens and responsible leaders.
- To be an equal opportunity Institution opening its doors to all persons without distinction of sex, race, ethnic origin, creed or political affiliation.
- To utilize the rich and diverse cultural traditions of Nigerian peoples in its research for the service of national unity and the social, economic, political and cultural development of Nigeria.
- To advance higher learning with a commitment to the ideals of hard work, integrity, discipline and creativeness.
- To develop a top-quality core of academic staff of world standard committed to true scholarship and research within a Christian ethos.
- To attract and retain top class undergraduates and graduates, and prepare them for successful lives and careers in programmes that combine academic excellence with practical skills and entrepreneurial orientation.

To develop academic partnerships and collaboration in teaching and research with institutions of higher learning world-wide so as to expose both staff and students of the University to influences outside their immediate environment.

- All members of staff and all students of Veritas University are expected to recognize and respect the Catholic identity of the University, commit to its Philosophy, Vision and Mission and subscribe to and promote its goals and objectives.

LOGO

The logo of the University is an open book, a dove and a monstrance. The open book represents the Holy Bible, the embodiment of Truth and Knowledge revealed by God. It also stands for teaching, learning and research in the quest for Truth. The dove symbolizes the guidance of the Holy Spirit to illuminate the human mind in the search for Truth. The Monstrance symbolizes prayer and worship in the search for Truth. The logo thus indicates that the ethos of true knowledge is prayer and guidance of the Holy Spirit. In other words, true knowledge cannot be attained by mere human industry; it comes from God, and should be sought through prayer and divine guidance.

matters regarding the allegations of abuse of minors and vulnerable persons.

§7. The pastoral care of victims and good of the University and its operations remain of utmost importance irrespective of the statutes of limitation as found in SST (2010) Art. 7 and the Nigerian Criminal Law.

§8. A staff who either has admitted or is found guilty of allegation of sexual abuse with a minor or vulnerable person shall cease to be a staff of the University.

6.5 TITLE E: THE VICE-CHANCELLOR'S DELEGATE AND THE COMMITTEE

Art. 5

§1. The Vice-Chancellor shall appoint a staff for safeguarding who shall be known and called the Vice-Chancellor's delegate for safeguarding.

§2. His name, address, phone number and email address should be publicly made available.

§3. The Vice-Chancellor's delegate for safeguarding shall chair the Committee responsible for Safeguarding Minors and Vulnerable Persons.

§4. The delegate shall be appointed for a term of four years and may be renewable for another term of four years.

§5. There shall be a Committee to be known as Committee for Safeguarding Minors and Vulnerable persons and to be constituted by the Vice-Chancellor.

§6. The Committee will include priests, religious and laity some of whom should be experts in the following areas: Clinical Psychology, Counselling, General Medical Practice, Protection of minors and vulnerable persons, Canon Law and Civil Law.

§7. The members of the Committee shall be appointed for a term of four years and may be renewable for another term of four years.

§8. The Ex-officio members of the Committee are the University Chaplain, Chairman Ethics Directorate, the Legal Officer of the University and the Registrar.

§9. The meetings of committee shall be held in the University Senate Chamber.

§10. The Committee shall:

1. Ensure that adequate measures in relation to the protection of minors and vulnerable persons are put in place in hostels, classrooms, clinic, offices, cafeteria and libraries of the University;
2. Ensure that hostels, classrooms, clinic, offices, cafeteria and

- iii. Performing lewd acts and indecent exposure;
- iv. Encouraging a minor/vulnerable person to engage in sexual activity, including masturbation;
- v. Intentionally engaging in sexual activity in the presence of a minor/vulnerable;
- vi. Showing minors' pornography, or using minors to create pornography;
- vii. Encouraging a minor/vulnerable person to engage in prostitution;
- viii. The acquisition, possession, or distribution of pornographic images of minors for purposes of sexual gratification, by whatever means or using whatever technology.

6.3 TITLE C: APPLICATION TO PERSONNEL

Art. 3

§1. The policy will apply to all personnel of Veritas University, Abuja.

- a) All paid personnel working in the University which include: Priests, Religious and Lay persons;
- b) All volunteers in the offices and institutions who work with minors and vulnerable adults in the University Community;
- c) Such other personnel as designated by the Vice-Chancellor, including contractors, investors, business associates etc.

6.4 TITLE D: EXPECTATIONS OF ALL PERSONNEL IN THE UNIVERSITY COMMUNITY

Art. 4

§1. Veritas University personnel shall conduct themselves in a manner that is consistent with the discipline and teachings of the Catholic Church and hence exhibit the highest Christian ethical standards and personal integrity.

§2. Veritas University personnel shall accept their personal responsibility to protect minors and vulnerable persons from all forms of abuse.

§3. Veritas University personnel shall share concerns about suspicious or inappropriate behaviour with the Vice-Chancellor, Vice-Chancellor's delegate or the Committee responsible for safeguarding of minors and vulnerable persons.

§4. Veritas University personnel shall not physically, sexually, or emotionally abuse or neglect minors or vulnerable persons.

§5. The University shall offer spiritual support to victims and their families.

§6. The University shall cooperate with the proper civil authorities in

VISITOR AND PRINCIPAL OFFICERS

Visitor to the University

Most Rev. Dr Augustine Akubueze

Archbishop of Benin

President, Catholic Bishops Conference of Nigeria (CBCN)

Chancellor to the University

Most Rev. Dr. Ignatius Kaigama

Archbishop of Abuja

Pro-Chancellor and Chairman of Governing Council

Most Rev. Professor Godfrey Igwebuike Onah

Bishop of Nsukka Diocese

Vice-Chancellor

Rev. Fr. Professor Hyacinth Ementa Ichoku

Registrar and Secretary to Council and Senate

Dr. (Mrs) Stella Chizoba Okonkwo

Bursar

Mrs. Margaret Ejima Akoje

Representative of the University Librarian

Mr. Alafiatayo Benjamin

97§2.

ii. With the completion of the seventh year, a minor is presumed to have the use of reason, Canon 97§2.

iii. Whoever habitually lacks the use of reason is considered not responsible for oneself (non sui compos) and is equated with infants in law, Canon 99.

b) “Vulnerable person” means: any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offence.

6.2 TITLE B: SCOPE OF APPLICATION

Art. 2

§1. The policy applies to reports regarding personnel of Veritas University concerning:

a) Delicts against the sixth commandment of the Decalogue consisting of:

i. Forcing someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts;

ii. Performing sexual acts with a minor or a vulnerable person;

iii. The production, exhibition, possession or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibitions; “child pornography” means: any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes.

b) Conduct carried out by the University Management, consisting of actions or omissions intended to interfere with or avoid civil investigations or canonical investigations, whether administrative or penal, against any staff be him/her a cleric or a religious, or a lay staff regarding the delicts referred to in letter (a) of this paragraph.

§2. Sexual abuse can be defined as any sexual act or solicitation made by an older person, an adult, or a person in authority with a child or vulnerable person.

§3. Sexual abuse acts include, but are not limited to:

i. Penetrative sex, including oral sex;

ii. Sexual touching of any part of the body, clothed or unclothed;

**CHAPTER 6:
POLICY SAFEGUARDING MINORS, STUDENTS AND
VULNERABLE PERSONS AGAINST SEX ABUSE**

**6.00 DECREE OF PROMULGATION OF POLICY ON
SAFEGUARDING MINORS, STUDENTS AND
VULNERABLE PERSONS**

The Holy Father, Pope Francis on May 7, 2019 in his Motu Proprio, *Vos Estis Lux Mundi* (“You are the light of the world”), announced measures that will further the protection of children and vulnerable persons in the Catholic Church and all Catholic agencies and institutions.

The new norms will serve to strengthen the measures of accountability, reporting, and prevention of the sexual abuse of minors and vulnerable persons, as well as those perpetrated through abuse of authority. As the Vice-Chancellor of Veritas University, I am grateful to Pope Francis and enthusiastically welcome the new norms as part of the Church's continuing worldwide response to the evil of sexual abuse. In compliance with article 2 §1 of *Vos Estis Lux Mundi*, I hereby decree that this policy be made for Veritas University Abuja.

The present policy is approved *ad experimentum* for three years and I therefore present it to be adopted as one of the policy documents to be promulgated by means of publication in the Veritas University Guidelines against Sexual Abuse, entering into force on 1st July, 2020.

6.1 TITLE A: STATEMENT OF COMMITMENT

Art 1

§1. This policy regards to safeguarding children and vulnerable adults in Veritas University, Abuja. This Policy reflects our University norms that every human being has dignity that we recognise as coming directly from God's creation of male and female in God's own image and likeness. The University is committed to safeguarding students who may fall into the category of minor or vulnerable persons.

a) “minor” means: any person under the age of eighteen, or who is considered by law to be the equivalent of a minor;

I. A minor before the completion of the seventh year is called an infant in law and is considered not responsible for one self (*non sui compos*), Canon

**CHAPTER 1
INTRODUCTION
DEFINITIONS AND INTERPRETATIONS**

1.0 INTRODUCTION

This Handbook contains vital information about the conditions of service of all Staff of Veritas University, Abuja.

The Regulations contained in this Handbook shall not be amended by addition or otherwise varied, except by subsequent policies/regulations made by Council or Senate and approved by Council.

These Regulations are, however, subject to review by the Governing Council from time to time.

1.1 DEFINITIONS

1.1.1 Regulations for Academic Staff

These are regulations made by the Governing Council of Veritas University. They are rules governing the appointments, promotions and other conditions of service of the academic staff in the University. The regulations shall have application to all matters appertaining to the appointments, tenure, leave, promotions and study leave/sabbatical leave/leave of absence of academic staff and other welfare matters, including discipline, except where Council directs generally on the conditions of all University staff.

1.1.2 Regulations for Senior Non-Teaching Staff on VUSS 06 and Above

These are regulations governing the appointments, promotions and other conditions of service of the senior non-teaching staff of the University on CVUSS 06 and above. They are made by Council and shall have application to all matters appertaining to the appointments, tenure, leave, promotions and study/sabbatical leave/leave of absence of non-teaching staff, and other welfare matters, including discipline, except where Council directs generally on the conditions of service of all University Staff.

1.1.3 Regulations for Junior Non-Teaching Staff on CVUJS 01-05

1.1.4 Interpretations

In these Regulations, unless the context otherwise requires, the following expressions have the following meanings:

- a. **University, Council and Senate** shall be as defined under the Laws of the University.
- b. **Academic Staff** means persons holding appointments as members of the teaching or research staff of the University and whose primary duty is teaching and/or research and shall also include the professional library staff of the status of Librarian II and above.
- c. Senior Non-Teaching Staff means all staff of the University other than academic staff who are on CVUSS 06 and above.
- d. Junior Non-Teaching staff means all staff of the University who are between CVUJS 01 and 05
- e. Department means any component of the University, academic or non-academic, recognized as such by the Council.
- f. Head of Department means a person appointed by the appropriate University authority to direct or supervise a department. In the absence of the head of department, any person duly appointed to act in his place shall be referred to as acting head of department.
- g. Panel means the appropriate Interview and Assessment Panel in the University for the Category of staff concerned or any Panel so designated.
- h. Committee means the Appointments and Promotions Committee of the College or the University for all Staff or any Committee so designated.
- i. An Officer means a Junior or Senior member of staff.
- j. Promotion means a promotion to the next grade after meeting the requirements prescribed for such elevation.
- k. Established post means a post specially provided for in the current University budget.
- l. Unestablished post means any post that is not established i.e. not provided for in the University budget.
- m. Study Leave/Sabbatical means a period of paid leave granted to staff for academic purposes or training after a period of service.
- n. Leave of absence means unpaid leave granted to staff.
- o. Annual/Vacation Leave means earned leave for a specific

contracts be handled by disinterested representatives of the institution?

2. Will the research work plan receive independent peer review prior to its initiation?
3. Are there mechanisms in place to prevent the introduction of bias into research projects (i.e., is the protocol double-blinded? Are research subjects randomly selected?)?
4. Will the project be supervised by someone with no conflicting interests?
5. Are there means to verify research results (e.g., independent corroboration in another laboratory, expert review)?
6. Will data and materials be shared openly with independent researchers? If not, who determines accessibility to such resources?
7. Will the product of a collaborative effort with an outside party be published in the peer-reviewed scholarly literature?
8. Will the sponsor and/or relevant parties receive acknowledgement in public presentations of the research results?
9. Can the staff recuse him/herself from serving on the Committee?

Note: The goal in applying these questions should be to determine the correct mode of dealing with any real or apparent conflicts.

Where the conflict of interest cannot be managed without severe reputational damage to the individual staff or University, then the conflict of interest must be eliminated. In such instance, the appropriate action depending on the circumstances shall be taken to remove the conflict of interest situation

5.4.1 SCHEDULE ONE

QUESTIONS FOR EVALUATING POTENTIAL CONFLICTS OF INTEREST

1. Have all relevant information concerning the staff member's activities been acquired (i.e., has there been full disclosure)?
2. Does the staff member's relevant financial interests suggest the potential for conflicts or the appearance of conflicts or bias?
3. Does the staff member's reported external time commitments exceed permissible levels?
4. Is there any indication that the staff member in his or her professional role has improperly favoured any outside entity or appears to have incentive to do so?
5. Has the staff member inappropriately represented the University to outside entities?
6. Does the staff member appear to be subject to incentives that might lead to conflicts or bias?
7. Is there any indication that obligations to the University are not being met?
8. Is the staff member involved in a situation that might raise questions of bias, inappropriate use of University assets, or other impropriety?
9. Could the staff member's circumstances represent any possible violation of applicable legal requirements?
10. Do the current engagements of the staff member represent potential conflicts between outside interests (e.g. working on projects simultaneously for competing business entities)?
11. Could the proposed activity withstand public scrutiny?

5.4.2 SCHEDULE TWO

QUESTIONS RELATING TO THE CONTROL OF A CONFLICT OF INTEREST SITUATION IN A RESEARCH CONTEXT

1. Will the negotiation of relevant research affiliations or other

period as may be defined by Council from time to time in respect of the current year/or academic session.

- p. Misconduct means general misconduct to the University and /or to the prejudice of discipline and the proper administration of the business of the University, or any act which brings the image of the University to disrepute.
- q. Criminal Offence means stealing, false pretences', extortion, forgery, official corruption, and such kindred offences involving moral turpitude as defined in the Criminal Code of Nigeria and as may from time to time be defined in any criminal or penal code of any of the governments in the Federation of Nigeria

CHAPTER 2 APPOINTMENTS

2.1 THE BOARD/ COMMITTEE

2.1.1 THE APPOINTMENT AND PROMOTION COMMITTEE FOR ACADEMIC STAFF

There shall be a standing Committee of Council known as the Appointments and Promotions Committee whose terms of reference shall be:

- a. To consider all matters relating to appointments, promotions and welfare of academic staff, except matters relating to the offices of the Principal Officers, provided always that the Vice-Chancellor shall have power to make temporary appointments to such posts for a period not exceeding one year, provided also that any member of staff aggrieved by a decision of the Committee may appeal to Council for reconsideration within twenty-one days of receipt of communication of the decision of the Committee.
- b. To make recommendations to Council on any matter that will be in the interest of the proper appointment, promotion and welfare of members of academic staff of the University.
- c. To report to Council from time to time.

2.1.2 Membership of the Committee

The membership of the Committee shall be as follows:

- a. The Vice-Chancellor (who shall be Chairman)
- b. The Deputy Vice-Chancellor
- c. The Registrar
- d. The Librarian
- e. Dean of School/ Faculty/College
- f. 3 Representatives of Council not being members of Senate, appointed by Council
- g. 2 elected representatives of Senate of the rank of Professor
- h. Secretary – Registrar's nominee.

and government requirements.

5.3.4 Evaluation of Disclosure

After appropriate evaluation of a disclosure of potential conflict, the Head of Department/Unit may find that the situation reported shows no conflict or apparent conflict and is acceptable without further review. Conversely, the Head of Department/Unit may determine that a given situation raises some questions of propriety and requires a higher level of review. For each situation, the Head of Department/Unit shall create a written record of his or her determination that the situation either is acceptable, unacceptable, or requires review at a higher level.

Below is the line of levels at which review should take place:

5.3.4 (a) Academic Staff:

Academic staff	Head of Department	Dean of Faculty	Vice-Chancellor
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5.3.4 (b) Non-Teaching Staff:

Staff	Head of Unit/Director	Registrar/Bursar	Vice-Chancellor
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Deputy Vice-Chancellors shall report to the Vice-Chancellor. The Vice-Chancellor shall report to the Chairman of Council.

5.4 Eliminating the Conflict of Interest:

When presented with the facts of a given situation, the reviewer (Head of Department/Unit) must first determine if there is legitimate cause for concern related to the inappropriateness of the behaviour or evidence of bias in the professional activities of the staff member. The list of questions in Schedule 1 is suggested for this initial determination. If it appears that there is genuine cause for concern, the reviewer must ascertain whether appropriate controls are in place to deal with possible conflicts. Questions the reviewer should ask, as relevant, are listed in Schedule 2 to this document.

If the reviewer is uncertain as to the correct way in which to deal with a situation, they should refer the matter to the next level of management or consult the Legal Unit for advice.

staff's activities. In fact, activities that may at first appear questionable may be deemed acceptable and permissible when all facts regarding the activity are examined.

All disclosures must be in writing.

5.3.3 Management of the Conflict:

After full disclosure is made, the staff is required to manage the conflict by consulting with his/her Head of Department/Unit. For academic staff this will be their Head of Departments while the non-teaching staff report to their Head of Unit. Heads of academic Departments are expected to report to their Deans. The Deans and Deputy Vice-Chancellors are to report to the Vice-Chancellor. Heads of Administrative Units are to report to either the Registrar/Bursar or Vice-Chancellor as appropriate.

Heads of Professional Services such as Veritas Consultancy, Enterprise and Press shall report to the Board of the company. Where the Vice-Chancellor is placed in a conflict of interest situation then the Chairman of Council must be consulted.

Disclosure in all cases shall include the type of potential conflict (conflict of interest or commitment), the nature of the activity, a description of all parties involved, the potential financial interests and rewards, possible violations and any other information which the staff feels necessary to evaluate the disclosure.

The Head of Department/Unit may advise staff members who are uncertain regarding the appropriateness of a given activity or management of a given disclosure issue. It is, therefore, incumbent upon the Heads of Department/Units to be very familiar with University policy on Conflict of Interest issues, and with general legal requirements so as to understand fully the implications of the situation in question. The Head of Department/Unit may need to consult or engage the Legal Unit, Ethics Committee, Bursar, Registrar or the Vice-Chancellor to advise on complicated issues as appropriate. In addition, when presented with a questionable situation, the Head of Department/Unit should reflect on issues raised by the questions in the schedule to this document as a way of evaluating the nature and acceptability of the situation. Such an evaluation should be supplemented with personal knowledge of institutional policy

2.1.3 Chairmanship of the Committee

The Vice-Chancellor or in his absence, the Deputy Vice-Chancellor shall be the Chairman of the Committee.

2.1.4 Quorum

The quorum of the Committee shall be 1/3 of the membership or 5, whichever is less provided that one must be a member of Council and one must be the Head of Department concerned or the person deputed by him when business relating to his department is being considered.

2.1.5 Vote

If, for any reason, a vote has to be taken, the concurrence of votes of three quarters (75 per cent) of the members of the Committee present shall be required to make a decision valid.

2.1.6 Appointments, Promotions, Confirmations or Extensions

- (a) The Registrar shall present all appointments, promotions, confirmation or extension of appointments made by the Committee and such other decisions of the Committee to Council for approval at the earliest opportunity.
- (b) For appointments, there shall be an indication in writing from the Bursar that the position had been provided for in the budget for that financial year.

2.2 THE APPOINTMENT AND PROMOTION COMMITTEE FOR SENIOR STAFF (NON-TEACHING)

2.2.1 Membership of the Committee

The membership of the Committee shall be as follows:

- a. The Vice-Chancellor (Chairman)
- b. The Deputy Vice-Chancellor
- c. The Registrar
- d. The Bursar
- e. The Librarian
- f. Two representatives of Senate
- g. Two representatives of Council not being a member of Senate or Congregation
- h. Head of Department concerned, if not already a member.

2.2.2 Terms of Reference

There shall be a standing Committee of Council known as the Appointments and Promotions Committee for Senior Staff (Non-

Teaching) on CVUSS 06 and above whose terms of reference shall be:

(a) To consider appointments, and promotions, and welfare of the administrative and professional staff, except to the office of the Registrar and of the Bursar; provided always that the Vice-Chancellor shall have power to make appointments to such posts, on the recommendation of the Head of department concerned for a period not exceeding one year.

(b) To make recommendations to the Council on any matter that will be in the interest of the proper appointment/promotion and welfare of members of Senior Staff (non-teaching) of the University.

2.2.3 Appointments, Promotions, Confirmations or Extensions

The Registrar shall present all appointments, promotions, confirmation or extension of appointments made by the Committee and such other decisions of the Committee to Council for approval at the earliest opportunity.

2.2.4 Quorum

The quorum of the Committee shall be 1/3 of the membership.

2.2.5 Secretary to the Committee

The Registrar's nominee shall be the Secretary to the Committee.

Note:

Appointment and recruitments to teaching and non-teaching positions shall be based on merit, with strict adherence to the basic qualifications required for the position as may be prescribed from time to time and without prejudice to race, creed, gender or ethnic origin.

2.3.0 CONDITIONS OF APPOINTMENTS

2.3.1 GENERAL

Subject to the provision in Regulation 2.1.1 (a) and 2.2.2 (a) relating to the making of temporary appointments by the Vice-Chancellor, vacancies on the established posts shall be advertised.

2.3.2 DISABILITIES FOR APPOINTMENT

(i) A conviction for a criminal offence not quashed on appeal or dismissal or termination from a previous post shall disqualify a person from being offered employment by the University. Where an employee is found to have deliberately withheld such information from the University, he/she shall be liable to summary

5.2.4 Examples Relating to Conflict of Commitment

Scenario One: Holding another full time appointment with another institution or organization. In such instances there will always be a conflict of commitment and so it is prohibited for any staff to hold a full time appointment in another institution or organization. For academic staff there must be full disclosure of all visiting, sabbatical, adjunct and part-time appointments in other institutions.

Scenario Two: External appointments can create a conflict of interest situation where more attention is given towards the external appointment.

5.3.0 MANAGEMENT OF CONFLICT OF INTEREST SITUATIONS

The formal process of managing individual instances of actual or potential conflicts of interest is for the staff concerned to follow the three approaches for handling conflict of interest situations:

5.3.1 Full Disclosure:

Every member of staff who finds him/herself in a position of potential conflict of interest has a moral duty to disclose such potential conflict to the Head of Department/Unit; and in a case where the staff is serving on a Committee, to disclose to the Chairman of the Committee.

5.3.2 Register of Interests

To enable the University to safeguard against potential conflicts of interest, the Human Resources Office shall maintain a Register of Interests for the purpose of having on record such disclosures made. It shall be the responsibility of every staff to respond correctly to requests made of them and any action or involvement or interest which may be seen to lead to a conflict of interest shall be disclosed where requested and acted upon as appropriate.

It is important to note that full disclosure followed by aggressive monitoring and conflict management is the key to preventing and resolving conflict situations. Full disclosure of relevant information and the establishment of a public record are in the best interest of both the institution and the member of staff concerned. It demonstrates good faith on the part of the staff and protects his or her reputation and that of the University. Also, disclosure does not necessarily restrict or preclude a

responsibilities by the staff towards the student concerned. Such relationships are prohibited as such acts are capable of bringing immense reputational damage to not only the staff involved but also to the image and reputation of the University.

5.2.2 Examples Relating to Conflict of Research Integrity

Scenario One: Where the public casts doubt on the validity of an academic's research findings owing to the academic being discovered to have had a financial interest with the sponsor. Academic staff must always ensure that their research is not perceived to be biased as a result of financial benefits they may obtain from the sponsor of the research work.

Scenario Two: Engaging in research that goes against Catholic Ethics and norms; for example, engaging in research that promotes euthanasia or any other subject that the Catholic Church stands against. Academic staff who engage in such practice shall be called to order.

Scenario Three: Receiving grant for research from organizations that promote views that go against Catholic Ethics; for example receiving research grants from Pro-Choice or Gay Rights groups for research work even if not related to the agenda of such bodies would create a conflict of interest situation. Such funding must be disclosed and in such instances the matter shall be forwarded to the Ethics Committee of Veritas University for advice.

5.2.3 Examples Relating to Conflict of Personal Interest

Scenario One: Having personal financial interest in the procurement process of the University.

Scenario Two: Involvement in Committee proceedings where a relative is involved. In such instances the staff concerned must recuse him or herself immediately.

Scenario Three: Couples working in the same Department or Unit can create a conflict of interest situation.

Scenario Four: Promoting a company to win a contract from the University of which the staff concerned has a personal stake in the same company.

dismissal.

(ii) An officer whose appointment had been terminated on grounds of misconduct shall not be re-appointed.

2.3.3 INTERVIEW AND ASSESSMENT PANEL

There shall be constituted in respect of each appointment, a University Assessment and Interviewing Panel, which shall interview and assess candidates for appointment and make recommendations to the appropriate University Appointments and Promotions Committee.

2.3.4 Membership of Interview and Assessment Panel

The University Assessment and Interviewing Panel shall consist of:

- a. Vice-Chancellor (Chairman)
- b. Deputy Vice-Chancellor
- c. Registrar
- d. The Dean of the Faculty concerned
- e. The Head of Department concerned, except that if he/she is himself a candidate he/she shall therefore not serve on the Panel
- f. Two persons with knowledge of the subject or field in respect of which candidates are being assessed or interviewed.
- g. The Registrar or his representative as Secretary.

NB: Where necessary accredited agencies/consultants elsewhere may be used for interview, assessment and recommendation of candidates, the responsibility and authority for making appointments shall remain vested in the University.

2.4 LAPSE OF APPOINTMENT

Any appointment offered but not taken up **within three months shall lapse**. Any appointment offered but not accepted in **writing within 14 days shall lapse**.

2.5 TENURE OF APPOINTMENT

(a) All appointments are tenable for two years in the first instance. They may be extended for specific periods, confirmed to

retiring age or terminated at the discretion of Council, and on the recommendation of the appropriate Appointments & Promotions Committee. An extension, when granted shall **not exceed six months at the end of which the appointment will automatically lapse, if not confirmed.**

The candidate whose appointment lapses must be informed in writing by the Registrar immediately.

- (b) There shall be three yearly evaluation of academic proficiency (teaching and research), for every academic staff, using the established mechanism, including student assessment of teaching, and certificate of proficiency to be signed by the Vice-Chancellor after the Faculty Appointments and Promotions Committee shall have carried out an evaluation exercise.

In the case of Professors, a presentation of Research activities in the last three years shall be made and evaluated by Peers at an annual Faculty event.

In respect of all staff, there shall be an annual open Performance Evaluation Report on the prescribed form, which shall form part of the evaluation mechanism.

Council shall reserve the right to dispense with the services of an academic staff who had ceased to contribute to knowledge or whom the Appointments and Promotions Committee had adjudged non-productive in the area of teaching and/or research, provided that such a report must have been brought to the attention of the staff concerned in writing at least once and he had been given an opportunity to defend himself/herself in writing.

2.6 INCREMENTAL DATE

The general incremental date of those in receipt of salaries on an incremental scale shall be October 1, provided that the salary on which increment is to be made is entered on not less than six months before the said date for regular appointments only.

Note:

Salary increments shall not be automatic but shall be based on good performance, including academic proficiency and general good conduct as recorded in the annual performance evaluation report.

use of other resources and assets, including equipment, technical staff and facilities. Every staff (Teaching and Non-Teaching) has a duty to ensure that they make responsible use of Veritas University's financial resources in relation to the purchase of goods and services as specified in the University's Financial Regulations.

5.1.5 Conflicts of Commitment and Loyalty

It is trite law that every employee owes their primary commitment and allegiance to the University where they earn their living. Membership of Committees, Boards, Advisory Groups etc (External Appointments) implies an obligation, and sometimes a statutory duty to act in the best interests of the external body especially where such body is a government ministry, department or agency. In some cases, these duties may conflict with those duties and obligations as employees of Veritas University. Hence, where an External Appointment is allowed by the University, this does not absolve the employee from ensuring that he or she continues to give their primary commitment and allegiance to Veritas University. Managing conflicts of commitment is primarily a matter for individual staff and their respective Head of Department/Unit to resolve.

5.2 CONFLICT OF INTEREST SCENARIOS

In order to fully appreciate the purpose of this policy, it is important that examples of situations that may create a conflict of interest are cited so as to erase any form of doubt. Members of staff are to note that the examples stated herein are not exhaustive as there may be other scenarios which may occur that are not presently mentioned here.

5.2.1 Examples Relating to Conflict of Educational Mission

Scenario One: Project supervision; for example, where an academic supervisor insists on changing a project topic that benefits the lecturer over the interest of the student or research work proposed by the student. Academic staff are strongly advised to ensure that adequate explanations are given to students where the need arises to change their research topic. The reasons must be genuine and not be perceived by either the student or any third party to be as a result of the personal interest of the lecturer in that particular area of research.

Scenario Two: Engaging in amorous or any other illicit relationships with students creates ample room for conflict of interest in the discharge of

5.1.2 Conflicts of Educational Mission

The University's employees who are involved in educating, training, supervising or directing the academic work of students, should ensure that the education they provide is appropriate to the student. The University has a primary objective to educate and train students. For example, special care must be taken to assure that the choice of a student's research project, and the direction of that research is not, and does not appear to be influenced by, their supervisor's personal financial interest. Similarly, teaching provided to another institution should not be in competition with the commitment to Veritas University. Hence, the kind of conflicts that often fall under this category have to do with the discharge of duties of academic staff to their students by ensuring that no conflict of interest situation exists especially in regard to supervision of their student's work.

5.1.3 Conflicts of Research Integrity

The University's employees are expected to always maintain the highest standards of integrity in the conduct of research. The complete, objective and timely dissemination of new findings through publications is essential for research integrity. In this context, 'publication' means any means of dissemination of research findings, including publication in a journal, information placed on the web, conference presentations or any other kind of scholarly communication. Where a particular research project is covered by a contract with an external sponsor then care should be taken to follow agreed procedures for publication. Also, the potential for personal gain must not jeopardise nor appear to jeopardise the integrity of research activities, including the choice of research, its design, the interpretation of results, or the reporting of such results. Academic staff are expected to always remember that Veritas University, Abuja is a Catholic University and as such, the choice of research and method of embarking on the research must always conform with the ethics of the Catholic Church.

5.1.4 Conflicts of Financial Interest

The University's employees have a responsibility to respect and promote the financial interests of Veritas University. All academic staff must always ensure that the University receives appropriate financial benefits from the provision of research services, including consultancy and other services conducted through the University. Staff must also ensure that Veritas receives appropriate financial benefits from the use or commercialisation of its intellectual property; receives appropriate financial benefits from the

2.7 PROCEDURE AND CRITERIA FOR APPOINTMENT TO ACADEMIC POSITION

2.7.1 Permanent Academic Staff Position

- (a) During the first week in May and December each year, Heads of Departments shall seek approval from the Vice-Chancellor to initiate processes to fill vacancies, which exist in their departments, provided that such vacancies had been provided for in the Budget for that year.
- (b) In respect of any vacancy that is to be filled, the Heads of Departments shall submit a request for advertisement stating clearly the requirements for filling the post. The Registrar shall advertise accordingly.
- (c) Where a Chair is vacant the substantive Head of Department shall submit a request for advertisement clearly stating the requirements for filling the post. The Registrar shall advertise accordingly.
- (d) The Registry shall put out the advertisement locally and may request accredited agencies elsewhere to put out the advertisement overseas, if necessary.
- (e) As applications are received by the Registrar, copies may be sent to accredited agencies overseas and they in turn shall send to the Registrar copies of those received by them.
- (f) After the closing date, Head of Department shall prepare the list through the Dean to the Registrar who then prepares a list of those qualified in terms of the advertisement and call for references.
- (g) After the receipt of references and the deposition of applications, the Registrar shall request the Head of Department in consultation with a panel of senior academic staff to prepare a shortlist, which shall be returned to the Registrar, together with a short write up on the candidates within fourteen days of receiving the applications.
- (h) The Head of Department shall suggest the membership of an Interviewing and Assessment Panel for the approval of the Vice-Chancellor. On receipt of the Vice-Chancellor's approval (with or without amendments) the Registrar, in consultation with the Head of Department, shall fix a suitable date for interview.

- (i) Members of the Assessment and/or Interviewing Panel shall evaluate the publications of persons invited for interview. The experts shall be given opportunity to evaluate the publications before interview. All members shall be free to ask question on the publications.
- (J) The Registry shall issue the letter of appointment along with the memorandum of appointment in accordance with the decision of Council.
- (k) In matters of appointment, the Head of Department recommends through the Dean to the Registrar.

Thus, the thrust of this policy shall be that in situations of perceivable conflict of interests, the approach shall always be to:

- Ø Disclose such perceived conflict of interest by completing the register of interest;
- Ø Manage the conflict as best as possible and;
- Ø Eliminate the activity when necessary to protect the interests of the University and the public.

The purpose of this Conflict of Interest Policy is to highlight and illustrate examples of potential conflict situations, some of which are not obvious as well as to set out examples of activities that can be managed (and how they can be managed), and other examples which the University would consider unmanageable (and therefore cannot allow). The most important point of this policy is that staff must always disclose an activity if they are in doubt about whether it represents a conflict of interest. The Policy describes the way in which such disclosure should be made.

Whilst this document describes and provides guidelines for many of the situations in which conflicts occur, it is not meant to be exhaustive. The primary obligation rests with the employee to recognise situations in which he or she potentially has a conflict of interest and to disclose and discuss that conflict to his or her Head of Department/unit. If a staff is uncertain how the Conflicts of Interest Policy might affect his/her activities, the staff should contact his/her Head of Department/Unit in the first instance. If they are unable to help then refer the enquiry to the Registrar.

The consequences of a failure to comply with these regulations will be dealt with by Management, including where necessary via appropriate disciplinary procedures.

5.1 TYPES OF CONFLICT OF INTEREST

There are two categories of conflict that may arise:

- i. Personal Conflicts: These are usually faced by individuals.
- ii. Institutional Conflicts: These are faced by the University as an institution.

This document addresses mostly instances of personal conflicts by individual staff members, whether academic or non-teaching.

CHAPTER 5: CONFLICT OF INTEREST POLICY

5.0 CONFLICT OF INTEREST STATEMENT

In order to protect every member of staff and the University from compromising situations that may affect the image and reputation of both the staff concerned and the University as a reputable institution, the University Authority has deemed it necessary to establish a policy that sets the ground rules and deals with situations that may lead to Conflicts of Interest. Ordinarily, it is presumed that at the point of recruiting staff, every University does this from a position of trusting the professionalism of the staff engaged into its service, and this trust underlies any attempt to handle questions which raise potential conflicts of interest. Yet the damage to the reputation of individuals and the University caused by conflicts of interest could be considerable and more often than not becomes a matter of grave concern for the University authority.

No doubt, conflicts of interest may arise in many circumstances and it is not possible to provide a single definition to cover them all. However, it may be defined as including a conflict between the official responsibilities of a person in a position of trust and any other interests the particular individual may have; for example, where a staff can be seen to be seeking a gain, financial or otherwise, at the expense of the University. It therefore becomes pertinent to note that the definition of conflict of interest is not restricted to those cases in which an individual actually betrays that trust; it can be just as damaging for the conflict to exist or appear to exist. Nevertheless, it should be emphasised that the University's policy on conflicts of interest does not imply any lack of trust in, or loyalty of, academic staff as well as non-teaching staff; rather, it is a mechanism for protecting University employees against criticism or compromise by ensuring that they recognise and disclose such conflict situations and take steps to avoid and manage them. Hence, it is expected that any member of University staff that feels they are in a position giving rise to an actual or potential perceived conflict of interest, such staff member is obligated to report such conflict to their Head of Department/Unit as a matter of policy. Once a disclosure is made, appropriate steps must be taken to deal with the conflict of interest situation in line with the University's established Conflicts of Interest Policy.

CHAPTER 3 WELFARE, PENSIONS AND GRATUITY

3.0 VACATION/ANNUAL LEAVE FOR ACADEMIC STAFF

Members of the academic staff are free to take their leave during the long vacation or at any other time during the year as may be convenient for the Department provided that any leave not taken by 31st January of the following year shall be deemed forfeited. Hence, the leave year runs from 1st January to 31st January of the following calendar year.

For leave purposes, the long vacation shall be deemed to last for 30 days for every member of the teaching staff.

Deans of Faculty and Heads of Department/Unit may, where necessary, be allowed for the duration of their term, to take their annual leave at the convenience of their Faculty or Departments/Units during the year.

3.1 ANNUAL LEAVE FOR (SENIOR AND JUNIOR) NON-TEACHING STAFF

Members of the senior non-teaching staff on CVUSS 6 and above shall take their annual leave at the discretion of their Heads of Department and the convenience of the office and upon the authorisation of the Registrar. The duration of the leave shall be 30 days or as the University Council may approve from time to time. For Junior Staff, the leave period shall be for twenty-one (21) Calendar days.

3.2 LEAVE WITHIN THE FIRST YEAR OF APPOINTMENT

Leave in the first year of regular appointment shall be pro-rata for six months or over, if taken during the calendar year within which the date of taking up duty falls. Service of less than six months within the first calendar year of appointment and year of return from sabbatical leave/study leave or leave of absence shall not qualify for leave. The same rule shall apply during the last year of service.

3.3 DEFERMENT OF LEAVE

Ordinarily, leave or any part thereof shall not be carried forward from one calendar year to the next, otherwise it shall be forfeited. However, where staff, academic or non-teaching is unable to take his/her leave due to the exigencies of duty, such staff may on the discretion and approval of the Vice-Chancellor be allowed to carry forward his/her leave.

3.4 LEAVE FOR TEMPORARY STAFF

Leave for temporary staff shall be defined in their terms of appointment. However, where the letter of appointment is silent on this, the rules guiding leave for academic and non-teaching staff shall apply.

3.5 ANNUAL LEAVE YEAR

The leave year runs from January to January. All staff shall commence their annual leave not later than the month of December of the calendar year in which the leave falls due, provided that the full leave entitlement of a staff is exhausted before the end of January of the following calendar year to avoid forfeiture of the leave.

Heads of Administrative Department may be allowed to take their leave at any time during the year, provided that the leave is taken before the end of their term of office, In any case, the Officer shall obtain the approval of the Vice-Chancellor for a short term deferment of the leave. All such accumulated leave must be exhausted before the end of tenure to avoid forfeiture.

Leave entitlement is inclusive of Saturdays, Sundays and public holidays.

Staff on any form of approved study programme, shall not be entitled to annual leave within the period of study.

When employment ends for any reason other than misconduct or *force majeure*, vacation time earned but not taken by the employee will be included in the employee's final pay check.

15.	Disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the University Council, the Vice-Chancellor, the Registrar, the Head of Department or their representatives	Reprimand	Suspension
16.	Failure to appear or to answer any person or body designated by the University Council, the Vice - Chancellor or the Registrar for the purpose of investigating any matter provided for, in or any case arising out of these regulations	Suspension	Loss of annual increment, Denial of promotion
17.	Dereliction of duties	Warning	Suspension, Loss of annual increment for a specified period
18.	General incompetence	Delay of promotion	Termination
19.	Holding multiple paid appointments	Dismissal	Dismissal
20.	Full-time studentship without permission while holding a regular appointment	Suspension	Termination of Appointment
21.	Sexual harassment-	Suspension	Termination/ Dismissal
22.	Using the office as a place for trading, proselytizing, political campaigning or transacting any other business other than the official one	Reprimand	Suspension
23.	Persistent lateness to the place of work	Query, Reprimand	Denial of annual increment, Suspension/Dismissal
24.	General acts of moral	Reprimand, Loss of annual	Suspension,

4.6 OFFENCES WITH POSSIBLE DISCIPLINARY ACTIONS

S/N	OFFENCE	DISCIPLINARY ACTION	
		Minimum Action	Maximum Action
1.	Corruption	Suspension	Termination
2.	Dishonesty	Reprimand	Suspension
3.	Indiscipline	Reprimand	Suspension
4.	Drunkenness	Query	Suspension
5.	Drug Abuse	Suspension	Termination
6.	False claims against the University	Forced Resignation	Termination
7.	Insubordination	Loss of annual increment	Delay of promotion for a specific time
8.	Negligence of duty	Warning	Query
9.	Falsification of records	Suspension	Termination/Dismissal
10.	Failure to keep records or suppression of records, whether academic or administrative, official or personal	Suspension	Termination/Dismissal
11.	Conviction on a criminal offence*	Dismissal	Dismissal
12.	Absence without leave from place of work without satisfactory excuse	Reprimand, Suspension	Termination
13.	Failure to resume from authorized leave at its expiration	Reprimand	Suspension
14.	Negligence deemed by an auditor to have been the occasion of a loss of funds to the University	Surcharge	Surcharge

3.6 OTHER LEAVES

3.6.1 Absence outside the Leave Period

All Principal Officers, Deans of Faculty, Directors of Institute and Heads of Department shall seek the Vice-Chancellor's approval in writing whenever they have good reasons to be absent from the University for periods exceeding, three (3) days. However, upon the authority of the Dean (as delegated by the Vice-Chancellor), academic staff may be granted leave to be away from the University, on good grounds, for a period not exceeding two (2) weeks cumulatively, in a year. Any absence of more than two weeks shall be referred to the Vice-Chancellor.

3.6.2 Maternity Leave

All female officers who are pregnant are entitled to twelve (12) weeks maternity leave with full pay. The annual leave for that year will, however, be regarded as part of the maternity leave. Where the annual leave has already been enjoyed during that leave year, the part of the maternity leave equivalent to the annual leave shall be without pay.

3.6.3 Sick Leave

(i) A member of staff not being on leave of absence, who is absent from duty on the grounds of ill-health, shall be regarded as absent on sick leave, provided such absence is covered by a sick report from a **recognised Medical Officer** duly certified by the Director, Veritas University Medical Services.

(ii) A member of staff on vacation leave, who is prevented from resuming duty at the expiration of his/her authorised leave by reason of ill-health duly certified by a **qualified Medical Officer in a recognised hospital** and the Director of Veritas University Medical Services may be granted an extension of leave.

(iii) The maximum aggregate sick leave which can be allowed a member of staff, who is not hospitalised, during any period of twelve months shall be six weeks. Where such a member of staff has been absent from duty on the grounds of ill health for

an aggregate period in excess of six weeks within 12 calendar months, he/she should be made to appear before a Medical Committee to ascertain whether he/she should be invalidated from the University service. Any period of absence on the grounds of ill health, in excess of the prescribed aggregate period, shall be without pay.

- (iv) A member of staff, who is incapacitated as a result of injury sustained in the actual course of his/her official duties, shall be entitled to draw full salary for a period of six months or until he/she is declared fit to return to duty whichever is earlier. Thereafter the process of invalidation shall commence.
- (v) A member of staff who is recommended by a Medical Board to be permanently invalidated will forthwith commence terminal leave, if any, prior to retirement.

3.6.4 Hospitalization

A hospitalised member of staff may be allowed one full calendar month with full pay in the first instance, subject to extension for another one month. Thereafter, arrangements should be made for him/her to appear before a Medical Committee which shall determine if he/she should be invalidated from the service or be allowed further sick leave.

3.6.5 Casual Leave

Employees may be granted occasional permission for reasons of proven serious personal problem, on compassionate grounds, without loss of salary upon the approval of the Head of Department for one day, the Dean's approval for three days. Anyone above three days shall be approved by the Vice-Chancellor. Any excess of the leave days shall be deducted from the annual leave entitlement of the officer.

In exceptional cases, an employee who has taken all his/her annual leave entitlements may be granted maximum of seven days of casual leave at the discretion of the Vice – Chancellor.

facie case of misconduct has been made against an employee and it is necessary to investigate the matter further with a view to determining the guilt or the appropriate disciplinary action, the employee may be suspended on half salary, pending the determination of his/her case. Thereafter, the matter shall be referred to the Staff Disciplinary Committee. The period of suspension shall not exceed one calendar month during which the case must be disposed of or the staff recalled.

- (c) When an employee has been suspended, he/she shall thereupon be forbidden to carry on his/her duties and to visit his place of work without the express permission of the Vice-Chancellor. He/she may also be called upon to hand over any uniform, accounts books and records, and any other property of the University in his/her charge to such other employee as the Head of Department shall order.
- (d) Notice of suspension shall be conveyed to the employee concerned in writing by the Registrar.

when occasions demand.

4.4 INTERDICTION:

- (a) When an employee has been charged with a criminal offence, committed in or outside the University, the Registrar may interdict him from his duties forthwith.
- (b) Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date from which the interdiction takes effect, and the reasons for such interdiction.
- (c) Where an employee has been interdicted, he/she shall be entitled to receive one half of his salary.
- (d) An employee who is under interdiction shall be required to hand over any property of the University in his/her charge to such person as the Head of Department shall order and he/she shall be forbidden to carry on his duties and to visit his place of work except with the express permission of the Registrar.
- (e) Where an employee under interdiction is found not guilty of all charges, he/she shall be reinstated and shall receive the balance of his/her salary for the whole period of his/her interdiction. Council may, however, review the circumstances of the cases with a view to determining the desirability of his/her continuation in the service of the University. If it is found undesirable that he/she should continue in the service of the University, his/her appointment may be terminated forthwith from the service of the University.

4.5 SUSPENSION

- (a) Whenever, in the opinion of a Head of Department, misconduct which is of such a nature as not to warrant dismissal has been committed by an employee, the Head of Department concerned may recommend to the Vice-Chancellor that the employee be suspended for a specific period.
- (b) Whenever in the opinion of the Vice-Chancellor, a *prima*

3.6.6 Examination Leave

An examination leave may be granted to an employee on full pay on the production of relevant documents. The total number of days granted as examination leave shall not exceed seven days during any leave year.

3.7 SABBATICAL LEAVE/STUDY LEAVE

3.7.1 Sabbatical Leave for Academic Staff

- (i) A candidate requesting for sabbatical leave must have accumulated a minimum of twelve (12) semesters (6 years) from the date of first appointment or of return from a previous study leave or sabbatical leave as may be applicable. Senior lecturers and above are entitled to go on sabbatical leave.
- (ii) There must be a letter from the host institution requiring the services of the candidate.
- (iii) A department shall not release more than one candidate for sabbatical leave in any one session.

3.7.1.a Sabbatical leave for non-teaching staff. Only officers from the Deputy Registrar/Deputy Bursar and above shall be entitled to sabbatical leave

3.7.2 Study Leave for Academic Staff

- (i) Members of staff engaged in teaching or research may apply for study leave after six semesters (3 years) of service.
- (ii) Application for study leave shall be sent through the Head of Department, the Dean of the Faculty, to the Registrar for consideration by the Appointments and Promotions Committee. The application must be accompanied by a statement outlining the programme and specifying the place of study. A letter of acceptance from the place of study must be attached to the application.
- (iii) Study leave will not necessarily be granted to every applicant who has completed six semesters (3 years) of service. Before any application can be considered, evidence shall be afforded the Committee that the applicant

can be spared from his/her duties and that no additional expenses will be incurred by the University. If leave is granted, the full cost of tuition and transport shall be paid by the University as University finance may permit. The staff on study leave will be appropriately bonded and is expected to comply with the bonding. Any employee who leaves or desires to leave the University during the bonding period would be required to refund the equivalent amount to the University.

- (iv) For the purpose of these regulations, study leave with salary is defined as a period of not more than one session for research or other recognised academic purposes.
- (v) For the purpose of these regulations 'a term of service' means any of the period into which the academic year is divided and in which an applicant for study leave has fulfilled the duties of his/her office including residence.
- (vi) Not more than one period of study leave may be granted in respect of previous service, notwithstanding that the service may exceed six semesters after the first appointment or after a period of study leave has been taken. Service for the purpose of study leave shall be reckoned either from the date of appointment in the case of a first application for study leave or from the date of resumption of duty after the last study leave or in-service training of at least one semester, in the case of any subsequent applications. Study leave cannot be accumulated.
- (vii) Notwithstanding paragraph (v), study leave for, at most, one year may be granted to a member of staff in respect of a continuous service of at least twelve semesters during which no study leave has been taken or study leave for at most, two semesters for twelve semesters of a continuous service, provided that in either case the Head of Department concerned, so recommends.
- (viii) Deferment of study leave shall not be allowed.

committed by the member of staff concerned. Thereafter, the Committee shall proceed as follows:

- (a) Where it is satisfied that there is no offence committed by the said member of staff, the Committee shall dispose of the matter as it deems fit;
 - (b) Where it is satisfied that an offence has been committed Management shall appoint a Panel to investigate the matter. The Panel shall consider representations by the member of staff and others concerned and report to the Committee for appropriate action;
 - (c) Where a *prima facie* case is established by the Committee, it shall direct that the member of staff concerned be invited to face the Committee and show cause why disciplinary action should not be taken against him/her for the offence committed.
- Note: A case is deemed to be before the Staff Disciplinary Committee after 4.3.1 (iv) above.
- (d) Tape Recording/Verbatim Report

The Panel appointed to carry out an investigation should feel free to use any lawful means at its disposal to ascertain the facts of the situation. It must obtain written reports and may interview the accused person(s), the complainant(s), the eye-witnesses and other persons who can help the Panel (depending, of course, on the nature of the case). These will ensure that investigations are thorough and that missing links in written allegations and written self-defence are identified and taken into account.

- (e) Open Interrogation
Open interrogation can be allowed by the Committee, if found necessary.

4.3.2 Failure to appear before the Staff Disciplinary Committee

Failure to appear before the Staff Disciplinary Committee (SDC) and/ or its Panel shall attract suspension from duty without pay until the affected member of staff appears before it.

4.3.3 Meeting

The Committee shall meet at least once a quarter without prejudice, of course, to emergency meetings being held, if and

- of the University;
(v) To report to Management from time to time.

Note

Any member of staff aggrieved by a decision of the Committee may appeal to Management for reconsideration within twenty-one (21) days of the decision of the Committee.

4.3.0 DISCIPLINARY PROCEDURE

4.3.1 Modus Operandi of the Committee

- (a) The following procedure shall be adopted:

(i) **Warning**

The warning process should encompass drawing attention to shortcomings through talk, oral warning (three times) and formal (written) warning (three times)

This should be done by the Head of Academic/Administrative Department.

(ii) **Query**

The Head of Academic/Administrative department shall query staff in writing and if his/her reply is unacceptable then the Head of the Department shall forward it together with his/her own recommendation to the Registrar, who shall take further appropriate action.

- (iii) Having received the report of disciplinary case, the Registrar shall invite comments from the member of staff concerned;
- (iv) The report and the comments, each in six copies, shall be forwarded by the Registrar to the Vice-Chancellor who shall refer same to the Committee:
- (v) Deliberate failure or refusal of a member of staff to send his/her comments to the Registrar within a period of 72 hours shall attract reprimand (in writing) in the first instance. If, after a reminder is forwarded to the staff member concerned, and he/she still refuses to respond, the Committee shall dispose of the matter as it deems fit.
- (vi) The Committee, after receiving the report and comments, shall consider same and determine the nature of the alleged offence

Nevertheless any leave not taken by the end of the First Semester shall be forfeited and the staff concerned shall reapply.

- (ix) A Head of Department wishing to take study leave should apply to the Vice-Chancellor through the Dean of the Faculty, outlining clearly any arrangements he/she has made for the proper running of the department while he/she is away. The Vice-Chancellor would then forward such an application to the Committee for consideration after satisfying himself/herself of these arrangements.
- (x) A member of staff shall forfeit his/her annual leave at the end of the academic year during which he/she has taken a study leave.
- (xi) Academic staff who apply for study leave shall be required to sign a bond agreement with the University before they proceed on the leave.

3.7.3 Study Leave (Non-Teaching Staff)

- (i) An officer may, in accordance with these rules, be considered for study leave after six years of service, including residence.
- (ii) Recommendation for study leave shall be submitted by the appropriate Head of Department to the Registrar for consideration by the Appointments and Promotions Committee. The recommendation must be accompanied by a statement outlining the proposed programme of work or study visit.

NOTE

All staff on study leave, for every one(1) year a staff spends on studies, he/she will be bonded to the University for two (2) years. For instance, a staff on a three year study leave shall be bonded for 6 years. Any staff who leaves or desires to leave the University during the period of bonding would be required to refund the equivalent amount to the University.

3.7.4 Resignation during Sabbatical/Study Leave/Leave of Absence

- (i) Members of staff may resign their appointments, withdraw, retire from the service of the University or seek transfer of service during their approved sabbatical leave or study leave or leave of absence, provided that the staff shall give one month notice terminating before the expiration of the leave or in the alternative, where the notice is inadequate he/she shall pay to the University one month salary in lieu of notice;
- (ii) In the case of senior non-teaching staff, the member of staff concerned shall give one month notice or pay to the University, one month salary in lieu of notice.
- (iii) Members of staff who fail to comply with the provisions above, who subsequently resign their appointments, retire from the University service or move to other bodies in or outside the country, shall not only be dismissed from the service of the University, but may in addition be liable to legal action.
- (iv) Members of staff who fail to return to duty at the expiration of their approved sabbatical leave or study leave/leave of absence shall have their appointments terminated without any notice or payment in lieu.

3.7.5 Contact Address

Any staff leaving the University for whatever reason must leave his/her current contact address in his/her department at any given point in time. This should be forwarded to the Human Resources Office by the Head of Department. Also, any change of address should be indicated.

3.8 ADVANCES

3.8.1 Salary Advance

- (a) On First Appointment

An advance on account of salary may be approved by the Vice-Chancellor to a member of staff only on full appointment with the University. Such an

functions that Council may delegate to it;

- (iv) To make recommendations to Council on any matter that will be in the interest of the proper discipline of members of staff of the University;
- (v) To report to Council from time to time.

Note

Any member of staff aggrieved by a decision of the Committee may appeal to Council for reconsideration within twenty-one (21) days of the decision of the Committee.

4.1.3 Tenure of Office

Elected members shall hold office for one year and may be re-elected for another year provided that no elected members shall serve for more than a total period of two years.

4.2.0 JUNIOR STAFF DISCIPLINARY COMMITTEE

4.2.1 MEMBERSHIP

Vice-Chancellor's nominee	Chairman
The Registrar or her representative	Member
The Bursar or her representative	Member
The University Librarian or his representative	Member
Dean, Student Affairs or his representative	Member
Director of Works or his representative	Member
Chief Security Officer or his representative	Member
Human Resources Officer	Member/Secretary

4.2.1 Terms of Reference

The terms of reference of the Committee shall be:

- (i) To investigate and consider all disciplinary cases involving all junior members of staff of the University.
- (ii) To make recommendations to Management concerning appropriate disciplinary measures to be taken against erring junior staff of the University.
- (iii) Subject to (i) above, to exercise, on behalf of Management, those functions that Management may delegate to it.
- (iv) To make recommendations to Management on any matter that will be in the interest of the proper discipline of members of junior staff

4.0.2 Removal and Discipline of Academic, Administrative and Technical Staff

In accordance with Article 23.2 of the Statute of Veritas University, Abuja, the Vice-Chancellor may, in case of misconduct by a member of the staff, and in the interest of the University, suspend such member and any such suspension shall forthwith be reported to the Council and the Board of Trustees.

4.1.0 SENIOR STAFF DISCIPLINARY COMMITTEE

4.1.1 MEMBERSHIP

The Vice-Chancellor Chairman

The Deputy Vice-Chancellor

The Registrar

The Deans of Faculty

Two Council Representatives

Two Senate Representatives

One Congregation Representative

The Dean/Director of the Unit of the member of staff concerned, except in a case where such an officer is the member of staff whose conduct is under investigation or he is himself considered connected with the matter under investigations.

Secretary: The Registrar's nominee.

In Attendance

The Bursar

The University Librarian

The Legal Officer/University Solicitor

The Human Resources Officer

4.1.2 Terms of Reference

The terms of reference of the Committee shall be:

- (i) To investigate and consider all disciplinary cases involving all senior members of staff of the University except the Vice-Chancellor and other Principal Officers;
- (ii) To make recommendations to Council concerning appropriate disciplinary measures to be taken against erring staff of the University;
- (iii) Subject to (i) above, to exercise, on behalf of Council, those

advance shall not exceed one month's salary and shall be refunded in not more than three consecutive monthly instalments deducted from salary, the first instalment to be made in the month following the month in which the advance is granted.

3.9 ALLOWANCES

3.9.1 Allowance for Duty Posts

Allowances for the following posts shall be as may be determined from time to time by the Governing Council.

- Vice-Chancellor
- Deputy Vice-Chancellors
- Registrar
- Bursar
- Librarian
- Deans of Faculty
- Heads of Department
- Directors of Institute
- Wardens of Halls of Residence
- Assistant Wardens
- Sub-Deans

3.9.2 Acting Allowances

A. Acting Appointments and Allowances in the University

Regulations in respect of acting appointments and allowances shall be as follows:

- (a) An Acting Head of a Department in the University who holds the post for at least four weeks shall be paid an acting allowance at the approved rate subject to written approval by the Vice-Chancellor:
- (b) A non-teaching staff who is called upon to assume the responsibility of a headship of a Department, during the temporary absence from duty of the substantive Head of Department or while the position remains vacant, shall be paid an acting allowance equivalent to the responsibility allowance attached to that position. Such an appointment shall be conveyed in writing. No officer shall act on a post that is more than one level above his/her substantive position unless on the written approval of the Vice-Chancellor.

B. Responsibility allowance for Non-Teaching Members of Staff

- (a) Non-teaching members of staff who are called upon to take the full responsibilities of the next higher post shall be paid the responsibility allowance attached to that post.
- (b) Before an acting appointment commences, a Head of Department must seek prior approval of the Vice-Chancellor in writing.
- (c) No acting allowance shall be paid to a person taking charge of a sub-Department in the absence of the person usually in charge or during a vacancy in the senior post. Generally, no allowance will be payable if the period of acting appointment does not extend beyond 28 continuous days.

3.9.3 Kilometre Allowance

Payment shall be made in accordance with prevailing regulations.

3.9.4 Rent/Housing Allowance

Housing Allowance shall be as may be prescribed from time to time by prevailing regulations.

3.10 PENSIONS AND GRATUITY

3.10.1 Contributory Pensions

All staff are expected to choose their Pension Fund Administrators and inform the Bursar accordingly. Current Government regulations shall apply.

Details of this can be obtained from the Bursar.

3.10.2 Medical Care

Current Government regulations shall apply. The University shall however, provide basic health facilities for the welfare of staff. All staff are encouraged to take Health Insurance for themselves and their families in accordance with prevailing regulations.

3.10.3 Retiring Age

- (a) The compulsory retiring age shall be 65 years for non-teaching staff and 65 for teaching staff below the rank of Associate professor, and 70 for Associate Professors and above, as may be prescribed from time to time by the Governing Council except for the positions of Principal Officers which shall be as the CBCN may determine from time to time.

22. Sexual harassment

23. Using the office as a place for trading, proselytizing, political campaigning or transacting any other business other than the official one

24. Persistent lateness to the place of work

25. General acts of moral turpitude or any other acts of misconduct as may be defined from time to time by Council

Conviction on a criminal offence *Means stealing, false pretenses', extortion, forgery, official corruption, and such kindred offences involving moral turpitude as defined in the Criminal Code of Nigeria and as may from time to time be defined in any criminal or penal code of any of the governments in the Federation of Nigeria

4.0.1 The following disciplinary actions, among others that may be deemed suitable, may be imposed on staff as sanctions based on the following rank order with (i) as the mildest and (x) as the most severe:

- i. Oral or written warnings
- ii. Loss of annual increment for a specified period;
- iii. Delay of promotion/appointment for a specified period;
- iv. loss of headship or other administrative position of honour and responsibility for a specified period;
- v. Deferment of confirmation of appointment for a specified period;
- vi. Surcharge
- vii. Suspension for a specified period;
- viii. Forced resignation (non-compliance with this option leads to (v)).
- ix. Termination of appointment/contract. (Applicable when resignation is not considered adequate punishment).
- x. Demotion and termination, where termination alone is not considered adequate punishment.
- xi. Dismissal (applicable in case of gross misconduct including conviction by a court of law).

CHAPTER 4 DISCIPLINE

4.00 **Forms of Misconduct:**

Disciplinary action may be taken against a member of staff for proven misconduct.

For the purpose of these regulations, the following offences shall attract disciplinary actions (sanctions) from the University:

1. Corruption
2. Dishonesty
3. Drunkenness
4. Drug Abuse
5. False claims against the University
6. Insubordination
7. Negligence of duty
8. Plagiarism
9. Falsification of records
10. Deliberate hiding of files
11. Failure to keep records or suppression of records, whether academic or administrative, official or personal
12. Conviction on a criminal offence*
13. Absence from place of work without leave/ satisfactory excuse
14. Failure to resume from authorized leave at its expiration
15. Negligence deemed by an auditor to have been the occasion of a loss of funds to the University
16. Disobedience of an order to proceed on transfer or to accept a posting or of any other lawful order issued by the University Council, the Vice-Chancellor, the Registrar, the Head of Department or their representatives
17. Failure to appear or to answer any person or body designated by the University Council, the Vice-Chancellor or the Registrar for the purpose of investigating any matter provided for, in or any case arising out of these regulations
18. Dereliction of duties
19. General incompetence
20. Holding multiple paid appointments
21. Full-time studentship without permission while holding a regular appointment

3.11 PUBLIC APPOINTMENTS

Members of staff holding full time teaching, research or administrative posts shall not normally be permitted to hold paid posts outside of the University. However, they may hold Board positions in either the public or the private sector. All such paid posts shall be subject to the approval of the Council.

In any case, approval shall not be given for full time appointment in any organisation.

A member of staff may be permitted to accept the offer of an appointment, if it is a part-time appointment such as Board appointments and the amount of time that will be spent by the officer in carrying out the functions of the outside appointment or assignment is not such as will jeopardise the efficient performance of the University duties of the member of staff.

3.11.1 **Remuneration for Outside Appointment**

The University shall reserve the right to part of the remuneration/honoraria to be paid to a full time staff allowed to undertake outside appointment. The sharing formula should be 60% of the total contract value for the individual, 25% to the Department of the member concerned, and 15% to the University; after taxation, or as may be approved by Council from time to time.

- (i) The University's share and the Department's share should be tied strictly to scholarly purposes, such as the publications of University Inaugural Lectures.
- (ii) **Maximum Number of Outside Appointments:**
That the maximum number of outside appointments which a member of staff can hold at a time should normally not be more than two.
- (i) **Mode of Presenting Requests for Outside Appointments:**
Requests from members of staff for permission to take up outside appointments should be accompanied by letters of invitation from the appointing body and the recommendations of the Head of Department and/or the Dean of the Faculty of the applicant.
Failure to declare other Public or Board appointments shall be considered a breach of contract and a disciplinary matter.
- (ii) **Mode of Payment from Outside Appointments:**

The University shall not consider transport allowance as part of the deductible remuneration for outside appointment since the outside appointing body would normally specify the allowance it is paying.

3.12 **Criteria for Awarding Grants from the Staff Development Fund**

The University shall create a Staff Development Fund which should be invested by competent bodies for capacity building of its staff.

- i. Applications should be made by Department before the end of the first semester for consideration in the second semester of the academic session.
- ii. Grants from the fund should be made only to probationary staff who have served for at least one year in the service of the University and have been recommended by their Department to acquire competence in certain areas of specialisation, whether academic, administrative, professional or technical areas.
- iii. Grants should normally be used to provide supplementation for staff who could be released by their Department for up to one academic year to pursue studies in an area of interest to the department and the University;
- iv. Allocation of grants to Department should be related to departmental projections within the quinquennial plan.
- v. As far as possible, the allocation of grants shall take into account the various needs of the Faculty, Department and units, as well as staff dispositions within the Department and units.
- vi. Normally, no member of staff shall receive grants from the fund more than once in five (5) years.
- vii. Grants should normally cover return passages for the staff member when the duration is up to one academic year, cost of tuition, where applicable, and a fixed maintenance allowance per month according to approved rates. No dependants' allowance will be

3.18.1 (a) Benefits to Deceased Staff's Spouse

Veritas University shall give a condolence purse of N100, 000. 00 to a staff on demise of his/her spouse.

3.18.2 Modus Operandi:

The Vice-Chancellor's representative(s) shall take the purse along with the covering letter and hand them to the family of the deceased at an appropriate time during the burial/funeral ceremony.

3.18.3 Application:

There are various categories of personnel working in Veritas University, ranging from permanent, temporary and contract. Since these members of staff work in one way or the other towards the development of the University, it is expedient therefore that the application of the Veritas University Death benefits should apply to the categories of staff mentioned above.

However, an exception may occur in the case of visiting Lecturers/ Sabbatical/Part-time Lecturers, as they may already have such schemes in place in their parent institutions.

arrangement as shall be determined by the University. Furthermore, item a (i) shall be applicable.

- ii) The contract employee shall not be entitled to conversion, promotion, upgrading or any such entitlement from the University.

3. Temporary service of an employee appointed to an established post shall count as part of his/her period of probationary employment.

3.17 BENEFITS TO DECEASED STAFF

The Veritas University Abuja Death Benefits is geared towards the support of the families or Religious Institutes (for Religious/Consecrated men and women) of a deceased member of staff of Veritas University as follows:

3.18 VERITAS UNIVERSITY DEATH BENEFIT:

The scheme will comprise a cash donation of Two Hundred Thousand Naira (N200, 000.00) only as well as a Covering Letter to the family or Religious Institutes (Consecrated Persons) of the deceased.

The cash donation is the University's own contribution towards the burial expenses of the deceased staff. The donation of this amount is premised on the rationale that the family or Religious Institutes (Consecrated Persons) is to use the funds towards the cost of giving a befitting burial to the deceased staff.

The cash donation is to support the family for:

- a. Coffin (which is estimated at about N60,000.00)
- b. Transportation (N20,000.00)
- c. Others, e.g Mortuary fees three days (N20,000.00)
- d. Vice-Chancellor's purse (Up to a maximum of N100,000.00)

3.18.1 Covering Letter:

The covering letter shall express the condolence message of Management, on behalf of the Proprietor, Staff and Students of Veritas University. It shall also indicate the exact figure of the cash donation and its purpose. The letter shall be delivered by the Vice-Chancellor's representative(s) to the family of the deceased member of staff.

paid and maintenance applicable in a particular case will be reduced by the amount of outside assistance which the recipient of the grant may have;

viii. Passages will not be paid in respect of family.

ix. Members of staff who benefit from Staff Development Fund for purposes of in-service training or otherwise will be bonded to the University for a period of one year for every year of the grant.

3.13 Staff Audit

Staff audit shall be undertaken annually by the Registry in conjunction with the Bursary and the Audit Unit to identify unproductive employees, over-aged personnel, and unqualified hands for appropriate rationalization.

- (a) A Report shall be made to Council.
- (b) The exercise shall ensure that all staff not on the University payroll is removed.

3.14.0 DISCOUNTED TUITION FEES (EXCLUDING ACCOMMODATION) FOR CHILDREN OF EMPLOYEES

As part of the welfare for employees of Veritas University, Abuja, current serving employees as well as former employees who having worked meritoriously **for at least ten (10) years** in the University shall enjoy a Fifty(50) percent discount on tuition for their registered biological children and spouse admitted into Veritas University, Abuja.

For the Religious who does not have any biological child, he/she shall be allowed to bring his/her relation or a family member to enjoy the discounted tuition fees.

3.14.1 Condition for Eligibility

For such employees to benefit from the discounted tuition fees, the employee must have been on full time appointment or must have been a confirmed staff and worked meritoriously for at least a cumulative period of five years in the case of former employees.

3.14.2 In the case of staff who retired as senior/ junior staff and put in at least ten years of meritorious service, the discounted tuition fees shall be at a rate of Fifty (50) percent rebate for the benefit of their

registered biological children.

3.14.3 In the case of a married couple that fall under this category, the number of children eligible for the discounted tuition fees remains at a maximum of four children; where a spouse is part of the beneficiary, the maximum number for the rebate shall be maximum of three (3) children including the spouse.

3.14.4 There must be evidence in the personal file of the staff in the Registry department that the children are registered as biological children as well as evidence of marriage to the spouse.

Discounted Tuition fees for Staff

In the case of staff who wants to study in Veritas University, he/she shall be given fifty percent tuition fees discount.

3.15 LONG AND EXCELLENT SERVICE IN THE UNIVERSITY

Any staff who puts in long and excellent service in the University shall be rewarded accordingly. For purpose of clarity, long service shall be deemed to be a period of service of over ten years in Veritas University, Abuja either as an academic or non-teaching staff.

3.15.1 Reward for Long and Excellent Service

(a) Veritas University, Abuja shall acknowledge continuous long and excellent service by providing a Long and Excellent Service Award, consisting of a monetary cash award and a plaque to deserving employees.

(b) The monetary cash award offered to each deserving employee shall be in the sum of Two Hundred Thousand Naira only (N200,000.00).

(c) The University Management shall be responsible for funding and distributing awards to deserving employees who put in long and excellent service in the University.

3.15.2 Eligibility

(a) In any given year that the Long Service Award is given, one of the following cadres of staff shall be eligible to receive the award: an academic staff; a senior non-teaching staff and a junior non-teaching staff of the University.

(b) To be eligible for the Long and Excellent Service Award, such employee must be nominated by a senior colleague(s) and a prescribed form obtained from the Registry Department and this form must be backed with strong evidence of excellent performance of duty of the staff concerned by the staff nominating the staff.

(c) The Long and Excellent Service Awards may be held as part of the celebratory event during the Convocation Ceremony of the University.

3.15.3 Responsibilities

3.15.4 The Human Resource Officer shall be responsible for reporting on employees approaching long service anniversaries and provide this information to Management through the Registrar in a timely manner. The Registrar shall make the presentation of the Long and Excellent Service Award to recipients.

3.16 CONFIRMATION OF APPOINTMENT/PERIODIC REVIEW OF APPOINTMENT

1. Probation period for confirmation of staff shall be for two years

2. Contract Appointment

a. Any person who having retired as an academic staff from a pensionable service in the public/state/ private academic institution such a person shall be appointed as a contract staff on the following conditions:

i) The contract appointment shall be for two years which terminates at the date of expiration unless otherwise mutually renewed for another period/specified period by both the University and the contract employee.

ii) The contract employee shall be placed on one grade level below the salary level he/she retired on in his/her former employment. However, the step remains the same.

b. Additionally, any person other than academic staff, who retires from a pensionable service irrespective of institution/ age at retirement, shall be engaged on contract