

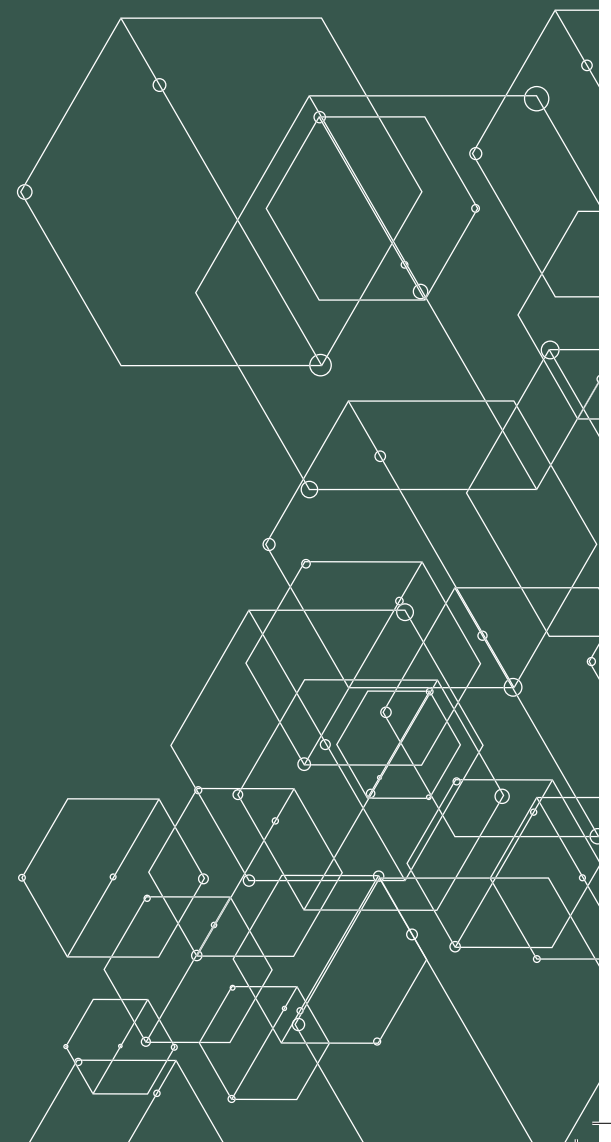
UNIVERSITY OF DAR ES SALAAM



SCHOOL OF ECONOMICS
CENTRE FOR BEHAVIOURAL STUDIES (CBS)

**POLICY
COMPENDIUM**

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SCHOOL OF ECONOMICS
CENTRE FOR BEHAVIOURAL STUDIES (CBS)

Policy Compendium

Policy Compendium of the Centre for Behavioural Studies (CBS)

1. Background

The Centre for Behavioural Studies (CBS) at the University of Dar es Salaam operates under a set of policies making its course of principles of actions. Some of the CBS policies were freshly drafted by the centre and these are specific for the CBS, while a number of other policies governing CBS activities were directly adopted from the University of Dar es Salaam (UDSM) since the CBS operates under the mandate of UDSM. At this moment, among the guiding policies for the CBS include the followings;

- i. CBS Safeguarding Policy
- ii. CBS Whistle blowing Policy
- iii. CBS Risk Management and Control Policy
- iv. UDSM Recruitment Policy
- v. UDSM Code of Conduct
- vi. UDSM Research Policy and Operations

Procedure

- vii. UDSM Financial Regulations
- viii. UDSM Staff Regulations
- ix. UDSM ICT Security Policy
- x. UDSM Intellectual Property Policy

The policies establish boundaries for acceptable behaviour and guidelines for best practices in the Centre. They offer clear communication to employees as to how they are expected to act and interact with all stakeholders; and also contribute to the overall culture of the Centre as they infuse norms and values of the CBS. This tract is meant to introduce to the readers a set of policies applicable to the Centre, which are accessible from the CBS documents repository.

2. Policies Guiding CBS Operations

Safeguarding Policy (CBS, 2018): This policy intends to prevent and/or reduce harm to CBS staff, stakeholders and the general public when they engage and are in contacts with CBS staff, research fellows, downstream partners or any other person directly or indirectly involved in any activity implemented by the Centre.

Whistle blowing Policy (CBS, 2018): The policy is intended to ensure that the CBS undertakes its duties while complying with all UDSM, the funders and the government of Tanzania governing rules, regulations and procedures. Whistleblowing policy sets out the framework for dealing with allegations of illegal and/or improper conduct in as early time as possible and before it turns out to be insurmountable.

Risk Management and Control Policy (CBS, 2018): The purpose of the policy is to guide the risk management process of CBS to protect staff, business assets and to ensure financial sustainability of CBS. In pursuit of the Centre's objectives, the policy is focused to all risks and hedges them from turning into destructive events for the CBS.

Recruitment Policy (UDSM, 2004 & UDSM 2013): CBS recruitment process is guided by University of Dar es Salaam Human Resources Policy and Operational Procedures of 2010; and University of Dar es Salaam Staff Regulations of 2013. The HR Management Policy and Operational Procedures entail broad guidelines to practitioners in decision making process on various aspects of employment and performance of people in the organisation, while the Staff Regulations synthesize the laws and applicable government circulars to guide the staff in their daily engagement with the organisation. In addition to this Policy, CBS

requires that all staff recruited by CBS provide a criminal background check.

UDSM Code of Conduct (UDSM, 2012): CBS is guided by the University of Dar es Salaam Code of Conduct of 2012, which requires the staff to maintain, at all times, absolute integrity and devotion to duty; and conduct themselves in a manner conducive to the best interests and reputation of the organisation.

Research Policy and Operations Procedure (UDSM, 2015): Research as the core function of CBS is guided by Research Policy and Operational Procedures of 2015, which covers guidelines to the whole the research process; from the need for prioritisation of research activities to evaluation of research effectiveness. The policy provides guidance on sound research management and good research practices, inter alia; and encourages internal, national, regional and international collaboration, i.e. research networking.

UDSM Financial Regulations (2012): CBS is guided by University of Dar es Salaam Financial Regulations of 2012. The primary objective of Financial Regulations is to ensure the proper use, management and reporting of finances and resources in a manner which satisfies the University's requirements for accountability, internal control, management of financial risk, and compliance with all legal or financial obligations laid down by the appropriate government authorities.

UDSM ICT Policy (2006): The UDSM ICT Policy of 2006 guides establishment of sustainable, efficient, user-friendly, secure operations and the deployment of anticipated ICT services and resources; this policy is applicable to the CBS. It is required that CBS should observe the ICT Policy provisions for enhanced

application and management of ICT infrastructure and facilities and ensure appropriate and optimal ICT applications in its functions.

UDSM Intellectual Property Policy (2008): On intellectual property issues CBS is guided by the UDSM IP policy which plays a crucial role as an instrument not only of protecting IP but also of facilitating optimal

utilisation of intellectual knowledge. Implementation of this policy will operate as a stimulus to further research and the creation of sound and mutually beneficial intellectual assets of the CBS. Adoption of this policy makes sure that CBS operates in conformity with the national and international intellectual property regulatory frameworks.

3. CBS Commitment to its Guiding Policies

CBS is strongly committed to implementation of all of its activities in accordance with the guiding policies. If any activities, procedures, interactions or relations in CBS are established without compliance with the relevant guiding policies and Regulations will be reckoned as violation of the rules of the centre; and will be susceptible to immediate counteractive lawful measures





