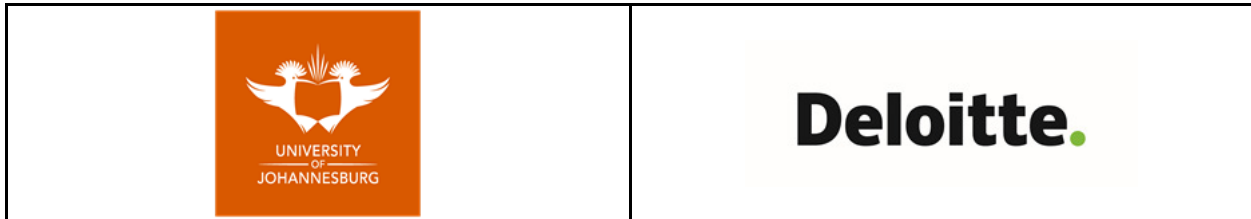


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**From:** Circulars <circulars-bounces@listsrv.uj.ac.za> on behalf of Circulars <circulars@listsrv.uj.ac.za>  
**Sent:** Wednesday, 19 August 2022 10:33  
**To:** circulars@listsrv.uj.ac.za  
**Subject:** [Circulars] Circular number 2020 - 4472 : Unethical Behaviour  
**Attachments:** ATT00001.txt



## UNETHICAL BEHAVIOUR

When in doubt about a decision that involves workplace ethics, **ask yourself the following questions:**

- Is my action in line with the University of Johannesburg's Code of Conduct?
- Is my action legal?
- Is my action honest and fair?
- How would my family, friends and neighbours react if they knew about my action?
- Would customers or shareholders approve of my action?

If the answer makes you feel uncomfortable, the action may not be appropriate.

**The following selected examples of behaviour are considered unethical at the University of Johannesburg:**

- Harassment, bullying, and victimisation in the workplace
- Discrimination or uninvited verbal or physical conduct
- Theft or misuse of company time
- Unauthorised disclosure of confidential information and intellectual property
- Stealing, taking, and removing any of the University of Johannesburg's or third-party's property
- Altering, falsifying, or forging all or any part of a document, contract, record, or financial transaction
- Working under the influence of any substance that could impair judgment or interfere with the effective and responsible performance of duties
- Use of unethical or illegal practices to collect any competitive information
- Offering or taking any form of illegal payment
- Lack of compliance with any legal or contractual obligations
- Fraudulent misuse of property (for example improper expense accounts)

**If you have experienced any of these, or other unethical behaviour at the University of Johannesburg,** report it anonymously to your independent fraud and ethics hotline, Tip-offs Anonymous.

**Free Call:** **0800 872 846**

**Email:** [uj@tip-offs.com](mailto:uj@tip-offs.com)

**Website:** [www.tip-offs.com](http://www.tip-offs.com)

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