



## JOINT ADMISSIONS AND MATRICULATION BOARD ( J A M B )



# CODE OF ETHICS



RENEWED BY: ANTI-CORRUPTION AND TRANSPARENCY UNIT (ACTU)  
JOINT ADMISSIONS AND MATRICULATION BOARD (JAMB)

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## **INTRODUCTION**

The legal instrument establishing the Board was promulgated by the Act (No. 2 of 1978) of the Federal Military Government on 13th February, 1978. By August, 1988, the Federal Executive Council amended Decree No. 2 of 1978. The amendments have since been codified into Decree No. 33 of 1989, which took effect from 7th December, 1989. Decree No. 2 of 1978 (amended by Decree No. 33 of 1989) empowered the Joint Admissions and Matriculation Board to:

- a. Conduct matriculation examination for entry into all universities, polytechnics and colleges of education (by whatever name called) in Nigeria.
- b. Appoint examiners, moderators, invigilators, members of the subject panels and committees and other persons with respect to matriculation examinations and any other matters incidental thereto or connected therewith.
- c. Place suitably-qualified candidates into tertiary institutions of their choice after having taken into account:
  - i. The vacancies available in each tertiary institution
  - ii. The guidelines approved for each tertiary institution by its proprietors or other competent authorities
  - iii. The preference expressed or otherwise indicated by the candidates for certain tertiary institutions and courses.
  - iv. Such other matters as the Board may be directed by the Honourable Minister to consider or the Board itself may consider appropriate in the circumstances.
- d. Collate and disseminate information on all matters relating to admissions into tertiary institutions or any other matter relevant to the discharge of functions of the Board.
- e. Carry out other activities as are necessary or expedient for the full discharge of all or any of the functions conferred on it under or pursuant to this Decree.

## **VISION**

"To be a world-class matriculation, assessment and admissions Board through equal opportunity and transparent services"

## **MISSION**

"To reliably measure candidates' ability and determine their suitability for tertiary education"

## **CORE VALUES**

- Service
- Integrity
- Transparency
- Inclusiveness
- Equity
- Corruption-free

## **OBJECT OF THE CODE OF ETHICS**

The object of this Code of Ethics for the Joint Admissions and Matriculation Board (JAMB) is to provide a set of guidelines and principles that members of staff are expected to adhere to in their professional conduct. The specific objectives of the Code of Ethics include:

- Maintaining Integrity
- Upholding Professionalism
- Ensuring Confidentiality
- Preventing Conflict of Interest
- Promoting Anti-Corruption Measures
- Compliance with Laws and Regulations

## **SECTION ONE - GENERAL PRINCIPLES**

### **1. Integrity and Fairness:**

- a. Members of staff of the Board shall uphold the highest standards of integrity, honesty and fairness in all their actions and decisions.
- b. They shall not engage in any unethical behavior such as bribery, corruption, favoritism, or nepotism.

### **2. Equality and Non-Discrimination:**

- a. Members of staff of the Board shall treat all individuals equally and without prejudice, regardless of their race, ethnicity, religion, gender, disability or social status.
- b. They shall ensure fair treatment and opportunities for all staff, stakeholders and candidates.

### **3. Confidentiality and Privacy:**

- a. Members of staff of the Board shall respect the confidentiality and privacy of staff, stakeholders and candidates.
- b. They shall not disclose any confidential or personal information without proper authorization, except where required bylaw.

### **4. Professionalism and Competence:**

- a. Members of staff of the Board shall strive for excellence in their professional duties, continuously updating their knowledge and skills to enhance efficiency and effectiveness.
- b. They shall conduct their work professionally, maintaining objectivity, impartiality and avoiding any conflicts of interest.

### **5. Transparency and Accountability:**

- a. Members of staff of the Board shall provide transparent and accountable systems and processes, ensuring that all decisions are made based on fair criteria and are well-documented.
- b. They shall be accountable for their actions, inactions and decisions, accepting responsibility for any errors or shortcomings.

### **6. Respect and Courtesy:**

- a. Members of staff of the Board shall treat all individuals with respect, dignity and courtesy, and maintain a safe and inclusive environment for all candidates and applicants.
- b. They shall resolve conflicts and concerns in a fair and respectful manner, upholding the principles of justice and impartiality.

### **7. Compliance with Laws and Regulations:**

- a. Members of staff of the Board shall comply with all relevant laws, regulations and policies governing the Civil Service of the Federal Republic of Nigeria.
- b. They shall avoid any activities that may contravene legal provisions or undermine the integrity of JAMB.

## **SECTION TWO - DRESS CODE**

### **1.Compliance with Organisational Guidelines:**

- a. JAMB shall establish guidelines on acceptable dress codes for members of staff, which shall be communicated clearly and consistently in line with PSR (030312).
- b. Staff members shall familiarise themselves with these guidelines and comply with them accordingly.

### **2.Professional Appearance:**

- a. Members of staff of the Board shall maintain a professional appearance that upholds the reputation and standards of the organisation. Dressing in a professional manner promotes a sense of professionalism, respect and credibility.

### **3.Appropriate Attire:**

- a. Members of staff of the Board shall dress in a manner that is appropriate for the office environment, reflecting the seriousness and integrity of the work they perform.
- b. Attire should be clean, well-fitting and in good condition, with attention paid to personal hygiene and cleanliness.

### **4. Respect for Cultural Sensitivities:**

- a. Members of staff of the Board shall be mindful of cultural sensitivities when choosing their attire. They should avoid clothing that may be considered disrespectful, offensive or inappropriate based on cultural norms.

### **5.Non-Discrimination:**

- a. Members of staff of the Board shall not discriminate against or judge others based on their choice of clothing, as long as it adheres to the organisation's dress code policies/guidelines.
- b. Dress code policies/guidelines shall be applied consistently and without prejudice to all staff members, regardless of their gender, ethnicity, religion or any other characteristic.

### **6.Exceptions and Special Circumstances:**

- a. JAMB may provide specific guidelines or exceptions regarding dress code for certain situations, such as official events, conferences or field work.
- b. In such cases, members of staff of the Board shall adhere to the provided guidelines and dress appropriately for the particular occasion.

## **SECTION THREE - SEXUAL HARASSMENT**

### **1.Zero-Tolerance Policy:**

JAMB maintains a zero-tolerance policy towards any form of sexual harassment, considering it as a serious misconduct (PSR 030402). This includes, but not limited to, unwanted advances, requests for sexual favors, verbal or physical conduct of a sexual nature or any other behaviour that creates a hostile or offensive environment.

### **2.Prevention and Awareness:**

- a. JAMB shall provide regular training and awareness programmes to all its staff about sexual harassment, its various forms and the consequences of engaging in such behaviour.
- b. Members of staff of the Board shall be educated about reporting mechanisms and support services available.

### **3.Respectful and Professional Behaviour:**

- a. Members of staff of the Board shall treat all individuals with respect, professionalism and dignity, irrespective of their gender or any other characteristic.
- b. They shall maintain appropriate boundaries and avoid engaging in any behaviour that may be perceived as sexually harassing or intimidating.

### **4.Reporting and Investigation:**

- a. Members of staff of the Board who witness or experience sexual harassment or become aware of any incidents, have a duty to report it promptly to the appropriate authority within the organisation.
- b. JAMB shall establish a confidential and accessible reporting mechanism to ensure that complaints are handled with sensitivity and impartiality.

## **SECTION FOUR - ACCEPTANCE OF HOSPITALITY, GIFTS, HONORARIUM, DONATIONS, ETC.**

### **1. Compliance with Extant Requirements:**

Members of staff of the Board shall comply with relevant laws and regulations regarding the acceptance of gifts, hospitality and honorarium. This includes the provisions of the Nigerian Code of Conduct for Public Officers (CCPO Code C), which prohibit public officers from accepting gifts that may influence or appear to influence, their official duties.

### **2. Prohibition of Bribery and Corruption:**

Employees of JAMB shall not accept any form of bribes, kickbacks or other improper benefits. They shall uphold the principles of transparency, fairness and integrity in their dealings.

### **3. Disclosure and Approval:**

If an employee is offered a gift, hospitality or honorarium, it is generally advisable to disclose the offer to the appropriate authority within JAMB. This allows for transparency and ensures that potential conflicts of interest are properly assessed.

### **4. Value and Frequency:**

Members of staff of the Board shall consider the value and frequency of gifts or hospitality offered. Accepting lavish or frequent gifts may be perceived as improper and can undermine impartiality or create a sense of obligation.

### **5. Rules for Recording Gifts**

JAMB may have specific policies/guidelines on the registration and recording of gifts, hospitality or honorarium. Staff should adhere to these guidelines and ensure that any accepted gifts are properly accounted for.

### **4. Conflict of Interest:**

Members of staff of the Board shall assess whether accepting a gift, hospitality or honorarium may create a conflict of interest or compromise their impartiality. Any potential conflicts should be disclosed and managed appropriately.

## **SECTION FIVE - ASSET DECLARATION**

### **1. Declaration of Assets and Compliance:**

It is mandatory for all staff to declare their assets in compliance with the provisions of the Code of Conduct Bureau, CCPO Code 11.

- a. Members of staff of the Board shall declare their assets upon assumption of office and within the prescribed time lines.
- b. The duty of declaring assets extends to the employee's spouse, who are not public officers and unmarried dependent children less than 18 years of age.

### **2. Confidentiality and Integrity:**

- a. The asset declaration process shall be strictly confidential.
- b. All asset declaration forms and related information shall be securely stored to maintain the privacy of the declarants.
- c. Disclosure of asset details to unauthorised individuals or institutions is strictly prohibited.

### **3. Completeness and Accuracy:**

- a. Asset declarations shall be complete and include all assets, both tangible and intangible, owned by the declarant and their immediate family members.
- b. All assets and liabilities declared must be accurate, verifiable and transparent, without misrepresentation or omission.

#### **4. Timeliness:**

- a. Asset declarations shall be submitted within the stipulated deadline, upon joining JAMB and subsequent years as required.
- b. Any changes in assets should be promptly reported in line with the established procedures.

### **SECTION SIX - WORK ENVIRONMENT PRINCIPLES**

JAMB shall promote and practice environmental sustainability, minimizing the negative impact of its operations on the environment.

#### **1. Use of Identification**

- a. Members of staff of the Board shall at all times during office hours as well as official duties outside the JAMB Secretariat/Office wear the identification cards.
- b. Staff shall not transfer their identity cards to any unauthorised person(s).
- c. Members of staff of the Board shall be responsible in safeguarding their identification cards, report loss or damaged cards and surrendering them on termination of employment, dismissal or retirement.

#### **2. Smoking, Alcohol and Drug Abuse**

The work environment of the Board shall prioritise health, safety and well-being of employees. JAMB shall ensure the following:

##### **1. Smoke-Free Workplace:**

Smoking, including the use of e- cigarettes or any other tobacco-related products, shall be strictly prohibited within the premises of JAMB Secretariat/Offices.

1. Alcohol-Free Workplace: Consumption and possession of alcohol during work hours or on JAMB premises is highly prohibited.

2. Drug-Free Workplace: The use, possession, distribution or sale of drugs or substances is strictly prohibited within JAMB premises. Additionally, the misuse of prescription drugs or any other controlled substances is also prohibited, except when used for valid medical purposes and with appropriate authorisation.

3. Testing and Substance Abuse Assistance: JAMB may include provisions for drug testing as part of the employment process, as well as periodic or random testing during employment.

### **SECTION SEVEN - CONFLICT OF INTEREST**

Compliance with Laws and Regulations: Members of staff of the Board should adhere to all applicable laws, regulations and policies related to conflict of interest. They should familiarise themselves with these standards and ensure their actions and decisions align with them.

1. Disclosure of Potential Conflict of Interest: Members of staff of the Board shall disclose any potential conflicts of interest that may arise in the course of their duties. This includes situations where they have personal, financial or professional interests that could improperly influence or interfere with their decision-making.

2. Avoidance of Conflicts: All members of staff of the Board shall take reasonable steps to avoid conflicts of interest, both real and perceived. This may involve refraining from participating in activities or decision-making processes where a conflict of interest exists or may appear to exist.

3. Impartiality and Fairness: Members of staff of the Board shall remain impartial and maintain professional integrity in the performance of their duties, They should not favour any individuals), organisations or entities with which they have a personal or financial relationship that could compromise their objectivity.

4. Separation of Personal and Professional Roles: Members of staff of the Board shall not use their positions or influence within the organisation for personal gain or to benefit their family members, friends or associates. They shall not engage in activities that may give the appearance of using their position at JAMB for personal advantage.

## **SECTION EIGHT - REPORTING CHANNELS OF UNETHICAL CONDUCT**

Reporting unethical conduct by Members of staff of the Joint Admissions and Matriculation Board (JAMB), here are few possible channels you can utilise:

1. Anti-Corruption and Transparency Unit (ACTU): This Unit in the JAMB serves as in house check mechanism for curbing corruption and building ethical institutions.

2. Corporate Compliance and Oversight Services (CCOS): This Unit in the JAMB also serves as another in house check mechanism to ensure compliance in all activities of the Board including the outstation offices of the Board.

3. Emails and Phone Calls: Reach out to JAMB's official contact information provided on the website. These include e-mail addresses, phone numbers and any other available suggestion boxes within the premises of the Board. Describe the unethical conduct you have observed and provide any evidence or documentation if available.

4. Complaints Portal: JAMB has a dedicated online complaints portal such as ticketing where you can submit your grievances regarding staff misconduct. Visit the official website and look for any links or sections related to complaints or feedback.

5. Whistleblower Hotlines: Confidential whistleblower hotlines to report unethical behaviour. Use it to provide information anonymously.

## **SECTION NINE - ENFORCEMENT AND MONITORING:**

a. JAMB shall establish a dedicated Department/Unit or Committee responsible for ensuring compliance with the code of ethics.

b. All complaints shall be thoroughly and promptly investigated and/or any violation of this Code shall constitute misconduct or gross misconduct, which shall attract disciplinary action, and this shall be without prejudice to the penalty which may be imposed by any law where the breach is also a criminal offence or Public Service Rules.



