



NIGERIA COMPUTER SOCIETY

CODE OF ETHICS AND PROFESSIONAL CONDUCT

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SECTION ONE:

INTRODUCTION

1.1 Background

The Nigeria Computer Society (NCS) is the umbrella body for all computer professionals and IT-related interest groups operating in Nigeria. The aims and objectives of the society are given in the society's constitution. NCS members and their duties have been adequately defined in the said constitution. In line with our core values which are Professionalism, Integrity and Transparency, every member of the society (individual and corporate) is expected to comply with the ethics of the profession and standards of professional conduct as stipulated in the constitution herein referred to as the NCS Code of Ethics.

1.2 Ethics and Disciplines

The Ethics and Disciplinary committee of the society has the responsibility of:

- i. Arbitration and ombudsman to internal and external issues relating to the direct activities of individual and corporate members.
- ii. Advising on the ethical framework for the maintenance of professional standards of conduct and practice.
- iii. Ensuring that members (corporate and individual) observe and keep to ethical guidelines and core values as provided in the NCS Code of Ethics.
- iv. Recommending to the National Executive Council (NEC), necessary disciplinary measures to be imposed on members found guilty of violating the ethical codes and/or the professional conduct expected of members of the society as stipulated in the NCS Code of Ethics.
- v. All ethical issues to be deliberated upon, must be in line with the National Ethics and Integrity policy of the Federal Government of

SECTION TWO:

MANDATE OF NCS

2.1 Mission and Vision Statement

Mission

Advancement of Computing and Information Technology in Nigeria

Vision

To be the authority that professionally facilitates the development of an inclusive, globally competitive and prosperous Information Technology-based and knowledge-driven Nation.

2.2 Core Values

☛ Accountability

We accept full responsibility for our decisions, actions, and results.

☛ Commitment

We focus on key priorities and achieve aggressive goals.

☛ Discipline

We are orderly and follow the prescribed code of conducts.

☛ Excellence

Excellence is a state of mind, we hold high standards and are meticulous in executing our tasks.

☛ Integrity

We conduct ourselves in an honest and ethical manner.

☛ Teamwork

we take advantage of each team member's unique strengths to achieve results that exceed the cumulative results they each could have individually accomplished.

NCS is committed to the
Advancement of Computing
and Information Technology
in Nigeria.

2.3 Objectives of NCS

Nigeria Computer Society (NCS) serves the information technology and computer management community. Among its principal objectives:

- i. To promote the education and training of Information Technology professionals.
- ii. To actively encourage research in the advancement of Information Technology, systems, and practice.
- iii. To promote the interchange of information about the sciences and arts of Information Technology development and management among specialists and the public.
- iv. To develop the competence of and encourage integrity in members and to uphold the ethics of the profession as contained in the Code of Ethics and standard of professional Conduct of the society.
- v. To promote and protect the professional interest of its members and advance the interest of members and society at large concerning information technology-related legislation.
- vi. To advise members, governments, other competent authorities, and the general public, on national and international policy matters affecting the information technology industry.
- vii. To build global affiliations, cooperate with similar professional organizations throughout the world, and receive, render, or reciprocate such services as are beneficial to and consistent with the objectives of the society.

- viii. To contribute to the formation of policies, development and assessment of educational and training curricula related to the profession.
- ix. To recognize and advance the interests of gender, the physically challenged and other disadvantaged groups as enshrined in the Constitution of the Federal Republic of Nigeria as relates to the information technology industry.
- x. To work for the recognition by the Government of the “Digital Divide”. And to collaborate with relevant governments, institutions and organizations in proffering solutions.
- xi. To advocate for the recognition of Government issues relating to information technology in general, local content and the "Digital Divide" in particular
- xii. To institute National Merit Awards for deserving members of the Society and other promoters of Information Technology.

“

NCS promotes and protects the professional interests of its members.

SECTION THREE:

CONDUCTS

3.1 Professional Conduct

This means conducting yourself responsibly, respectfully, diligently, courteously and with competence, skill and maturity.

3.2 Unprofessional Conduct

This means acts or behaviour that fail to meet the minimally acceptable standard expected of a professional member including, but not limited to, conduct that may be harmful to the health, safety, and welfare of the public, conduct that may reflect negatively on one's fitness to practice information technology, or conduct that may violate any provision of the code of ethics of the profession.

“

Every Right
has its
Responsibilities

”

3.3 Standards of Professional Conduct

The standards of professional conduct expand on the Code of Ethics by providing specific statements of behaviour in support of each element of the Code. These are rules that no true professional should violate. It is expected that an information technology professional shall abide by the appropriate laws of their country and community.

The following standards address the tenets that apply to the profession:

A. In Recognition of my Obligation to NCS, I shall:

- i. Keep my knowledge up-to-date and ensure that proper expertise is available when needed.
- ii. Share my knowledge with others and present factual and objective information to NCS to the best of my ability.
- iii. Accept full responsibility for the work that I perform.
- iv. Not misrepresent or withhold information concerning the capabilities of Information Technology tools and solutions.

B. In Recognition of my Obligation to Fellow Members and the Profession, I shall:

- i. Be honest, Disciplined, and possess the highest degree of respect, integrity and professional ethics in all my professional relationships.
- ii. Take appropriate action regarding any illegal or unethical practices that come to my attention.
- iii. Cooperate with others in achieving understanding and in identifying problems.
- iv. Not use or take credit for the work of others without specific acknowledgment and authorization.
- v. Not take advantage of the lack of knowledge or inexperience on the part of others for personal gain.

C. In Recognition of my Obligation to Society, I shall:

- i. Support, respect, and abide by the appropriate Local, State and Federal laws.
- ii. Protect the privacy and confidentiality of all information entrusted to me.
- iii. Not use knowledge of a confidential or personal nature in any unauthorized manner or to achieve personal gain.
- iv. Use my skill and knowledge to inform the public in all areas of my expertise.
- v. To the best of my ability, ensure that the products of my work are used in a socially responsible way.
- vi. Never misrepresent or withhold information, which is germane to a problem or situation of public concern, nor will I allow any known misinformation to remain unchallenged.

D. In Recognition of my Obligation to my Employer, I shall:

- i. Avoid conflict of interest and ensure that my employer is aware of any potential conflicts.
- ii. Present a fair, honest, and objective viewpoint. Always protect the proper interests of my employer.
- iii. Protect the privacy and confidentiality of all information entrusted to me. Not misrepresent or withhold information that is germane to solving a particular problem.
- iv. Not attempt to use the resources of my employer for personal gain or any purpose without proper approval.
- v. Not exploit the weakness of a computer system for personal gain or personal satisfaction.

“
Always do the
right thing
even when no
one is
watching

”

SECTION FOUR:

CODE OF ETHICS

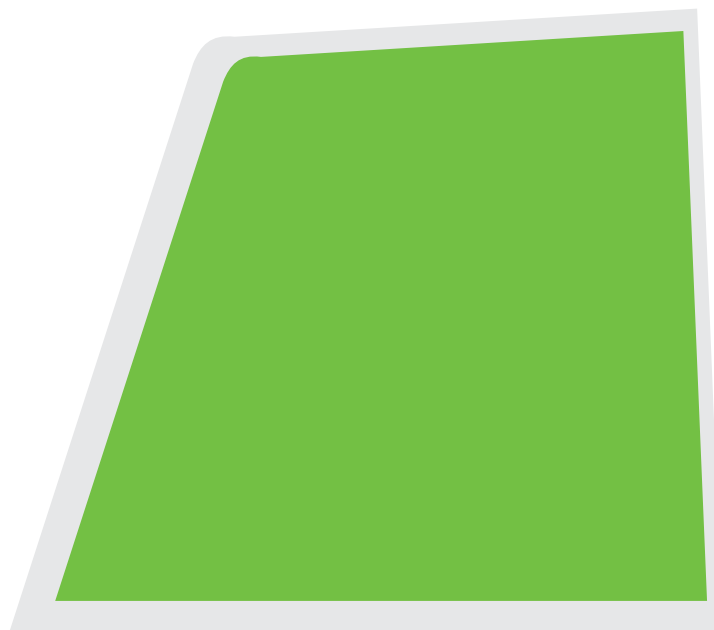
4.1 Code of Ethics Statements

The code of ethics must be acknowledged and endorsed by all members of the Society. The attachment (Appendix I) must be printed and endorsed by all members.

I acknowledge that:

- i. I have an obligation to the Nigeria Computer Society (NCS) and so I shall promote the understanding of information technology and systems using every resource at my disposal.
- ii. I have an obligation to my fellow members; therefore, I shall uphold the ideals of NCS as outlined in its constitution. Further, I shall cooperate with my fellow members and shall always treat them with honesty and respect.
- iii. I have an obligation to society and will participate to the best of my ability in the dissemination of knowledge about the general development and understanding of information technology. Further, I shall not use knowledge of a confidential nature to further my interest, nor shall I violate the privacy and confidentiality of information entrusted to me or to which I may gain access.

- iv. That I have an obligation to my employer whose trust I hold, therefore, I shall endeavour to discharge this obligation to the best of my ability, to safeguard my employer's interests, and to advise him or her wisely and honestly.
- v. That I have an obligation to my country, therefore, in my personal, business, and social contacts, I shall uphold the constitution of my nation and shall honour the chosen way of life of my fellow citizens.
- vi. I accept these obligations as my responsibility and as a member of this society, I shall actively discharge these obligations, so help me God.



SECTION FIVE:

PROFESSIONAL OFFENSES

5.1 Professional Offences Requiring Disciplinary Measures

- a. Violation of any of the core values listed in Section 3 – Standard of Professional Conduct.
- b.. Derogatory comments and utterances against (i) NEC, (ii) The elders of the profession, (iii) The society, (iv) Members of the Profession
- c. Unruly behaviour and lack of decorum during events.
- d. Spreading of lies and falsehood against professional colleagues and the society.
- e. Demonstrating acts of hooliganism and thuggery.
- f. Misappropriation and/or embezzlement of the Society's funds.
- g. Falsifying the results of research and development to benefit your career.
- h. Destroying sensitive company documents and emails that could be harmful in the case of audits, reviews and litigations.
- i. Manipulating financial information to achieve organizational goals such as improving the organization's outlook to investors or for personal goals such as professional advancement or sales bonuses.
- j. Bullying and sexual harassment
- k. Giving gifts or bribes to public officials for favourable rulings or inspections.

- m. Illegally copying or downloading patented or copyrighted materials such as software, video, pictures, music, books, or any other intellectual property that your organization does not have the explicit right to use or produce.
- n. Plagiarism
- o. Reporting more hours than you worked thereby falsifying pay records.
- p. Reporting inflated business expenses for reimbursement.
- q. Socializing with friends or family during work hours via the telephone, social media or any other means of communication.
- r. Lying to or misleading customers about the attributes of your organization's products or services to sell the product or service.
- s. Anyone who meets the criteria of cessation of membership listed in Section



SECTION SIX:

CONSTITUTION OF ARBITRATION/OMBUDSMAN PANEL

6.1 Obligation

The Ethics and disciplinary committee of the NCS have the primary responsibility for arbitration and the ombudsman to internal and external issues relating to the direct activities of individuals and corporate members. The committee is made up of seven people, comprising the chairman, the secretary, and other members. Before the committee can sit to judge any case, a quorum of five must be formed and it must be properly constituted thus:

- i. The chairman or a representative appointed by him/her should be present.
- ii. The secretary of the Ethics and Disciplinary Committee should be present
- iii. At least two other members of the committee should be present.

6.2 Venue

The venue where the committee shall stay to judge the case shall be as determined by the chairman. All persons who have cases to be considered by the committee are expected to be available at the venue and time stipulated.

6.3 Basis for Summons of a Member Before the Panel

Before any individual is required to appear before the committee, the following conditions must be met:

1. There must be a written document addressed to the President of NCS, for the attention of NEC, stating the alleged violation by the member.
2. There must be at least one witness to the signature of the person reporting the allegation made against the member (individual or corporate)
3. The NEC through the president shall request the chairman of the Ethics and Disciplinary Committee to investigate the case and make necessary recommendations to NEC for appropriate action.
4. The committee, through the secretary, will officially write to the member inviting him/her to appear before the panel. This notice will be sent by registered post and email to his last

6.4 Recommendations

When the panel is satisfied and has adequately considered all the evidence on the case, a summary report should be forwarded to the NEC through the president for appropriate action. The report includes recommendations on disciplinary measures to be taken,

SECTION SEVEN:

DISCIPLINARY MEASURES

7.1 Cessation of Membership

Other conditions for which a Member shall ipso facto cease to be a member of the Society:

- i. If he is adjudicated bankrupt or suspends payment of compounds with his creditors.
- ii. In the case of an individual member, if he is found to be a lunatic or is medically certified of unsound mind.
- iii. If he shall neglect for 3 years to pay his annual subscription as provided by article 4.3 of the society's constitution, or if he shall persistently neglect or refuse to pay any other monies, which, maybe due from him to the society, but he may be readmitted at any meeting of Council by resolution and on paying his subscription or other dues in arrears.
- iv. If he is convicted on indictment and imprisoned for any criminal offence.
- v. If he shall neglect or refuse to comply with any Article of Association or Bylaw of the society for the time being after a written notice sent to him by registered post to his last known address registered with the society, by the president, on the instructions of the council directing his attention to such neglect or refusal.

7.2 Other Disciplinary Measures

If the member has committed a crime while in office or the ordinary course of duty and has been investigated and found to be guilty on the recommendation of the Ethics & Disciplinary committee, upon the recommendations from the Ethics & Disciplinary committee and approval by NEC, the following sanctions may be appropriate as listed below:

- a. **Expulsion from Society:** Criminal cases and gross professional malpractices/misconduct are so adjudged.
- b. **Suspension:** Dues and levy of up to 3 years in arrears and other unethically adjudged issues that have less gravity from (a) above. During this period, the member ceases to enjoy NCS professional privileges.
- c. **Withdrawal of Voting Right:** Voting malpractice/misconduct, forging or inconsistent documentation and related matters.
- d. **Forfeiture of Membership Privileges:** Period of suspension or other infractions that are adjudged to carry such weight.
- e. **Fines / Levies:** Adjudged penalties: Prevention from Contesting as an Officer of the Society: Not being up to date on yearly payment of dues, suspension, inconsistent documentation, penalties from previous misconducts, electoral malpractices, and other related issues.
- f. **Removal From an Elected Office:** Selfish and unethical usage of the office.

SECTION EIGHT:

CONCLUSION

7.1 Cessation of Membership

In conclusion, the society expects that every member discharges his/her professional obligations following the Code of Ethics of the profession.

Prof. A.S. Sodiya
President

Dr. C.C. Onyeukwu
Chairman, Ethics and Disciplinary
Committee

APPENDIX 1:

CODE OF ETHICS

I acknowledge that:

- A. I have an obligation to the Nigeria Computer Society (NCS) and so I shall promote the understanding of information technology and systems using every resource at my disposal
- B. I have an obligation to my fellow members therefore I shall uphold the ideals of NCS as outlined in its constitution. Further, I shall cooperate with my fellow members and always treat them honestly and respectfully.
- C. I have an obligation to society and will participate to the best of my ability in the dissemination of knowledge pertaining to the general development and understanding of information technology. Further, I shall not use knowledge of a confidential nature to further my personal interest, nor shall I violate the privacy and confidentiality of information entrusted to me or to which I may gain access.

- D. I have an obligation to my employer whose trust I hold, therefore, I shall endeavour to discharge this obligation to the best of my ability, to safeguard my employer's interests, and to advise him or her wisely and honestly.
- E. That I have an obligation to my country, therefore, in my personal, business, and social contacts, I shall uphold the constitution of my nation and shall honour the chosen way of life of my fellow citizens.
- F. I accept these obligations as a personal responsibility and as a member of this society, I shall actively discharge these obligations, so help me God.



Prof. Adesina Sodiya, President



Dr. Charles C. Onyeukwu, Chairman Ethics and Disciplinary Committee



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