



<b>Policy Title:</b>	<b>Code of Conduct</b>				
<b>Policy Number:</b>	UPM.VREA.HR. PP.11	<b>Version</b>	1.0	<b>Effective Date</b>	Spring Semester 2019-2020

### Policy Statement:

University of Prince Mugrin (UPM) is committed to creating a safe, comfortable and respectful learning environment in accordance with its high standards of ethical and moral integrity by establishing a Code of Conduct for all community members.

### Purpose:

This policy governs the rules, regulations and procedures followed in upholding and promoting the expected standards of behavior contained in the Code of Conduct.

### Scope:

1. Office of the Rector.
2. Vice Rectorate of Academic Affairs.
3. Vice Rectorate of Executive Affairs.
4. Vice Rectorate of Business Development.
5. Planning and Quality Department.

### Policy Provision:

1. UPM is committed to promoting a culture of high professional and ethical standards. UPM's mission of teaching, research and public service must be carried out in a way that maintains and advances those standards.
2. UPM's professional and ethical standards are based on the concept of **righteousness** derived from the Islamic normative system, including:
  - Integrity:** Self-accountability – Quest for Excellence – Working with Integrity
  - Knowledge:** Appreciation for Knowledge – Lifelong Learning – Preserving Heritage
  - Justice:** Vision for the Future – Promoting Harmony – Service to the Community
3. UPM community members must adhere to the Code of Conduct and must bring any suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate officials. Raising such concerns is regarded as a service to the University and will not jeopardize the community member's position or employment.
4. UPM will take appropriate disciplinary action against community members who violate the Code of Conduct, including termination of employment, service or other relationships with the University. In some circumstances, civil and criminal charges and penalties can be imposed.



## 5. UPM CODE OF CONDUCT (GENERAL)

*The following set of values and related code of conduct applies to all UPM Community Members.*

### A. Academic Freedom

- i. UPM is committed to academic freedom and promotes activities that provide opportunities to pursue the academic objectives of research, teaching, education and scholarship. University members should be able to communicate informed views and criticisms based on their learning and study without being censored and jeopardized.
- ii. Academic freedom implies academic responsibility, which entails respect for the rights of others to express their opinions, fairness in expounding differing points of view, and encouragement of critical thinking.

### B. Discrimination

- UPM provides equal opportunities and guarantees equal treatment to all its members and applicants regardless of their gender, age, race, color, religion, national origin, social status, marital status or disability.

### C. Harassment

- UPM prohibits harassment and inappropriate behavior of all kinds based on gender, age, race, color, religion, national origin, social status, marital status or disability.

### D. Integrity

- i. Unethical practices will not be tolerated and integrity will never be compromised. UPM members must conduct themselves with academic honesty and respect the intellectual property of others.
- ii. Misrepresentation of credentials is unethical and will not be tolerated. UPM members must not plagiarize, conduct unauthorized collaborations, fabricate documents or violate UPM rules.
- iii. UPM employees are obliged to conduct University business transactions with the utmost honesty, accuracy and fairness. No employee should accept anything of value offered in consideration of performing their duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the University.

Department:	Human Resources
Deanship:	N/A
College/Program:	N/A
University Vice Rectorate:	Executive Affairs



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### **E. Conflict of Interest**

- i. UPM members owe their primary professional loyalty to the University and its Mission.
- ii. Transmitting to outsiders or otherwise using for personal gain UPM-funded property, work products, results, materials, property records or information developed with UPM funding is considered unethical behavior.
- iii. UPM members should not accept any favor, loan, service, business or professional opportunity from anyone knowing that it is offered in order to improperly influence the performance of their University duties and responsibilities.

### **F. Financial Reporting**

- i. All University accounts, financial reports, expense reimbursements, time sheets and other documents, including those submitted to government agencies, must be accurate, clear and complete and backed by supporting documentation.

### **G. Dress Code**

- i. UPM staff members are required to observe the dress code when appearing in public and representing the University. Staff members who contravene the dress code will be subject to disciplinary action without prior notice.
- ii. Females entering the University must be dressed in abaya and head scarf in accordance with University directives. Failure to comply with these directives will result in denial of entry.
- iii. Staff members are required to observe the dress code on the University premises during and outside of working hours. Revealing, transparent, tight fitting and short clothes are strictly prohibited.

### **H. University Property**

- i. UPM community members are required to safeguard University property and equipment to which they have access. Individuals will be held responsible and therefore may be required to replace, repair or compensate for any damage of University property caused by neglectful, wanton or careless actions.



## I. Health and Safety in the Workplace

UPM community members have a shared responsibility to ensure a safe, secure and healthy environment within the University and are expected to:

- i. Follow safe workplace practices and report accidents, injuries, and unsafe situations.
- ii. Report suspicious activities.
- iii. Protect the environment, including by properly handling hazardous waste and other potentially harmful agents, materials, or conditions.
- iv. Comply with the University safety instructions, as per the University Safety Manual.

## J. Drugs, Intoxicants & Alcohol

- i. Anyone who is found to be involved in the production, sales, consumption or distribution of illegal drugs, intoxicants or alcohol will be subject to instant dismissal.
- ii. Smoking will be subject to disciplinary action.

## 6. FACULTY CODE OF CONDUCT

UPM is committed to the exercise of the highest standards of behavior, and adherence to principles of ethical and moral integrity. These commitments are central to the University's success as an academic institution whose primary focus is to share knowledge, teach lifelong learning skills, and reinforce moral codes in students in accordance with the institutional vision and mission, and Islamic tradition.

The purpose of the Faculty Code of Ethics is to uphold and promote the expected standards of behavior of faculty, and the ethical and moral integrity of the University. All members of the University academic community are expected to maintain high standards of academic integrity, professionalism and interpersonal relationships.

### A. Academic Integrity

Faculty members must be honest, trustworthy, fair, respectful, and responsible in their:

- i. Dealings with individuals within the University and associated with it
- ii. Actions while at UPM and on the University's behalf
- iii. Teaching, scholarship, and research
- iv. Use of intellectual property



## B. Professionalism

Faculty members must:

- i. Adhere to University policies and procedures
- ii. Be objective in their work-related actions
- iii. Be timely in meeting deadlines
- iv. Engage in professional development
- v. Work constantly to improve the quality of their teaching and knowledge of their field
- vi. Maintain confidentiality
- vii. Meet or exceed the standards of their profession
- viii. Be positive role models
- ix. Contribute to the advancement of the University

## C. Interpersonal Relationships

While interacting with students, staff, faculty, administrators and others related to the University or University activities, faculty members should be:

- i. Cooperative
- ii. Encouraging
- iii. Courteous
- iv. Compassionate
- v. Sensitive
- vi. Fair
- vii. Open-minded
- viii. Respectful
- ix. Aware of socio-cultural obligations
- x. Supportive
- xi. Tolerant
- xii. Tactful

## 7. STUDENT CODE OF CONDUCT

Due to fact that the student life on campus has it is own characteristics, a special Code of Conduct has been developed for students and it is available under the policies of the Deanship of Student Affairs.



Department: Human Resources  
Deanship: N/A  
College/Program: N/A  
University Vice Rectorate: Executive Affairs



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**Procedure(s) that apply:**

N/A

**Applicable Form(s):**

N/A

**Definition(s):**

Word/Term	Definition
UPM Community members	All University students, faculty, staff, volunteers, and visitors.

**Related Policy(ies):**

1. Conflict of Interest Policy.

**Reference(s):**

1. Employee Handbook.
2. UMP Policy and Procedure Manual.



**Policy History:**

1. 16.06.2019 (Initial Release)

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**Approvals:**

<b>Reviewed By:</b> (signed) 	<b>Approved By:</b> (signed) 
<b>Position:</b> Vice Rector for Executive Affairs	<b>Position:</b> University Rector
<b>Date:</b> 17 /02/2020	<b>Date:</b> 19 /02/2020