

## DAU 4-3 Code of Conduct Policy

Policy Code	Policy Name		
DAU 4-3	Code of Conduct Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
HR Directorate	10/2023	10/2027	

### 1. Policy Purpose

This policy aims to promote ethics, honesty, and professionalism within all the levels of DAU and amongst its employees (faculty members and DAU employees). DAU believes in being an integrated institution where the action of every employee affects the entire institution and its reputation.

### 2. Policy Scope

This policy is applied for all DAU's employees and faculty members.

### 3. Policy Statement

- Every employee is obligated to strive for the extension of DAU's interests within legal limits and is responsible for preventing damage or loss of the University's interests. DAU expects all employees to abide by this Code in carrying out their duties and functions to preserve trust and to ensure the institution's sustainable growth and development. DAU is a community of well-trained and highly motivated males and females. They are committed to the ethical treatment of all our stakeholders. As an institution, they are committed to honesty, integrity, fairness, providing a safe and healthy work environment, and respecting the dignity due to everyone. **"Creating an environment of Trust and Respect for each other is the key to our current and continued success"**.  
Staff members should reflect the core values of DAU in all activities and across all levels. He/she should advance the core values of DAU Academic Excellence, Innovation and Creativity Nurturing, Knowledge Empowerment, A Welcoming Community, Fostering Ethical Conduct; reflect the high standards of competence and ethical conduct; **"be honest, forthright, impartial, and willing to serve with loyalty"**.
- DAU Code of Conduct (General): DAU 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 following set of values and related code of conduct applies to all DAU community members:
  - **Creativity**: DAU supports creative activities that approach challenges and issues from multiple perspectives to:
    - find solutions and advance knowledge.
    - promote acceptable behaviors.
    - promote high work standards and ethics.
    - provide a benchmark for members to use for self-evaluation.
    - establish a framework for professional behavior and responsibilities.
  - **Excellence**: All DAU activities are conducted with strong emphasis on international quality standards.
  - **Inclusiveness**: DAU embraces shared governance, inspires tolerance, and promotes diversity.

- **Social Responsibility:** DAU promotes community engagement, environmental sustainability, and global citizenship. It also promotes awareness of, and support for, the needs and challenges of the local and global communities.
- **Non-Discrimination:** DAU 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.
- **Non-Harassment:** DAU prohibits harassment and inappropriate behavior of all kinds based on gender, age, race, color, religion, national origin, social status, marital status, or disability.
- **Integrity:** Unethical practices will not be tolerated, and integrity will never be compromised. DAU members must conduct themselves with academic honesty and respect the intellectual property of others. Misrepresentation of credentials is unethical and will not be tolerated. DAU members must not plagiarize, conduct unauthorized collaborations, fabricate documents, or violate DAU rules. DAU employees are obliged to conduct university business transactions with the utmost honesty, accuracy and fairness. Employees should not 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.
- **Conflict of Interest:** DAU members owe their primary professional loyalty to the University and its Mission. (See Conflict of Interest Policy)

Transmitting to outsiders or otherwise using DAU-funded property, work products, results, materials, property records or information developed with DAU funding is considered unethical behavior. DAU members should not accept any favor, loan, service, business, or professional opportunity from anyone knowing that it is offered to improperly influence the performance of their university duties and responsibilities.

- **Financial Reporting:** 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.
- **Dress Code:** DAU 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. Students and employees are required to observe the dress code on the University premises during and outside working hours. Revealing, transparent, tight fitting and short clothes are strictly prohibited. Failure to comply with these directives will result in denial of entry.
- **University Property:** DAU 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 to university property caused by neglectful, wanton or careless actions.
- **Health and Safety in the Workplace:** DAU community members have a shared responsibility to ensure a safe, secure, and healthy environment within the university and are expected to:
  - Follow safe workplace practices and report accidents, injuries, and unsafe situations.
  - Report suspicious activities.
  - Protect the environment, including by properly handling hazardous waste and other potentially harmful agents, materials, or conditions.
  - Comply with the university safety instructions, as per the "Guide to hazards related to occupational safety and health and how to deal with them" (Ministry of HRSD).
- **Drugs, Intoxicants & Alcohol:** 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. Smoking will be subject to disciplinary action.
- All faculty members of the university academic community are expected to maintain high standards of academic integrity, professionalism, and interpersonal relationships as follows:
  - **Academic Freedom:** DAU 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 or jeopardized. 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. In the exercise of academic freedom, DAU faculty members, Colleges staff and students have an obligation to make clear that they are not representing DAU or its Board. Therefore, the University cannot be held liable towards a Third Party for their exercise of academic freedom. Without appropriate pre-approval, all faculty members, administrative staff and students must avoid any action which appears to commit the University to a position on any issue. They must therefore strive to be accurate, exercise appropriate restraint, and respect the right of others to express their opinions. The exercise of academic freedom must be within the frame of the Saudi Arabia Legislations.

- *Academic Integrity*: Faculty members must be honest, trustworthy, fair, respectful, and responsible in their:

- Dealings with individuals within the University and associated with it
- Actions while at DAU and on the university's behalf
- Teaching, scholarship, and research
- Use of intellectual property

- *Professionalism*: Faculty members must:

- Adhere to university policies and procedures.
- Be objective in their work-related actions.
- Be timely in meeting deadlines.
- Engage in professional development.
- Work constantly to improve the quality of their teaching and knowledge of their field.
- Maintain confidentiality.
- Meet or exceed the standards of their profession.
- Be positive role models.
- Contribute to the advancement of the university.

- *Interpersonal Relationships*: While interacting with students, staff, colleague, administrators and others related to the University or University activities, faculties should be:

- Cooperative
- Encouraging
- Courteous
- Compassionate
- Sensitive
- Fair
- Open-minded
- Respectful
- Aware of socio-cultural obligations
- Supportive
- Tolerant
- Tactful

• The following violations must be avoided by DAU employees (faculty members and administrative staff):

- Deliberate abstinence of attending work from an employee or promoting such an act.
- Deliberately ignoring job duties by any employee or ignoring delegated assignments on purpose.
- Organizing activities or meetings, issuing, and distributing brochures, or collecting funds or signatures or any other activities that might conflict with the university's rules and regulations.
- Destroying or misusing any University's assets or property.
- Disrespecting public taste with appearance, clothing, or attitude.
- Doing any disrespectful actions, or attacking others verbally or physically
- Smoking inside the university's buildings.

- Destructing any university assets or buildings deliberately.
- Disobedient to his/her superiors or refusing to accomplish his job assignments.
- Offending the university or a member of the university staff in any way, through social media or any other communication method, which gives out a bad image about his/her morals.
- Doing any behavior that's against the code of trust or honor outside the university, and a court rule is issued to convict him/her.
- Involving in any cheating, fraud, or any forgery cases that has something to do with his/her admission papers and forms (like forging PhD degree, training certificate, or any other official document, etc.).
- Hacking into the university system, illegally, at any time and from any place and for any reason.
- Involved in stealing any capital that belongs to the university, directly or indirectly through planning, motivating, or helping.
- Giving out confidential information or any information that might offend the university to any outside party.
- Receiving any bribe or personal interests of some sort.
- Putting out any political or religious ads, or any other handouts or brochures inside the university's campus and property.
- Attacking any university coworker, threatening them or any related action.

#### 4. Policy Procedure

S. No.	Procedure Steps	Responsibility
1	Forms of a committee for staff and faculty members behavioral control composed as the following: <ul style="list-style-type: none"> <li>- Committee Head: University Vice-President (for faculties)/CEO Representative (for administrators)</li> <li>- Direct Supervisor</li> <li>- Staff Representative</li> <li>- HR Director</li> <li>- A secretary chosen by the University Vice-President (for faculties)/CEO (for administrators)</li> </ul>	University Vice-President (for faculty members)/CEO (for administrators)
2	-Forms the meeting according to an invitation by the Committee Head -Listen to any witnesses if necessary. -Makes decision by majority, and the meetings aren't official unless all members are present. -Reports the decisions to the University President/CEO, in a period not more than two weeks from any decision making, with the meeting agendas	Committee
3	Approves punishment decisions taken by the committee	University President/CEO
4	-At the expiration of the period prescribed for contesting decision (3 working days from informing date), the decision will be approved. -In case of contesting decision, committee reconsiders the decision during period of 5 working days.	Committee
5	After the University President/CEO permission, publishes punishments on any member on the university's bulletin board.	Committee

#### 5. Related Policies/ Documents/ Forms

DAU 4-14 Conflict of Interest Policy

#### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	2017	1 <sup>st</sup> issue of the policy
2	10/2023	Comprehensive Change in the Policy