

Policy Title	Ethics and code of conduct
Responsible AIU Office (Higher Management/Directorate)	AIU- University Administration
Policy Owner (Executive Department/Office)	AIU- University Administration
Pertinent Dates	

I. INTRODUCTION

The word “Ethics” means: "a document outlining the desired ethical and behavioral criteria to be followed by members of a professional community. It states the ideal criteria for a given profession adopted by a group or an institution to direct its members to assume their professional responsibilities." Each profession has its own ethics and morals set by its own laws and regulations. Professional ethics refer to a set of ethical rules that govern the moral obligations of a particular profession.

- AIU Code of Ethical Conduct covers a wide range of practices and procedures. It does not cover every issue that may arise, but it sets out basic legal and ethical principles to guide the entire University community. The principles discussed in this Code provide the fundamental basis for university policy and procedures and are the subject of more detailed University policies and procedures governing employee relations that can be found in the other policies and procedures listed on the University’s policy.

This Code of Ethics aims to define the key rules that AIU community members should follow to respect each other’s rights, privacy, and trust in order to create a healthy working environment that allows better performance to promote the academic, research and community service levels in a manner consistent with the objective standards.

II. SCOPE OF POLICY

This Policy, the Code of Conduct ('the Code') applies to:

- all professional and academic Employees of the University whether full-time or fractional, continuing, fixed-term, or casual.
- members of the University Council and University Committees visiting and adjunct academics
- volunteers who contribute to university activities or who act on behalf of the University.
- In addition, individuals who are granted access to university facilities or who are engaged in providing services to the University, such as contractors and consultants, are also expected to comply with applicable provisions of the Code.
- In places where the Code applies to all of the above members of the University community, the general term 'University Member(s)' is used.
- This Policy does not apply to Students. Students are referred to another Code of Conduct Policy.

III. DEFINITIONS

A Complaint is an “expression of dissatisfaction made to or about the University, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”.

If a University Member has an interest that conflicts or may conflict with the discharge of the University Member's duties the University Member should Declare the nature of the interest and the conflict to the University Member's Supervisor as soon as practicable after the relevant facts come to the University Member's knowledge and must not take action or further action relating to a matter that is or may be affected by the conflict until authorized.

A Conflict of Interest will arise when a University Member's Private Interests conflict with their duty to the University or to serve the public interest as a University Member. The risk of having a conflict of interest increases when a University Member's responsibilities include the authority to make decisions.

A conflict of interest may be potential, perceived, or actual -

- when a University Member is in a role where future decision making may be influenced by their Private Interests if a certain condition is fulfilled, they have a potential conflict of interest;
- a perceived conflict of interest arises where it appears that decisions a University Member make in the course of their university employment may be influenced by their Private Interests, whether or not this is the case;
- an actual conflict of interest exists where a University Member's actions could be unduly, improperly, or excessively influenced by their Private Interests.

- Serious misconduct can occur when a conflict of interest is concealed, understated, mismanaged, or abused.

A Gift and/or Benefit is:

- the transfer of property or another benefit without recompense or for a consideration substantially less than full consideration; or
- a loan of property made on a permanent, or an indefinite, basis;
- anything of value offered in the course of employment other than normal employment entitlements that is received or given by a University Member when they are acting in their official capacity.

- Gifts and/or benefits include tangible items of lasting value and intangible items of no lasting value (including hospitality).

Harassment

Occurs when a person is made to feel intimidated, insulted, or humiliated because of their race, color, national or ethnic origin; sex; disability; or some other characteristic specified under anti-discrimination or human rights legislation. Harassment may include behavior, comments, or images which a reasonable person would consider to be offensive, humiliating, intimidating, or threatening.

Personal Information

Is information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Policy

A high-level strategic directive that establishes a principle-based approach to a subject. The policy is operationalized through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalize a Policy.

IV. POLICY STATEMENT

The University's Code aims to foster and maintain public trust and confidence in the integrity and professionalism of the University by expecting that University Members will: maintain appropriate standards of conduct develop those skills necessary for the efficient performance of their duties

maintain fairness in Decision making maintain and enhance the reputation of the University adhere to appropriate ethical standards.

The personal and professional behavior of University Members should conform to the standards that reasonably could be expected of persons in such positions. This includes a commitment by Employees to professional standards in teaching, research, administration, and community involvement a commitment to the ethical principles and values for public officials, which has regard to the University's interests and policies conduct which will not compromise either their position or the University's position a commitment that the University will be regarded as the focal point of the professional life of Employees a commitment that academic Employees will be available to ensure that the academic needs of Students are met a commitment to encouraging the appropriate reporting of wrongdoing the promotion of an environment that supports the pursuit of knowledge and truth.

V. POLICY STANDARDS AND PROCEDURES

1- Individual Responsibility

2. Business Activities: All activities undertaken for or on behalf of AIU with another parties for example government which must reflect the highest standards of honesty, integrity, and fairness.

3. All are compliance with Laws, Rules and Regulations

4- All are compliance with Contractual Obligations

5- All are commitment to disclose about any Conflicts of Interest that can arise when an employee takes actions or has interests that may make it difficult to perform the Employee's University work objectively and effectively. Conflicts of interest may also arise when an employee, or a member of the employee's family or an entity in which the employee and/or family member have a significant ownership interest, receives or may appear to receive personal benefits as a result of the employee's position in AIU University.

6- Gifts: AIU compete in the marketplace fairly and honestly. AIU members seek competitive advantages for the University through unique performance, never through unethical or illegal business practices.

7- Discrimination and Harassment

8- Keeping Health and Safety

9- Financial Controls and Disclosures: The University requires honest, accurate and timely recording and reporting of information to make responsible business decisions. Financial Controls and Disclosures includes books, records, accounts and financial statements.

10- information Transfer: Proprietary information includes all non-public information that might be of use to competitors or harmful to the University if disclosed. It includes information entrusted to the University by others. The obligation to preserve proprietary information continues even after employment ends.

11- The Proper way for using University Assets (Theft, carelessness, and waste)

12- Social Responsibility

13- Reporting Illegal or Unethical Behavior

VI. RESPONSIBILITIES

- 1-1- All Employees are responsible and accountable for ensuring that their own conduct with this Code and with AIU policies
- 1-2- Employees must be especially careful to avoid even the appearance when dealing with any business activities.
- 1-3- Employees must respect and obey the laws and regulations of Egypt
- 1-4- Employees must in addition to compliance with relevant laws, rules and regulations, AIU always upholds its contractual obligations to all parties. In any instance where contractual requirements and/or laws appear to conflict or are difficult to interpret or apply, employees should first consult the Vice President for the administrative and Information Technology infrastructure.
- 1-5- Employees are responsible for reviewing and reporting for any conflict-of-interest when a person's private interest may interfere in any way – or even may appear to interfere – with the interests of the University.
- 1-6- IT is forbidden that Employee accept any gifts unless it meets all of the following requirements it is not a cash gift, it is consistent with customary business practices, it is of modest value, (4) cannot be construed as a bribe or payoff, and (5) does not violate any laws, regulations or applicable policies. Also, Employees should discuss any gifts or proposed gifts with their Head, as necessary, prior to offer or acceptance.
- 1-7- The University is firmly committed to providing equal opportunity in all aspects of education and employment and will not tolerate discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin or any other legally protected class.
- 1-8- The University strives to provide employees with a safe and healthy work environment. Each employee has responsibility for following environmental, safety and health rules and practices, and reporting accidents, injuries and unsafe equipment, practices or conditions.
- 1-9- The most important factors in Financial Controls and Disclosures are accurately and the time manner. Employees must document and record all business Assets/ Liabilities/expenses/revenues accurately, in a timely manner. The University's books, records, accounts and financial statements must appropriately reflect the University's transactions. Employees must maintain them in reasonable detail; ensure that they conform both to applicable legal requirements and to the University's system of internal controls; and promptly disclose them in accordance with any applicable laws or regulations.
- 1-10- Employees must take reasonable steps to protect and restrict the transfer of confidential information (University & Students) to unauthorized persons.
- 1-11- Employees must protect the University's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the University. All assets must use only in the university interest. They must immediately report about any suspected incident of fraud or theft. Also, this procedure includes University's intangible assets such as, patents, trademarks, and copyrights, as well as business plans, designs, databases, records, salary

information and any unpublished financial data and reports. Unauthorized use or distribution of this information is subject to disciplinary action.

- 1-12- AIU University intends that all its activities should have a positive impact and should improve the quality of the living, learning and working environment of all AUUI community.
- 1-13- Employees should consult with managers/ heads about observed behavior which they believe may be illegal or a violation of this Code or University policy.
- 1-14- In an uncertain situation, employees should:
 - a) Be sure to gather and provide to the appropriate all the observed facts.
 - b) Determine the specific action that the employee has observed, and whether it appears unethical or improper.
 - c) Seek help from university resources.
- 1-15- All are commitment to ethics and code of conduct

VII. FORMS/INSTRUCTIONS (if applicable)

VIII. APPENDICES (if applicable)

VIII. RELATED POLICIES

VIV. CONTACT INFORMATION

Triggered by:	Dr. Reda Adel Elazab	9.5.2022	Dr. Reda Adel Elazab
Created by:	Dr. Reda Adel Elazab	9.5.2022	Dr. Reda Adel Elazab
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.