

Version No.	Approved By	Approval Date	Effective Date
1.0	President & BOT	March 2022	Fall 2022/2023
SCOPE			
The scope of this policy covers all AU staff and faculty and the processes administered by the relevant staff.			
TERMS, DEFINITIONS AND ABBREVIATIONS			
AU: Australian University or the University. Code of Conduct: A set of conventional principles and expectations that are considered binding and must be adhered to by all staff.			
POLICY PROVISIONS			

- 1.1. The Code of Conduct policy outlines the standards of behaviour expected of AU staff. It is designed to help staff understand their responsibilities and obligations. It is also designed to provide guidance for staff faced with an ethical dilemma or conflict of interest in their work.
- 1.2. AU maintains a zero-tolerance policy toward discrimination of any kind. The University ensures equal treatment and opportunity for all individuals, regardless of gender, nationality, socioeconomic background, religion, political views, disability, or health condition.
- 1.3. A Code of Conduct cannot cover every situation. If a staff member is unsure of what action to take in a particular situation, they should discuss the matter with their Line Manager and refer to the relevant AU policies and procedures, AU uses the following Code of Conduct principles:
 - 1.3.1. **Cultural Sensitivity:** Respect individual differences between people, in particular the variety of cultural and religious needs of the AU/Kuwait community.
 - 1.3.2. **Impartiality:** Treat all people fairly and objectively. Base actions, decisions and advice on a consideration of all relevant facts, and implement relevant policy and programs equitably.
 - 1.3.3. **Integrity:** Performing duties with honesty and report any unethical behavior at work.
 - 1.3.4. **Accountability:** Achieve results through effective and efficient use of AU's financial, physical and human resources.
 - 1.3.5. **Responsive Service:** Provide a relevant and timely service to clients.
- 1.4. **Copyright and Intellectual Property**
 - 1.4.1. Refer to AU Copyright Policy and Intellectual Property Policy.
 - 1.4.2. All materials printed and electronic documents and research papers developed by staff at the direction of, or while employed by AU, remain the property of AU and are not to be used, re-produced or altered in any fashion without the approval of the AU Senior Management.
 - 1.4.3. Unless otherwise agreed, AU retains the copyright of work produced by an employee during their employment at AU.

1.5. Confidential Information

1.5.1. Employees must not, either during or after their employment with AU, use or disclose or allow others to use or disclose confidential information and any research papers obtained during their employment.

1.5.2. Without limiting the circumstances in which clause 1.3.1 will be breached, a breach of clause 1.3.1 will occur where an employee uses or discloses confidential information:

1.5.2.1. With the intention of directly or indirectly gaining an advantage for themselves, or someone else, or causing detriment to AU or

1.5.2.2. Negligently or recklessly where the use may result in themselves or someone else directly or indirectly gaining an advantage, or in causing detriment to AU.

1.6. Ethics

1.6.1. Employees are required to always act with honesty and integrity in all aspects of their work for AU.

1.6.2. Employees should report any unethical work-related behavior or wrong-doing to their direct Line Manager.

1.6.3. All lawful directions relating to workplace ethics given to an employee by their direct Line Manager should be complied with promptly.

1.7. Classroom Attendance- Faculty Staff

1.7.1. In the extreme case where no students show up for class after 30 minutes have elapsed, the instructors shall leave a note for their students on the board and wait in their office ready to meet any student who might turn-up for the class.

1.8. Behaviour of Management & Staff

1.8.1. All staff shall work together to pursue AU's goals as outlined in the Strategic Plan, this act is in accordance with relevant sections of AU's policies and procedures that are available on the AU portal.

1.9. Work Attire

1.9.1. Please refer to the AU Staff Dress Code Policy.

1.9.2. The minimum standard dress code for AU staff is to be professionally presented in appropriate business attire whilst at work:

Male Staff	Female Staff
– Neat and clean disdasha; business suit; or smart trousers, shirt, tie etc.; – Male staff shall not wear jewelry on their face or ears; – Maintain a short, neatly trimmed hair style.	– Neat and clean smart professional clothing; – Female staff shall not wear jewellery on their face, and shall maintain a neat hairstyle; – As a minimum, female staff shall wear tailored trousers, or skirts with a hemline below the knee, with sleeved tops that are modest and non-transparent.

1.10. Outside Employment

- 1.10.1.** An employee may not seek or accept any other employment, with or without remuneration, from any third party without permission.

1.11. Performance

During the performance of duties for AU, employees are expected to:

- 1.11.1.** Perform work diligently, impartially and responsively, to the best of their ability.
- 1.11.2.** Observe relevant occupational health and safety requirements.
- 1.11.3.** Bring to the attention of their line managers any situation, which is, or may be, a health or safety hazard.
- 1.11.4.** Complete work according to contract conditions and only be absent from with permission.
- 1.11.5.** Avoid waste and extravagance in the use of University resources.
- 1.11.6.** Ensure that in financial matters, including the handling of money, they are fully accountable in relation to any advice or transaction in which they are involved. If they have financial responsibilities, they are required to observe the relevant legislative and regulatory requirements.

1.12. Harassment

- 1.12.1.** Any form of harassment is unacceptable and the University will not tolerate such behavior. University is committed to treating all employees equally, with respect and dignity and to providing a professional and ethical working environment. Employees are expected to do the same.
- 1.12.2.** Harassment is defined as unwelcome and unreciprocated advances, requests for favors, verbal, non-verbal or physical conduct which results in the individual feeling threatened or compromised in any way. These may include but not limited to:

1.12.2.1. Verbal

- Language as a suggestive or explicit and abusive nature

- Unwanted propositions
- Questions or comments of a personal nature
- Jokes of an explicit nature

1.12.2.2. Non-Verbal

- Staring/leering
- Offensive Publications
- Offensive letters/memos
- Offensive gestures or signs
- Unsolicited and unwanted gifts

1.12.2.3. Employees found guilty of any of the above will be liable for discipline and/or termination of employment depending on the intensity of the harassment.

1.12.2.4. An employee charged with any criminal offence punishable by imprisonment during their employment at AU, must advise HR department immediately.

1.13. Gifts

- 1.13.1.** The University strongly discourages employees and their immediate families from accepting or soliciting gifts, payments, loans, services, entertainment from representatives of and/or organizations seeking to do business with the University.
- 1.13.2.** Where a gift cannot be refused without causing offence, the item will be declared and where necessary passed to the Line Manager who will decide on its disposal and notify HR of the decision.
- 1.13.3.** The University strongly discourages employees and their immediate families from offering gifts, payments, loans, services, entertainment to representatives of and/or organizations that the University is seeking to do business with.

1.14. Drugs and Alcohol

- 1.14.1.** In order to safeguard employees and University assets and to comply with the laws of Kuwait, the University is committed to maintaining a drug and alcohol-free work environment. Accordingly, the possession, use, distribution or sale of any prohibited substance on University property or while conducting its business is strictly prohibited. Any violation of this policy will result in disciplinary action which could result in termination of employment.
- 1.14.2.** The following are categorized as prohibited substances:
- Alcohol beverages (i.e. wine, beer, distilled spirits).
 - Any drug or substance, including inhalants.
 - Prescription drugs, except when being used as directed by a qualified physician.
 - Non-prescribed drugs, medication or substances being used in manner different from that intended by the manufacturer.

- 1.14.3. For the purpose of enforcing this policy, the University reserves the right to conduct unannounced searches for Prohibited Substances on all University property and in any University, equipment used by staff such as desks and lockers.
- 1.14.4. As a condition of entry to University property, employees, contractors and visitors shall be required to submit, when requested, to searches of personal property such as vehicles, brief cases, tool boxes, etc. brought on the University property.
- 1.14.5. Any Prohibited Substances or associated items found will be confiscated and the possessor subject to discipline and/or expulsion.

1.15. Receipts of Fees

- 1.15.1. Unless otherwise agreed by AU Senior Management, any fees received for performing official duties must be paid to AU. If a student, a supplier or any other external parties personally offer any inducements to an AU employee to undertake an activity, the employee shall politely refuse this offer, and report the matter to their Line Manager.

1.16. Security

All staff members have a responsibility for the security of students, staff and facilities whilst at work. These responsibilities include, but are not limited to:

- 1.16.1. Employees shall render or seek assistance promptly to another staff member, student or visitor who is facing a threatening situation.
- 1.16.2. Ensuring that classrooms and offices are secured when not in use.
- 1.16.3. Promptly reporting actual and suspected loss or damage to AU property to their Line Manager.
- 1.16.4. Reporting actual and suspected acts of dishonestly and fraud to their Line Manager.
- 1.16.5. Promptly reporting any criminal acts to their Line Manager who will then deal with the matter appropriately, including where necessary, reporting the matter to the police.
- 1.16.6. Fully cooperating with any police investigations.

1.17. Use and Release of Information

- 1.17.1. Public comment is inappropriate unless authorized by the Chairman. Interviews and/or statements to the press or other media are restricted to executive staff or authorized staff from the Public Relations Unit.
- 1.17.2. Employees may disclose official customer or employee information acquired in the course of AU employment only when required by law. Information pertaining to AU employees, students or customers must remain confidential, except for use in the course of your work-related duties and, where appropriate, permission has been granted by the relevant person and the Chairman, or his authorized delegate.
- 1.17.3. Employees must not divulge any personal information about other staff members, students or other clients unless they have been granted permission.

1.18. Use of University Resources

- 1.18.1.** AU allows staff to make incidental personal use of telephone (local calls only), facsimile, computer, internet and electronic mail facilities. However, such use shall be kept to a minimum and shall not interfere in the performance of duties or the ability of AU to meet its objectives.
- 1.18.2.** Employees must not remove AU resources from the campus for private use unless permission from their Line Manager has been granted, or the relevant loan system has been adhered to (e.g. library loans).
- 1.18.3.** On cessation of employment with AU, employees are required to return all AU property, materials and information resources to the relevant Line Manager/department in accordance with University procedures. This includes items such as:
- Keys
 - Library resources.
 - Laptop Computers, printers and software to the Information Technology Department.
 - Department Materials and resources to their Line Manager.

1.19. Use of Internet

- 1.19.1.** Kindly refer to Staff Email Usage Policy.
- 1.19.2.** This Code of Conduct applies to the use of the AU network to access the Internet and services including electronic mail. Breaches of the Network and Web Usage Policy by staff shall constitute a breach of the AU Code of Conduct. This will lead to disciplinary action that can include dismissal.