

GA 16. Code of Ethical Conduct and Business ethics

Title:	Code of Ethical Conduct and Business Ethics
Policy Number:	GA 16/09.2014
Effective Date:	September 1, 2014
Issuing Authority:	Administration

1. RATIONALE

RHU has been founded in 1999, and since that time it has been known for its commitment to ethical behavior in dealing with Faculty, Staff and Students. Trust is built among all personnel, and everyone holds his responsibilities within an understanding for all the rules and regulations of the university.

A code of ethics is crafted to enhance proper flow of work and respect, both horizontally and vertically inside the hierarchy of the administration, as well as within the academic and campus life.

2. POLICY

2.1 Responsibilities

Responsibilities are divided into two parts:

- Individual Responsibility:

Each person is responsible in every way for the set of ethics. This is why every individual among the RHU society is responsible for the ethical conduct within this code and RHU policies. All employees, in different levels, must take responsibility for ensuring that their conduct and the contract of people below in the ladder of hierarchy match with this code.

- Business Activities:

All activities involving RHU with the public, the government, suppliers, students, and members of the same group acting in the name of the university, imposes the necessity of reflecting the highest standards of integrity, truthfulness, and fairness. RHU members should avoid appearing in any inappropriate image.

2.2 Conformity with Laws

RHU manages its business in conformity with all the laws of the jurisdiction. In case of facing any difficulty interpreting or applying any policy, or finding it conflicting with RHU principles, employees are encouraged to contact the office in charge for the policy.

2.3 Conformity with Standards of Integrity and Quality:

RHU's code of ethics includes earning and maintaining a reputation for integrity that includes, but is not limited to, conformity with laws and regulations. In order to maintain the highest standards of ethics, rules of righteousness, honesty, justice, and respect for the rights of others shall rule the performance of employees at all times.

2.4 Reporting of Suspected Violation:

Management Channels: Any violation of the laws, regulations, code of ethics, or contract requirements shall be reported directly to the administration. The channels of reporting such manner starts with the direct supervisor, and then it goes through the management channels.

Alternative Channels: Further, employees may report suspected or actual violation directly to the Vice President

External Channels: People outside the university who would like to report their concerns or any comment regarding the university, can do that by sending an email or a letter or by a phone call.

2.5 Confidentiality and Protection of the Reporter of the Violation:

Reporting a violation may be made confidentially, and even anonymously, though giving more information helps in investigation. RHU employees receiving the complaint shall deal discreetly with the subject and not expose the reporter to any harm for making the complaint in good faith pursuant of this policy. People presenting the violation complaint should be informed of the investigation results.

2.6 Conflict of Interests

Employees are supposed to be aware of any situation that can lead to the creation of conflicts between personal interests and the University's interests. Such conflicts can be related to personal business, family matters, investments, present or prospective employees or members of the RHU communities. Employees should be specifically aware of the situations where conflicts are raised between private interests and general responsibilities of a person. All employees must consider themselves to be in the position of trust and start working accordingly.

2.7 Confidential Information

The University is entrusted with many kinds of confidential and private information. Employees should be aware of this fact and must respect it. It is important that those who have direct access to this information not to make any unauthorized exposure of the information, either during or after employment.

2.8 Gratuities and Bribes

RHU personnel shall not request or accept anything of value from any contractor, subcontractor or supplier, nor offer or promise anything for the purpose of improperly receiving or doing favours or special treatments.

2.9 Financial Reporting

All university documents including accounts, financial reports, tax returns, expense reimbursements, time sheets and all documents submitted to external companies must be complete, clear and authentic. All transactions in the entries of the university books and records, including departmental accounts and individual expense reports, must be accurately reflected.

2.10 Consequences of Violations of RHU Policies

Each person must make sure that his or her own performance and the performance of anyone reporting to him or her abides by the internal code of ethics and RHU's policies.

Any violation of this code or any deceitful act will lead to disciplinary actions up to discharge from employment and in some circumstances to civil or criminal charges and penalties. Disciplinary action will be taken in accordance with the procedures applied to faculty or staff.

2.11 Principles of Ethical Conduct

Rafik Hariri University is dedicated to apply all ethical values and principles which are the basic standards of the university's mission and vision. RHU's vision was established to foster personal and academic freedom by offering the highest quality of education and developing leadership which is expressed through serving others for the benefit of society and humanity. Applying this vision and mission requires adherence to certain ethical principles which are equity, diversity, and integrity.

2.12 Other related Policies

All the principles related to the ethical conduct create the framework of all the policies and regulations related to ethics in organizing the flow of work in the university, its image, reputation, and personnel. It is well designed and set to guide all members of RHU in holding full responsibility of their work and behaviour.

3 STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of RHU members to familiarize themselves with policies and procedures relevant to their area of work, and to adhere to its contents.

4 APPROVAL AND REVIEW

OFFICER RESPONSIBLE: Administration

AUTHORITY: Administration

POLICY REVIEWED BY: Administration

EFFECTIVE DATE: September 1, 2014

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures