


Category	Human Resources	Policy Number	SUP-HR-11	 جامعة زايد ZAYED UNIVERSITY
Distribution	Internal	Version	3.1	
Responsible Office	CAFO	Policy Owner	HR	
Date Approved	23 December 2019	Effective Date	23 December 2019	
Date Last Reviewed	23 December 2019	Due Date for Next Review	23 December 2019	

POLICY

Disciplinary Measures

1. Purpose

The purpose of this policy is to set and maintain standards of conduct within the university that ensure that all employees are treated fairly.

2. Scope of Application

This policy applies to all employees of Zayed University.

3. Policy

All employees of Zayed University are expected to conduct themselves in a professional and ethical manner not only as employees but also as residents within the United Arab Emirates, and in accordance with the Code of Ethics and Professional Conduct document. It is the responsibility of officials and supervisors at all levels to monitor the performance of faculty and staff and, where necessary, institute the appropriate disciplinary measures to maintain high professional and ethical standards.

4. University Expectations

4.1 Employees are expected to fulfill their full job responsibilities while meeting the highest standards of performance and conduct. Employees are expected to demonstrate high professional and ethical standards which include respect for the laws, customs and traditions of the United Arab Emirates, respect for colleagues, students and others, compliance with university policies, regulations and other requirements of the university, and adherence to an exemplary code of conduct appropriate for a university setting.

4.2 If any employee is uncertain as to what is acceptable or not acceptable behavior, the employee should seek guidance from his/her immediate supervisor, and the Code of Ethics and Professional Conduct document.

5. **Irregularity Committee**

The university's Irregularity Committee is responsible for reviewing violations committed by employees, and for applying administrative penalties.

6. **Disciplinary Measures and Appeals**

All employees should align with relevant Zayed University policies and procedures and the Code of Ethics and Professional Conduct, and review and understand the disciplinary measures and the appeals process.

7. **Related Policies**

SUP-HR-08 Employee Conduct

SUP-HR-14 Termination of Employment

SUP-HR-73 Salary Administration for Staff Appointments

SUP-HR-76 Staff Performance Evaluation

SUP-FAC-201 Faculty Roles and Responsibilities

SUP-FAC-203 Faculty Performance Evaluation

SUP-FAC-701 Evaluation of Academic Administrators

UNI-LEG-102 Code of Ethics and Professional Conduct

UNI-LEG-103 Zayed University Code of Professional Ethics

8. **Administration**

This policy is administered by the Human Resources (HR) Department. Questions can be directed to the appropriate HR Manager or the Director

9. **Revision History**

Date	Revision
15 February 2023	Administrative change: Updated the information header and related policy numbers.
23 December 2019	CAFO approved: Updated the format and policy numbers.
24 June 2019	Updated the policy with minor changes as ZU is exempt from FAHR regulations.
18 October 2016	Approved by the University Council. Revisions: <ul style="list-style-type: none">• Updated the policy to reflect the implementation of the Human Resources Regulation for Federal Independent Entities, and Code of Ethics and General Conduct document.• Added Section IV Irregularity Committee.
1 October 2007	Revised as per University Organization.
20 March 2007	Policy approved.