


Category	Legal Compliance	Policy Number	UNI-LEG-102	 جامعة زايد ZAYED UNIVERSITY
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POLICY

Code of Ethics and Professional Conduct

1. Purpose

1.1 This document aims to create and develop a corporate culture that supports professional values and develop the spirit of responsibility and adherence to high moral codes to increase confidence and credibility in the government sector.

1.2 This supplement is considered a guide and a general reference, due to the diversity and complexity of the ethical issues that may arise during the implementation of the university's functions. When experiencing ambiguous situations morally, the parties concerned should bear in mind the university's commitment to the highest ethical standards and seek advice from appropriate sources in order to ensure the achievement of this commitment at all times.

2. Application

The following code of ethics are applicable to University Council members, Senior Executives, and all employees and are in line with the Resolutions issued by the Ministerial Cabinet regarding Code of Ethics and Professional Conduct or with any other federal authority.

3. Policy

The university has always committed to the code of ethics standards in all its treatments and shall continue to do so as well. For this reason, these principles were established to serve the following objectives:

- a) emphasize the university's commitment to the codes of ethics and professional conduct, according to the law;
- b) prior preparation of legal standards;
- c) provide mechanisms for reporting process of violations of legal and ethical violations or suspected or obvious practices;
- d) to assist in the prevention and detection of irregularities, if any.

4. Core Values for the Professional Code of Conduct

Core values enhance the performance of the government sector on one hand, and on the other, earns all parties the respect of the superiors, colleagues, clients and members for community. These core values are:

- a) excellence, efficiency, and diligence;
- b) honesty and integrity;
- c) neutrality, objectivity, and transparency;
- d) fairness and equality.

The university strives all the time to activate these values on all concerned parties.

5. Code of Professional Conduct

5.1. Conflict of Interest

All concerned parties must commit to their responsibilities faithfully and masterfully. They must not exercise any activity that may affect their duties and functions of the job and avoid conflicts of interests whether actual or potential. The University Council (UC) shall take all decisions and actions to fulfil the primary objective of the council service which is working for the interest of the university and the United Arab Emirates. Conflict of interests may appear when there is a contradiction between the personal interests of a member or university representatives and the interests of the university. All parties are expected to protect the integrity of the university at all times and are required to maintain the sense of belonging for all involved parties. The standards to deal with conflict-of-interest matters are specified through the university's Conflict of Interest and Commitment Policy.

5.2 Integrity

5.2.1 All parties must commit to execute their duties accurately, in a trustful manner and in good faith. The university seeks to attain competitive advantage through superior performance not through unethical or illegal practices. Therefore, all parties that represent the university must be characterized by integrity, honesty and professionalism when dealing with university staff or others. Neither party may exploit the impact on the job, take advantage of others, offend or deceive them, misuse confidential information, misrepresent material facts, or any other violations like disclosing confidential information to third parties without the consent of officials.

5.2.2 The Vice-President of the university, the Chief Administration and Finance Officer, or the Director of the Internal Auditing must draw the attention of the Audit, Risk and Compliance Committee (ARCC) to the following:

- a) any information related to deficiency in the Internal Audit Department task or in the financial operations that may adversely affect the university's ability to record, process, summarize and submit financial statements;
- b) report any fraud, whether a material effect or not, related to management or other employees who is involved in the preparation of financial reports for the university, or disclosures or in internal control over financial reporting.

5.3 Professional Confidentiality and Secrecy

All parties must preserve the confidential information entrusted to them, respect and adhere to the principles of secrecy and confidentiality with respect to public and personal information, except in times when the UC requires from the party to

disclose those pieces of information or as required by law. All parties must act accordingly to ensure the protection of information through the precautionary security measures.

5.4 Protection of University Assets and Ensure Proper Usage of Them

All concerned parties must protect all university properties, materials and information assigned to them, in their possessions, or fall under their control. It also includes the university intellectual property assets, such as patents, trademarks, and copyrights. The unauthorized use or distribution of this information is considered violation of the university's assets.

5.5 Compliance with Laws, Regulations and Procedures

5.5.1 The compliance with the law literally and morally is the basis for building the ethical standards of the university. Therefore, it is incumbent on all concerned parties, while performing their tasks, to comply with laws, regulations and procedures applicable in the United Arab Emirates and stay faithful to the country.

5.5.2 Although not all parties may be familiar with the precise content of the university's bylaws or legislations, it is expected to familiarize one's self with them in one way or another.

5.6 Accurate and Timely Disclosure

All concerned parties that are involved in preparing financial reports and other documents (and prepare the included information) to be submitted to the Ministerial Cabinet, the State of Audit, the Ministry of Finance or to any other authority by the university, must provide accurate and timely disclosures. It is not allowed from them to hide information, falsify or misrepresent material facts, or ignore the necessary material facts to avoid misleading the authorities or independent auditors at the university. The same standards apply to all dealers and representatives of the university who deal with other authorities.

6. Administration of the Code

6.1 The University Council shall adopt the Code of Ethics and Professional Conduct and they shall be followed up by the ARCC of the Council. The university administration shall design the necessary frames and procedures to ensure the effective implementation of the deeds by the senior executives and the University Council and their committees, and a periodical report shall be submitted to the ARCC.

6.2 In general, the ARCC shall follow-up any matter falling under the principles of professional conduct and related to the UC's members and the executive management; whereas the review of other emerging issues relating to third parties should be done by the university Vice President, the Director of Internal Audit and other members selected by the Head of the UC.

7. General Guidance

7.1 All UC members and senior executives should work cooperatively to ensure the continual application of ethical and professional conduct standards. Sometimes it may be difficult to detect some of the violations due to the difficulty of predicting each case before they appear; therefore, it is required to deal with new issues confidentially. Members of the UC and executive management should inquire

from the Head of the ARCC about the issues related to their duties that fall under the principles of professional conduct or any of the other university policies.

- 7.2** Members of the University Council, the executive administration and all employees must ratify in writing, annually, to adhere to them. The deeds may be adjusted and added to from time to time by the University Council in accordance with the review/recommendation of the Audit, Risk and Compliance Committee of the University Council.

8. Related Policies and Laws

UNI-LEG-102 Zayed University Code of Professional Ethics
 UNI-LEG-101 Conflict of Interest and Commitment
 UNI-GOV-201 University Governance
 UAE Cabinet Resolution #15 of 2010 re: Code of Ethics and Professional Conduct Document for Civil Service

9. Administration

This policy is administered by the Office of the Vice-President.

10. Revision History

Date	Revision
15 February 2023	Administrative change: <ul style="list-style-type: none"> • Updated the information header, and related policy numbers. • Updated the policy from UNI-ADM-03 to UNI-LEG-102.
21 January 2022	No substantive changes required at this time. Approved by the President.
18 December 2019	Updated the policy number (from UNI-POL-02) and the format.
18 November 2014	New policy approved by the University Council.