



Title: Staff Conduct Procedures

Code: GU-PR30SCON

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Review: The procedures are subject to periodic reviews as per amendments of Staff Conduct Policy

1. Purpose

The purpose of this document is to describe staff conduct procedures at Gulf University. It details principles to accomplish fair, transparent, systematic, and robust staff conduct at the University.

2. Scope

The document applies to academic and administrative staff at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
COO	Chief Operating Officer
GU	Gulf University
HR	Human Resources
HOD	Head of Academic Department
MOL	Ministry of Labor
QADC	Quality Assurance and Development Center

4. Definitions

Appointed Staff: An employee who is assigned to a new post, that includes:

- **Full Time Staff:** A staff at GU that holds an academic or administrative position with a full-time term contract.
- **Part Time Staff:** A member of staff that holds an academic or administrative position with a part-time term contract.
- **Local Hire:** Expats or citizens hired locally within the Kingdom of Bahrain with fixed term contracts.
- **Volunteers:** An individual, who participates in university tasks for training without an employment contract.
- **Shifted Staff:** A staff of GU assigned to a new post or with additional duties.

Code of Conduct: The guidelines for the professional conduct and responsible behavior of an academic or administrative staff member at the University when interacting with colleagues, students, visitors, or the public.

Line Manager or Management: The direct supervisor or supervisors of an academic or administrative staff member at the University.

Serious Misconduct: The act of breach of Code of Conduct which results in damaging the relationship between the staff member and the University and threatening the well-being of the University or other staff members and students.

University Executive Officers: These are the academic and administrative management of the University, including President of University, Vice President for Academic Affairs, Chief Operating Officer, and Deans of Colleges.

5. Code of Conduct

5.1 Preamble

- 5.1.1 Gulf University Code of Conduct requires all staff members to show dignity, honesty, integrity, and respect while interacting with other employees, students, visitors, and members of the public.
- 5.1.2 The Code also requires all staff members at the University to respect their superiors and show proper courtesy to their colleagues, within the framework of GU policies, procedures, and regulations.
- 5.1.3 The Code also requires all staff members to observe University values and maintain a proper image of the University while fulfilling their responsibilities and duties.

5.2 Principles

- 5.2.1 Each staff member at Gulf University and his/her line manager are responsible for ensuring compliance with the Code of Conduct.
- 5.2.2 GU Staff members shall report any suspected or noticed breaches of the Code of Conduct to their line managers.
- 5.2.3 GU Staff members have the right and responsibility to seek guidance and express their concerns regarding compliance with the Code of Conduct.
- 5.2.4 GU staff members must observe and respect the culture and traditions of the Kingdom of Bahrain.
- 5.2.5 GU staff members must attend work according to the University Scheme of working hours. They must avoid any absence from duty without formal authorization or acceptable excuse.
- 5.2.6 GU staff members must devote full attention and capacity to their official duties during working hours at the University.
- 5.2.7 GU Staff members must avoid any bribe, influence, or attempt to improperly influence any other employee who is in a decision-making position regarding university matters. Any staff member exposed to such case(s) shall

immediately report to his/her line manager, who shall deal with the matter as corrupt behavior.

- 5.2.8 GU staff members must comply with university policies, procedures, regulations, and professional practice including:
- confidentiality of information.
 - protection of “University’s intellectual property” in teaching and research.
 - conduct of research.
 - efficient utilization of university resources.
 - Recognition of diversity contribution to creativity and enrichment of life at the University.
- 5.2.9 GU staff members must avoid conflict between their interests and duties and must declare any conflict of interest that may arise, such as a family/personal relationship between a staff member and student or working with family members in supervisory relationships and employment related decisions.
- 5.2.10 GU staff members must not ask for or accept gifts or cash under any circumstances, which directly or indirectly influence them in their official University duties. They must decline any gift courteously and firmly and must report such cases immediately to their line managers.
- 5.2.11 GU staff members dealing with personal information must be aware of the official purposes of such information, and only process the information for university business or legal purposes.
- 5.2.12 GU staff members must maintain integrity, confidentiality and privacy of all University documentation and information to which they have access and must take care of preventing any unauthorized access or misuse of any classified documentation and information.
- 5.2.13 GU staff members must not harass or discriminate against their colleagues, students, visitors to the University, or members of the public.
- 5.2.14 Executive Officers of the University and line managers must observe the following ethical values while making decisions:
- Responsibility,
 - Accountability,
 - Fairness,
 - Transparency
- 5.2.15 Should GU, at any time, request the return of documentation and/or confidential data or information, the relevant staff members must promptly deliver all materials/documents/data and/or information to the University without retaining a copy.
- 5.2.16 GU staff members must observe the IT guidelines on the use of university email and internet services.
- 5.2.17 GU staff members must avoid using University resources for personnel interests, religious or political purposes, or for activities that are considered illegal at the Kingdom of Bahrain.

- 5.2.18 Any staff member, who is charged or convicted of an indictable criminal offence, must report that fact to the Director of Administrative and Financial Affairs/Vice President for Academic Affairs, who shall treat such information in confidence with President of University.
- 5.2.19 GU staff members must not perform or be engaged in any work outside the University without prior authorization from President of University.
- 5.2.20 GU respects individual staff choices in terms of their dress and appearance. However, this must be appropriate in terms of the professional image, respecting culture of the Kingdom of Bahrain, always comply with safety requirement at the workplace within the University and when representing or acting on behalf of the University.
The University's management will be the sole judge of what is and is not appropriate for this purpose. staff members must observe and comply with dress regulations.
- 5.2.21 GU staff members must comply with "No Smoking" rules inside all University buildings.
- 5.2.22 GU staff members must not possess or display unlawfully weapons, drugs, and alcohol at the University Campus, including any object which can be considered as weapon that threaten or harm or injure others.

6. Breach of Code of Conduct

- 6.1 Breach of GU Code of Conduct by a staff member may involve "misconduct" or "serious misconduct" depending on the seriousness of the act.
- 6.2 Serious misconduct includes, but is not limited to, the following:
- Offending any of the GU staff members or students whether verbally or physically.
 - Committing any action that shows disrespect or insult for a direct or indirect superior(s).
 - Committing further action of serious misconduct or failing to sufficiently improve conduct after receiving formal disciplinary action.
 - Damaging the University properties purposefully.
 - Breaching academic integrity and any article in the Employment Contract.
 - Absence from work without excuse or failure to promptly report an absence.
 - Repeated lateness in performing assigned tasks, or failure to perform work to the required standard.
 - Breaking out of, or refusal to comply with, or failure to work within the requirements of university policies, procedures, and regulations.
 - Accessing illegal material on a university computer or any breaches of the IT policy in this regard.
 - Smoking inside University buildings.
 - Commit an action that assists another person or organization to compete with GU on any matter, without the prior permission of the University.

- Committing any act that contradicts the traditions and ethics of the Bahraini society.
- Committing any act that is considered a crime according to the Laws of the Kingdom of Bahrain.
- Committing or involved in any act degrading the University reputation during or after working hours.
- Committing or involved in any improper relations with staff members or students during or after working hours.

7. Reporting on Breach of Conduct

- 7.1 GU staff members shall report, within a period of one week from the date of the incident, any noticed or suspected breach of Code of Conduct committed by other staff members to their line manager.
- 7.2 Line manager, upon receiving the report, shall either personally investigate the case and deal with it according to “Staff Disciplinary Procedures” as appropriate, or forward it to “Staff Complaints and Grievance Committee”, who shall deal with the case according to “Staff Complaints, Grievance, and Appeal Procedures (GU-PR32STFCG).
- 7.3 Executive Officers of the University shall either personally investigate any noticed or suspected breaches of the Code of Conduct and deal with it according to “Staff Disciplinary Procedures” as appropriate, or forward report, within a period of (3) days from the date of the incident to President of University, who shall deal with the case according to “Staff Disciplinary Procedures” Procedures (GU-PR31SD).

8. Responsibilities

Academic and Administrative Staff are responsible for:

- following this document appropriately.

HODs, Heads of Units/Centers, and Managers are responsible for:

- appropriate implementation of this document.

Deans are responsible for:

- appropriate implementation of this document.

HR Department is responsible for:

- appropriate implementation of this document.

“Staff Complaints and Grievance” and “Staff Disciplinary” Committees are responsible for:

- following this document appropriately.

COO is responsible for:

- appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

9. Related Policies

- Staff Conduct Policy
- Staff Induction Policy

10. Related Procedures

- Staff Disciplinary Procedures
- Staff Complaints, Grievance and Appeal Procedures
- Staff Induction Procedures

11. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook
MOL	Labor Law