

Badr University in Cairo (BUC)

Code of Ethical Conduct Policy

Approvals

Approval	Name	Date	Signature
BUC President	Prof.Dr. Mostafa Kamal	15/09/2019	
VP for Student's Affairs	Prof.Dr. Ibrahim El Kalla	15/09/2019	
General Secretary	Dr. Mohamed Soliman	15/09/2019	
Edited By			
Quality Assurance Manager	Pro.Dr. Abdellatif Ahmed	30/08/2019	

Purpose for the policy :

In order of maintaining and promoting Badr University in Cairo's reputation for excellence and integrity, this Code of Ethical Conduct, sets the general principles to which we subscribe and to which we expect every member of the University to adhere.

These principles have been derived from local laws and regulations, University policies and procedures, contractual and grant obligations, and generally accepted principles of ethical conduct.

Code of Conduct Principles:

1. ADHERENCE TO THE HIGHEST ETHICAL STANDARDS

Every member of the University shall conduct his or her activities in accordance with the highest professional and community ethical standards.

2. RESPECT FOR AND COMPLIANCE WITH THE LAW

Every member of the University is expected to become familiar with those laws, regulations, and University rules which are applicable to his or her position and duties.

All questions and concerns about the legality or propriety of any action or failure to take action by or on behalf of the University should be referred to either the Secretary General or to the Office of University President.

3. COMPLIANCE WITH ALL CONTRACTUAL AND GRANT TERMS AND CONDITIONS

Every member of the University is expected to maintain access to and to comply strictly with the terms and conditions of each University grant and contract on which he or she is working.

All questions or concerns about whether a particular term or condition violates the law or contractor has breached its obligations to the University should be referred promptly to the Office of General Secretary.

4. SUPPORT OF THE UNIVERSITY'S GOALS AND AVOIDANCE OF CONFLICTS OF INTEREST

Badr University in Cairo is a not-for-profit institution which is dedicated to teaching and research.

Every member of the University is expected to carry out his or her professional duties in furtherance of the University's mission.

Every member has a duty to avoid conflicts between his or her personal interests and official responsibilities and to comply with University and applicable School codes and guidelines for reporting and reviewing actual and potential conflicts of interest and conflicts of commitment.

5. MAINTENANCE OF THE HIGHEST STANDARDS OF ACADEMIC INTEGRITY

Every member of the University involved in teaching and research activities is expected to conform to the highest standards of honesty and integrity.

Activities such as plagiarism, misrepresentation, and falsification of data are expressly prohibited.

All research at the University must be conducted in strict conformity with the applicable University policies, procedures, and approvals and the requirements of all governmental and private research sponsors.

6. RESPECT FOR THE RIGHTS AND DIGNITY OF OTHERS

Badr University in Cairo is committed to a policy of equal treatment, opportunity, and respect in its relations with its faculty, administrators, staff, students, and others who come into contact with the University.

Every member of the University is prohibited from discriminating on the basis of race, color, religion, sexual orientation, gender and/or gender identity or expression, national origin, citizenship status, age, disability, and any other legally protected status; physically assaulting, emotionally abusing, or harassing anyone; and depriving anyone of rights in his or her physical or intellectual property, under University policy, and local laws.

7. MAINTENANCE AND PRESERVATION OF ACCURATE RECORDS

Members of the University are expected to create and maintain records and documentation which fully conform to all applicable laws and professional, and ethical standards.

Every member of the University who is involved (directly or indirectly) in the preparation or submission of a bill to any governmental or private payor is expected to use his or her best efforts to ensure the bill addresses only those services rendered and products delivered and in the correct amount, supported by appropriate documentation.

8. CONDUCTING BUSINESS PRACTICES WITH HONESTY AND INTEGRITY

Every member of the University is expected to conduct all business with patients, vendors, competitors, and the academic community with honesty and integrity.

This duty includes, but is not limited to: adherence to policies of anti-fraud and referral prohibitions in dealing with vendors and referral sources; adherence to all antitrust laws (such as those governing prices and other sales terms and conditions, improper sharing of competitive information) and protecting University property and assets--including proprietary intellectual property, buildings, equipment, books, supplies, and funds.

9. CONCERN FOR HEALTH AND SAFETY; RESPECTING THE ENVIRONMENT

Every member of the University is expected, in the performance of his or her duties, to comply with all laws and regulations which govern occupational and patient health and safety and to make every reasonable effort to ensure that students, faculty, patients, employees, and visitors are protected from undue health risks and unsafe conditions.

10. REPORTING SUSPECTED VIOLATIONS OF THE CODE; ENFORCEMENT OF THE CODE

This Code of Conduct has been created and exists for the benefit of the entire University and all members. It exists in addition to and is not intended to limit the specific policies, procedures, and rules enacted by the University and each of its Schools.

Each member of the University is expected to uphold the standards of Badr University in Cairo and to report suspected violations of the Code or any other apparent irregularity to either his or her Supervisor,

Human Resources, Financial Compliance and Internal Audit, the Office of General Secretary, the University President.

This Code of Ethical Conduct will be enforced. Reports of suspected violations will be investigated by authorized University personnel. Managers, and supervisors have a special duty to adhere to the principles of the Code, to encourage their subordinates to do so, and to recognize and report suspected violations.

Each member of the University is expected to cooperate fully with any investigation undertaken. If it is determined that a violation has occurred, the University reserves the right to take corrective and disciplinary action against any person who was involved in the violation or who allowed it to occur or persist due to a failure to exercise reasonable diligence. Disciplinary actions will be determined on a case-by-case basis and in accordance with the applicable disciplinary codes.

The University reserves the right, at any time, and without notice, to amend this Code of Ethical Conduct in its sole, good faith, discretion. This Code does not form a contract.

Revision History

Version	Date	Modified Areas
0.1	May, 2020	—