



**Al-Qasim Green University (AGU)**  
**Comprehensive Guide to**  
**Professional Ethics**

**For Administrative Staff and Academic  
Personnel**

The success and reputation of Al-Qasim Green University are deeply rooted in the ethical conduct of its staff and faculty. This document aims to outline the ethical framework that governs professional behavior, decision-making, and interpersonal interactions within the university environment. It establishes clear expectations for conduct that aligns with AGU's mission of excellence in education, research, and community service.

## 2. Objectives of the Guide

- To foster a culture of integrity, trust, and mutual respect.
- To provide guidance on ethical dilemmas and professional responsibilities.
- To define expected standards of conduct in professional and academic roles.
- To ensure transparency and accountability in all institutional operations.

## 3. Applicability

This guide applies to:

- Academic staff.
- Administrative employees.
- Contracted personnel and support staff.
- Visiting scholars and research assistants affiliated with AGU.

## 4. Core Ethical Values and Principles

### 4.1 Integrity

Integrity is the foundation of all professional conduct. Employees are expected to demonstrate honesty in all activities — whether in teaching, research, or administration. This includes avoiding deception, fraud, or any conduct that undermines trust.

#### Examples:

- Not falsifying research data or qualifications.

- Refusing to engage in bribery or unauthorized compensation.
- Giving accurate information in reports and documentation.

#### **4.2 Accountability**

Every staff member is responsible for the quality and consequences of their work. Accountability ensures that decisions are traceable and actions can be justified.

##### **Examples:**

- Admitting mistakes and correcting them promptly.
- Maintaining proper records of academic and administrative decisions.
- Complying with institutional policies and laws.

#### **4.3 Respect and Dignity**

Respect for others is a cornerstone of ethical behavior. All individuals must be treated with dignity regardless of status, belief, or background.

##### **Examples:**

- Engaging in constructive dialogue.
- Valuing students' and colleagues' contributions.
- Avoiding disrespectful language or gestures.

#### **4.4 Fairness and Justice**

Fair treatment must guide interactions, evaluations, and decisions. Personnel should avoid discrimination and ensure that opportunities and resources are distributed equitably.

##### **Examples:**

- Grading students objectively and fairly.
- Providing equal opportunities for professional development.

#### **4.5 Confidentiality**

All personnel are obligated to protect the privacy of sensitive data including personal, academic, and institutional information.

**Examples:**

- Not disclosing student records without proper authorization.
- Safeguarding internal financial and strategic documents.
- Respecting the confidentiality of HR and disciplinary matters.

**5. Responsibilities of Academic Personnel****5.1 Commitment to Teaching and Learning**

Faculty are entrusted with shaping the intellectual development of students. This duty must be performed with diligence and impartiality.

**Best Practices:**

- Designing syllabi based on current academic standards.
- Ensuring clarity in grading criteria and assessment feedback.
- Avoiding coercive or exploitative relationships with students.

**5.2 Research Conduct**

All research must adhere to national and international ethical guidelines. Researchers must uphold intellectual honesty and scholarly integrity.

**Best Practices:**

- Seeking ethical approval before involving human or animal subjects.
- Citing all contributors and sources appropriately.

**5.3 Mentorship and Supervision**

Academic staff are expected to mentor students and junior faculty responsibly, promoting growth and professional development.

**Best Practices:**

- Providing timely guidance on research projects.
- Encouraging ethical scholarship and critical thinking.
- Refraining from biased or punitive supervision practices.

## **5.4 Upholding Academic Freedom Responsibly**

Academic freedom is essential to inquiry and expression but must be exercised in ways that do not incite hatred or violate university values.

### **Guidelines:**

- Engage in respectful and evidence-based discourse.
- Maintain neutrality in academic evaluations.
- Ensure classroom discussions are inclusive and constructive.

## **6. Responsibilities of Administrative Staff**

### **6.1 Professional Service Delivery**

Administrative staff must support the educational mission through efficient and courteous service.

#### **Best Practices:**

- Ensuring timely processing of academic or financial requests.
- Maintaining a customer-service orientation with students and faculty.
- Addressing grievances in a respectful and impartial manner.

### **6.2 Use of Resources and Assets**

University resources must be used exclusively for institutional purposes. Misuse for personal gain is strictly prohibited.

#### **Best Practices:**

- Proper handling of office equipment, vehicles, and supplies.
- Avoiding excessive or unauthorized use of internet and phones.
- Ensuring transparent procurement and financial transactions.

### **6.3 Workplace Culture and Conduct**

Creating a harmonious workplace is essential to productivity and morale.

**Best Practices:**

- Avoiding gossip, bullying, or exclusionary behavior.
- Encouraging teamwork and constructive feedback.
- Respecting professional boundaries and hierarchies.

## 7. Conflict of Interest

Personnel must declare any relationships, roles, or interests that may influence their professional judgment or actions.

**Examples of Conflicts:**

- Participating in hiring panels involving relatives or friends.
- Receiving gifts from vendors or students that may influence decisions.
- Holding private tuition or business ventures that compete with university services.

**Resolution Steps:**

- Disclose the conflict in writing to the relevant authority.
- Refrain from participating in affected decisions.
- Comply with any mitigation plans prescribed by the administration.

## 8. Discrimination and Abuse of Power

AGU is committed to a safe and inclusive environment. Any form of discrimination is strictly forbidden.

**Prohibited Conduct:**

- Unwanted advances, comments, or messages.
- Discrimination based on gender, religion, ethnicity, or disability.

- Retaliation against whistleblowers or complainants.

#### **Reporting and Redress:**

- Use the university's formal grievance procedure.
- Report incidents confidentially through the ethics office.
- Cooperate fully in investigations and hearings.

### **9. Reporting Ethical Violations**

All members have a duty to report ethical breaches.

#### **Channels for Reporting:**

- Direct reporting to the President Office.
- Filing a complaint with Human Resources.

#### **Protections for Whistleblowers:**

- No retaliation or discrimination for good-faith reporting.
- Confidentiality maintained throughout the process.
- Timely response and follow-up on reported issues.

### **10. Sanctions for Ethical Violations**

Consequences will vary based on the severity and nature of the offense.

#### **Possible Sanctions:**

- Verbal or written warnings.
- Temporary suspension from duties.
- Dismissal or contract termination.
- Referral to legal or governmental authorities.

### **11. Training and Awareness**

Regular workshops, seminars, and online lectures will be organized to:

- Reinforce ethical values.
- Address real-life case studies and dilemmas.

- Encourage a proactive ethical culture.

## **12. Periodic Review and Updates**

This guide will be reviewed biennially by the University Council. Amendments will be communicated to all departments and published on the official university website.

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**Approved by:**  
**University Council of Al-Qasim Green University**  
**Legal Division**  
**Department of Quality Assurance**  
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