



**The British University in Egypt**

**Faculty of Law**

**Code of Professional Conduct**



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## Preamble - Code of Conduct & Professional Ethics:

This code of conduct and professional ethics contains the standards of behavior that all employees in the Faculty in all sites should continuously follow and observe in all dealings and which shall bear the motto and purpose of the Faculty when performing its role “Honesty & Integrity”. This code of conduct has been developed in light of the ethics of education and in conformity with our longstanding national traditions and guided by the best global and national principles, practices and initiatives in governance, disclosure, transparency, compliance, responsible work and social responsibility for the sake of sustainable business.

To eliminate any fears or doubts about the non-compliance with the code of professional ethics, the Faculty works on the motivation and the creation of a culture of immediate reporting to the competent body and through multiple channels while stressing on not taking any questioning or retaliation consequences of any kind against any person for reporting his/her fears or doubts about the occurrence of violations to the code of professional ethics. This code of professional ethics consists of a number of policies that are concerned with respecting integrity, disclosure and transparency at the work place and environment with the aim of distinguished performance, supporting innovation, fighting administrative corruption, and limiting risks and threats through rules that govern conduct and seek the confidence of the teaching staff as well as employees of the Faculty and other stakeholders based on the constant care to adhere to the best ethical values, practices and principles that represent the base of the professional conduct required from the members of the teaching staff and the employees of the Faculty; a standard upon which the Faculty shall rely on evaluating their performance.

### Article One: General Provisions

1. **Purpose of the Code:** The Faculty of Law at the British University in Egypt aims to apply the rules of professional conduct on teaching staff, Faculty employees and related personnel in accordance with the best global professional practices and in a way that is in harmony with the privacy of the Faculty by providing an ethical and professional work environment with the purpose of qualifying calibers and leaderships that care for the application of the best practices in the responsible work in order to realize sustainable development that cares for the development of students’ potentials for the work market and enhances both theoretical and applied scientific research as well as the social responsibility, societal partnership for the development of our communities. The compliance of the Faculty, its employees and those cooperating with it with these rules shall raise the credibility, efficiency and effectiveness of its works and activities enhance its position and preserve its reputation in the academic community. The code of honor is a positive and advanced step for the application of sound governance, a matter that enhances transparency, justice, accountability and fights administrative corruption.

2. **Preparing and Developing the Code:** the management of the Faculty is the body responsible for supervising the preparation and development of the code and the follow up of executing compliance. The Dean of the Faculty shall form “Governance & Compliance Committee / Policies and Compliance Committee” which duties shall be the development of this code and work on ensuring the compliance of the teaching staff, employees and related personnel with the standards of professional honor set forth in this code. The committee(s) shall raise a quarterly report to the top management evaluating the extent of compliance with the professional honor standards and the contraventions that have been detected along with the action taken as well as whatever proposals it considers in this regard.
3. **Validation & Field of Application:** Faculty teaching staff, employees and related personnel shall adhere to the stipulated rules, policies and principles that are related to the execution of this code ethically as a step to consider it an integral part of personnel regulation in the university at a date not later than (01.10.2017). All personnel are required to adhere to these rules, read and understand them, then, sign an undertaking to adhere to them when joining the Faculty.

#### Article Two: Definitions

1. **Rules:** the rules of professional conduct of teaching staff, employees and related personnel of the Faculty of Law at the British University in Egypt.
2. **Faculty:** the faculty of Law at the British University in Egypt.
3. **Faculty Employees:** in the application of the provisions of this code, they are the top management, members of the teaching staff, administrators, employees, contractors, part time and full time seconded staff, experts, part time or full time consultants, all employees hired with definite or indefinite contracts, all employees working directly or indirectly in the British University in Egypt including part timers or subcontracted personnel within the authorities granted to them on basis of their positions or whatever information related to their positions
4. **Committee:** Governance and Compliance Committee / Policies and Compliance Committee pursuant to the authorities stipulated in these rules.
5. **President:** president of Policies and Compliance Committee or the vice president in the absence of the president or when delegated.
6. **The Unit:** the unit concerned with the follow up and evaluation of compliance. It is an independent unit that reports to the top management of the Faculty of which duties are the review and evaluation of compliance with the code of honor and other related systems, rules and decisions pursuant to the authorities stipulated in these rules.
7. **Related Parties:** natural or juristic persons who are performing works or rendering services to the Faculty.

8. **Conflict of Interests:** any of the interests related to the Faculty of Law at the British University in Egypt, its position, rights, business, decisions or reputation that are impacted by the personal interests of any of its employees that might arise from physical or moral interests, direct or indirect, present or future, or might arise from personal or commercial relationship.
9. **Preventive Action against Information Leakage:** the written policies and procedures that the Faculty of Law or the British University in Egypt set forth to preserve confidential or internal information that their personnel acquire in the course of performing their duties as well as the policies that aim at ensuring that this information is not available except for the authorized personnel and not disclosed to anybody else.
10. **The Informed Person:** is the person who obtains an internal piece of information that is not made available to the public through a business relation or in whatever capacity whether direct or indirect.

### Article Three: Values & Principles

The Faculty as well as its employees is committed to respect the following values and principles:

#### 1. Integrity

Adhere to the highest standards of integrity, religion and ethics that qualify to acquire the confidence of those dealing with the Faculty while giving priorities to the interests of the Faculty over personal interests and never exploit power and authorizations to achieve personal gains and interests ensuring in the meantime that the rights of other parties are protected.

#### 2. Justice

Adhere to exercising the power and performing job duties in accordance with the bases of justice and equality in a way that guarantees the serious commitment to total impartiality when dealing with all related parties.

**3. Efficiency**

Adhere to the highly effective and efficient work, exerting due care, adhere to the policies and systems of the Faculty in following up and evaluating performance, the constant pursue towards enhancing the role of the Faculty and work on its development, as well as applying the best international standards and practices in the responsible management in addition to the quality of education and all the services offered.

**4. Team Work & Partnerships**

Adhere to the serious cooperation within the framework of joint teamwork, exerting the utmost effort and self-denial in order to improve performance as an integrated teamwork. The Faculty is committed to establish partnerships with universities, national and international organizations, business community and properly select them in a way that serves its objectives.

**5. Researches**

Adhere to progress in theoretical and applied researches in accordance with global standards in a way that copes with the requirements of the environment and society, meets the needs of business sector and achieves sustainable development.

**6. Transparency**

Adhere to transparency in dealings without prejudice to the laws and regulations. Work on clarifying the jurisdictions and the proper delegation of authorities, duties and responsibilities.

**7. Respect**

Adhere to respect, appreciation and good behaviour between the employees and others regardless of differences in age, gender, sex and other differences. The employees of the Faculty shall positively adhere to the representation of the Faculty during the attendance of occasions and formal as well as informal events inside Egypt and abroad, work on the proper selection and preservation of the relations with related parties. Adhere to all laws, regulations, statute, adopted internal instructions including by-laws, policies evidence, internal procedures and any amendment that might occur on them

**8. Dialogue**

Facilitate and support dialogue and discussion among all parties; academics, employees, students, various institutions, business sector, government, media, civil society organizations, other related categories and stakeholders who are interested in sustainable business in the Faculty in a way that serves the national issues and enhance the application of governance, social responsibility and world sustainability.

**Article Four: Conflict of Interests**

1. Faculty employees shall avoid cases of conflict of interests, immediately disclose them and fairly deal with them, if any arise. They shall care for the interests of the Faculty all time and act in the interest of the Faculty over their own interest.
2. All Faculty employees shall disclose all interests that are in conflict or might be in conflict with performing their tasks and duties. It must be ensured that they do not participate in conflicting interest related works or decisions.
3. Faculty employees shall disclose any job that has been occupied in the past five years whether of direct or indirect relation with the Faculty or with any business of the Faculty in general.
4. Faculty employees shall disclose any other relation of whatever nature that might arise with persons or institutions that are related to the activity of the Faculty including scientific, professional, financial and commercial relation. Employees shall also disclose any direct relations with relatives (parents, sons and daughters, wife/husband, brothers and sisters).
5. All disclosed information related to the employees of the Faculty should be sent to the competent body. All personnel are required to update this information once any change takes place.
6. Follow up and compliance evaluation committee or unit – based on the jurisdictions set forth for each in this rules - shall maintain a standing register that contains all disclosed information. Confidentiality of this information shall be preserved and non-disclosed except when required for legal purposes.
7. A tripartite committee formed from the president of Governance & Compliance Committee / Policies & Compliance Committee, or his/her deputy, Compliance Follow Up & Evaluation Unit Head, and a member (member of the teaching staff of management expertise) selected by the Dean of the Faculty to be appointed for a term of not more than two years, shall study cases of conflict of interests and submit the results of the study to Governance & Compliance Committee for its decision.
8. Faculty employees are prohibited from practicing any other profession or work outside the Faculty including occupying posts or jobs in any company, in the government or public or private organizations. They are prohibited from offering consultancies to any third parties except after securing the written approval from the Dean of the Faculty.
9. Faculty departments, units and employees may obtain the opinion of the Unit or Committee according to the jurisdictions set forth for each of them regarding the likeliness of conflict of interests of any works or operations required to be executed prior to the approval on concluding deals for those works.

**Article Five: Accepting Gifts, Compliments & Privileges**

1. Faculty employees are prohibited from offering, requesting or accepting gifts and physical or moral privileges that might be offered to them by any party related to the Faculty or their works. They shall disclose to the competent body any gift that might be offered or sent to them.
2. Faculty employee shall act wisely and logically when accepting any hosting invitation from a related party whether the relation with that related party is past, exiting or potential. They shall ensure that that invitation is not to seek personal interest that might be in conflict with the rules, regulations and policies of the Faculty. They shall reject all invitations that might create in them the sense of commitment or embarrassment towards the host (due to the circumstances or costs of the invitation).

In all cases, the following shall be adhered to:

- a) Ensure that the invitation is not to realize a personal benefit that might be in conflict with the rules, regulations and policies of the Faculty.
- b) Obtain the approval of the competent body or immediate supervisor to determine how convenience is that invitation.
- c) Faculty employees are prohibited from offering any gift on behalf of the Faculty to any person or body prior to securing approval from the competent body in the Faculty except for offering calendars, pens and the alike that the Faculty distributes and bears its logo.

**Article Six: Confidentiality of Information and the Non-Disclosure of any Confidential or Internal Information**

1. The Faculty shall preserve the confidential information of its employees except for legal purposes or when required by the interest and nature of work of the Faculty. Faculty employees are prohibited from claiming any information that is irrelevant to their works.
2. Faculty employee is prohibited from disclosing any confidential or internal information to any party. Confidential or internal information is any piece of information, statement, figure or statistics that are not made available to the public and that is acquired by the employees of the Faculty of Law at the British University in Egypt due to the nature of their work or under any capacity whether this piece of information, statement, figure or statistics is verbal, written, electronic or others, and whether it is scientific, financial, administrative, commercial, marketing, technical or of any nature related to the Faculty, any of its employees, customers, contractors, or related to the activity and operations of the Faculty in general.

Faculty employees shall undertake to constantly adhere to all arrangements taken to prevent the leakage of information and totally preserve any confidential or internal information. It is prohibited to announce or declare it to any other party. Employees shall take all necessary precautions not to leak the confidential and internal information; these include not to leave them seen in the work place so that

others could view it, take reasonable precautions to shut down computer sets, preserve the username and password, take precaution when sending or receiving information through the computer, facsimile or any other means, and not to take any paper, document, written or digital statement of confidential nature outside the Faculty premises.

3. At the end of service of any of the Faculty employees, they shall adhere to cease using or disclosing any confidential or internal information or the documents in his possession. In such case, they shall return them and deliver them to the university. In all cases, returning or damaging any of the papers, documents or information shall not exempt the Faculty employees from the obligation of keeping the confidential and internal information undisclosed even after the termination of the contractual relation with the Faculty.
4. In addition to the disciplinary penalties the Faculty has the right to inflict due to the non-adherence to confidentiality, the University shall have the right to initiate any of the judicial proceedings that it chooses and find them convenient against any of its employees when violating any of his/her obligations set forth in this Article including claiming damage for the loss resulting from breaching the principle of confidentiality.

#### **Article Seven: Compliance with the Proper Disclosure and Dealing with the Press & Media**

1. The Faculty shall adhere to work on observing the best world practices in disclosure and sponsoring policies that encourage the proper disclosure. The Faculty shall bind its employees to adopt these policies through their behavior and during performing their duties in accordance with the rules and world practices in disclosure and that the disclosed act shall contain disclosing to all within the framework of transparency, disclosure must be real and correct, disclosure shall be sufficient and answering all inquiries.
2. Faculty councils and committees shall be committed to provide its members with the sufficient information at the proper time regarding the dates, places and agenda of their meetings in addition to providing comprehensive information in the proper time regarding the issues that should be settled during those meetings.
3. Faculty employees shall not speak in the name of the Faculty except when assigned or delegated by the competent officer. The employee shall not release any statement to the media of all types and shall not represent the Faculty prior to obtaining a written approval from the Faculty competent bodies. Statements shall be limited to those officially authorized by the Faculty. The person offering any information shall be well acquainted with its confidential nature and that he has the authority to release it and properly deal with it.

4. The Faculty shall encourage the use of modern ways and means of instant communications among various parties with the purpose of activating the best practices in disclosure within the commitment to the principle of banning the disclosure of any confidential or internal information.

#### **Article Eight: Compliance with the Protection of Resources**

1. Faculty employees shall use the resources available under their disposal in the optimum use to achieve the objectives of the Faculty. They shall work on preserving the rights and properties of the Faculty during performing their job duties.
2. Faculty employees shall refrain from using the assets of the Faculty or that related to their work for their personal purposes.
3. Faculty employees shall take all actions and precautions required to ensure the soundness of electronic systems of the Faculty and protect them against damage, modification, hacking or use them not in the optimum way or use them illegally or unethically or allowing unauthorized personnel to use them.
4. The use of the resources of the Faculty for personal purposes or activities, as recreational or entertainment means, or making adjustments to the tools and equipment without referring to the competent body shall be considered a waste of the resources of the Faculty and those committing them shall be subject to questioning.

#### **Article Nine: Compliance with Preventing Illegal Practices**

1. The Faculty employee shall not be convicted by any court ruling or under investigation or trial for a crime of dishonor or dishonesty.
2. Faculty employees shall have to report to Compliance Unit or Committee – pursuant to the jurisdictions set forth to each of them in these rules – any illegal act or practice, or violation to any of the systems or instruction of the Faculty committed by any of the employees of the Faculty once known to him. The reporting shall be dealt with in complete confidentiality and high professionalism to protect the reporter while taking the required action to address and correct the matter. The non-reporting of such acts, practices or violations shall be considered an administrative violation that exposes the person to legal questioning.

## **Article Ten: Obligations of Members of the Faculty Teaching Staff**

### **1. Teaching Staff Member's Adherence to his/her Profession**

The member of teaching staff is committed to honestly disclose his/her qualifications To Whom It May Concern. He has to be proud of his/her profession, preserve his/her dignity and the dignity of his/her profession. He has to be a good example and honest in his/her performance to his/her duties. He has to refrain from accepting gifts from his students and their parents and refrain from realizing undeserved privileges on basis of his/her professional or job position.

The teaching staff member shall be committed to adopt the sound scientific methodology in research and in writing books, enjoy absolute honesty and accuracy in indicating the references that he has benefited by, clearly disclose the joint amount of his/her participation when writing joint books, update his/her books to cope with the development in his/her field of specialization, respect the thoughts and opinions of past scientists, observe to deposit copies or summaries of his books in public libraries and electronic magazines as a service to the society.

### **2. Teaching Staff Member's Adherence to his/her Students**

The teaching staff member shall be committed to exert all efforts and care to develop the potentials of the student, prepare the environment that would help the student to acquire values, skills and knowledge, support the supreme values of religion and society that are disseminated and planted in the student by the family and religious and social organizations, respect the student and deal with him fairly, objectively and humanitarily, respect the student's privacy, encourage the student to continuously learn, teach the student to preserve public property, respect private property and intellectual property, renounce violence, oppression and blackmail when dealing with the student, allow discussion and dialogue with the student in the topic of the lecture in order to create a sense of enthusiasm and affinity between students and teaching staff and respect their opinions and guide them in a sound and scientific way so that the students feel their opinions are serious and cared for.

### **3. Teaching Staff Member's Adherence to Management & Colleagues**

The teaching staff member shall be committed to respect his/her colleagues, preserve good relations with them, support his/her colleagues professionally and scientifically, respect his/her specialization and the specializations of others, sincerely perform his/her duties to support the educational message of the institution, be fair and objective when dealing with the management and his colleagues, respect the privacy of his/her colleagues, preserve the secrets of the educational institution and defend the legitimate rights of the teaching staff member.

#### 4. Teaching Staff Member's Adherence to the society

The teaching staff member shall be committed to serve the society, contribute in the development the progress of the society, link what he presents to the culture and aspiration of the society, interact with societal changes in a way that benefits education and benefits the society, give due care to serve the environment and guide his/her students to the same.

#### Article Eleven: Rules of Personal Appearance & Job Conduct

1. Faculty employees shall be committed to be well dressed in a way that suits working in the Faculty. In case there is no common uniform, the employees shall dress what suits the customs and religion. The public image is part of the image of the Faculty. Faculty employees must never wear jeans, or sport wears and trainers during delivering lectures. Sport wears and trainers shall be worn in the places dedicated to sports.
2. Faculty Employees shall avoid all forms of conduct that might involve insult, discrimination, assault or harassment to any of the Faculty members whether verbally, physically or morally. Anyone exposed to such acts shall submit a complaint to the unit. The complaint shall be confidential and shall not be disclosed except to competent investigation body.
3. The Faculty employees shall not conduct any course of action inside or outside the Faculty that might harm the image of the Faculty.
4. The Faculty employees shall observe the public interest and shall not embarrass colleagues by making long personal calls during working hours, in particular in joint offices. They shall keep their mobile phones on silent mode during meetings and lectures. In general, they shall observe the dignity of the working place.
5. Faculty employees are prohibited from conducting the following actions inside the Faculty premises, branches and units:
  - a) Distributing circulars, placing posters or organizing meetings that are irrelevant to the activity of the Faculty.
  - b) Collecting money, donations or selling and buying goods.
  - c) Using the resources of the Faculty for personal interest or in other than the designated use.

#### Article Twelve: The Rights of the Faculty Employees

1. Justice: Apply the principles and code to all members.
2. The Fair and Clear Evaluation: all members shall be evaluated objectively and impartially while observing the principles of transparency in accordance with the system and modern management techniques.

3. The Faculty shall provide all means that enable the employees to perform their duties efficiently and safely within the limits of the available resources.
4. The Faculty shall provide training to its employees and grant them the opportunity to learn, innovate and encourage them to develop their skills and improve their potential and performance.
5. In case one of the employees reports a violation to any of the items of this code, he shall have the right for total confidentiality and privacy and the Faculty shall protect him against any related reaction.
6. In case of a complaint related to the work conditions of the member that he has reported to his immediate supervisor, the supervisor shall work on removing the causes of the complaint. If the complaint is against the immediate supervisor, the member shall have the right to report to the higher level according the job hierarchy.

## Appendix

(Shall be enforced upon the enforcement of Compliance with the Code)

### Article Thirteen: Reports & Complaints

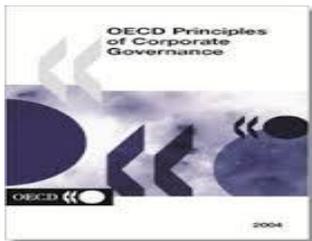
1. The Unit or the Committee – pursuant to the jurisdictions of each in these rules – shall prepare a register in which it shall list and preserve the complaints and document the relevant action taken.
2. The Unit, the Committee or the Tripartite Committee – pursuant to the jurisdictions of each in these rules – shall consider the illegal conduct reports inside the Faculty and refer them to the competent bodies. The regulations and the adopted procedures shall guarantee the interrogation in these violations in a way that achieves justice for all without harming the reporters.

### Article Fourteen: Disciplinary Action

1. When violating any of the professional conduct standards, the subject shall be referred to the Tripartite Committee. The Committee shall investigate the violation and raise its recommendations including the proper administrative penalty to the Dean of the Faculty to take the proper decision. If the investigation is related to any of the top management level, the recommendation shall be raised to the Committee which in turn and according to the nature of the violation, either take a decision or refer it to the Dean of the Faculty to further refer it to the Council of the University.
2. The Unit or the Committee - pursuant to the jurisdictions set forth in this code – shall keep a register of the names of employees whom the Faculty has taken disciplinary actions against them for breaching these rules or for any other relevant conduct. The register shall contain the following details; a) the violation or conduct for which the disciplinary action has been taken against the violator, b) the actions and penalties taken to behave the violator.
3. In case of doubt or suspicion in the violation of any conducts or the incidents to the provisions of this code, “honesty and trust” shall be the criterion of the violation where no text has been provided in this code.

## Faculty of Law Code of Conduct – 2016

### Compatible with



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