

## **THE BRITISH UNIVERSITY IN EGYPT**

### **Faculty of Business Administration, Economics and Political Science**

#### **Code of Conduct**

The Code of Conduct expects all academic and administration staff to act professionally in line with all regulations, policies and procedures of the University. The Code of Conduct aims to ensure that no misunderstandings arise concerning the minimum expectations of staff. It is not an all-inclusive document and is subject to discussion and development. However it seeks to establish a framework within which all staff are expected to operate. Suggestions for enhancements to the Code are welcomed.

#### **Our Values:**

The University and Faculty's core values are:

- Academic honesty and integrity.
- Maintenance of high academic standards.
- Continuous quality enhancement.
- Mutual respect in a multi-cultural environment.
- Development of the University's community.
- Full engagement and involvement of staff and students.
- Transparent leadership and management.

#### **Code of Ethics**

##### **1- Managerial and administrative**

**All staff are expected to:**

- be courteous and behave professionally at all times, and to respect the views and opinions of colleagues and students.
- recognize the need for confidentiality and respect any student's wish for this, having explained to him/her any consequences that might arise;

- maintain, in a timely and accurate manner, such records as are required for the effective operation of their functions and/or are required by the University;
- be prompt and attend all meetings at which their presence is required. Where they are, for valid reasons, unable to attend, to ensure that their apologies are transmitted to the secretary;
- produce the draft minutes of any meetings for which they are designated as secretary within 5 working days;
- attend those functions and activities in support of the University where their presence is expected. Where they are, for valid reasons, unable to attend, to ensure that their apologies are sent through the organiser.

## **2- Delivery of Teaching**

**All academic staff (MLs and TAs) are required to:**

- teach through the medium of English
- commence and conclude all classes at the appropriate time, as per the scheduled timetable, and come prepared;
- except in the case of emergency or unforeseen circumstances, obtain approval from the Programme Director for the postponement of any class at least 5 working days prior to its scheduled occurrence such that adequate notice can be given to students;
- reconvene any postponed class at a time convenient to all the students involved and within 10 working days of the postponement;
- take all possible steps in the case of an emergency to arrange for students to be notified of any postponement of class(es) in advance or to arrange for substitute teaching;
- not cancel any class unless prior approval from the Dean/Programme Director has been obtained to do so;
- take no action which would expose a colleagues or student to an unacceptable level of risk;
- take no action which may involve students in significant unexpected additional unavoidable expenditure.

## **3- Examinations and Assessments**

**All academic staff (MLs and TAs) are required to:**

- produce all draft and final examination papers and assessments according to a schedule to be determined by the Programme Director;

- return all assessments to students with adequate levels of feedback within 10 working days of their receipt;
- mark all examination scripts anonymously according to a schedule to be determined by the Programme Director;
- make themselves available to act as invigilators and senior invigilators.
- attend all examination boards and treat as confidential all results until they have been announced formally by the University.

#### **4- Scientific research**

**All academic staff (MLs and TAs) are required to:**

- respect and protect intellectual property of others in all their scientific activities.
- avoid plagiarism in all their publications, otherwise they will be subject to academic honesty investigations.

#### **5- Personal**

**All staff are required to:**

- treat each student fairly in accordance with the University's regulations and procedures, showing no favouritism.
- refrain from entering into personal relationships with students which could compromise, or could be construed as compromising, the student teacher relationship;
- refrain from accepting gifts with any commercial value that could be construed as inducements for treating a student more favourably than would be merited by his/her performance;
- disclose any circumstances that might compromise, or be construed as compromising, the student teacher relationship.
- give due recognition to the cultural environment in which they are working and its accepted norms of behaviour, for example, in relation to dress, conduct, social interaction and the consumption of substances that are illegal or not encouraged..

#### **6- Dress Code Policy**

Our dress code policy outlines the University's expectations from Academic and administrative Staff regarding their appearance. The Policy's guidelines are not meant to unreasonably restrict the freedom of expression that is conveyed through one's attire. However, the way employees project themselves when they represent the University with visitors, students or other external parties can have direct

consequences on how it is perceived. Therefore, they should be aware that appearance is seen as an integral part of the BUE culture and any inappropriateness could expose the university's image and its reputation.

### **Proper Attire Guidelines:**

- All clothes must be clean and in good repair. Discernible rips, tears or holes will not be accepted.
  - All clothes must be appropriate for the office. Clothes worn typically in workouts, outdoor activities or recreation ventures are not allowed
  - All clothes must project professionalism. Clothes that are too revealing or inappropriate are prohibited
  - Employees should avoid clothes with stamps/slogans that might be perceived as offensive or inappropriate
  - Proper formal attire must be worn during the working hours on weekdays, regardless of time
  - Staff whose job duties require that they wear non-business attire in the workplace include, but are not limited to, physical education staff, coaches, Technicians, Site Engineers
- ❖ **In case of University events, formal meetings...etc., staff will be expected to come in complete formal attire.**

### **- Examples of unacceptable attire:**

For both academic & administrative staff, the following is considered as unacceptable attire:

- 1) Shorts
- 2) Miniskirts/ Short Skirts (e.g., skirts that are above knee length)
- 3) Sweat (sports) suits / pants
- 4) Transparent pants / skirts / Tops
- 5) Sleeveless Shirts/ tops
- 6) Clothes with offensive slogans or pictures, e.g., profanity and nude or seminude pictures, offensive gestures, suggestive cartoons
- 7) Flip Flops
- 8) Crocs / plastic sandals

- 9) Wrinkled, torn/ ripped, stained, dirty, faded, patched clothing or clothes with missing buttons are not appropriate.
- 10) Very low cut neckline blouses / dresses.

**- Disciplinary Consequences**

If clothing fails to meet these standards, as determined by the Dean/ Head of Department, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue.

**All Staff must abide by this code of conduct**