

University Codes

(2018-2019 Academic Year)

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members to adhere to the guidelines and policies established by the institution. These guidelines and policies set forth the ethical standards and organizational values by which AUK operates as an institution of higher education.

University codes are included in this section providing general statements and guidelines outlining the expectations by which members of the University community should conduct themselves, including specific policies and procedures.

- I. University Code of Conduct
- II. Student Rights & Responsibilities
- III. Student Code of Conduct
- IV. Student Complaints Concerning Staff and Faculty
- V. Code of Academic Honesty and Integrity

In addition, members of Student Clubs & Organizations must also adhere to the Student Clubs and Organizations Manual, and student employees must also adhere to the Student Employment Manual. Both manuals are available in the University Portal.

1. UNIVERSITY CODE OF CONDUCT

Applicability: This Code of Conduct applies to:

- a) all American University of Kuwait (AUK) employees, including faculty, staff, and student-workers, when working for the University or otherwise engaged in activities that are in the course and scope of their employment with the University;
- b) consultants, vendors, and contractors as they do business with the University when required by contract;
- c) individuals who perform services for the University as volunteers, including the Trustees, and those who assert an association with the university;
- d) Students of AUK when on campus or off-campus in a University-sponsored activity.

The code refers to all these persons as “members of the university community” or “community members.”

History: Approval date: 13th December 2006 By: Board of Trustees.

Section Headings:

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| 1. Introduction and Purpose | 8. Financial Reporting |
| 2. Standards of Integrity and Quality | 9. Use of University Resources |
| 3. Compliance with Laws | 10. Profession-Specific Standards |
| 4. Contractual Obligations | 11. Reporting Possible Violations |
| 5. Confidentiality and Privacy | 12. Consequences of Violations |
| 6. Conflict of Interest | 13. Questions |
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1. INTRODUCTION AND PURPOSE

a. Introduction – As members of the university community, all faculty, staff, students, members of the Board of Trustees, university officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values honesty, integrity, fairness, and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the (draft) Faculty Manual, University Codes, Administrative Policies and Procedures, and all other university policies. This Code of Conduct is intended to provide an overarching general statement that supplements, but does not replace, existing university policies and codes. Other university policies and codes provide more specific guidance and must be used as appropriate.

b. Purpose – In this spirit, this Code of Conduct (the “Code”) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and behavior. We will all be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the university community, are collectively accountable for maintaining these standards and for compliance with all applicable laws and policies.

2. STANDARDS OF INTEGRITY AND QUALITY

The University recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. AUK strives at all times to maintain the highest standards of quality and integrity.

Frequently, the operating activities and conduct of the community members of AUK are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others, for local tradition and values, and for shared global human values govern our conduct at all times. In addition, each individual is required to conduct university business and academic activities with the utmost honesty, professionalism, accuracy and fairness.

3. COMPLIANCE WITH LAWS

The University is in a heavily regulated environment. Compliance with laws is important as a matter of principle. Members of the university community will conduct university activities in compliance with applicable laws, regulations, and university policies and procedures. Administrators, supervisors, and faculty are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office that has oversight responsibility for the policy.

4. CONTRACTUAL OBLIGATIONS

The acceptance of an agreement may create a legal obligation on the part of the American University of Kuwait to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate university official are authorized to commit to, or enter into agreements on behalf of the university.

5. CONFIDENTIALITY AND PRIVACY

On behalf of the University, community members receive and have access to various types of confidential, proprietary and private information. Each community member will comply with all Kuwait laws and regulations, agreements with third parties, and university policies and principles pertaining to the use, protection and disclosure of such information. No unauthorized use or disclosure of such information is allowed either during the community member’s association with the University or after the association with the University ends.

6. CONFLICT OF INTEREST

Community members are responsible for being familiar with, and are bound by, applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the university mission and an individual's private interests.

7. HUMAN RESOURCES

American University of Kuwait is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the university prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their sex, race, religion, age, disability, or any other basis prohibited by Kuwait laws. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

8. FINANCIAL REPORTING

All university accounting entries, accounts, financial reports, expense reimbursements, time sheets, and other documents, including supporting documentation, must be accurate, clear and complete, and in accordance with applicable policies, agreements, standards, and regulations.

9. USE OF UNIVERSITY RESOURCES

University resources are reserved for operating purposes on behalf of the University in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the person's role and responsibilities. University resources include, but are not limited to, the use of university systems, such as telephone systems, data communication and networking services, and the American University of Kuwait domain for electronic communication forums; and the use of university equipment, such as computers and peripherals, university vehicles, and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students, and others at the University.

10. PROFESSION-SPECIFIC STANDARDS

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to university policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and university policy, he/she will consult with the appropriate member of the university administration.

11. REPORTING POSSIBLE VIOLATIONS

Members of the AUK community should report possible violations of applicable laws, regulations, contractual requirements, or other violations of this Code. The reporting should be made through avenues specified in applicable university policies and codes, normally beginning with the immediate supervisor. In the absence of applicable university policies and reporting processes, possible violations should be reported to HR. Reports may be made confidentially, and the University will make every effort to honor confidentiality to the extent it does not conflict with external regulations and laws.

Each report will be reviewed as timely as possible, and at the appropriate level within the University. If a report involves an issue that should be dealt with through processes identified in other published university policies and codes, an appropriate and timely referral will be made.

12. CONSEQUENCES OF VIOLATIONS

Community members should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire University. Violation of the Code, of laws and regulations, or of

