

<p>Kingdom of Saudi Arabia Ministry of Education University of Bisha Faculty of Applied Medical science Nursing department</p>	 <p>جامعة بيشة UNIVERSITY OF BISHA</p>	<p>المملكة العربية السعودية وزارة التعليم جامعة بيشة كلية العلوم الطبية التطبيقية قسم التمريض</p>
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Code of conduct policy

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College	Bisha Applied Medical Science College
Policy title	Code of conduct
Statement of the Purpose	<ol style="list-style-type: none"> 1. This Code of Conduct contains the policies that relate to the legal and ethical standards of conduct that Bisha College for Applied Medical Sciences, Executive Management, staff and students are expected to comply with while carrying out their fiduciary duties and responsibilities at the college. 2. This policy is intended to help concerned persons focus on areas of ethical risk, provide guidance to help them recognize and deal with ethical issues. It also provides mechanisms to report unethical conduct, and to help foster a culture of honesty and accountability.
Policy	<ol style="list-style-type: none"> 1. The Code of Conduct complements, but does not replace, the standards of behavior and performance required by the college regulations. 2. The code of conduct clarifies the standards of behavior that are expected of staff and students in the performance of their duties and responsibilities. 3. It gives guidance in areas where staff needs to make personal and ethical decisions. 4. All UBCAMS staff and students shall comply with the laws, rules and regulations applicable to UBCAMS <p><u>Conflict of Interest:</u></p> <p>All CAMS's staff and faculty shall avoid conflicts of interest between themselves and CAMS. A "conflict of interest" can occur when the private interest of any of the CAMS's staff and faculty in any way or even appears to interfere, with the interests of CAMS as a whole. A conflict situation can arise when any of the CAMS staff and faculty takes actions or has interests that may make it difficult to perform their college work objectively and effectively. Conflicts of interest also arise when any of the college staff and faculty, or a member of their immediate family, receives improper personal benefits as a result of their position at CAMS.</p> <p>Each CAMS staff and faculty shall fully disclose any situation that involves, or may reasonably be expected to involve a conflict of interest. Moreover, all executive management, managers and employees shall report any conflict of interest to their department directors.</p>

Policy

Gifts:

All CAMS staff and faculty shall not accept gifts or personal benefits of any value from external parties if it could be perceived that this could compromise or influence any of the college staff and faculty decision. Additionally, no gift shall be accepted from a supplier, vendor, contractor or student unless the gift has insubstantial value and a refusal to accept it would be discourteous or otherwise harmful to CAMS.

Entertainment:

Acceptance of normal business entertainment such as lunch, dinner, an event, and the like, generally is appropriate if it is of a reasonable nature and is in the course of a meeting or another occasion.

The purpose of which is to hold genuine business discussions or to foster better business relations. All college staff and faculty are to report any such entertainment. As such, all executive management, managers and employees are to report any such entertainment (in advance, if practical) to their direct supervisors.

Outside Activities:

All CAMS staff and faculty are prohibited from engaging in any freelance activity or employment that adversely affects the quality or quantity of work performed; competes with CAMS activities; implies sponsorship or support by CAMS of the outside employment or organization; or adversely affects CAMS reputation; or makes use of or interferes with CAMS time, facilities, resources or supplies.

Interests in Other Businesses:

It is a potential conflict to interest for all CAMS staff and faculty or their spouses or any other immediate family members (jointly referred to as "family members") to directly or indirectly have a financial interest (e.g., as an investor, lender or Board Member) in a competitor, or in a customer or supplier with whom that CAMS staff and faculty or their subordinates deal in the course of their job within CAMS. Accordingly, employees must promptly disclose any such interests to their supervisor. In addition, an employee must disclose to their department director any employment or consulting relationship that a family member has with a competitor, or with a customer or supplier with whom the employee has dealings.

Corporate Opportunities:

CAMS staff and faculty have a duty to advance college legitimate interests when the opportunity to do so arises. They are, therefore, prohibited from:

1. Taking for themselves personally opportunities that are discovered through the use of college property, information or position for personal gain.
2. Competing with CAMS.

Poli cy	<p><u>Harassment:</u></p> <p>CAMS staff and faculty are committed to a working environment which is free from harassment, including discrimination, victimization and bullying, and in which the dignity of the individual is paramount. As such, all concerned persons are responsible for helping to ensure that individuals do not suffer any form of harassment. Any staffs who suffer from harassment will have the total support of CAMS in putting a stop to it.</p> <p><u>Nepotism Disclosure:</u></p> <p>CAMS does not prohibit the employment of relatives, and it does not wish to become involved in consensual relationships between co-workers. However, precautions must be taken to ensure that individuals are not and do not appear to be improperly influenced by the existence of close personal relationships. In particular, CAMS staff and faculty may not directly supervise or otherwise participate in decisions regarding the hiring, retention, promotion or compensation of other CAMS staff and faculty with whom they have a close personal relationship. CAMS construes “close personal relationships” as relationships between immediate family members, spouses, fiancés, children, grandchildren, siblings, parents, grandparents, aunts, uncles, nieces, nephews, and their respective spouses and any other relationships that reasonably might be perceived as potentially compromising CAMS staff and faculty ability to make independent, unbiased decisions on behalf of CAMS.</p> <p><u>Employee Relations:</u></p> <p>It is CAMS policy that all colleges staff and faculty, regardless of level, shall strive to meet the following objectives:</p> <ul style="list-style-type: none"> ▪ Respect each employee, worker and representative of students, suppliers and contractors as an individual, showing courtesy and consideration and fostering personal dignity. ▪ Make a commitment to and demonstrate equal treatment of all employees, workers, students, suppliers and contractors without regard to race, color, gender, religion, age, national origin, citizenship status or disability. ▪ Provide a workplace free of harassment on the basis of race, color, gender, religion, age, national origin, citizenship status or disability. ▪ Afford employees a reasonable opportunity, consistent with the needs of CAMS, for training to become better skilled in their jobs. ▪ Encourage promotion from within, consistent with the needs of CAMS, whenever qualified employees are available.
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<p>Policy</p>	<ul style="list-style-type: none">▪ Ensure that each manager knows personally every employee two levels directly below them to allow employees an avenue to voice opinions to management other than their direct management.▪ Treat any suggestions by external consultants brought in to enhance our processes as opportunities to improve skills and not as criticism. Provide and maintain a safe, healthy and orderly workplace.▪ Assure uniformly fair compensation and benefit practices that will attract, reward and retain quality employees. <p><u>Safety:</u></p> <p>A CAM is committed to provide a safe work place for all college staff and students. In addition, there are laws and regulations that impose responsibility on CAMS to safeguard against safety and health hazards.</p> <p>For those reasons, CAMS staff and faculty who are present at the college facilities are required to follow all safety instructions and procedures that CAMS adopts. If CAMS staff and faculty have any questions about possible health and safety hazards at any of our facility, they shall bring those questions to the attention of their supervisor as soon as possible.</p> <p><u>Confidential Information:</u></p> <p>Except when disclosure is authorized, legally mandated, or required by law, all CAMS staff and faculty shall maintain and protect the confidentiality of information entrusted to them about students, work colleagues, suppliers, stakeholders and the college business and financial affairs. “Confidential information</p> <p>All CAMS staff and faculty shall endeavor to deal fairly with the college students, suppliers, competitors and employees. None shall take advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.</p>
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<p>Policy</p>	<p><u>Corruption and Bribery:</u></p> <p>Bribery occurs when anyone offers, solicits, gives, receives or accepts anything of value in exchange for favorable treatment by a Company, government authority or official. It also occurs when a company secures an unfair advantage over its competitors through secret and corrupt dealings with prospective customers. Bribery is illegal, and any of CAMS staff and faculty who elicits, participates in or condones a bribe, kickback, or other unlawful payment or attempts to participate in any such activity, will be subject to strict disciplinary action, up to and including termination.</p> <p>CAMS also reserves the right to refer such matters to public authorities for possible criminal prosecution.</p> <p><u>Protection and Proper Use of Company Assets:</u></p> <p>All CAMS staff and faculty shall protect the college assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on CAMS's profitability. As such, CAMS assets are to be used only for the legitimate business purposes of CAMS and its subsidiaries and only by authorized employees or their designees. This includes both tangible and intangible assets. Some examples of tangible assets include Company vehicles and office equipment such as phones, copiers, computers, furniture, and supplies.</p> <p>CAMS email system shall be restricted primarily to Company business. Highly confidential information shall be handled appropriately. Files containing sensitive business data shall be appropriately password protected. CAMS reserves the right at any time to monitor and inspect, without notice, all electronic communications data and information transmitted on the network and electronic files located on personal computers owned by CAMS or computers on the premises used in company business.</p> <p>Third party software is provided as a productivity tool for employees to perform their job functions. CAMS staff and faculty may be liable as individuals for illegal software use. To the extent permitted under applicable laws, employees, contractors and temporary employees shall assign to CAMS any invention, work of authorship, composition or other form of intellectual property created during the period of employment.</p>
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<p>Policy</p>	<p><u>Advertising and Promotional Activities:</u></p> <p>False, misleading or deceptive advertising and related activities in the promotion made by CAMS is prohibited. In addition, fair and accurate advertising and sales practices are critically important in preserving CAMS goodwill and reputation with its students and the general public. Therefore, all advertising claims and other representations to students' and potential students must be truthful and have a</p> <p>Reasonable basis. In addition, all advertising claims, whether made in catalogues, brochures, leaflets, posters, Newspapers, magazines or other print as well as non-print media, must be substantiated before publication or dissemination.</p> <p><u>Accurate Record Keeping and Reporting:</u></p> <p>CAMS staff and faculty shall accurately reflect the transactions of CAMS in its books, records, accounts and reports and shall maintain an adequate system of internal controls and disclosure controls to promote compliance with the laws, rules and regulations applicable to CAMS. All college staff and faculty will, to the best of their ability, use reasonable endeavors to ensure that CAMS records and documents, including financial reports, are true and correct. Falsification of any company record is prohibited. All reports, documents or communications authorized or legally mandated for disclosure to the public shall be full, fair, accurate, timely and understandable.</p> <p><u>Influences on the Conduct of Audit:</u></p> <p>CAMS staff and faculty must not take any action to fraudulently influence, coerce, manipulate or mislead any auditor performing an audit or review of CAMS financial statements. The types of conduct that may constitute improper influence include:</p> <p>Offering or paying bribes or other financial incentives, including offering future employment or contracts for non-audit services.</p> <p>Providing an auditor with inaccurate or misleading information or advice, including legal analysis.</p> <p>Threatening to cancel or cancelling existing non-audit or audit engagements if an auditor objects to CAMS accounting.</p> <p>Seeking to have a partner removed from an audit engagement because he objects to CAMS accounting.</p> <p>Blackmailing and making physical threats.</p>
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<p>Policy</p>	<p><u>The Environment:</u></p> <p>CAMS recognizes that its businesses have an impact on the environment. The college is committed to ensuring that this impact is reduced where practicable. To satisfy this commitment, CAMS seeks to ensure that the resources and materials used by its businesses are sustainable, are capable of being recycled and reused effectively with the minimum of waste; that where practicable, we utilize technologies, materials and processes which do not have an adverse impact on the environment and, where such impact is unavoidable, it is minimized; and that our suppliers and contractors have the same objectives.</p> <p><u>Government Contracting:</u></p> <p>The laws, rules and regulations applicable to contracting with government entities are complex and may impose different and special requirements on CAMS. Failure to comply with these requirements may be a criminal offence. All CAMS staff and faculty shall comply with these requirements and questions regarding compliance shall be referred to appropriate personnel or outside counsel as necessary.</p> <p><u>Reporting of Illegal or Unethical Behavior:</u></p> <p>College staff and faculty shall promote ethical behavior and shall encourage employees to talk to managers, directors or other appropriate personnel when in doubt about the best course of action in a particular situation. The college staff and faculty shall report illegal or unethical behavior, of which they become aware of. As such, all executive management, managers and employees shall report illegal or unethical behavior to their direct line supervisor. Violations will be investigated and action will be taken by the appropriate personnel or the Board as necessary.</p> <p>CAMS will not allow retaliation for reports made in good faith.</p> <p><u>Students code of conduct– Rules and Regulations:</u></p> <p>Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary actions</p>
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<p>Policy</p>	<p>.Acts of academic dishonesty, including but not limited to the following: Any student found guilty of academic dishonesty may be subject to both academic and disciplinary actions.</p> <p>Cheating: Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communication information in an unauthorized manner to another person for an academic test, examination or exercise.</p> <p><u>Fabrication or Falsification:</u> Falsifying or fabricating any information or citation in any academic exercise, work, speech, research, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.</p> <p><u>Plagiarism:</u> Presenting the work of another as one's own (i.e., without proper acknowledgement of the source) and submitting examination, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person. Materials covered by this prohibition include, but are not limited to, text, video, audio, images, photographs, websites, electronic and online materials and other intellectual property.</p> <p><u>Abuse of Academic Materials:</u> Destroying, defacing stealing, or making inaccessible library or other academic resource material.</p> <p><u>Falsifying Grade Reports:</u> Changing or destroying grades, scores or marking on an examination or in a faculty member's records.</p> <p><u>Misrepresentation to Avoid Academic Work:</u> Misrepresentation by fabrication an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.</p> <p><u>Other:</u> Academic departments and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under this Student Code and the College Disciplinary procedures.</p> <p><u>Violence:</u> A student shall not engage in or attempt to engage in any act of violence against oneself or another person <u>Weapons, Dangerous Instruments, and Explosive Chemicals or Devices:</u> The possession, use or threat of use of any object that may reasonably be</p>
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believed to cause physical injury to another person is prohibited.

Student Organizations:

Student organizations are expected to adhere to the same standards of conduct applicable to individual students.

Theft:

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the college, its guests, and all members of the college community.

The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the college, another student, a person attending a college event, or any other person; will lead to disciplinary action.

Other malpractice like:

Furnishing false information to any college official, faculty member, or office.

Forgery, alteration, or misuse of any college document, record, or instrument of identification.

Disruption or obstruction of teaching, research, administration, disciplinary, proceedings, and other college activities on or off-campus, including its public service functions on or off-campus, or of other authorized activities.

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or unreasonably endangers the mental or physical health, safety or reputation of any

Person or one self, including any such conduct achieved through means of social media or any other means of electronic communication.

Attempted or actual theft of and/or damage to property of the college or property of a member of the college on or off campus.

Failure to comply with direction of college officials will invite disciplinary action.

Unauthorized possession, duplication or use of keys and/or keycards to any college premises or unauthorized entry to or use of college premises.

Use, possession, or distribution of marijuana, heroin, narcotics, or other controlled substances, or drugs against the law of the country.

**Proce
dure**

1. New employees are required to sign a copy of CAMS Code of Conduct upon joining the college, and a signed copy is placed in the employee's personnel file. (.
2. All New students are required to sign the copy of student's code of conduct upon joining in the Student Extracurricular Affairs unit. The signed copy of the same is kept in students file.
3. Codeofconducthastobeincludedaspartofthestaffandstudentsorientationpr ogramandthey need to sign the code of conduct.
4. An electronic copy of the code shall be present on college document gate, accessible to all employees andthestudents.Publishthecodeforstudentsandstaffonallvisibleareasinbot h English and Arabic language for easy access and viewing.
5. It is the responsibility of department directors and college Dean to monitor compliance with the Code of Conduct and to initiate disciplinary action against employees and students who do not abide by the tenets of the Code.

Academic dishonesty by student:

1. In case of act of academic dishonesty, the faculty member may impose an academic sanction as severe as giving the student a failing grade in the course.
2. Beforeimposinganacademicsanctionthefacultymembershallfirstattemptto discussthematter with the student. If deemed necessary by either the faculty member or the student, the matter may be brought to the attention of the student's adviser, the faculty member's department head, or the Dean of the college.
3. When academics action is imposed which causes the student to receive a lowered course grade, the faculty member shall make a report in writing of the facts of the case and the academic sanction imposed against the student to the faculty member's department head and to the Disciplinary Committee chairperson. The student shall be provided with a copy of this report. Further, the faculty member may recommend the disciplinary proceedings against the student for violation of the Student Code, if the faculty member in the exercise of his or her professional judgment believes that such action is warranted.
4. Incaseswhereafacultymember'sfindingofacademicdishonestyisadmittedb ythestudentandan academic sanction is imposed by the faculty member, who the student believes to be too severe, the student shall have the right to appeal this verity of the academic sanction through the applicable grade appeal procedure.
5. In cases where a faculty member's finding of academic dishonesty is disputed by the student, the matter shall be referred to the Appeal Committee for disposition in accordance with the college Disciplinary Procedures. Any academic sanction imposed by the faculty member shall be held in pending for a final decision under the college Disciplinary Procedures.
6. If it is determined through these procedures that the student did not commit academic dishonesty, the faculty member's academic sanction shall

be set aside. If it is determined that the student committed academic dishonesty, the faculty member's academic sanction shall be imposed

7. in addition to any disciplinary sanction which may be imposed under the college Disciplinary procedure.

Conflict Disclosure

1. Human Resource (HR) Manager has to ensure that all staff members are familiar with college policies and procedures related to Conflict of Interest through orientation program.
 2. All staff members should complete and promptly submit a disclosure form to the HR Manager upon employment. Upon employment and thereafter at any point if staff has discovered or suspects that an actual, potential, or perceived conflict of interest exists or could arise from a situation or activity has to report this to department director.
 3. Upon receipt of a complete disclosure, the department director will forward the case to department council/college council for decision.
 4. Staff Member can expect disposition within a reasonable timeframe (normally 15 calendar days).
1. If any employee breaches the rules and regulations issued by the college shall be subject to disciplinary actions. Disciplinary actions which may be imposed on employee are:
 - 1.1. Draw attention (Reprimand)
 - 1.2. First Warning
 - 1.3. Second Warning
 - 1.4. Deduction from salary
 - 1.5. Suspension without salary
 - 1.6. Demotion.
 2. Dismissal
 7. All CAMS employees have to refrain from the following activities according to our regulation:
 - 7.1 Undue personal gain from college funds or resources.
 - 7.2 Excessive or unauthorized use of college time or resources for professional, charitable or community activities.
 - 7.3 Exploitation of students for private gain.
 - 7.4 Compromise of college priorities due to personal financial considerations.
 - 7.5 Unfair access by an outside party to college programs ,services, information or technology.
 - 7.6 Selection of an entity as a college vendor by an individual who has a personal or economic interest in that entity; this includes engaging a relative as an independent contractor, subcontractor or consultant.
 - 7.7 Situations in which a faculty or staff directly dealing with students who are an immediate family member of the faculty or staff.
 - 7.8 The college staff members are not allowed to enter into agreements,

	<p>contracts, or purchases that give rise to a Conflict of Interest unless the conflict can be eliminated or appropriately managed through administrative oversight to protect the interests of the individual and the College.</p> <p>7.9 CAMS resources are to be used only in the interest of the College. Faculty and Staff may not use college resources, including facilities, personnel, equipment or confidential information, as part of their outside consulting activities or for any other non- college purposes.</p> <p>7.10 Employees are not allowed to render any services to any person or company, in any capacity, during their service in the college, with or without pay.</p> <p>7.11 Favors of any value should be recognized for their potential influence on the objectivity of judgment with respect to the provider and the recipient of the favor. Faculty and Staff shall not solicit a gift or accept a significant gift when such solicitation or acceptance may influence, or have the appearance of influencing, the performance of the duties.</p> <p>7.12 The CAMS employees shall refrain from using college name and logo and any of the college means of communication in activities or businesses not related to the college.</p> <p>7.13 7.13 A staff member should complete and promptly submit a conflict disclosure form to the department director after the member has discovered or suspects that an actual, potential, or perceived conflict of interest exists or could arise from a situation or activity.</p> <p>7.14 Every staff member makes the commitment when hired by CAMS to promote confidentiality and abide to the college Policies and Procedures.</p> <p>7.15 All CAMS administrators and employees have to report to the direct supervisor any acceptance of normal business entertainment such as lunch, dinner</p> <p>7.16 All CAMS administrators and employees are responsible to ensure that individuals do not suffer from any form of harassment. Any staff suffer from any kind of harassment can raise this issue to the staff disciplinary committee.</p> <p>7.17 All college employees and students are obliged to follow the CAMS safety regulations any violations will lead to disciplinary action.</p>
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<p>Responsibilities</p>	<p><u>Employee and Student:</u> Each employee and student is committed to follow the Code of conduct and regulations of the college.</p> <p><u>HR Manager:</u> Ensure that each employee receives orientation on college Code of Conduct and have employee sign upon joining and the college and keep this in their personal file.</p> <p><u>Student Extracurricular Affairs Manager:</u> Ensure that each student receives orientation on Student Code of Conduct and</p>
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have students sign up on joining and keep the signed copy of the same in their personal file.

Department director:

Monitor each employee's/Students compliance with the policy and report any breach of code of conduct for necessary action.

College Dean:

Ensure that the college employees and students are aware of the Code of Conduct applicable to them and is strictly followed and this policy is fairly implemented.

