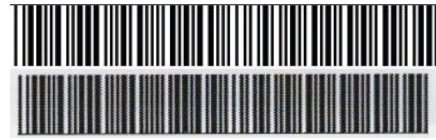


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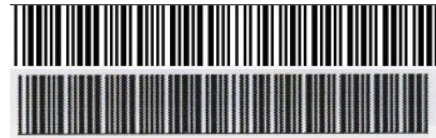
The Ethics Charter Deed for University of Bisha Staff

(Employees, Technicians & Workers)

First Issue – 2019G

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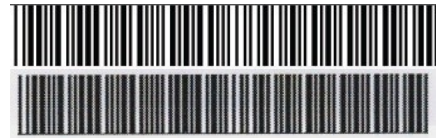


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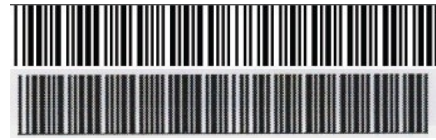


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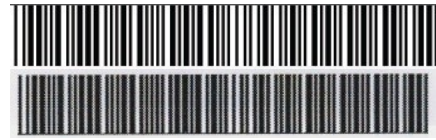
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Introduction:

Successful organizations are characterized by high levels of organizational loyalty provided to them by their staff, which enhancing their response to the successive variables and strengthening their readiness towards the increasing external effects. As scientific institutions, Universities have many of human cadres, including management apparatus staff (employees, technicians and workers) whose staff participates effectively to get universities to achieve their goals. The administrative and technician apparatus presents facilitative and propulsive power for the management functions in university system, whereas judgment on management performance efficiency at the University in carrying out its various functions depends on the performance of administrative and technician apparatus, which by its responsibilities relates to relations and interactions inside and outside the University that serve as University's expressive face . Accordingly, the administrative

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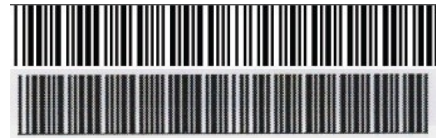
and technician apparatus has to commit to management performance standards, including commitment to University values and ethics.

Vision 2030G of Kingdom of Saudi Arabia had indicated the value of the human resources and individuals in country projects and plans execution at all state levels and various ministries, that's what the strategic plan had emphasized on for University of Bisha (2017-2022) being the most prominent entries and factors influencing the achievement of University's vision and mission as shown by second strategic goal, that deals with Human resources' efficiency improvement and performance enhancement by developing adequate rules, regulations and practices to organize and develop kinds of relationships among various elements of human inside and outside the University.

The ethics charter for Bisha University staff "who represented by administrative apparatus staff: employees, administrators, technicians and workers" is a part of efforts enhancement to

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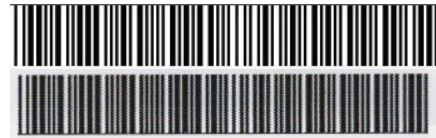


support the institutional work and its requirements and raising staff awareness and knowledge about the importance of ethical and behavioral practices which regulate interactions and relations between University staff and community staff which is outside the University.

The ethics charter for University staff had emerged from the rules and regulations of University Higher Education Council existing in Kingdom of Saudi Arabia as well as University vision and mission, code of functional behavior and general function ethics issued by expert body at council of ministers, this is under a system of institutional values which University staff should have during their daily work, while including the rights and duties of administrative and technician apparatus which serve as a guide for University staff's behaviors .

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Introduction to the Ethics Charter for Bisha University Staff

(employees, technicians and employees)

- **Ethics charter definition:**

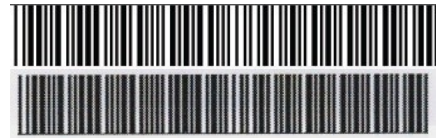
It is a set of ethical standards and directions arising from a number of agreed sources, as it presents the ideals and regulations to which the University seeks to get its staff to adhere and guide them to bear responsibility. Therefore, regulations that must be provided in staff behavior are identified within this framework.

- **Sources of charter ethical principles and performance standards:**

Ethical standards are derived from the following sources:

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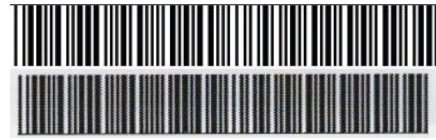
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- First source: the Islamic Law
- Second source: Kingdom 2030 vision
- Third source: Rules and regulations of both University Higher Education Council and Ministry of Civil Service.
- Forth source: the code of functional behavior rules and general functional ethics, that issued by Council of Ministers General Secretariat.
- Fifth source: University rules and regulation that related to administrative and academic aspects.
- Sixth source: the strategic plan of University of Bisha 2017-2022.
- **The importance of commitment to the ethics charter at the University:**
 - Practice of proper ethical principles: it provides equal opportunities for all University staff, increases the

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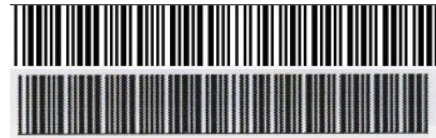
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functional satisfaction rates and supports team spirit as a result of equitable distribution of functions, activities and rewards.

- University staff's feeling of confidence and safety at work, that reflects positively on performance.
- The commitment to organized rules and regulations, that leads to improvement of job environment and assistance in achieving the University mission.
- Ensure continuous development in the educational process that enhances implementation of a number of various professional growth programs.
- Providing of a directory or reference to serve as a guide to all University staff members and to guide them in daily practice.
- Highlighting individual responsibility for all University staff and emphasize activation.

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- Spreading of spirit of affection, cooperation and respect among each of colleagues, management, students and Civil Society members.
- Ensure performance, behaviors and practices follow-up for all University staff under agreed rules and standards while dealing with them strictly and remedying irregularities produced with adjudicating them, thus achieves administrative governance process.

- **Groups targeted by the charter:**

University staff members, including University administrators, technicians and workers

- **Charter's goals:**

- 1- Development of University staff culture concerning the importance of their role and ethical frameworks they employed in.

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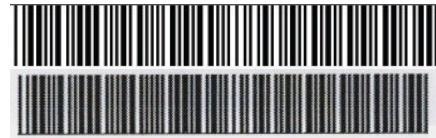
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- 2- To assist University staff members to recognize each of ethical, scientific and professional standards while emphasize on their responsibilities towards these standards and how to comply with, thus ensuring guarantee rights, This is in addition to the achievement of healthy work environment that allows upgrading with the administrative and academic performance level for all University staff.
- 3- Instilling confidence among the beneficiaries of University services at all administrative, academic, research and social responsibility levels these are carried out in accordance with ethical and professional methods and techniques, in conformity with the objective standards.
- 4- Developing a positive trend regarding the importance of commitment to ethical charter.
- 5- The participation in enhancing the University's status and upgrading of it within a framework of values and ethics, which is clear and declared for all.

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- **Terms contained in the ethics charter for employees, technicians and workers:**

The blog:

The blog of both functional behavior rules and civil service ethics issued by Council of Ministers General Secretariat

The University:

University of Bisha

University staff:

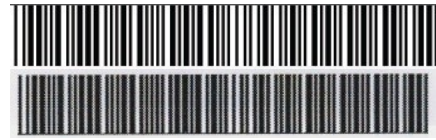
All University staff , teaching staff and persons of equivalent status including lecturers, teaching assistants, administrators and technicians

Teaching staff:

The professor, associate professor and assistant professor

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Persons who are equivalent to Teaching staff's

status:

Lecturers and teaching assistants

Administrative and technical employee:

The employees who handle the administrative and technical work at the University

External community:

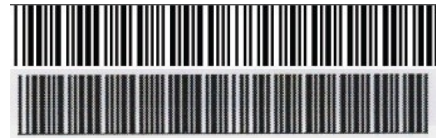
It is the external human and institutional environment that surrounds University of Bisha at all local levels and in various categories.

The beneficiaries:

They are the University Staff including the administrative and academic leadership, teaching staff and persons of equivalent status, students, colleagues, whether they're administrators, technicians or employees, and workers, This in addition to other groups and surrounding and external community staff.

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The ethics charter text for the administrator, technician, and worker

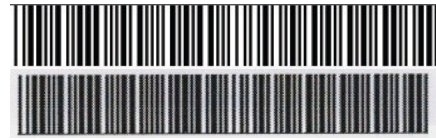
First: the general rights for administrators, technicians and workers at University of Bisha:

The University works on achieving and providing the following for its staff, including administrators, technicians and workers:

- The relevant rules and regulations to employee's work while getting him to familiarize himself with it as well as the code of functional behavior rules and civil service ethics, issued by Council of Ministers General Secretariat.
- Health and social care, depending on University's possibilities.
- Getting financial dues and material necessities on time, depending on University's possibilities.
- Equity for various practices among all.

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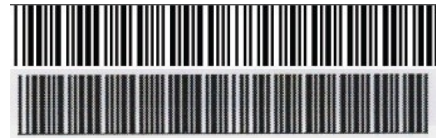
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- Transparency and disclosure of general information to staff.
- Providing academic, administrative and ethical environment, encouraging the spirit of initiative and creativity so as to obtain achievement, excellence and innovativeness.
- Professional development events for the staff.
- Providing job description guide and distribution of functions and responsibilities according to business interest.
- Providing chances for employee's development, thus contributing to development of the administrative work in conformity with the technical innovations as well as saving time and effort.

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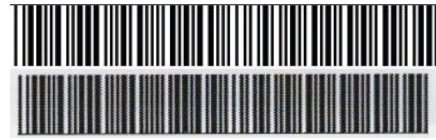
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- Providing an appropriate environment to work performance and professional security and safety requirements according to applied quality standards.
- Providing fast appropriate procedures for urgent maintenance and following up the periodic maintenance implementation.
- Managing crisis and disasters with good reaction.
- Developing employee's performance continuously.
- Getting University staff to participate effectively in decisions making of direct relevance to work.

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Second: the general duties of the administrative officer, technician and worker.

- 1- Participation in achieving both the vision and mission of the University and supporting its strategic plan.
- 2- Concern for acquaintance and knowledge of laws and regulations while respecting and applying them without exceeding or violating.
- 3- The commitment to official working time while allocating this time to functional duties performance and working out of official time when required according the requirements of Deanship interest.
- 4- Being away from what is an affront to honor, dignity, integrity and good morals and behaviors, inside and outside workplace.

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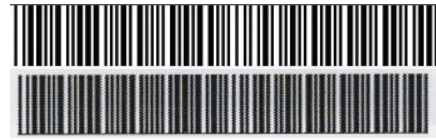
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- 5- Bearing responsibility and using material and human resources ideally so as to achieve excellence as well as keeping public money, not wasting it.
- 6- Good interaction with all beneficiaries under function with spirit soul.
- 7- Show loyalty and allegiance to country and university by working under sincerity and dedication as well as accurate and quick implementation to instructions and decisions which participate in achieving business interest.
- 8- Keeping the workplace safe, taking proper actions to ensure the secrecy of personal information away from others and keeping work secrets.
- 9- Presenting a good image and impression of the university to the outside community.
- 10- Non- proclamation, publication or disclosure of University news to media without verifying.

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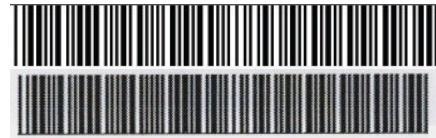
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- 11- Devoting time to the job and performing its duties perfectly, honestly, objectively, fairly, accurately, professionally and impartially. This is in addition to enhancement of beneficiaries' confidence.
- 12- Concern for development of knowledge and skills so as to enhance efficiency and effectiveness of professional abilities through continuous training.
- 13- Care and leniency shall be adhered to in dealing with beneficiaries of University services and activities and answering their questions, especially for each of those with special needs, older persons and women.
- 14- Keeping good general appearance in accordance with function requirements and dominant customs and traditions.
- 15- Completion of transactions, especially what is received from regulators as quickly and accurately as desired within terms of reference.

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16- Avoidance of general prohibitions which are relevant to

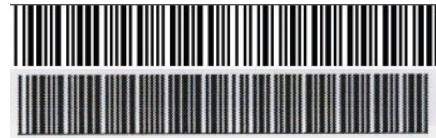
information, papers, documents, public money, presents and privileges as well as conflicting interests and anti- corruption, as indicated in the code of both professional behavior rules and civil service ethics.

17- The commitment to relevant duties and responsibilities to the

use of technical devices and use of internet and electronic mail, as indicated in the code of both professional behavior rules and civil service ethics.

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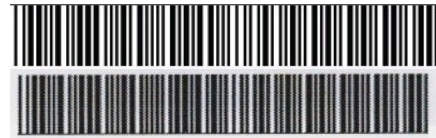


Third: Leadership's duties

- Dealing with leadership as a responsibility not an authority.
- Consideration of participation principle in decisions-making with either those concerned or decision-making experts.
- Pursuing transparency in the presentation of permitted decisions and information.
- Keeping the secrecy of information under responsibility, securing it through archive information system as well as choosing reliable assistants.
- Not to abuse the authority for personal interests.
- Follow the principle of justice and equity for distribution of tasks, mandates, rewards and methods of motivation and punishment as well as human treatment for subordinate staff.

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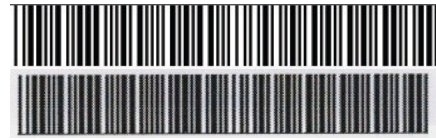
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- Enabling accounting and accountability by relevant authorities.
- Respect to the decisions of committees and scientific councils, not exceeding them formally and substantively.
- The operationalization of accounting and accountability, achievement of administrative governance, reporting irregularities and applying laws, not exceeding them.
- Undertaking efforts to carry out tasks entrusted to them and commitment to performance development within the administrative organizations they belong to.
- Equity in the distribution of available university material, technical and human resources among all institution units or at the responsible unit.
- The commitment to integrity with institution staff at all dealings and not to establish commercial or service

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relations with entities with whom a beneficial or personal relation exists.

- Keeping all University rights and entitlements for outside community.
- Following up the development of Management of Crisis and Disasters plans to ensure good stewardship.

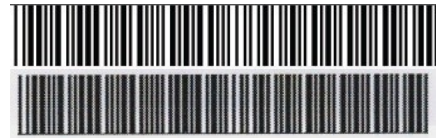
Fourth: Duties of administrators, technicians and employees.

1- Relevant duties to workflow:

- Coordination among managing departments, employees and higher authorities as well as achieve complementarity among them.
- Participation in achievement of professional development so as to achieve self-development and ability enhancement with every new employee.

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- Balance achievement between labour discipline and flexibility.
- Scheduling of work and prioritization with commitment undertaken.
- Access to functional description with commitment undertaken as well as distribution of tasks and responsibilities with precise accuracy.
- Development of administrative work in conformity with the technical innovations to save time and effort.
- Availability of necessary devices and materials for work facilitation.
- Quick taking actions which are necessary for urgent implementation as well as following up the implementation of periodic maintenance.
- Good stewardship to manage crisis and disasters upon placed plans.

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- Taking advantage of previous experiences to deal with new situations.
- Honesty in monitoring and follow-up, avoiding favoritism and not being affected by personal relation as well as not confusing these relations with work interests.
- Refusing gifts presented by any one or any relevant entity as well as not to get paid for practicing the profession outside the official residence without consent.

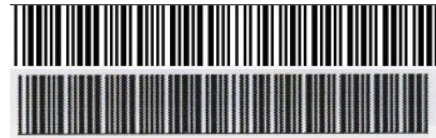
2- Duties relevant to the following groups:

a) Teaching staff and persons of relevant status:

- Providing distinct performance and service for all.
- Ensure quick correspondences movement and distribution for all so as not to miss the chances of attendance and participation at either conferences or competitions or other.

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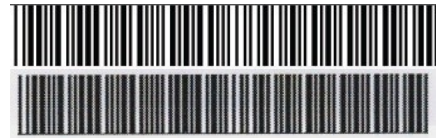
- Clarification of course of action relevant to staff affairs concerning services provided to teaching staff and persons of equivalent status.

b) Administrative and technical colleagues:

- Interaction among colleagues in friendly spirit as well as mutual respect, cooperation and working as a team should exist.
- Respecting privacy of others.
- Professional and ethical commitment to the relation that exists among colleagues and not to go about them either with backbites and calumnies or spreading rumors for purpose of defamation.
- Enhancing experience exchange among colleagues, chairmen and subordinates and supporting them for a successful work.

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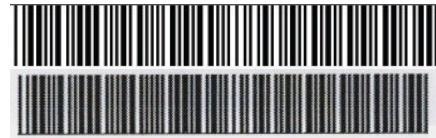
- Accurate and quick implementation of instructions and respect of chairmen's decisions.
- Organizing the work and arranging transactions while preparing them for chairmen.
- Taking and providing constructive and productive criticism properly.
- Encouraging and supporting colleagues for their diligence for development, helping and not disappointing them.
- Supporting colleagues either who are troubled at some tasks or those of limited abilities and not underestimating, humiliating nor swaggering them.

c) Male and female students:

- Providing services for students effectively and efficiently.
- Keeping the secrecy of information that is relevant to students.

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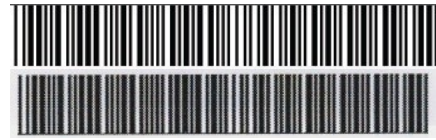
- Proper interaction with students and non-violence, castigation nor swaggering so that the interaction shall be on the basis of respect and appreciation. This in addition to application of rules and regulations under the spirit of law and not with strictness and inflexibility.
- Taking into consideration the circumstances of those with special needs and providing services for them in a more facilitative manner.

d) Workers and supporting services staff:

- Equity distribution for tasks.
- Interacting humanely with workers, showing leniency to them when being assigned to work by not assigning them to work exceeding their capacity, this is in addition to taking into consideration their health conditions.

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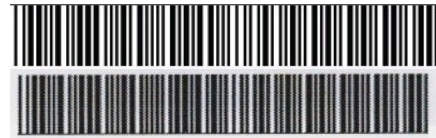


e) Outside surrounding community:

- The Participation at forums, events, celebrations and different activities of the entity to the staff subordinates particularly and to the University generally.
- The honorable representation for the University at external forums in a manner befitting.
- Non-declaration, publication nor disclosure of information about the University to media without being verified or returning to the entities which are responsible for information on it prior to publishing.
- Keeping the prestige and dignity to the University within community by commitment to appropriate behaviour and appearance.
- Development of communication bridges and channels with beneficiaries and community institutions to meet

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their needs and get them satisfied, so as to achieve utility for the University.

- Encouraging community members and institutions to attend and participate at University forums to build bridges of communication between the University and community.
- Facilitation of procedures which relate to interactions of community institutions staff and members with the University.