



ULAB CODE OF ETHICAL CONDUCT

UNIVERSITY OF LIBERAL ARTS BANGLADESH

ULAB CODE OF ETHICAL CONDUCT

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Forward by the Vice Chancellor

The University of Liberal Arts Bangladesh (ULAB) has a Code of Conduct it expects all students to follow. On that basis we think it only proper that the University introduces a Code of Ethical Conduct for faculty and staff.

The Code sets out in broad terms the standards of behavior we expect our staff to achieve. By following the code we can expect to create a climate of ethical behavior that reflects well on the University. ULAB should be known not only for its excellent academic standards but also high standards of integrity. Achieving the highest standard in both scholarship and integrity will ensure our status as a pre-eminent private university in Bangladesh.

You are urged to familiarize yourself with the terms of the Ethical Code of Conduct.

Failure to adhere to the principles set out in the Code will be viewed negatively and may lead to disciplinary action.

Professor Imran Rahman
Vice Chancellor

Definition

Codes of conduct in the education sector embrace the concept of **mutual accountability and the accountability of all those charged with enabling good quality education**. In the education sector, these codes can be developed for administration staff, teachers and students so as to prevent corrupt behavior. They generally aim at enhancing the commitments, dedications and efficiency of service of members of the teaching profession and provide self-disciplinary guidelines by establishing norms of professional conduct.

- International Institute for Educational Planning, UNESCO

Introduction

The University of Liberal Arts Bangladesh is committed to high standards of transparency, accountability, integrity and probity in all of its activities. This commitment is reflected in its Code of Ethical Conduct, which applies equally to all who are employed by the University.

This policy also applies to staff who have left the employment of the University, as regards their interactions with the University, its staff or students.

Throughout this document, "staff" means all executive officers, trustees, faculty members, administrative personnel, student employees, peons, and others in employ of the university.

Preamble

The University of Liberal Arts Bangladesh expects all staff, when acting on behalf of the university, to maintain the highest standard of ethical conduct.

The Code expresses, in broad terms, the requirements for staff to adhere to ethical standards without limiting their resourcefulness and independent thinking in the management of the University.

The Code is comprised of five parts:

- I. The Code
- II. Indicators of Personal Ethical Behavior
- III. Explanatory Notes to the Code of Ethical Conduct
- IV. Applications of the Code
- V. Consequences of the Breach of the Code

I. The Code

<i>Ethical standards</i>	Notes
1. We respect the laws of nation of Bangladesh.	
2. We conduct ourselves with integrity, honestly and impartially in all circumstances but especially in relation to our students and the university community in general.	Note A
3. We avoid conflicts of interest at all times. In circumstances where this is impossible we declare our interests in the expectation our decision is respected.	Note B
4. We use the University's funds, equipment, buildings, information and other resources with care and responsibility and in the best interests of the University.	
5. We seek to further the interests of the University, its students, clients and associates but remain sensitive and attentive to the interests of the broader community at all times.	Note C
6. We are aware of obligations to maintain confidentiality of information: we do not use this information for personal gain, nor to the detriment of the University or its various stakeholders.	Note D
7. We exercise due skill, care and diligence in performing our duties and acknowledge our responsibility to maintain currency of our knowledge, skills and technical competencies.	Note E
8. We are fair and honest in our relationship with suppliers and purchasers of the University's goods and services: we avoid both the appearance and reality of being influenced by any party, or of being prejudiced or biased in our dealings with third parties and stakeholders.	Note F
9. We do not actively solicit any gifts, benefits or hospitality; nor do we accept gifts or benefits (including hospitality and entertainment) which could in any way compromise or be seen by the wider community to influence us in our official capacity. We declare the benefit of gifts or gratuities that occur in the normal course of business. We never accept cash gifts.	Note G
10. We represent the University in the performance of our tasks and avoid all conduct, which detracts from the University's reputation.	Note H
11. We abide by the University rules and regulations relating to Sexual Harassment.	Note I

II. Indicators of Personal Ethical Behavior

- ◆ Staff must not allow dishonesty, personal prejudice or bias to influence them in the conduct of their employment.
- ◆ Staff should avoid actual or perceived conflicts of interest.
- ◆ Staff should not accept gifts, benefits or hospitality if their nature and value may be seen as compromising your objectivity and influencing you in your official capacity. Cash gifts should never be accepted.
- ◆ Staff actions should be fair, honest, and truthful in all circumstances.
- ◆ Staff should not condone the use of any statement, which is misleading, false or deceptive.
- ◆ Staff should conduct themselves with care and skill, and ensure their actions do not conflict with the requirements of integrity and objectivity or the Private Universities Act 2010.
- ◆ Staff should not use confidential or other information for personal advantage or for the advantage of another.
- ◆ Staff should at all times use professional language and behavior, whether speaking with seniors, colleagues, juniors, or students.

III. Explanatory Notes to the Code of Ethics

1. "We respect the laws of nation of Bangladesh."

No explanatory note required.

2. "We conduct ourselves with integrity, honestly and impartially in all circumstances but especially in relation to our students and the university community in general."

Note A: Integrity

Staff should act with honesty, sincerity and integrity in their approach to their work for the University.

All staff should behave with integrity, honesty and fairness in all business, academic (including research), professional and personal relationships.

Staff should not knowingly or recklessly supply any information, which is confidential, or make any statement, which they know is misleading, false or deceptive to a colleague, client of the University, or the general public.

While University staff must observe the terms and conditions of their employment, staff cannot be required to be complicit in any illegal act. If advised, instructed or encouraged to engage in unlawful activity, they must decline, and report the matter to a line manager.

3. "We avoid conflicts of interest at all times. In circumstances where this is impossible we declare our interests in the expectation our decision is respected."

Note B: Conflicts of interest

University staff should both be and appear to be free of any interest (financial or otherwise), which might be regarded as being in conflict or incompatible with their integrity and objectivity.

Independence is the cornerstone of objectivity. Both external and internal parties have a need for credibility of information and action in relation to University activities. University management at all substantive levels seeks credibility and accountability in information and in the activities of its entire staff. University management must be careful to apply an attitude of professionalism within the bounds of commercial confidentiality, and should remain independent in fact as well as independent in appearance.

Accordingly, University staff should recognize and avoid situations, which may affect their integrity and objectivity by:

- being cautious of undue benefits or preferential treatment received in the course of their employment. Such benefits may cloud their judgment or objectivity
- ensuring University facilities or property, information or resources are used in the best interests of the University community
- guarding against conflicts of interest arising from inappropriate financial involvement and personal relationships

4. "We use the University's funds, equipment, buildings, information and other resources with care and responsibility and in the best interests of the University."

No explanatory note required.

5. "We seek to further the interests of the University, its students, clients and associates but remain sensitive and attentive to the interests of the broader community at all times."

Note C: The interests of the University and the broader community

The University comprises a diverse population of individuals with differing roles and functions, ethnic and cultural. For such a community to function fairly and effectively, due regard must be given to behavior which recognizes the dignity and privacy of individuals, enhances fair dealing and representation both in action and perception.

The effective functioning of the University community depends on the mutual respect required of individuals co-existing within that diverse community and with its broad clientele, together with the pursuit of an environment characterized by co-operation, collegiality, impartiality, equity, and financial responsibility.

Individuals must therefore be accountable for their actions both in a social and financial sense by:

- clearly establishing their own personal standards and those of the staff for whom they are responsible and being aware of how these standards may conflict with tasks they ask others (or themselves are asked) to do.

6. "We are aware of obligations to maintain confidentiality of information: we do not use this information for personal gain, nor to the detriment of the University or its various stakeholders."

Note D: Confidentiality

University staff must protect the confidentiality of information acquired in the course of their work. No university member should use or disclose any confidential information to a colleague, client of the University or any other party without specific authority or unless such use or disclosure is:

- in the normal course of business within the University, or
- there is a legal or professional duty to disclose the information.

Staff may acquire confidential information in the course of their employment. This may take the form of confidential information about staff, students, University business or other information intended to be confidential. It is important that this information should not be disclosed to third parties except when consent has been obtained from the University or with the consent of the other party, when there is a duty to disclose.

Staff members should discuss the matter fully with their immediate superior if they are in doubt as to whether there exists a right or duty to disclose confidential information. If the problem cannot be resolved by this action, they should consult an appropriate higher authority within the University, and/or the University's legal advisors.

University staff at all levels should ensure that staff members for whom they are responsible, are

aware of the confidential nature of relevant information acquired by them in their work, and should inform them of the need to maintain confidentiality of such information.

Staff members in receipt of confidential information should not use or appear to use such information to gain personal advantage for themselves or for third parties.

7. "We exercise due skill, care and diligence in performing our duties and acknowledge our responsibility to maintain currency of our knowledge, skills and technical competencies."

Note E: Technical standards

University staff shall carry out their job responsibilities in accordance with relevant contractual arrangements and/or in accordance with the technical and professional standards relevant to that work. In this sense, University staff members owe a duty of skill and care to the University.

8. "We are fair and honest in our relationship with suppliers and purchasers of the University's goods and services: we avoid both the appearance and reality of being influenced by any party, or of being prejudiced or biased in our dealings with third parties and stakeholders."

Note F: Fair and honest dealing/Objectivity:

University staff must be fair and must not allow bias or prejudice to influence or override their objectivity in academic, research, administrative, business or management matters. Staff should maintain an impartial attitude, particularly in terms of the equity of individuals (including colleagues) or groups who may be vulnerable.

Objectivity is an important characteristic of University staff. If the work of a university member is influenced by dishonesty, prejudice, conflict of interest or bias, or involves misuse of a University position for personal gain (financial or otherwise), then that staff member cannot meet the test of objectivity.

The "reasonable person" test is appropriate in determining whether a staff member has behaved in an objective manner. In other words, whether a reasonable colleague, knowing all the facts and circumstances, would conclude that the staff member has acted properly and impartially.

9. "We do not actively solicit any gifts, benefits or hospitality; nor do we accept gifts or benefits (including hospitality and entertainment) which could in any way compromise or be seen by the wider community to influence us in our official capacity. We declare the benefit of gifts or gratuities that occur in the normal course of business. We never accept cash gifts."

Note G: Gifts, benefits and hospitality

- Gifts, benefits or hospitality which are irregular and of nominal value, used for promotional purposes by the donor and seen as generally accepted commercial practice (such as a business lunch), may be accepted.
- Gifts, benefits or hospitality which exceed a nominal amount, must be declared to the staff member's line manager and must not be accepted if in the view of the line manager the acceptance of the gift or gratuity would compromise objectivity and be seen by the wider

community as likely to influence the staff member in their official capacity.

- Gifts, benefits or hospitality offered as an inducement to place a staff member under an obligation to purchase goods or services cannot be accepted.
- Staff must not accept gifts of money.

10. "We represent the University in the performance of our tasks and avoid all conduct, which detracts from the University's reputation."

Note H: Ethical behavior

University staff should conduct themselves in a manner which is consistent with the University's strategic intentions, reputation, and functions for which it was created by the Board of Trustees. Staff should refrain from any conduct which might bring discredit to the University. It is important that colleagues, clients and the wider community, be satisfied that University staff are acting fairly, honestly and in good faith. You should not condone misleading, false or deceptive statements. The character of staff will be judged by their conduct, real or apparent.

11. "We abide by the University rules and regulations relating to Sexual Harassment."

Note I: Sexual Harassment

ULAB holds strong views on sexual harassment of any form. Its policy is that it will not be tolerated under circumstances and a Sexual Harassment Committee has been formed to administer the university policy.

The policy Sexual Harassment Policy clearly defines sexual harassment and sets out in detail the consequences of breaching the guidelines on the subject. It is available on the University website at: http://www.ulab.edu.bd/ulab_documents/policies/

IV. Application of the Code

- ◆ It is important to recognize that in applying this Code, the personal characteristics of honesty, sincerity, impartiality and trustworthiness are key guiding attributes.
- ◆ The effectiveness of the University's policies relies on all staff taking responsibility for their own behavior. Staff are expected to be familiar with University policies and procedures relevant to the Code of Ethical Conduct. Depending on the circumstances, it may be necessary to seek legal advice to guide the decision-making processes where conflicts of interest or potential conflicts occur. Seeking such advice should follow the University's normal procedures.
- ◆ Situations may arise in the conduct of financial activities where influence is attempted in order to achieve a particular outcome. Influence may be in the form of seeking to unfairly achieve an outcome by tactics such as inducement (gratuities/gifts/hospitality or other favors) or threats, including harassment. Should such situations be encountered, or should there be any doubt in regard to any situation, staff should draw such incidents to the attention of their relevant manager (i.e. Divisional Pro Vice Chancellor, Manager of Unit or, as necessary, the relevant member of the Senior Management Group) so that necessary action is taken.
- ◆ Other circumstances may arise where a staff member may have private and/or pecuniary interests, which may lead to an actual or potential conflict of interest in the financial management of University activities. A university member should avoid entering or being personally involved in financial decision-making in a situation in which there is a conflict of interest, recognizing also the need for disclosure of any interest or apparent interest to the relevant manager as mentioned beforehand.
- ◆ All University staff will receive a copy of this Code, and will exercise any power by virtue of their appointment or any additional powers delegated to them from time to time in accordance with and by reference to this Code. The code is also available in the HR Manual and online the ULAB intranet and web portal.
- ◆ Staff are encouraged to comment on and contribute to the further development of this Code by bringing their ideas to the attention of their manager who should refer it to the Pro Vice Chancellor's Office who will act as the first point of contact. Over time this will provide an indication of how the Code is being embedded within the University and whether any amendments are required.

V. Consequences of a Breach of the Code

Many elements of the Code are aspirational in nature. They have been developed not only to satisfy existing legal requirements, but also to engender behavior, which exceeds the legal minimum. Staff should be familiar with the substance and spirit of the Code and should be aware that breaches may result in sanctions and/or disciplinary actions, which may include counseling, performance review, or civil or criminal action, depending on the nature of the breach.