

CODE OF PROFESSIONAL ETHICS POLICY**1. PURPOSE**

- 1.1. To outline the ethical standards expected from all staff.
- 1.2. To provide guidelines on the practice and conduct in the daily operations at the university

2. APPLICABILITY

All MSU Staffs

3. COMMENCEMENT DATE

2nd January 2002

4. RESPONSIBLE OFFICE

Human Resource

5. DEFINITION


Nil.

6. POLICY STATEMENT**6.1. Principles**

- 6.1.1. This Code of Professional Ethics outlines the ethical principles and compliance procedures underlying professional performance and attitudes of the staff at the Management & Science University. It intends to provide guidance to staff members in carrying out their professional responsibilities in the university.
- 6.1.2. The ethos of the University reflects the values of highest moral standards, integrity and excellent performances in the efforts to create and promote a conducive teaching-learning environment.
- 6.1.3. The University upholds the principles of justice and equality of opportunity, in the University community as well as in the wider society. At the same time, the dignity of all individuals at the University is respected and maintained, whereby due regard for privacy and confidentiality is practiced. Additionally, the University Ethics Committee will meet every month to ensure these principles are upheld.

6.2. Compliance with University's Guidelines

- 6.2.1. Staff should familiarize themselves with relevant statute law and regulations, the University's vision and mission, University policies and procedures and seek to comply with these established University guidelines. Should there be any doubt and confusion, reference and clarification must be made to relevant senior officers of the University. Similarly, should there be any staff who breach any of the University's rules and regulations, policies and procedures as well as its

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ethical codes, it should be brought to the knowledge of the University's management and the staff involved should be warn accordingly. Should such breach continue, notification to appropriate senior University officer must be done.

6.3. Equal Opportunity

- 6.3.1. The Management & Science University is committed to a work environment free from discrimination on the grounds of race, gender, religion, disability, age, or political or sexual preference, and where decisions on employment and promotion are made on the basis of merit and assessment. Behavior which constitutes sexual harassment, or physical or any form of intimidation, is unacceptable and prohibited.

6.4. Health and Safety

- 6.4.1. The Management & Science University seeks to ensure a safe and healthy work place. All staff must abide by all requirements of the established University guidelines for safety, and ensure that no unsafe areas or practices go unreported. Supervisors are responsible for safety in their work areas.

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