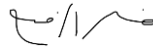
 <p>HUMAN RESOURCES DEPARTMENT</p> <p>Employee Code of Conduct Policy</p> <p>GUST Gulf University for Science and Technology جامعة العلوم والتكنولوجيا بالمملكة العربية السعودية</p>	Policy No.	Version
	AF_HRD_POL_005	01.0
	Effective Date:	
	Approved By: Dr. Fahad Al-Zumai	
		
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No. of Pages: 3		

I. Policy

The Gulf University of Science & Technology (GUST) is committed to the highest level of integrity and honesty in all of its affairs

1. Equal Employment Opportunity:

It is GUST's policy to recruit, employ and promote employees on the basis of their skills, qualifications and abilities required for the work to be performed, with no discrimination to race, color, religion, sex, age, social status, physical or mental disability or any other factor.

2. Conflicts of interest:

GUST expects its employees to avoid any personal activities and financial interests which may conflict with their commitment to effectively performing their jobs or the best interest of GUST.

Violating this policy may subject the employee to sever consequences that may lead to termination

3. Confidentiality:

3.1. Employees personal and employment related information are maintained in the employee file in the HR department. The Gulf University of Science & Technology (GUST) is committed to safeguarding the privacy of all employees. To that end, the University will not publicly release personal information on any employee without a written consent from the concerned employee.

3.2. Internal access to personnel files is limited to supervisory personnel who are considering the employee for promotion, transfer, accommodations, or other personnel action, and to other officials who have a legitimate need to know. All other internal requests will be treated as requests for public records.

At no time during the access of an employee's file will the file be out of the direct supervision of the university record keeper, Human Resources.

3.3. All employees must follow the ethical code whereby they should not disclose any information about GUST or any information that may benefit competitors and prove to be disadvantageous to GUST while working with GUST or after employment end. In such case, GUST reserves the right to take necessary action against the employee to the extent of the applicable law.

4. Bribery:

GUST employees may not give bribes to gain business or financial advantages. Also, the employee should not receive any bribes regardless of how small is the amount. The university's employees are directed that any demand for/offer of such bribes must be immediately rejected and reported to management.

5. Harassment

GUST is committed to provide all employees with a work place that is free from harassment based on race, color, religion, sex, age, national origin, social status, physical or mental disability or any other factor. Harassment include all actions of verbal harassment, physical harassment, visual harassment or sexual harassment

6. Health & Safety

It is the duty of every employee to take care of his/her own health and safety at work and to ensure that they comply with the University's safety guidelines and refrain from any action that might compromise the health and safety of others and themselves.

7. Professional Behavior and Standards :

7.1. Eating in Office

7.1.1. Employees of GUST are not allowed to eat in their offices especially for those whose jobs responsibilities include dealing with internal or external customers on a continues basis

7.2. Walking Around

7.2.1. Unless the employee has a meeting in another location within the university Employees are expected to remain in their work locations and be available for their clients throughout the work day; employees are expected to inform their colleagues of their whereabouts whenever they leave their offices.

7.3. Personal phone calls at work

7.3.1. Employees should ensure to keep their personal phone calls during working hours short and only limited to emergency requirements, managers are requested to report any excess use of personal calls to the HR department so necessary action can be taken.

7.4. Answering business phone calls

7.4.1. All employees are expected to answer and response to all incoming business phone calls. In addition, to returning any missed business phone call.

7.5. Usage of internet

7.5.1. Employees are expected to use their personal computers for work purposes only, usage of the internet access for other than work related matters will be monitored and reported to the HR department.

8. Compliance

All employees must comply with all GUST policies and procedures.

II. Application

This policy shall apply to all employees and to all policies and procedures at GUST.

III. Related Policies/Procedures

- All GUST policies & Procedures

IV. Revision History

Date	Revision	Remarks
10/2/2013	01.0	Initial release