



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Code of Ethics for University Employees

Prepared by
Quality and Accreditation Department

2nd Version
September 2025



Policy Identification Card

Policy Name	Code of Ethics for University Employees
Code	UOM-EMP-QAD-POL-003-V2
Objective	Raising awareness among university employees about professional ethics rules and the necessity of adhering to them.
Owner	Quality and Accreditation Dept.
Reference(s)	Work Law Law of Universities, 1441 Code of Conduct and Ethics for Public Service Oversight and Anti-Corruption Authority National Policy for Scientific Integrity Quality Standards Issued by the National Center for Academic Accreditation and Evaluation
Scope	All the University's employees
Approved by	The Quality and Accreditation Standing Committee
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Introduction

"Mustaqbal University is committed to ensuring that all its employees operate according to the highest standards of integrity, professionalism, impartiality, and respect, maintain the confidentiality of information and university resources, avoid conflicts of interest, and perform their duties in a manner that serves the public interest and strengthens trust in the university."

The university believes that its employees are one of the most important elements of its success, and that their commitment to professional ethics directly impacts the quality of performance, the trust of beneficiaries, and the reputation of the institution.

This code of ethics defines the values, principles, and behaviors expected of all university employees, ensuring a professional work environment based on integrity, respect, and responsibility.

This code is based on principles commonly found in governmental and university codes of conduct, such as integrity, professionalism, impartiality, confidentiality, and avoiding conflicts of interest.

Objectives of the Code

This code aims to:

- Establish the values of integrity, transparency, accountability, professionalism, and impartiality in the university work environment.
- Standardize the expected behavioral standards for employees across different departments and units.
- Protecting the university's reputation and enhancing trust in it among students, faculty, visitors, and stakeholders.
- Supporting a safe and disciplined work environment that respects rights and responsibilities.

Scope of Application

This code applies to all university employees, including administrative and technical staff, contract workers, temporary staff, and anyone representing the university in its internal or external affairs.

Adherence to this code is part of professional and functional commitment, and ignorance of it or failure to review it after its adoption and notification to the employee is not an excuse.

Core Values

This code is based on the university's values and the following:

- Integrity.
- Honesty.
- Fairness.
- Transparency.
- Responsibility.



- Professionalism.
- Impartiality.
- Respect.
- Excellence.
- Serving the public interest.

General Employee Obligations

University employees are committed to the following:

- Performing their duties with excellence, diligence, responsibility, and professionalism.
- Respecting the university's internal regulations, bylaws, instructions, and policies. - Respecting work time and not wasting it on anything other than what was allocated.
- Performing assigned tasks accurately, honestly, and within the limits of authority.
- Cooperating with colleagues in a way that serves the best interests of the work.
- Upholding the reputation and standing of the university.
- Maintaining a professional appearance and conduct befitting the university work environment.

Professional Conduct

University employees are expected to:

- Be courteous and respectful in their speech and interactions.
- Avoid arrogance, transgression, or verbal or behavioral abuse.
- Maintain objectivity when making decisions or providing advice.
- Treat all individuals fairly and without discrimination based on gender, nationality, position, or personal acquaintance.
- Ensure both speed and quality in processing transactions.

Work Relationships

An employee's relationships with colleagues, superiors, and subordinates must be based on:

- Mutual respect.
- Cooperation and professional information exchange.
- Avoiding personal conflicts, defamation, or public embarrassment.
- Accepting and implementing official directives within the bounds of regulations.
- Supporting teamwork and shared responsibility.

Interacting with Students and Beneficiaries

If an employee is in direct contact with students or visitors, they must adhere to the



following:

- Greeting them warmly and responding clearly and respectfully.
- Providing services fairly, transparently, and within the established regulations.
- Not exploiting the needs of beneficiaries or delaying their transactions without justification.
- Maintaining the confidentiality of his/her data and information.
- Directing him/her to the appropriate department when necessary, using professional and clear language.

Integrity and Conflict of Interest

The employee must avoid any situation that could lead to a conflict between his/her personal interests and the interests of the university.

This includes:

- Not using his/her position for personal gain.
- Not accepting gifts or favors that could compromise impartiality.
- Disclosing any relationship or interest that could influence an employment decision.
- Refraining from participating in any procedure in which he/she has a direct or indirect interest.

Confidentiality and Information Protection

Employees are obligated to maintain the confidentiality of information they access in the course of their work and not to disclose, share, or use it for purposes other than work.

This includes personal data, internal documents, official correspondence, undisclosed decisions, and any sensitive information pertaining to the university, its staff, or beneficiaries.

Use of Resources and Assets

Employees must safeguard university property and resources and refrain from misusing them.

This includes:

- Devices, equipment, software, and systems.
- Documents, files, and records.
- Email and official accounts.
- Vehicles, office supplies, and any other assets.
- Using university resources for personal purposes is prohibited except in accordance with established policies.

Digital Compliance

When using university email, systems, and digital platforms, employees are obligated to:

- Use official accounts for official business only.
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- Maintain the confidentiality of passwords and login credentials.
- Refrain from publishing or sharing university information through unauthorized channels.
- Adhere to digital communication etiquette during correspondence or virtual meetings. - Avoid any offensive or unprofessional content that could reflect negatively on the university's image.

Representing the University

When representing the university in meetings, events, committees, or external correspondence, the employee must:

- Adhere to the limits of their delegation of authority and jurisdiction.
- Present the university's position accurately and honestly.
- Refrain from making statements beyond their authority.
- Protect the university's interests and reputation.
- Maintain composure and respect in all their actions.

Violations and Discipline

Any conduct that contradicts the principles of this code or harms the university's work environment is considered a violation of this code, including:

- Negligence or gross dereliction of duty.
- Abuse of position.
- Falsification of information or concealment of facts.
- Misuse of power or resources.
- Breach of confidentiality.
- Discrimination, harassment, or insult.
- Any action that harms the university's reputation or the rights of its members.

Responsibility and Accountability

The employee is obligated to take responsibility for their decisions, actions, and their consequences. The university is committed to applying the principles of fair accountability and investigating violations according to established procedures, while ensuring fairness, confidentiality, and the right to a defense.

Reporting Violations

The university encourages its employees to report any violation, unprofessional conduct, corruption, or abuse of power through official channels.

The university is committed to protecting whistleblowers acting in good faith and refraining from any retaliatory action against them, while maintaining confidentiality within the limits permitted by regulations.



Penalties

In the event of a violation of this code, the university will apply the applicable disciplinary procedures according to the severity and nature of the violation, in accordance with relevant regulations and bylaws.

The existence of this code does not preclude the application of any other penalty or procedure stipulated by applicable regulations.

Final Provisions

- This code is considered an integral part of the regulations, bylaws, and policies in force at the university.
- The university reserves the right to update or amend it as needed.
- Every employee is obligated to review, understand, and abide by this code.
- This code shall come into effect upon its adoption by the competent authority.