Code of Conduct & Occupational Health & Safety Guidelines

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Chapter (1): General Principles

Objectives

This code aims to establish the professional behavior and appearance of the administrative and academic staff and students at United Arab Emirates University. It also promotes a professional, respect-based work environment and maintains the safety of faculty, staff, students, customers, and property in line with approved policies and regulations.

Scope

This code shall apply to the United Arab Emirates University administrative and academic staff and students, in accordance with their respective activities and in compliance with UAE and University regulations and rules, as well as the requirements of their academic, administrative, and technical job duties.

Chapter (2): Conduct, Appearance and Occupational Health and Safety

Article (1): University Responsibilities

1. Providing a favorable and safe work environment that enables the students, staff, and faculty to perform their duties effectively.
2. Providing communication channels between students and faculty, staff, departments, and direct managers.
3. Providing channels for reporting and addressing violations and infringements according to the approved procedures.
4. Raising awareness of professional conduct, appearance, and occupational health and safety.

Article (2): Professional Conduct

The University administrative and academic staff and students shall commit to the following:

1. Adhering to the official working hours.
2. Performing the job duties honestly, effectively, and responsibly.
3. Treating colleagues, managers, subordinates, visitors, and customers professionally and respectfully.
4. Using formal language during official meetings, talks, and correspondence.
5. Keeping quiet and not making noises or actions that passively affect the work environment.
6. Respecting work privacy and confidential information, documents, and data that any staff member accesses by virtue of their position.
7. Not accessing other colleagues' papers, files, or communications without permission or justification.
8. Not using work equipment, others' devices, or accounts without permission or approved authority.
9. Keeping offices and desks clean and maintaining the university facilities and official documents in the designated places.
10. Appreciating and recognizing the colleagues' efforts and achievements and promoting teamwork and cooperation.

11. Adhering to the administrative, technical, regulatory, and security instructions issued by the university's concerned departments.
12. Avoiding any act that harms the university's reputation, disrupts the normal course of business, or infringes the rights of others.
13. Not spreading rumors and instead positively interacting with others following a career hierarchy to address the work-related challenges.

Article (3): Professional Dress Code

5-1 General Rules

The university administrative and academic staff and students shall adhere to the following:

1. Wearing professional, decent attire suitable for the university workplace.
2. Maintaining personal hygiene and a decent appearance.
3. Adhering to the professional dress code and PPEs required by the job duties or safety requirements.

5-2 Dress for all the UAE national administrative and academic staff and students:

The university administrative and academic staff and students shall adhere to the official national dress inside the university in accordance with the UAE norms and traditions.

5-3 Dress for all the non-national administrative and academic staff and students:

A- Men

1. Wearing the official attire during study or work, such as official suits or official shirts and pants.
2. Wearing a necktie when necessary or required, as per the requirements and conditions of attendance at official events or meetings in the university or in any other organizing entities.
3. Keeping a professional, decent appearance.

B- Women

1. Wearing professional, decent attire during work or study in all university facilities.
2. Choosing long-sleeved dresses suitable for work, observing professionalism and decency.
3. Avoiding any other unsuitable dresses that violate the university-approved dress code.

5-4 Dresses and appearances that are not allowed inside all university places and facilities

1. Any attire that prevents identification of personal identity
2. Any indecent dresses that are unsuitable for university work.
3. Sportswear, except for jobs and activities that require it, or any other cases authorized by the university.
4. Any other dresses or appearances that violate the UAE applicable regulations or the university dress code.

Article (4): Occupational Health and Safety

The university administrative and academic staff and students shall adhere to the following:

1. Performing job duties in a manner that keeps the safety of the university staff, visitors, and customers.
2. Adhering to the occupational health and safety instructions and the university-approved prevention procedures.
3. Not doing any act or behavior that jeopardizes the health or safety of the staff or the students.
4. Immediately reporting any equipment, materials, conditions, or practices that may pose a danger to occupational health or safety using the university-approved channels.
5. Using PPE and professional attire in the labs, workshops, and technical facilities according to the approved instructions.
6. Adhering to the emergency and evacuation procedures and reporting any incidents or injuries as per the university-approved plans.
7. Keeping all study or work places clean to reduce negative environmental effects resulting from any personal or career activities and promoting recycling and environmentally friendly practices.
8. Not tampering with safety equipment, disabling warning systems, emergency exits, or life and property protection equipment.
9. Fully adhering to the university-issued instructions, particularly the use, storage, treatment, and disposal of chemical and biological materials and equipment

Article (5): Use of Work Facilities

1. Adhering to the use of designated car parks and dining rooms and strictly observing the instruction not to have food or drinks in the university labs, lecture rooms, and offices.
2. Keeping the university offices, lecture rooms, labs, and shared facilities clean.
3. Strictly adhering to designated car parks and not using university property or facilities for personal or unauthorized purposes.
4. Maintaining official papers, documents, or correspondence and not leaving them in exposed or unsecured places.
5. Adhering to the instructions for access to the restricted or sensitive areas and not allowing any unauthorized person to enter them.

Article (6): Reporting Violations and Infringements

1. Reporting any violation that jeopardizes the safety, integrity, confidentiality, or rights of others using the university–approved official channels.
2. The concerned department shall consider and examine the reports as per the approved procedures, keeping confidentiality to the extent permitted by the regulations.
3. The violations shall be decided according to the disciplinary regulations applicable in the university, taking into account the gravity and circumstances of each violation.

Chapter (3): Implementation and General Provisions

Article (7): Implementation and Supervision

1. The university's relevant departments, as much as each is concerned, shall publish and supervise adherence to this code.
2. The occupational health and safety departments shall supervise adherence to the preventive requirements in the workplaces, labs, and technical facilities.
3. The violating student, faculty, or staff, after being informed of the relevant violation by the concerned department, shall not be allowed to access the university buildings.
4. The university shall apply the penalties deemed appropriate for the conduct violations referred to herein.

Article (8): General Rules

1. This code is a regulatory framework for the conduct, general appearance, and occupational health and safety in the university.
2. This code shall be reviewed regularly or when needed to ensure it is in line with the university requirements and the related legislation and policies.
3. This decree shall be effective on the approval date, and previous instructions shall be reconsidered for amendment or cancellation according to the approved authorities and procedures.