



Policy on Code of Conduct

July 2022

Policy Title	Policy on: Code of Conduct	
Perspective	Faculty and Staff Support	
Policy Owner	Director of Human Resource	
Developed By		
Approval Body	Quality Assurance	College Board
Approval Date		
Review Cycle	Every 3 years	
Email	hr@mcbs.edu.om	
Contact Number	+968 24583565	

Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			

1. Statement.

This policy is hereby developed to ensure professional behavior, integrity and ethical standards are maintained within the college, acting as a guide to promote respectful, collaborative and inclusive work environment.

2. Policy Purpose.

This section outlines a set of statements that indicates what would be achieved as a result of policy implementation.

Implementing this policy is expected to create mutual benefits for MCBS Stakeholders:

- **Clarity and Consistency:** A well-defined policy outlines the expected behaviors, values, and norms, reducing ambiguity and creating a predictable workplace.
- **Sense of Belonging:** A positive culture fosters inclusivity, making employees feel valued and respected, regardless of their background or role.
- **Psychological Safety:** Clear guidelines on respect and professionalism create a safe space for employees to express ideas, fostering innovation and collaboration.
- **Reduced Conflict:** A clear policy helps prevent misunderstandings and addresses potential areas of conflict before they escalate.
- **Attracting and Retaining Talent:** A strong, positive culture is a major draw for top talent and contributes to higher employee retention rates.
- **Enhanced Productivity and Performance:** Engaged and motivated employees in a supportive environment are more likely to produce high-quality work.
- **Improved Collaboration and Teamwork:** Clearly defined values and a shared sense of purpose promote effective teamwork.
- **Stronger Reputation:** A positive work environment contributes to an organization's overall reputation, attracting partners, clients, and potential investors.
- **Reduced Risk:** Policies that address issues such as harassment, discrimination, and ethical conduct mitigate legal and reputational risks.
- All resulting into better education for MCBS students and quality graduates for the community

3. Definitions and Abbreviations.

These are definitions of unfamiliar terms that are to be used throughout the policy. This should be written in alphabetical order.

College Board: A group of individuals in an organization who make the rules decisions on strategic matters.

Department: An administrative body responsible for dealing with certain areas of activities.

4. Stakeholders.

This section should identify a list of individuals that are required to comply with the policy or are affected by the policy.

This policy applies to: All MCBS Departments.

All faculty and staff are expected to demonstrate the following

- **Integrity:** We act with honesty, fairness, and transparency.
- **Respect:** We treat everyone with dignity, courtesy, and consideration.
- **Excellence:** We strive for the highest standards in all that we do.
- **Diversity and Inclusion:** We value a campus community that reflects a variety of backgrounds and perspectives.

In the event of any conflict, the previously approved policy format will be enforced.

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- Compliance with Law and Policy: Employees must comply with all applicable laws, regulations, and college policies.
- Confidentiality: Employees must safeguard confidential information about the College, its students, faculty, staff, and donors.
- Conflict of Interest: Employees must avoid situations that create a conflict between their personal interests and their professional obligations.
- Use of College Resources: College resources, including technology and equipment, must be used for legitimate business purposes only.
- Workplace Safety: Employees are responsible for maintaining a safe and healthy work environment.
- Professional Conduct: Employees are expected to conduct themselves in a professional manner at all times, both on and off campus. This includes avoiding disruptive behavior, harassment, discrimination, and violence.
- Faculty and Staff: Faculty and staff members have a special responsibility to maintain appropriate relationships with students. This includes avoiding any behavior that could be construed as sexual harassment or exploitation.
- All Employees: All employees are expected to treat students with respect and to report any suspected abuse or neglect.

Employees are encouraged to report any concerns about violations of this Code of Conduct to their head of department, Human Resources, or the Dean.

(i) Discrimination

MCBS does not discriminate against and/or exclude from participation in, any of its programs or activities (either in the student body or in the faculty/staff), any person on the grounds of race, color, sex, age, gender, national origin, religion, disability, or any other impermissible reason.

(ii) Sexual Harassment

At the Modern College of Business and Science, sexual harassment in the workplace or the educational environment is an unacceptable conduct. Sexual harassment is subject to disciplinary action, up to and including separation from the institution.

Sexual harassment is defined as: unwelcome sexual advances or request for sexual activity by a College employee, in a position of power or authority to an employee or a member of the student body, or anybody working for the college or other unwelcome verbal or physical conduct of a sexual nature by a College employee or a member of the student body to an employee or a member of the student body or anybody working for the College.

It is the responsibility of all employees to call all instances of sexual harassment to the attention of the Dean of the College. Although the College prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment, or who assists with the investigation or resolution of sexual harassment, the College may discipline an employee or a student who has been found to bring an accusation of sexual harassment in bad faith.

(iii) Academic Integrity

The Modern College of Business and Science is an ethical and responsible citizen of the Sultanate of Oman. As an academic community, the college believes that to pursue academic excellence in teaching, learning, and research its members must respect each other's scholarly work and the scholarly work of the global academic community by

creating a condition of trust and providing mechanisms for ensuring that intellectual property is safeguarded. The college commits to promote academic honesty and integrity among its students and faculty by instituting mechanisms to prevent violation of these principles.

Great responsibility and accountability is placed on the faculty in ensuring that academic integrity is upheld in their profession and in their students' work.

(iv) Conflict of Interest

The Modern College of Business and Science employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties. Employees shall not realize personal gain in any form which would improperly influence the conduct of their duties at the College. Employees shall not knowingly use College property, funds, position or power for personal gain. Employees shall inform their supervisor, in writing, of any reasonably foreseen potential conflicts.

(v) Drug and Alcohol Abuse

The unlawful distribution and dispensation, possession or use of any uncontrolled substance, cigarettes/smoking or alcohol is prohibited on the College campus. Under any suspicion or doubt, the college has the right to require from its employees to provide a Drug test from valid medical institutions.

(vi) Dress Code

All members of the staff (Administrative and Faculty) are asked to observe basic standards regarding appropriate dress. These standards are based on neatness, and tasteful modesty for an academic setting. Omani staff members must wear the official national dress. Omani female members must use their judgment in dressing decently. All other male members of the staff and faculty must wear a neck tie during official working hours. Sandals are not permitted. Other female members of the staff and faculty must use their judgment to dress properly. Tight jeans, shorts and tight tops are not permitted. Any dress that is considered inappropriate to an Omani academic setting is prohibited.

(vii) Advertisements

All advertisements and all printing matter from the College or relating to the College must be approved by the Director of Marketing. Printing of material related to the College programs must first be approved by MOHERI. All advertisements from outside the College to be exhibited in the College must have an approval Director of Marketing and should have the College stamp on it.

(viii) MCBS Brand and Logo

The use of the name of the College and the logo in any publication, seminar, or media shows, and like activities is permissible but with the prior approval of the Dean. This is blue in color with the MCBS logo in the center. The color blue is a universal and natural color from the blue of the sky, or the vast sea.

5. Procedures.

The procedure section should elaborate on who does what and when. This section outlines the steps that should be taken to implement the policy.

The following stages are to be followed in proposing or modifying policies:

- 1.1.1** The Policy should be aligned with MCBS Vision and Mission and should be reviewed during the strategic planning cycle to ensure that the work environment at the College is optimal for achieve strategic objectives:
- 1.1.2** The HR Department drives the review and development of institutional culture policies. By gathering stakeholder feedback, analyzing workplace changes through a SWOT framework, and aligning policies with the revised Vision and Mission, HR ensures workplace policy formulation aligns with strategic priorities.
- 1.1.3** Define and document the desired culture: Articulate the specific values, behaviors, and norms that the institution wants to foster.
- 1.1.4** Implementation:
 - Leadership commitment: Secure buy-in and approval and active support from top leadership.
 - Communication: Clearly communicate the vision and framework to all stakeholders through various channels (meetings, emails, intranet).
 - Training and development: Provide training programs to help employees understand and embrace the desired culture.
 - Reinforcement: Embed cultural values into policies, procedures, performance management, and reward systems.
 - Role modeling: Leaders should exemplify the desired culture through their own actions and behaviors.
- 1.1.5** Evaluation and Refinement
 - Monitor progress: Survey employees and collect data regularly to assess the work environment and the cultural framework.
 - Identify areas for improvement.
 - Refine the framework based on feedback and ongoing evaluation.
 - Celebrate successes: Recognize and reward individuals and teams who embody the desired culture.
- 1.1.6** The Policy Owner will be responsible for tracking the implementation and usage of the policy. This will be done by carrying out surveys, results of surveys will be reported periodically.

6. Roles and Responsibilities.

Outline the key personnel with their roles and responsibilities in implementing the policy.

Leadership and Governance:

- Setting the tone: Senior leadership establishes the vision and values that underpin the desired culture. They model these values and communicate them consistently.
- Creating policy: Leadership works with relevant stakeholders (HR, legal, etc.) to develop and implement policies that support the desired culture. These policies may address issues like communication, decision-making, conflict resolution, and recognition.
- Monitoring and evaluating: Leadership regularly assesses the culture's health through surveys, focus groups, and other feedback mechanisms. They use this data to identify areas for improvement and adjust policies as needed.

- Holding people accountable: Leaders hold themselves and others accountable for upholding the cultural values and adhering to policies. This includes recognizing positive behavior and addressing any violations or deviations.

Human Resources (HR):

- Recruitment and onboarding: HR ensures that hiring practices align with cultural values, and that new employees are effectively introduced to the culture during onboarding.
- Training and development: HR provides training programs that help employees understand and embody the desired culture. This may include workshops on communication, teamwork, diversity, and ethics.
- Performance management: HR incorporates cultural values into performance evaluations, recognizing and rewarding behaviors that align with the culture.
- Employee relations: HR manages employee concerns and complaints related to the culture, working to resolve issues and ensure a positive work environment.

All Employees:

- Understanding and embracing the culture: Employees are responsible for understanding the institutional culture and its values. They actively participate in shaping and maintaining a positive culture through their actions and interactions.
- Speaking up: Employees feel empowered to raise concerns or offer suggestions related to the culture. They report any violations of policies or behaviors that are inconsistent with the desired values.
- Supporting colleagues: Employees foster a supportive and inclusive environment, respecting differences and valuing diverse perspectives. They work collaboratively to achieve shared goals.

7. References.

A list of resources that were used to obtain information during the development of the policy.

The development of this policy has, in a contextualized manner, benefited from the following documents:

8. Appendices.

A list of checklists, forms, or templates relevant to the policy.

8.1. Appendix I: Policy Effectiveness Survey

POLICY EFFECTIVENESS SURVEY

This survey is used by stakeholders who are affected by the policy to evaluate its effectiveness and provide feedback to enhance the policy during the review cycle. The survey results should be used by the policy owners in generating the Policy Review Report.

Policy Title:

Date |Click or tap to enter a date.

Please answer the questions below to evaluate the quality, effectiveness and appropriateness of the policy. Provide detailed comments where necessary.

Sr.	Criteria	Agree	Somewhat Agree	Disagree	Any Suggestions/comments
1	The policy is aligned with the organization's mission, vision, and values	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	The policy is clear, concise, and easy to understand	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	The communication regarding the policy was clear and effective	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	It was easy for me to access the policy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	There are no gaps or inconsistencies in the policy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	The procedure was easy to follow	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	Overall, I am satisfied with the policy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	What changes are required to improve this policy further?				
	Comments				

8.2. Appendix II: Policy Review Report

POLICY REVIEW REPORT

This form is used by policy owners to review their policies based on the policy effectiveness survey done by the stakeholders to help with updating/amendments/revision and to assist with evaluating whether the policy is achieving its intended purpose. This form should be sent to Quality Assurance once filled in for evaluation.

PART A: KEY DETAILS

Policy Title	
Perspective	
Date of Review	

PART B: INTERNAL AND EXTERNAL FACTORS

Are there any major changes that were done internally (organizational structure, mission, vision and values) and externally (affiliations, laws and regulations)

Comments: *Please elaborate on each factor if any.*

PART C: DESCRIPTION OF CHANGES

Are there any changes in the major components of the policy?

Comments: *Please explain on the changes made in the major components of the policy structure e.g: Statement, Policy Purpose, Procedures, Scope, Appendices etc.*

PART D: IMPACT OF CHANGES

Elaborate on the impact that the changes made would have on the policy implementation.

Comments: *Please explain how the policy changes would cause an impact after its implementation.*