



Code of Ethics and Professional Conduct

INTERNATIONAL
UNIVERSITY
OF RABAT



Table of contents

PRESIDENT'S MESSAGE	4
LEXICON	7
1. AIMS AND PRINCIPLES OF THE CODE	9
2. SCOPE OF THE CODE	10
3. GOUVERNANCE OF THE CODE	10
4. UIR'S RESPONSIBILITY	10
4.1 Training and Quality Research	10
4.2 Adeherence to applicable Standards	10
4.3 Fair practices	10
4.4 Social relations	10
4.5 Safety and health at the workplace	11
4.6 Privacy and personal data protection	11
4.7 Prevention and management of conflicts of interest	11
5. RULES THAT APPLY TO UNIVERSITY COLLEAGUES	11
5.1 Serving the best interests of the students	11
5.2 Acting with loyalty, honesty, integrity and impartiality	11
5.3 Acting in accordance with scientific research and academic values	11
5.4 Respecting others, promoting team spirit and professionalism	11
5.5 Respecting the principle of confidentiality and professional secrecy	11
5.6 Complying with laws and regulations	12
5.7 Avoiding Conflicts of Interest	12
5.8 Non-favoritism during the recruitment procedure	12
5.9 Protecting the UIR's assets	13
5.10 Declaring a gift or benefit received	13
5.11 Appropriate use of social networks	14
5.12 Union and Political Activities	14
5.13 Respecting the environment	14
5.14 External stakeholder relationship	14
5.14.1 Relations with business partners	14
5.14.2 Relations with institutional, academic and research partners	14
5.14.3 Public and media relationship	14
5.14.4 Relationship with fellow members	14
5.15 Protection of intellectual property	14
5.16 Use and security of information technologies	14
6. SOCIAL RESPONSIBILITY OF THE UNIVERSITY	15
7. CORRUPTION	15
8. COMMITMENT	15
9. ENTRY INTO FORCE	15
10. PUBLICATION	15
11. UPDATING OF THE CODE	15
ANNEXES	16
Annex 1 : Professional whistleblowing system - How to report an infringement of the code ?	17
Annex 2 : How to proclaim a conflict of interest?	18
Annex 3 : Your Commitment	19



President's Message

Nouredine Mouaddib

President of International University of Rabat

Since its inception in 2010, our University has devotedly been working to develop a new model for a high level of education and research, and forge a national and international reputation.

Our vision is to train young people, from Morocco and Africa, and prepare them to become responsible citizens, competent and experts in their job domain, respectful of the universal values of solidarity, peace and tolerance. The University places on itself this civic mission that positions us well to support our values of Excellence, Innovation, Respect and Citizenship, and gives full meaning to our vision of an African University with a resolutely global reach.

If the UIR has succeeded to address considerable challenges during its early 10 years, it is thanks to commitment of our varied partners including institutions and international and renowned academic, but above all, to our quality human resources. The teaching and administrative staff of the UIR stands out not only for their professional and human qualities, but also for their unwavering commitment to accomplish the missions of teaching and research, which are of a public nature, notably by contributing to the training of national and African competences and the promotion of research and innovation programs enabling to face the challenges of the socio-economic development of our country and our continent.

At a time when the UIR. is undergoing significant developments in terms of student numbers, staff and national and international partnerships, the adoption of a code of ethics and standards of professional conduct has now become a priority in response to the expansion of its activities. Members of the academic community are thus called upon, when conducting their daily tasks, to demonstrate integrity, discernment, responsibility and transparency towards our stakeholders and integrate all these values respectively into our daily actions.

This code constitutes common guidelines of basic values and principles that should be used individually and collectively. It applies to all of us, regardless of our function or title. We will ensure that our founding values and principles are respected and we are counting on all of you to place them at the heart of your actions.

Our values

RESPECT



ESSENTIAL MORAL AND SOCIAL VALUE

The UIR extends far beyond of its mission as a University, and committed itself to ensure respect for the fundamental human rights, with special focus on mainstreaming the respect for equality and diversity values at the university community workplace. Our University shall ensure the transmission of values, enabling everyone, students, teachers, researchers and administrators, to create a thriving work environment, while everyone shows respect to one another, and all the community members will improve under optimal conditions, while ensuring the value of listening to others and promoting the culture of dialogue, well-being and respect for the environment.

EXCELLENCE



EXCELLENCE AT THE HEART OF OUR ACTION

Thanks to its high quality level of education, the UIR undergraduates responsible and empowered students fully committed throughout their studies. As an integral part of the national and international scientific community, the UIR is resolutely at the service of mankind. It produces and transmits quality knowledge, a pledge of excellence. Our University responds to the expectations and needs of its environment as well as those of its users, whether they are students or university staff.

INNOVATION



FOUNDING VALUE OF OUR UNIVERSITY

The International University of Rabat supports interdisciplinary to create new methods of production and transfer of knowledge. The UIR places innovation at the heart of its actual functioning /operating system and its teaching and research activities, in order to meet the challenges of today and those of tomorrow.

CITIZENSHIP



TO BE A RESPONSIBLE AND CIVIC-MINDED UNIVERSITY

The International University of Rabat contributes to educating free and responsible citizens, while strongly committed to respecting humanistic values. As a civic-minded university, the UIR is a place for debate and free reflection. It is also a melting pot of an exchange of points of view for the benefit of our society.

Lexicon



For the purposes of the Code of Ethics and Professional Conduct (hereinafter referred to as the «Code») of the International University of Rabat (hereinafter referred to as «the UIR»), the following definitions shall apply:

PROPERTY OF THE UNIVERSITY: The term 'property' shall refer, for the purposes of this Code, to all furniture, office properties, fixed or operating assets of any kind, intellectual property, intangible assets, etc., as well as information relating to the UIR, its customers, suppliers or service providers.

COLLEAGUES : Terms used to designate the teaching, research and non-teaching staff of the UIR.

FOLLOW MEMBER : Used to apply to any university or any public or private body operating in the higher education and research sector at the national or international level.

CONSULTANT : Consultant means any representative, business development consultant, agent, sponsor or lobbyist involved directly or indirectly in activities pertaining to sales or project execution. It also refers to third parties acting on behalf of the UIR entity such as lawyers, tax advisors, engineers, financial advisers working with clients or public or private authorities.

CORRUPTION : The act of promising, giving or offering (active corruption) to a third party, but also the act of requesting or receiving (passive corruption) from a third party, directly, or through an intermediary an undue advantage, for oneself or for another person, to facilitate, perform or refrain from performing an act.

STUDENT : Refers to any person enrolled in the UIR for the purpose of attending specific courses or training. This includes students in the initial education stream, or those in specialty training, or other students in education and vocational training or undergraduate medical curriculum.

HARASSMENT : For the purposes of this Code, moral harassment shall refer to any kind of abusive conduct on behalf of any superior or colleague that, for a certain period of time, manifests itself by repeated behavior, acts, words or writings systematically targeting the same person(s), thereby impacting adversely their personality and psychological well-being and could make it impossible to maintain their job(s) by deliberately degrading their working conditions.

CONFIDENTIAL INFORMATION : For the purposes of this Code, any information relating to the UIR 's files, which is non public by the authorized bodies of the University shall be considered confidential. It embraces, in particular, intellectual property (such as confidential product information, patents, trademarks and copyrights, trade secrets, etc.), strategic, marketing and business plans, databases, salary information, financial data and unpublished reports as well as information that stakeholders shall entrust the UIR with.

INSIDE INFORMATION : Inside information shall be taken for any non-public information relating to the University, its entities, clients and major counterparties that, if made public, could have an impact on a stock price, financial product, contract, etc., and which is not publicly available.

By way of example, the following would be considered as Inside Information:

- Undisclosed financial information (turnover, earnings outlook, etc.)
- A proposed purchase or sale of an asset
- Capital restructurings, mergers or amalgamation

PRIVATE OR PERSONAL INTEREST: A private or personal interest is defined as a potential benefit for an employee, for a member of his or her family in the broadest sense or for a member of his or her circle of friends and acquaintances, or for any legal entity whose management responsibilities are exercised by the person concerned, or which is directly or indirectly controlled by that person.

PARTENRS : The term is referring to public and private bodies/organizations in partnership with the UIR.

STAKEHOLDERS : Term is used for a person or group of persons sharing interests with the UIR which may be affected, positively or negatively, by the UIR's functioning.

RESEARCH STAFF: Refers to those in charge of research units (laboratories and research centers, development and transfer structures, and technology development centers) and/or research projects, researchers, professors, research engineers, doctoral research students, research trainees and all other staff working in the field of Research, Development and Innovation.

TEACHING STAFF : Any staff directly involved in the teaching and training process, including full-time university professors, instructors for specific training, teachers, practitioners of the University Dental Clinic, temporary professors and researchers responsible for the supervision and support of students.

NON-TEACHING STAFF: With the exception of teaching staff, non-teaching staff is defined as all employees who collaborate in the life of the University: administrative staff, maintenance staff, security staff, Campus staff, etc.

REGULATORY FRAMEWORK: Term used to designate all charters, regulations, procedures, internal memoranda and, in general, any document of regulatory scope in force within the UIR

STRUCTURE : Term refers to the business and support divisions of the UIR.



1. AIMS AND PRINCIPLES OF THE CODE

The ethical requirements embedded in the UIR's main missions include conducting research, teaching and serving the community and nation, while establishing a responsibility that brings together all members of the university community within the scope of their relations and activities.

1.1- OBJECTIVES :

The aim of this Code is to promote common ethical values and to build a relationship of trust between the UIR and all parties involved by setting out rules of conduct regarding responsibility, confidentiality, conflicts of interest and professional ethics for all the UIR's Colleagues. This is designed to ensure legitimacy and consideration of all the UIR's achievements and actions which are part of the overall policy direction of sustainable development.

The Code is neither meant to reinstate the laws and regulations in force nor to be an exhaustive guide to all the detailed rules and regulations of behavior that may be expected on behalf of the employees. It is first and foremost intended at consolidating the obligations and duties that the UIR's colleagues must respect, as well as presenting the mechanisms for their implementation within the framework of the basic principles of professional ethics.

The Code would include the following duties and obligations for Colleagues :

- To serve the best interests of students and institution
- Act with loyalty, honesty, integrity and impartiality
- To act in accordance with respect for copyright and diversity of opinion
- Respect others, promote professionalism and team spirit
- Respecting the principle of confidentiality and professional secrecy
- Comply with laws and regulations
- Avoiding conflicts of interest
- Avoid favoritism in the hiring process
- Protecting the UIR's assets
- Declaring a gift or benefit received
- Use social networks appropriately
- Defining the terms for the trade union and political activities
- Respecting the environment
- Defining rules of conduct in the stakeholder relationship

1.2- BASIC PRINCIPLES

The University promotes principles of truth, freedom, integrity, equity and responsibility, as well as values of tolerance, dignity, solidarity and generosity that shape and guide its activity.

1.2.1. PRINCIPLE OF TRUTH

The principle of truth is a critical prerequisite for the university mission, in research, teaching and management. It cannot be dissociated from the acquisition of knowledge, which is a top priority of the University.

The requirement of truth entails mastery of knowledge, critical observation of facts, experimentation, and an exchange of views, relevance of sources, intellectual rigor and professionalism.

1.2.2. PRINCIPLE OF FREEDOM

The University shall guarantee that the persons who are involved either in teaching and/or research have the right and power to raise a critical opinion on their thematic areas within the respect for the rights of others. This freedom gives rights and imposes duties. It must be exercised in compliance with the laws, academic obligations and the foundations of the present Code.

1.2.3. PRINCIPLE OF INTEGRITY

Ethical values such as integrity, probity and honesty are the imperative requirements of academic activity. All persons engaged in academic life, particularly in research areas, shall implement the principle of integrity in the acquisition of knowledge along with in the interpretation of results. They recognize all individual's contributions to the designing and implementation of a research project. The principle of integrity implies the notions of objectivity, impartiality and independence.

The offer or receipt of gifts, hospitality, or benefits in any other form may compromise this independence.

The principle of integrity is seriously jeopardized by plagiarism, falsification and cheating, which are major and unacceptable breaches.

Facts or situations likely to result in a conflict of interest of any kind must be declared, as well as all sources of funding related to activities carried out under the auspices of the University. Under no circumstances may the influence conferred by the position be used for personal purposes or in favor of relatives.

1.2.4. PRINCIPLE OF EQUITY

Fairness through objectivity and impartiality are vital requirements of the University when hiring, appointing, evaluating or examining. Competency criteria alone may be taken into consideration. Any evaluation may only be carried out in strict compliance with the appropriate procedures.

1.2.5. PRINCIPLE OF RESPECT FOR PERSONS

The University is committed, as is each of its members, to ensuring a work environment in which people are treated with respect and fairness, regardless of their hierarchical level, and to creating a climate of trust and a stimulating and motivating workplace environment. All forms of discrimination are to be prohibited, whether of a social, religious, ethnic, gender or other nature.

Research must be carried out in strict compliance with the laws and ethical rules which cover the use of living things.

1.2.6. PRINCIPLE OF RESPONSIBILITY

By virtue of the principle of responsibility, the University shall do its best to achieve its main objectives as set out by its mission. It shall commit itself to pledging the standards and procedures governing its performance. The University must regularly evaluate its educational programs and their contents and determine the impact of such the teaching results on society.

All its members are responsible for showing availability in favor of the University and are to operate within the scientific and cultural outreach of the same university.

The principle of responsibility recognizes that scientific research has the right to innovation, provided that the precautionary principle is respected and that the potential consequences of its results on society and the environment are taken into consideration.

The principle of responsibility requires the highest competence of faculty members who are to ensure the use of the most appropriate teaching methods in terms of the transfer of knowledge. They must also make good use, in a rational and transparent manner, of all the resources made available to them by the university.

2. SCOPE OF THE CODE

The Code applies to the entire academic community of the UIR, namely:

- The academic staff of the UIR
- The UIR Research Staff
- The non-teaching staff of the UIR
- Students

The Staff placed at the disposal of an external body shall be subject to the rules of ethics of the host body. However, where the provisions of this Code are more demanding, they shall inspire the conduct of such personnel.

The personnel listed above are referred to as «Colleagues of the UIR» or «Colleagues».

The Code applies to Colleagues of the UIR throughout of their employment period and regardless of their physical location. In the event of termination of their employment, they remain subject to the provisions relating to professional secrecy and the obligation of confidentiality, as defined hereafter.

3. GOVERNANCE OF THE CODE

To ensure the governance of the Code, the UIR sets up an Ethics and Compliance Committee whose members are appointed by the President.

The Ethics and Compliance Committee is responsible for the ethical aspects to :

- Ensure the implementation of this Code
- To give its opinion on any question of an ethical nature brought before it
- Ensure the revision of this Code

The President of the UIR shall appoint a coordinator for a renewable period of 3 years from among the members of the Committee.

For the questions of ethics relating to the conduct of related research activities, studies or surveys, the said Committee shall refer to the Ethics Committee in charge of such matters.

4. UIR'S RESPONSIBILITY

4.1- TRAINING AND QUALITY RESEARCH

All Collaborators shall be responsible, at his or her own level, for ensuring the quality of training and research. They are to be driven by a spirit of service and professionalism. They must comply with the general provisions of this Code.

CONTRIBUTION OF THE TEACHING STAFF MEMBERS

All the teaching staff members shall maintain their pedagogical skills and knowledge up- to date in the areas related to their teaching. They strive to make the course material understandable and take the necessary means to encourage student learning, in particular by listening to students and being sufficiently available to supervise them.

The course content must be current and relevant to the program's needs as well as to pedagogical standards. Required assignments and methods of assessment must be appropriate to the level and objectives of the course and be clearly stated.

CONTRIBUTION OF NON-TEACHING STAFF

Non-teaching staff members shall contribute to the quality of training, through promptness, accuracy, correctness of information given, courtesy and quality of service provided.

CONTRIBUTION OF RESEARCH STAFF MEMBERS

The research staff members shall subscribe to the quality of research by creating a suitable environment to promote research-innovation within the UIR in line with international standards.

4.2- ADEHERANCE TO APPLICABLE STANDARDS

The UIR shall strictly adhere to the laws, regulations, local standards and to enforcing its entire Regulatory Reference System.

All the structures of the UIR must comply with the University's directives and apply them in accordance with the law in force.

4.3- FAIR PRACTICES

The UIR shall ensure equitable practices and be committed to equal opportunities for its stakeholders.

The UIR shall guarantee equitable access to social rights and uphold all rights acquired under the current labor legislation and the UIR's internal regulations respectively.

The UIR does not tolerate any form of harassment, sexual, physical or psychological, coercion, bullying or blackmail, whether against its students, colleagues or stakeholders.

4.4- SOCIAL RELATIONS

The UIR respects the role and responsibilities of the social partners and commits to communicating and negotiating openly to address issues of common interest.

The UIR respects the right of its Colleagues to form or join trade unions or to establish employees' organization of their own choosing and engage themselves in collective negotiation.

4.5- SAFETY AND HEALTH AT THE WORKPLACE

The UIR shall ensure safety, health and security of its staff at the workplace and lay down their relevant standards.

The UIR sets up the necessary measures to comply with and issues regular instructions to notify about potential risks.

4.6- PRIVACY AND PERSONAL DATA PROTECTION

The UIR is committed to the respect of privacy and Protections of privacy and confidentiality of information disclosed in the course of its activities.

4.7- PREVENTION AND MANAGEMENT OF CONFLICTS OF INTEREST

The UIR shall be bound by its stakeholders to establish and implement a conflict prevention and management mechanism.

5. RULES THAT APPLY TO UNIVERSITY COLLEAGUES

5.1- SERVING THE BEST INTERESTS OF THE STUDENTS

Colleagues should :

- Undertake all necessary actions that enable students to have an excellent academic experience and a high quality of training
- Ensure for all students better conditions conducive to their personal development in parallel with their training
- Provide all students with fair, clear and unequivocal information
- Devote important attention to students and give them appropriate support
- Ensure a good quality service that protects the best interests of the student

5.2- ACTING WITH LOYALTY, HONESTY, INTEGRITY AND IMPARTIALITY

Colleagues of the UIR must at all times, as they carry out their duties, show loyalty and integrity and must act exclusively in the UIR's interest and not being influenced by their own personal or external considerations.

They further assume to :

- Exercise their professions according to the highest standards of honesty, impartiality and maintain independence of judgment, whatever the situation, the Collaborator or the party involved should be
- Guarantee equal opportunities (principle of equity) in their relations with their environment
- Deal fairly with customers, suppliers and all internal and external stakeholders

- Bring out an advertisement with clear and accurate statements that are not open to interpretation that could undermine the image of the UIR

5.3- ACTING IN ACCORDANCE WITH SCIENTIFIC RESEARCH AND ACADEMIC VALUES

In the course of their duties, the UIR research and teaching staff are to guarantee that they maintain following values :

- Integrity, rigor, independence and honesty
- Sense of sharing and dissemination of scientific knowledge
- Transparency in the management of projects, research contracts and recruitment of research staff
- Respect for diversity of opinion
- Enforcement of intellectual property rights
- Observance of professional secrecy
- Critical exercise in thinking while avoiding to take to task the people concerned but by presenting a considered judgment on research results or on the positions taken as a basis for its assessment
- Compliance with the current Regulatory Framework

5.4- RESPECTING OTHERS, PROMOTING TEAM SPIRIT AND PROFESSIONALISM

Colleagues shall adopt a respectful attitude towards colleagues, in all circumstances, whatever their hierarchical position or status, with respect for the privacy and reputation of others.

Each Colleague is expected to be sensitive to the cultural, social, religious and racial diversity of the academic community and seek to behave in a respectful, fair and open manner.

Employees must avoid, in their relations with their teams and more generally with their colleagues, any psychological pressure, any derogatory or degrading comment and any act of physical violence.

Colleagues must create, within the UIR, a working atmosphere characterized by a spirit of mutual trust, collaboration, and cooperation and sharing. All Colleagues must prove professionalism and rigor while carrying out their duties and missions.

Colleagues are expected to adopt the same attitudes towards students and their parents and to avoid, in their relations with them, any form of discrimination, harassment, blackmail, familiarity and abuse of language or authority.

It is strictly forbidden for Colleagues to consume and/or work under the influence of alcohol and/or drugs within the UIR premises and, in general, while they are taking on their daily duties.

5.5- RESPECTING THE PRINCIPLE OF CONFIDENTIALITY AND PROFESSIONAL SECRECY

PROFESSIONAL SECRECY

Colleagues are bound by the obligation of professional secrecy and confidentiality and are obliged to maintain the confidentiality of information even after leaving their workplace.

Colleagues who, in the course of their duties, have access to confidential information, are bound by an obligation of discretion towards colleagues who do not have to acquaint themselves with such information in the course of their professional duties and, more generally, towards any third party.

Confidential information includes, but is not limited to: sensitive figures, results, contracts and projects of the UIR as long as they are not in the public domain.

All information relating to UIR's customers and partners is considered confidential.

INSIDE INFORMATION

Colleagues are required not to use inside information for personal gains or to carry out, indirectly and in particular through an intermediary, duties that they cannot fulfill themselves.

5.6- COMPLYING WITH LAWS AND REGULATIONS

UIR's Colleagues must comply with the legal and regulatory provisions as well as with the Regulatory Framework in force pertinent to their functions and activities.

Colleagues must not participate directly or indirectly, in any way whatsoever, in fraudulent and other unlawful activities or in unacceptable practices.

If an Associate assumes that a certain practice raises questions about compliance with a law or regulation, or if he or she has questions about the proper application of a law or regulation, he or she should promptly pass the matter on to his or her supervisor, or refer the matter to the Ethics and Compliance Committee in case his or her supervisor has not responded to or if there is a disagreement.

If the points raised pertaining to the areas covered by the whistleblower alert system, then the procedure concerned should be applied based on the model set out in the Annex1.

5.7- AVOIDING CONFLICTS OF INTEREST

Within the meaning of this Code, an Employee is in a conflict of interest when he is in a situation in which he is led, directly or indirectly, to choose between his personal interests and those of the UIR or its stakeholders.

All Employees must declare to their superiors and to the Ethics and Compliance Committee, in accordance with the model set out in Annex 2, all situations likely to lead to an actual or potential conflict of interest.

Employees must take all necessary measures to avoid finding themselves in a situation, even a potential conflict of interest. Should such a situation arise, he or she must resolve it to the benefits of the University.

In order to avoid being in a situation of conflict of interest, no UIR's Associate must directly have a financial interest or hold down a job or management position within any institution that is in competition with one of the UIR's entities, if such financial interest or position is of such a nature as to affect any decision that the said Associate might take in the exercise of his/her normal duties.

A case of conflict of interest is a situation where the collaborator :

- Is involved in a role of authority with any person with whom he/she has personal (spouse, relative, friend, etc.) or business ties
- Makes use of his or her status as an Employee to promote the products or services of a company with which he or she has business ties, or for any other personal benefit that he or she may receive
- Participates in any activity that would be in competition with the activities of the UIR
- Allows the UIR to purchase supplies and materials or services from any Company that such collaborator has business with or for any other significant benefit he/she may derive from
- Hires an immediate family member as an employee or expert advisor for any work financed by funds that the UIR administered
- Is involved in the administration or management of any company which undertakes or recommends hiring a staff for the benefit of the UIR
- Sells or leases to the UIR all property that belongs to him/her or that he/she holds
- Is part of an administration board of the company, or customer, supplier or competitor to the UIR
- Is engaged in an outside professional activity of any kind and in particular those related to research, development and innovation which may interfere with applying good judgment or the ethical conduct of his research tasks and responsibilities , development and innovation within the UIR
- Development and innovation contracts, or manufactures or markets goods or services, when this interferes with his/her obligations towards the UIR or be detrimental to the interests of UIR, to research, development and to university innovation
- Hiring or supervising the employment conditions of his /her relatives whose salary is paid from their research funds
- Makes use of confidential information, knowledge, or research results for personal purposes, for outside activities or for a spin-off company
- Uses the name of the UIR or its status as a collaborator or academic in personal contracts concluded with third parties, in a way that suggests that the contract is concluded with the UIR

5.8- NON-FAVORITISM DURING THE RECRUITMENT PROCEDURE

The Collaborator who contributes to the hiring of an applicant for a job at the University, and who has family, business or financial ties with such candidate, must express convincingly, and unequivocally, that there is no conflict of interest or bias with the said candidate.

Colleagues have to avoid any type of preference or patronage towards people who may be hired or who must be evaluated, in particular because of family, business or financial ties, or any other situation that could place them in situation of real or potential conflict of interest.

When favoritism is likely to be perceived, the application for employment should be handled by a person who replaces the person who is in an actual or potential conflict of interest.

5.9- PROTECTING THE UIR'S ASSETS

All Colleagues are obliged, in the exercise of their duties, to safeguard and preserve the property of the UIR. They undertake to comply with all the rules governing the management and safety of the assets of their institute.

The misappropriation of the assets of the UIR, their misuse and deterioration, caused intentionally by a Staff member or as a result of serious negligence on his part, shall constitute professional misconduct, and be subject to prompt disciplinary action.

With regard to research, any person who has obtained material and/or pecuniary resources must proclaim them to the UIR and must use them for the purposes for which they are granted and for purposes related to his functions within the UIR.

The UIR provide its Colleagues with a set of computer communication tools and services for the purposes of their professional activity:

- All Employees must comply with the rules of prudence in terms of the security of computer networks, and standards and instructions in effect
- It therefore follows that piracy; software sabotage, unauthorized use of personal files, introduction of unauthorized files or materials, introduction of viruses, installing or uninstalling a software, non-reported displacement or borrowing of material shall constitute a professional misconduct, and will result in disciplinary measures
- A consultation for a personal reason must be limited to websites whose content is not contrary to public order or morality and must not jeopardize the interest and reputation of the UIR

5.10- DECLARING A GIFT OR BENEFIT RECEIVED

Colleagues are strictly prohibited from soliciting gifts or other benefits, directly or through a third party, in connection with their functions in the UIR. Gifts or promises of gifts in the form of cash or any other financial instrument or benefit, of any amount whatsoever, are in no way acceptable.

Colleagues personal acceptance of gifts offered to them is permitted if they :

- Are within the framework of the usual practices in the field of professional relations
- Do not influence the Employee's judgment or the performance of his/her duties within the UIR, nor the reputation of the University.
- Do not come from suppliers of goods or services (or their competitors) who are likely to respond to a bid and/or with whom a contract is being considered or is being negotiated
- Have a symbolic value

The value limit of the gift shall apply either to its unit value or to the cumulative value of several gifts offered by the same counterparty over a period of twelve months.

If any of these criteria are not met, acceptance of the gift is not allowed. The Employee must therefore consult with his or her superiors or with the Ethics and Compliance Committee to decide what to do with the gift in one of two ways: return the gift to the sender or make it available to his or her company's assets.

In the event of having difficulty to estimate the value of the gift, the employee consults the Ethics and Compliance Committee.

Colleagues involved in procurement procedures must :

- Ensure independence from Competitors
- Do not accept any advantage from Competitors
- Refrain from entering into any relationship with Competitors that may compromise their objectivity and impartiality

5.11- APPROPRIATE USE OF SOCIAL NETWORKS

The UIR acknowledges the unique opportunity that social networks offer to expand market access, listen, learn and engage with all its stakeholders.

However, the way in which social media are used also has the potential to affect the University's reputation and expose it to commercial and legal risks.

Therefore, it is the personal responsibility of each Employee to become familiar with and comply with the relevant applicable standards of the UIR.

5.12- UNION AND POLITICAL ACTIVITIES

All Colleagues shall assist candidates for political office or who are themselves candidates must do so outside working hours and away from their place of work. They must ensure that their support for such candidates is not such as to hinder their ability to carry out their responsibilities within the UIR in an impartial manner.

The use of University assets for political activities is prohibited.

The exercise of the right to organize should be implemented in accordance with the regulations in force.

Colleagues must not use information to which they have had access in the course of their duties during political or trade union debates.

5.13- RESPECTING THE ENVIRONMENT

The UIR is committed to preserving the environment while carrying out all its missions and in the way in which it operates. To do this, the UIR shall comply with the current laws and regulations pertaining to the protection of the environment.

All Employees are liable to contribute, as part of their duties, to the UIR's efforts to protect the environment.

5.14- EXTERNAL STAKEHOLDER RELATIONSHIP

5.14.1 RELATIONS WITH BUSINESS PARTNERS

In order to protect the interests of the UIR, the acquisition of goods and services is based on criteria of price, quality, performance, delivery and suitability for needs.

Buyers shall endeavor not to be dependent upon suppliers and subcontractors, but they should instead develop systematically suitable alternative solutions. Everything must be done to avoid conflicts of interest and suspicion of bias. Thus, kickbacks are prohibited.

Relations with suppliers and subcontractors are subject to procedures established by the UIR Purchasing Department. Applied by all buyers, these procedures are intended to ensure respect for equal handling of both suppliers and subcontractors.

To prevent public and private corruption, resorting to consultants must respect a specific procedure and be monitored in order to comply with the principles of conformity.

5.14.2 RELATIONS WITH INSTITUTIONAL, ACADEMIC AND RESEARCH PARTNERS

The University is required to maintain a bond of trust with its institutional, academic and research partners, and establish a long-term relationship with its collaborators that best meets the interests of each party.

This relationship is based on the general principles set out in this Code, including honesty, integrity, respect for others and commitment.

5.14.3 PUBLIC AND MEDIA RELATIONSHIP

Accessibility, efficiency, professionalism and confidentiality are the principles which should guide the UIR's Colleagues in their dealings with the public.

Regarding their relationship with the media, UIR Colleagues must be vigilant in communicating information relating to the University and ensure that prior authorization is obtained from senior management and / or a member of senior management.

When meeting media representatives outside of professional activities, Colleagues must practice the utmost discretion in matters relating to the University and its entities.

Colleagues are required to respect the internal rules of the UIR in matters of communication and relations with the media, whatever their nature.

They are prohibited from soliciting contacts with the media and holding interviews or communicating, by any means whatsoever, information relating to the University and its activities, unless they are duly authorized to do so.

5.14.4 RELATIONSHIP WITH FELLOW MEMBERS

The UIR has adopted a few principles governing its relations with its Confreres :

- Refrain from diverting students from a competing institution by using means contrary to competitive practices
- Develop a fair commercial offer
- Ensure honest use of information on competitors
- Not to abuse a dominant position nor to disparage competitors
- Consolidate relationships with colleagues by exchanging educational, scientific and cultural experiences and knowledge

5.15 PROTECTION OF INTELLECTUAL PROPERTY

The UIR is devoted to respecting and protecting intellectual property and copyrighted content in all its forms.

Intellectual property includes any product of the human mind regardless of its commercial value. This includes, but is not limited to, protected software, trademarks, patents or other similar rights.

Violations of intellectual property that require protection may take various forms: the infringement of intellectual property laws, violation of agreements on the protection of intellectual property, the distribution or representation of copyrighted works without authorization, or the manufacture or distribution of illegal copies of works protected by an intellectual property right.

5.16-USE AND SECURITY OF INFORMATION TECHNOLOGIES

UIR Colleagues are required to use information technology in the workplace for professional purposes and to help protect systems and equipment against internal and external threats.

In their professional activities, Colleagues are called upon to use information technology and to process data on a regular basis. These regular activities result in appropriate IT security practices (including password protection, approved technologies and licensed software) that ensure the protection of intellectual property and data. Ignoring security measures can have serious consequences, such as loss of data, identity theft or copyright infringement.

Digitized information can be quickly disseminated, copied and is virtually indestructible.

For this reason, e-mails, voice messages, attachments or downloaded files should be dealt with considerable caution.

As a general rule, Colleagues must respect the provisions of the UIR Computer Charter.

6. SOCIAL RESPONSIBILITY OF THE UNIVERSITY

By establishing ethical rules, the UIR focuses on the importance of social, environmental and economic concerns which are of common interest with all its stakeholders.

It has implemented a set of practices with the view of respecting the principles of sustainable development :

- Limiting the impact of construction or rehabilitation operations on the environment (as part of the UIR's High Environmental Quality (HEQ) approach)
- Reduce energy, water and electricity consumption
- Incorporate sustainable development concepts into education in order to disseminate it in the various disciplines taught
- Introduce the concept of sustainable development into the habits of UIR Colleagues
- Mainstreaming the concept and objectives of sustainable development into the UIR research projects
- To encourage socio-cultural diversity and diversity of UIR students and colleagues.
- Ensuring respect for the human rights of UIR Colleagues and students
- To work towards the internationalization of the activities of the UIR

All the UIR Colleagues shall contribute in that collective endeavour through their daily activities gestures and commitments set out in their annual objectives.

7. CORRUPTION

A corrupt practice means giving, offering or receiving of an unjustified advantage with the intention of influencing the behavior of someone in order to obtain preferential treatment, to induce a favorable decision or to influence the outcome of a negotiation. Bribery can take different forms, including the offer or giving of money, inducement, gifts or any other service or advantage.

The UIR makes no distinction between the bribery of a public official, civil servant, member of the government or of an international organization, and that of private persons. Any corruption, whether active or passive, cannot be tolerated.

8. COMMITMENT

Every Employee who is a member of the UIR on the date of entry into force of this Code must complete the form, in accordance with the model in Annex 3, relating to his personal commitment and sign it, preceded by the handwritten mention «read and approved».

9. ENTRY INTO FORCE

This Code comes into effect as of the date of its release.

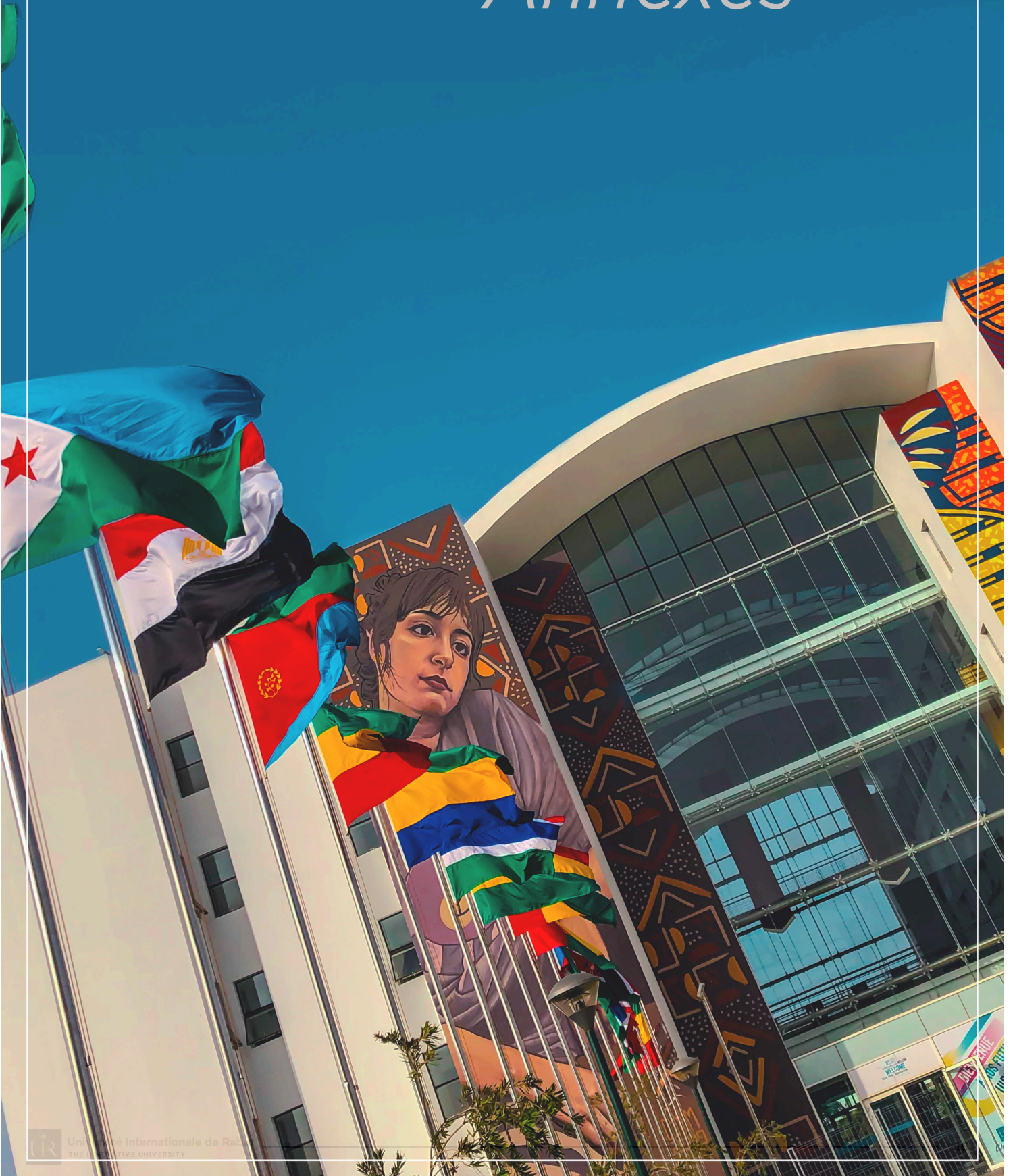
10. PUBLICATION

This Code is published on the University's Internet portal.

11. UPDATING

The provisions of this Code shall be updated every three years.

Annexes



ANNEX 1

PROFESSIONAL WHISTLEBLOWING SYSTEM: HOW TO REPORT AN INFRINGEMENT OF THE CODE ?

The purpose of the Code is to serve as guidance for Colleagues as to the behaviors that should be adopted when performing their duties within the UIR.

In the event of direct knowledge of a practice or action that is incorrect or incompatible with the principles and measures mentioned in the Code, the UIR has set up a professional alert system enabling its Colleagues to report any breach as soon as possible. .

This professional whistleblowing system constitutes a complementary system compared to other warning methods, and is only set up to allow Colleagues to report non-compliance, dysfunction or suspicious behavior when the normal channels of alert cannot function or are not considered suitable (direct management, human resources, etc.).

Any UIR employee can therefore exercise the right of alert to report situations that may present significant risks of non-compliance for the university. The Professional whistleblowing covers the following areas :

- Breach of competition rules
- Conflicts of interest
- Insider trading
- Falsification of documents, accounts or audit reports
- Theft, fraud or embezzlement
- Corruption
- Discrimination
- Harassment of any kind

UIR Colleagues wishing to use the whistleblowing device to communicate directly with the Ethics and Professional Conduct Committee via the dedicated email address : ced@uir.ac.ma

All employees are entitled to apply this whistleblowing system right, the exercise of which is protected. Any step taken in good faith in this context cannot be considered reprehensible behavior. No Employee may be sanctioned, dismissed or be the subject of discriminatory measures for the sole fact of having used this device in good faith.

In accordance with the provisions of Law 09-08 promulgated by Dahir 1-09-15 of February 18, 2009, relating to the protection of individuals with regard to the processing of personal data, the accused person benefits from a right of access, rectification and erasure of his data via the following e-mail address : donnes-personnelles@uir.ac.ma

The whistleblowing device, set out by this code, has been declared to the **CNDP** (National Commission for the Control and Protection of Personal Data) under number **D-DAP-203/2020**.

ANNEX 2

HOW TO DISCLOSE A CONFLICT OF INTEREST ?

Last name and first name :

Registration number :

Function :

College / Institution / Direction:

I declare below the actual or potential conflict situation concerning me :

.....
.....
.....
.....

Description of the conflict of interest :

.....
.....
.....

Proposed Solutions:

.....
.....
.....

In, on

Signature of Employee

ANNEX 3
YOUR ENGAGEMENT

Last name and first name:

Registration Number :

Function :

College / Institution / Direction :

I hereby certify that I have received the Code of Ethics and Professional Conduct applicable to UIR Colleagues, and agree to abide by its provisions.

In, on

Signature of Employee







International University of Rabat

THE INNOVATIVE UNIVERSITY

Campus of the UIR, Parc Technopolis, Rocade de Rabat - Salé. Maroc

Phone : 00 212 5 30 10 30 00

Fax : 00 212 5 30 10 30 30

website : www.uir.ac.ma

Email : contact@uir.ac.ma