



Philadelphia University
Faculty of Business
Code of Professional Conduct



First

The provisions of this code apply to all employees of the Faculty of Business.

Second

The values guiding our work: Justice, Transparency, Integrity, Belonging, Collaboration, Creativity, and Professionalism are central to fostering a respectful and ethical environment that employees can take pride in.

Third

All employees must comply with this code and demonstrate their commitment by signing it, affirming their understanding and adherence to these standards.

Fourth

Any violation of this code will result in accountability measures and disciplinary actions as outlined in the University's regulations and instructions, ensuring clarity about the consequences.

Fifth: Duties of Employees

- Commit fully to transparency, integrity, and merit-based principles in all procedures related to Faculty employees, including appointment, promotion, and evaluation.
- Perform job duties accurately, honestly, and professionally, following the administrative hierarchy and prioritizing the public interest above all else.
- Be present at the workplace during official working hours and dedicate this time exclusively to job responsibilities without delay.
- Interact respectfully, courteously, and truthfully with all Faculty employees, maintaining healthy and friendly relationships without discrimination and avoiding any form of discord.
- Regularly check your official email as the primary communication channel within the Faculty.
- Be fully aware of and comply with all applicable laws, regulations, and instructions of the University.
- Report in writing to the immediate supervisor any violation or misconduct observed during work.
- Treat students with respect, neutrality, and objectivity, avoiding all forms of discrimination.
- Give priority and care to individuals with special needs, providing assistance and support as required.
- Continuously strive to improve performance and develop professional competencies in the field of work.
- Safeguard the interests and property of the Faculty and the University and refrain from tampering with them.
- Maintain an appearance appropriate to the profession and workplace.

Sixth: Prohibited Actions

- Accepting or requesting any personal benefit that may directly or indirectly influence job performance or decisions.
- Disclosing or exploiting any confidential information obtained during employment.
- Using official email for promotional, personal, unethical, or illegal content.
- Leaving the workplace during official working hours without prior permission.
- Smoking inside University buildings is not permitted except in designated areas.
- Engaging in any behavior or actions that violate public morals or proper conduct.
- Performing any act that may harm the Faculty or its employees.
- Repeated absence or tardiness during official working hours.
- Using University assets for personal purposes.

Seventh: Responsibility for Enforcement

The Dean of the Faculty, Heads of Academic Departments, Faculty Members, Laboratory Supervisors, and Department Secretaries are responsible for enforcing the provisions of this code within their respective areas of authority.