

Code of Ethics

As approved by the University Council on May 23,2014

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Rationale

In line with NDU's mission as a Maronite Catholic university and a community of faith, the University is committed to high standards of respect and equity in personal conduct and actions.

Conflict of Interest

Applies to: All members of NDU

Definition: Conflict of interest refers to any business or personal relationship that may interfere with carrying out one's responsibilities with utmost objectivity.

Policy:

Upon assuming appointment as an officer, a member of the NDU community or any affiliate should disclose any affiliations or connections that anyone directly or through immediate family members, has and may cause a conflict of interest in the performance of duties. Consequently, individuals shall refrain from participating in all discussion and decision-making processes relating to themselves or one of their affiliations. Failure to declare a conflict of interest may result in disciplinary action.

Supervising Relatives or other Personal Relationships

Certain supervisory relationships can give rise to an actual conflict of interest or the appearance of undue advantage or abuse of power. Such relationships may involve the relatives or people with whom one has a personal relationship. In such cases, and upon the disclosure of the information, the concerned supervisor must evaluate the situation and decide if there is a need to appoint another evaluator. NDU strongly discourages all

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faculty and staff from engaging in or pursuing non-academic relationships with students whom they are currently supervising, teaching, or advising.

Exchange of Gifts and Favors

Employees shall neither seek nor accept for themselves or for the benefit of others any gifts, loans, favors, services, or payments from any person or enterprise which does or seeks to do business with or is a competitor of the University. Employees shall not use any University resources for their own or others' personal benefit.

Any claim of non-compliance with this policy should be reported to the immediate supervisor.

Confidentiality

Applies to: All members of NDU

Definition: Confidential information refers to sensitive or personal information that may be detrimental to the University, or to one of its members, if it is made public.

Policy:

The University stresses the necessity to respect the right to privacy and confidentiality in all matters related to administrative and academic work. Confidential information includes, but is not restricted to, all personal and private information such as: health records, students' records, salaries, financial information, performance evaluations, and University databases.

If provided with confidential information, University employees must respect this confidentiality and refrain from using it for personal gain. Unauthorized use of

confidential information may be considered breach of contract. In serious cases, the University reserves the right to initiate legal proceedings. When in doubt whether or not information is indeed confidential, no information should be disclosed without first obtaining permission from the party involved. Parents or legal guardians of students over the age of 18 whose children are still financially dependent may have access to academic information in the presence of the concerned student.

At the end of one's contract with the University, employees must return any confidential files in any form which refer to the University's private business, and sign an agreement not to use private University information after the end of the contract.

Any claim of a breach of confidentiality should be reported to the immediate supervisor.

Non-Discrimination Policy

Applies to: All members of NDU

Definition: The definition of discrimination for the purpose of this policy is: any act, on or off campus, or in cyberspace, by any NDU community member (or affiliate) by which an individual is treated less favorably because they have a particular identity.

Policy:

No discrimination is tolerated on the basis of gender, race, religion, national or ethnic identity, marital status, disability, sexual orientation, or political affiliation.

Discrimination applies to any inequity regarding all terms and conditions of employment which include, but are not limited to, recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions, and termination of contract. University publications, whether written or visual, must be free of any discriminatory content.

Any claim of discrimination should be brought before one's immediate supervisor and, if necessary, before the University Appeals Committee.

Harassment Policy

Applies to: All members of NDU

Definition: Harassment may be defined as veiled insinuations, persistent acts of bullying, or attempts to traumatize another, especially when, but not limited to, using one's authority or position of power.

Policy:

No form of implicit or explicit harassment will be tolerated by any member of the NDU community, guest, or visitor, whether intentional or unintentional. All members of the NDU community are expected to conduct themselves professionally and to base all interactions on maintaining others' dignity and wellbeing.

Any claims of harassment should be brought to the concerned supervisor.

Sexual Harassment Policy

Applies to: All Members of NDU

Definition : Sexual harassment is defined as any unwelcome implicit or explicit, verbal or physical sexual advances, and/or requests for sexual favors especially when they create a hostile and intimidating impact on educational performance, employment, or professional development.

Policy: NDU is opposed to sexual harassment and will respond firmly with the belief that such behavior goes against the University's mission and values.

Response to Sexual Harassment

Claims should be brought before one's immediate supervisor. NDU will endeavor to keep investigation confidential. Reports of sexual harassment must be made within a reasonable amount of time after the event.

Retaliation

NDU will not condone retaliation against any person making a complaint, assisting another person in the complaint process, or a person investigating the process.

False Complaint

Any false statement in an investigation, or any false accusation of a student, staff, or faculty member will be considered a serious offense and subject to disciplinary action up to and including termination of contract or expulsion from the University.

Penalties

Breach of the above policy will be considered a serious offense. Any member of the University community who is found to have engaged in sexual harassment will be subject to disciplinary action up to and including termination of contract or expulsion from the University.

See Appendices for suggested procedures.

Reporting and Resolving Infractions

Members of the University who have information concerning any infraction of the policies in this Code of Ethics should report it to the immediate supervisor.

Upon confirming the legitimacy and gravity of the reported infraction, the supervisor shall forward the case to the concerned University officer who shall follow the set procedures of the administrative hierarchy, reaching the President when deemed necessary. The President, based on need, may form an Ad-hoc Ethics Committee to investigate and report its findings and recommendations within three working weeks.

The University will protect its members who report an infraction from any retaliation.

Abuse of any of these policies in the form of false complaints or misrepresentation of facts will not be tolerated and may lead to serious disciplinary measures.

Appendix I

Sexual Harassment Policy

Students:

Students should report their complaint verbally or in writing to the concerned Dean.

- The Dean will interview the student and invite him or her to recount the incident and to write it on the Report Form.
- The Dean will inform the VPAA in writing within 2 working days and will attach the student's Report Form.
- The concerned Dean will interview the faculty member named by the student. The faculty member will be asked to respond in writing to the complaint within 2 working days.
- In case of substantial evidence, the Dean will inform the VPAA who will inform the President. The President will form an ad-hoc committee to investigate the incident.
- At the end of the investigation which should not exceed more than 7 working days, the committee chair will send a written report which includes a summary of the incident, evidence submitted and a suggestion for solutions to the President and VPAA.
- The President will take the final appropriate action.

Staff:

Staff members should report their complaint to the Director of Administration.

- The Director of Administration will meet with the staff member and invite him or her to recount the incident and to write it on the Report Form .
- The person being investigated shall be notified of the request for investigation within 2 working days and will be asked to respond in writing to the complaint within 2 working days.
- In case of substantial evidence, The Director of Administration will inform the President who will form an ad-hoc committee to investigate the incident.
- At the end of the investigation which should not exceed more than 7 working days, the committee chair will send a written report which includes a summary of the incident, evidence submitted and a suggestion for solutions to the President and the Director of Administration.
- The President will take the final appropriate action.

Faculty:

Faculty members should report their complaint verbally or in writing to the concerned Dean.

- The Dean will interview the faculty member and invite him or her to recount the incident and to write it on the Report Form.

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- The Dean will inform the VPAA in writing within 2 working days and will attach the faculty member's Report Form.
- The concerned Dean will interview the concerned person named by the faculty member. The person named will be asked to respond in writing to the complaint within 2 working days.
- In case of substantial evidence, the Dean will inform the VPAA who will inform President. The President will form an ad-hoc committee to investigate the incident.
- At the end of the investigation which should not exceed more than 7 working days, the committee chair will send a written report which includes a summary of the incident, evidence submitted and a suggestion for solutions to the President and VPAA.
- The President will take the final appropriate action.

Appendix II

NDU Sexual Harassment Report Form

1. Name of individual filing report: _____

2. Check the correct box: I am: instructor staff member student

3. Report of incident:

Please describe the nature of your complaint of sexual harassment, specifically stating what happened, where it happened, and when it happened. Please include as many appropriate details as possible. It might be easier if you tell the story in chronological order.

4. If available, please provide the name (or names) of others who may have knowledge about this claim.

Name

Telephone Number or e-mail

5. Please describe how the harassment about which you are complaining is affecting your work/educational environment.

The information in this declaration is true.

Signature: _____

Date: _____

Student ID (if applicable): _____

Telephone Number: _____

E-mail: _____