



Policy on: Ethics

October 2024

Perspective	Faculty and Support Staff		
Policy Owner	Director of Human Resource and Administration		
Developed By	Human Resource Committee		
Approval Body	College Board		
Policy History	First Introduced	Revised Date	Effective Date
Important Dates	2018	24.07.2024	02.10.2024
Review Cycle	Every 3 years		
Email	hr@mcbs.edu.om		
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Revision			
	Date	Revised By	Major Changes
Revision 1	24.07.2024	HRC	Procedural Changes
Revision 2			
Revision 3			

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1. Statement.

This Policy is hereby developed as a reference document for all faculty and staff regarding MCBS ethical values and practices expected to be complied to by all stakeholders.

2. Policy Purpose.

- 2.1 Provide ethical orientation to institutional decisions, rules and regulations, and the attitudes and behaviors of individuals and groups that compromise MCBS.
- 2.2 Define acceptable and unacceptable behaviors, reducing misunderstanding.
- 2.3 Encourage ethical decision-making and promotes integrity, respect, and accountability.
- 2.4 Demonstrate transparency and accountability, strengthening the college's standing internal and with external affiliates and stakeholders.
- 2.5 Ensure compliance with relevant laws and regulations.

3. Definitions and Abbreviations.

3.1 MCBS: Modern College of Business and Science

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

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

3.4 HOD: Head of Department

3.5 HRA: Human Resource and Administration

3.6 HRC: Human Resource Committee

3.7 DHRA: Department of Human Resource and Administration

4. Stakeholders.

This policy applies to: All MCBS Stakeholders.

5. Procedures.

5.1 Ethical Standards and Guidelines for Policy Evaluation and Implementation

- 5.1.1 **Stage 1:** All policies and decisions to be proposed should be evaluated by the College Board in terms of their ethical implications before further action is carried out.
- 5.1.2 **Stage 2:** All policies and strategic decisions should be justified by sound moral standards and principles which should be accepted by all concerned. The Board of Governance ensures the abidance by sound moral standards and principles.
- 5.1.3 **Stage 3:** The Institutional Research and Quality Assurance ensures that the policy is required in the policy on policy management.
- 5.1.4 **Stage 4:** When implementing policies and decisions, the attitudes and behaviors of individuals and groups should align to the moral standards and principles from which the policy and decision are based. These attitudes and behaviors should be reinforced (either by reward or punishment) to motivate individuals and groups to act accordingly.
- 5.1.5 **Stage 5:** All employees of the Modern College of Business and Science (MCBS) are required to read, understand, sign and comply to the MCBS Code of Conduct in

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Appendix III as part of their onboarding process and annually thereafter. This declaration affirms their commitment to uphold the college's values of integrity, professionalism, inclusivity, and academic excellence. The signed document must be submitted to the Department of Human Resource and Administration and will be retained in the employee's official personnel file for compliance and reference purposes.

- 5.1.6 Stage 6:** A review is conducted after every 3 years through a survey in *Appendix I* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix II* before submitting it to QA.

6. Roles and Responsibilities.

6.1 Board of Governance

- Ensure that only policies and strategic decisions that abide by sound moral standards and principles are approved.

6.2 Executive Chairman

- Reviewing all policies and strategic decisions recommended for approval by the Board of Governance to ensure these are founded on sound moral standards and principles.

6.3 College Board

- Reflecting on the ethical ramifications of policies and decisions before recommending them for action and ensuring that approved policies and decisions are properly implemented.

6.4 Ethics and Disciplinary Committee

- Treating all cases ethically and ensuring fair and just treatment of all involved.
- Ensuring that the right to due process is respected and afforded all concerned.

6.5 Management

- Reflecting on the ethics of all processes and transactions. Taking the big picture in the process of making decisions to consider all things as much as possible.

6.6 Employees

- Conducting their affairs professionally and in accordance to policies and procedures.

6.7 Students

- Being responsible and accountable for their actions in accordance to the Code of Conduct and applicable policies and procedures.

7. References.

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

1. MCBS Policy Manual
2. Policy on Policy Management

8. Appendices.

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.*

8.3. Appendix III: MCBS Employees Code of Conduct

Effective Date:

This Code of Conduct outlines the ethical standards and professional behavior expected from all faculty and staff at the Modern College of Business and Science (MCBS), guided by the MCBS Vision, Mission, Values, and Strategy. By signing this document, you agree to uphold the values and principles contributing to a positive, respectful, and inclusive academic environment that fosters ethical leadership/practices, academic excellence, and community engagement.

1. Integrity and Professionalism

- Maintain the highest academic integrity, transparency, and honesty standards in all professional activities, including teaching, research, and administration.
- Ensure that all academic assessments, research findings, and reporting are conducted without giving or receiving false information.
- Embed ethics in decision-making at all levels and lead ethically to inspire others.

2. Respect for Others

- Treat all colleagues, students, and community members with fairness, dignity, and respect, regardless of race, gender, religion, nationality, or disability.
- Promote a culture of inclusivity and equality within the MCBS and actively discourage discrimination, harassment, or bullying.

3. Confidentiality

- Protect confidential information relating to students, colleagues, and the MCBS. Do not disclose sensitive information without proper authorization except as required by law.
- Safeguard student records, research data, and other private information, ensuring compliance with all applicable data protection laws.

4. Conflict of Interest

- Disclose any irregular practices, personal, financial, or professional interests that could potentially conflict with your responsibilities at MCBS. Avoid situations where these interests may influence your professional judgment.
- Refrain from using your position for personal gain or favoritism, and avoid engaging in activities that might compromise your objectivity in fulfilling your duties.

5. Commitment to Excellence

- Continuously seek opportunities for professional development and contribute to the academic and intellectual growth of students and the MCBS community.
- Strive for excellence in teaching, research, and service, ensuring work reflects the college's commitment to high academic standards.
- Empower students and promote lifelong learning.

6. Compliance with Laws and MCBS Policies

- Abide by all local Omani laws, regulations, and MCBS policies, including Ministry of Higher Education Regulations, Oman Labor Law and Oman Penal Law. Familiarize yourself with key policies, including but not limited to ethics, intellectual property, and safety.
- Promptly report violations of this Code of Conduct or MCBS policies to the relevant authorities.
- Maintain accountability and strive for continuous improvement to uphold MCBS' values.

7. Sustainability and Responsibility

- Actively support the MCBS commitment to environmental sustainability and social responsibility, incorporating sustainable practices in all professional activities.
- Participate in initiatives that promote the community's well-being, both within and outside the college.
- Engage with the local community transparently, respectfully, and collaboratively, actively contributing to its well-being.

8. Health and Safety

- Ensure the safety and well-being of students, colleagues, and yourself by following all college health and safety protocols.
- Promptly report unsafe conditions or practices to MCBS management to maintain a secure working and learning environment.

9. Research Integrity

- Uphold the highest standards of integrity in research, ensuring responsible conduct and protecting the rights of participants.
- Protect intellectual property rights by properly citing sources, avoiding plagiarism, and adhering to copyright laws.

Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to abide by the Modern College of Business and Science's Faculty and Staff Code of Conduct. I commit to upholding the values and standards outlined in this document throughout the academic year.

I understand that adherence to these principles is essential for the success of MCBS and the well-being of its members. I am committed to fostering a culture of respect, integrity, and academic excellence at MCBS. This declaration should be signed annually or as part of the employment contract at MCBS.

Name,
Position,
Signature,
Date,