



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

STANDARDS OF CONDUCT POLICY

Purpose of the Policy:

The work rules and standards of conduct for **MUST** are important and **MUST** regard them seriously. All employees and managers are urged to become familiar with these rules and standards. In addition, they are expected to follow the rules and standards faithfully in doing their jobs and conducting the University's business.

Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

TYPES OF MISCONDUCT

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of misconduct that will result to immediately ending of the employment contract.

- Theft or inappropriate removal or possession of property
- Taking and \ or giving gifts to people or other parties (governmental & nongovernmental) & the University will not bear any legal liability stemming from the transactions and behaviors of employees with others
- Falsification of keeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Negligence or improper conduct results in damage to university-owned or customer-owned property.
- Insubordination or other disrespectful conduct
- Violation of safety or health rules



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of university-owned equipment
- Using the University equipment for purposes other than business (i.e. playing games on computers)
- Unauthorized disclosure of business “secrets” or confidential information
- Unsatisfactory performance or conduct
- Failure to follow the legal procedures and government laws including the laws of safety and occupational health
- Harms the reputation of the University, its’ employees, owners or others in any way
- Impersonate another person or certificate or documents and forged experience
- Deliberate mistake led to a substantial material or money loss
- Failure to meet obligations contained in the employment contract
- Disclosure of secrets or technical work which are specific to the University

NON-DISCLOSURE & CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of **Must** Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Information contained in the University files and records, whether paper or computer records
- Personnel/Payroll records



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

- Production capacity, planning and / or information

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose secrets or confidential business information will be subject to disciplinary action that will result to immediately ending of the employment contract, even if they do not actually benefit from the disclosed information.

NON-DISCRIMINATION

To provide equal employment and advancement opportunities to all individuals, employment decisions at **Must** will be based on merit, qualifications, and abilities. **Must** does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, or disability.

Must make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in unlawful discrimination would be subject to disciplinary action that may result to termination of employment.

An employee who believes that he or she has not been treated fairly in accordance with the University policies and who has been unsuccessful in satisfying the complaint through discussion with the supervisor or within the department may go to the HR department to continue the complaint procedure and to obtain an administrative review of the conditions or actions causing the complaint.

HR department must receive, review and response without retaliation against the employee voicing the complaint.

Examples for a Complaint matters are improper or incorrect application of policy, suspension, and employment termination, complaints regarding discrimination, disability, or sexual harassment.



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

CONFLICT OF INTEREST

A conflict of interest exists where the occurrence of an outside activity competes with or diminishes the interest of the University or interferes with the employee's performance of duties on behalf of the University.

A conflict of interest also exists when the outcome of a decision that should be made in the best interest of the University is against with the personal or economic interests of the employee.

Examples of decisions that commonly present conflicts of interest are those that require determining the use of suppliers, the University resources, or one's own work time.

An outside activity is the paid or volunteer activity undertaken by an employee of the University outside the scope of his or her regular duties within the University.

Paid activity includes paid services such as consulting, working as a technical or professional advisor or practitioner, or holding a part time job with another employer.

To avoid conflict of personal interests with the University interests, an employee must not be in a position of making a decision for the University if his or her personal economic interest may be directly affected by the outcome.

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with **Must**.

According to the work schedule approved by the supervisor, employees will be subject to the University's scheduling demands, regardless of any existing outside work assignments.

Must's space, equipment, and materials are not to be used for outside employment.

Employees who do not adhere to the above-mentioned policy will be subject to disciplinary action, which may result in the immediate termination of their employment contract.



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

SUBSTANCE ABUSE

The University is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours for all employees of the University while they are on university premises or elsewhere on university business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on university property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on University property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

Employees who will not adhere to the above-mentioned policy will be subject to disciplinary action that will result in the immediate ending of the employment contract.

TOBACCO PRODUCTS

The use of tobacco products is not permitted anywhere on the University's premises except in authorized and designated locations. The designated smoking areas are located. Employees must follow all rules posted in designated smoking areas and adhere to all policies associated with this policy.

Anyone will not adhere to the tobacco products policy would be subject to disciplinary action that may result in a deduction of his monthly salary.



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

MUST EQUIPMENT AND FACILITIES

The University equipment and facilities provided for use by employees – such as lockers, desks, and personal and network computers, their files, disks, etc.– are the University property and are always fully accessible to the University.

Employees may not use the University facilities, supplies, vehicles, or equipment for personal reasons unless authorized to do so by their supervisors.

The University stationery is only for business, not for personal correspondence. It should not be used for personal use by employees, not representing the University in an official capacity.

Anyone who will not adhere to the group equipment policy would be subject to disciplinary action that may result in a deduction of his monthly salary.

TELEPHONE USE

TELEPHONE AND FAX USAGE

Must telephones are intended for the use of serving our customers and in conducting the University's business.

- All personal telephone calls should be kept brief to avoid congestion on the telephone line.
- To respect the rights of all employees and avoid miscommunication in the University, employees must inform family members and friends to limit personal telephone calls during working hours.
- The use of **Must's** phones will be monitored for inappropriate call patterns, unexpected costs, and excessive personal use.
- Phone calls and faxes can be intercepted; extreme caution should be taken when discussing classified information.
- Any fax received by mistake is to be returned to the sender. Its contents must not be disclosed to other parties without the sender's permission.



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

- The identity of recipients of sensitive or confidential information over the telephone must be verified.
- Sensitive or confidential information must not be recorded on Answering Machine / Voice Mail systems.

USE OF PHOTOCOPIERS AND PRINTERS

- Hard copies of sensitive or classified material must be protected and handled according to the distribution and authorization levels specified for those documents.
- All employees to be aware of the risk of breaching confidentiality associated with the photocopying (duplication) of sensitive documents. Authorization from the document owner should be obtained where documents are classified as highly confidential or above.

Anyone who will not adhere to the above-mentioned policy would be subject to disciplinary action that may result in a deduction of his monthly salary.

INTERNET USE

- Internet and emails are used mainly for business purposes.
- Reasonable, occasional personal use of Internet and emails is allowed.
- IT department must ensure that all personnel with Internet access (including e-mail) are aware of, and will comply with, an acceptable code of conduct in their usage of the Internet.
- Great care must be taken when downloading information and files from the Internet to safeguard against both malicious code and inappropriate material.
- The attachment of data files to an e-mail is only permitted after confirming the classification of the Information being sent and then having scanned and verified the file for the possibility of a virus or other malicious code.



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

- Unsolicited e-mail is to be treated with caution.
- It is an offence under this policy to post any derogatory, pornographic, lewd, or distasteful e-mails.
- The external e-mail servers will be prevented from acting as an e-mail relay for non-Must domains.
- E-mail servers should have anti-spam e-mail capabilities.
- All users will be required to sign an E-mail Acceptable Use Agreement. The agreement will define clearly what is allowed and what is not allowed when using e-mail.
- Ensure that information you are forwarding by e-mail is correctly addressed and only being sent to appropriate people.
- Data retention periods for e-mail must be established to meet legal and business requirements and must be adhered to by all staff.
- External network connectivity will only take place through approved internet gateways.
- All users will be required to sign an Internet Acceptable Use Agreement. The agreement will define clearly what is allowed and what is not allowed when using the internet.
- Where appropriate, an internet content filtering system should be in place to monitor internet usage and enforce policy compliance.

Anyone who will not adhere to the internet policy would be subject to disciplinary action that may result in a deduction of his monthly salary.



MISR UNIVERSITY
FOR SCIENCE & TECHNOLOGY

Human Resources Department

Policy title	Standards of Conduct Policy
Approving body	Human Resources Department
Version	2
Policy owner	Human Resources Department
Lead contact	Human Resources Department
Approval Signature	MR. Khaled Nabil – HR Director

