



Ethics Policy

Prepared by:	Scientific Research Committee
Approved by:	CSC, BoT
Issued by:	QA
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Next Revision Date:	2 Year
Signed by:	Dean



1. Introduction

Al Zahra College for Women (ZCW) recognizes that ethics is the backbone for any higher educational institution. ZCW aspires to have a transparent and ethical work environment for achieving its mission and vision. Ethical practices in governance and management functions will motivate staff and students to maintain high ethical standards.

2. Purpose

The purpose of ethics policy is to create inculcate sense of moral values, integrity and honesty amongst management, staff members and students at ZCW.

3. Policy Statement

ZCW has high regards for moral and ethical values, academic integrity and honesty and encourages its stakeholders to maintain high ethical standards at all times.

4. Scope of Application

The scope of this policy is for Board of Directors (BoD), Board of Trustee (BoT), College Management, Staff Members and Students.

5. Terms of Reference

5.1 Terms of Reference for Members of Governing Bodies and Management at ZCW

- BoD and BoT members are required to sign “No Conflict of Interest” declaration form and has to provide leadership to the college by maintaining high ethical standards.
- BoD and BoT should ensure that ethical code is implemented at ZCW.
- BoD and BoT should encourage open and transparent dialogue with staff and students, strive to secure honest feedback and should treat students and staff members fairly, with honesty and objectivity.



5.2 Terms of Reference for staff members and students of College

- Staff members and students will have mutual respect for each other and avoid any unethical practices at ZCW.
- Staff members and students will not delete or falsify original data or records maintained by them.
- Staff members and students will maintain academic integrity and avoid indulging in academic dishonesty and any other act of plagiarism.
- Staff members must disclose any conflict of interests regard their position within ZCW.

6. Ethical Code of ZCW

- All stakeholders of ZCW shall avoid any act of compromising or unethical intent, practices, relationships or actions.
- There should be no harassment or discrimination at ZCW.
- Unauthorized use of ZCW name, logo or goodwill is not permitted.
- Stakeholders are not allowed to use ZCW assets for personal use or gain.

7. Approving Body

This policy shall be approved by the Board of Trustees (BoT).

8. Breach of Policy

- Any breach of this policy should be given in writing to the Dean.
- If the Dean is satisfied, a committee will be constituted to investigate the matter and submit its report and recommendations.
- Penalty for the breach will be imposed on the concerned stakeholder as per recommendation of the committee and in accordance to rules and regulations of ZCW.

9. Further Information

For further information on this policy contact Dean's office or (QAD).



Documentation Control

Section Number	Reason for Revision	Outline of Revision	Date of Ratification