

PROFESSIONAL CODE OF ETHICS

ACADEMIC AND ADMINISTRATIVE STAFF
KUALA LUMPUR INFRASTRUCTURE UNIVERSITY COLLEGE

FOREWORD

Ethics refers to responsibilities and consequences of one's action or profession on the society.

Every staff of this university must understand his or her responsibility towards his or her role and conduct as a staff.

Staff's conduct is bound by the university's constitution and regulations.

To make the constitution and regulations of the university complete, the professional ethics are formed. The purposes are to:

1. *Set guidelines for responsibility, role, and conduct of academic and administrative staff.*
2. *Provide an accepted standard in terms of conduct and responsibility of academic and administrative staff.*

It is pertinent that staff adhere to the ethical standard together with the code of conduct or principles determined by their profession. Therefore, the professional ethics should be embraced so the university could reach excellence.

PROFESSIONAL ETHICS ACADEMIC STAFF

- 1.0 *Responsibility towards God*
- 2.0 *Responsibility towards the nation and society*
- 3.0 *Responsibility towards the university*
- 4.0 *Responsibility towards the profession*
- 5.0 *Responsibility towards friends*
- 6.0 *Responsibility towards students*
- 7.0 *Responsibility towards parents, guardians & stakeholders*

1.0 Responsibility towards God

- 1.1 Accept responsibility as a trust;*
- 1.2 Carry out tasks honestly and diligently with the faith that you'll get blessing from God;*
- 1.3 Nurture and disseminate knowledge for the betterment of mankind;*
- 1.4 Believe that all good and bad deeds will be judged;*
- 1.5 Use material wealth and position as gains that could enhance our faith and relationship with God.*
- 1.6 Ensure all natural resources are properly managed.*

2.0 Responsibility towards the nation and society

- 2.1 Show loyalty to the nation;*
- 2.2 Strive to play an active and effective role in developing the nation's economy, culture and intellectual capacity;*
- 2.3 Refrain from any negative behaviour that could harm the nation's stability and image;*
- 2.4 Play an active role in social activities.*

3.0 Responsibility towards the university

- 3.1 Embrace the university's motto: For Knowledge For Humanity;*
- 3.2 Adhere to the university's constitutions and regulations, and uphold virtuous deeds;*
- 3.3 Contribute professional expertise towards university's goals;*
- 3.4 Put priority on university's tasks rather than personal gains.*

4.0 Responsibility towards the profession

- 4.1 Protect and enhance professionalism;*
- 4.2 Embrace the love for the profession and carry out duties whole-heartedly, honestly and truthfully;*
- 4.3 Upgrade teaching quality and innovation;*
- 4.4 Familiarise self with research activities, consultations, publications and social services;*
- 4.5 Refrain from getting involved in any activities or conducts that would tarnish the professional ethics;*
- 4.6 Equip oneself to become an individual with integrity and charisma, respected in one's chosen field.*

5.0 Responsibility towards friends

- 5.1 Respect and form a lasting relationship with friends;*
- 5.2 Work together to boost progress and well-being;*
- 5.3 Respect each other's opinion;*
- 5.4 Adopt the smart-partnership culture.*

6.0 Responsibility towards students

- 6.1 *Show dedication towards the aim to produce graduates who are multi-talented and versatile;*
- 6.2 *Develop student's integrity to shape them to be well-rounded individuals with high moral values;*
- 6.3 *Mould students to assimilate the university's motto: For Knowledge For Humanity;*
- 6.4 *Disseminate knowledge honestly and help students to upgrade their knowledge;*
- 6.5 *Encourage students to respect each other and the staff;*
- 6.6 *Promote "esprit de corp" towards the university;*
- 6.7 *Give a fair assessment of students' academic progress and equal attention to each student;*
- 6.8 *Set a good example to students.*

7.0 Responsibility towards parents, guardians & stakeholders

- 7.1 *Educate and nurture the students with love and sincerity, as they have been entrusted to you by their parents or guardians;*
- 7.2 *Become a temporary guardian in your effort to lead the students towards excellence;*
- 7.3 *Maintain the trust and respect of students' parents or guardians;*
- 7.4 *Be just and professional in making decisions without being influenced by social, political, cultural, ethnic background, religious beliefs and economic status of students' parents or guardians.*
- 7.5 *Maintain cordial relationships with all stakeholders.*

PROFESSIONAL ETHICS

ADMINISTRATIVE STAFF

- 1.0 *Responsibility towards God*
- 2.0 *Responsibility towards the nation and society*
- 3.0 *Responsibility towards the university*
- 4.0 *Responsibility towards the profession*
- 5.0 *Responsibility towards friends*
- 6.0 *Responsibility towards students*
- 7.0 *Responsibility towards parents, guardians & stakeholders*

1.0 Responsibility towards God

- 1.1 *Accept responsibility as a trust;*
- 1.2 *Carry out task honestly and diligently with the faith that you will get blessings from God;*
- 1.3 *Ensure all administrative tasks are performed according to procedures;*
- 1.4 *Believe that all good and bad deeds will be judged;*
- 1.5 *Use material wealth and position as gains that could enhance our faith and relationship with God;*
- 1.6 *Ensure all natural resources are properly managed.*

2.0 Responsibility towards the nation and society

- 2.1 *Loyal to the nation;*
- 2.2 *Strive to play an active and effective role in developing the nation's economy, culture and intellectual capacity;*
- 2.3 *Refrain from negative behaviour that could harm the nation's stability and image;*
- 2.4 *Play an active role in social activities.*

3.0 Responsibility towards university

- 3.1 *Embrace the university's motto: For Knowledge For Humanity;*
- 3.2 *Adhere to the university's constitutions and regulations, and uphold virtuous deeds;*
- 3.3 *Contribute towards university's goals;*
- 3.4 *Put priority on university's tasks rather than personal gains.*

4.0 Responsibility towards profession

- 4.1 *Protect and enhance professionalism through continuous quest for knowledge and skills in administration;*
- 4.2 *Embrace the love for the profession and carry out duties, honestly, truthfully and with full commitment;*
- 4.3 *Upgrade the administrative and managerial quality and innovation;*
- 4.4 *Refrain from getting involved in any activities or conduct that would tarnish the professional ethics;*
- 4.5 *Equip oneself to become a leader or an administrator with integrity and charisma.*

5.0 Responsibility towards friends

- 5.1 *Respect and form a lasting relationship with friends;*
- 5.2 *Work together to boost progress and well-being;*
- 5.3 *Respect each other's opinion;*
- 5.4 *Adopt the smart-partnership culture.*

6.0 Responsibility towards students

- 6.1 *Provide efficient services and continuous support for students in dealing with administrative matters of the university;*
- 6.2 *Ensure the students' needs and well being are looked after and provide peaceful and conducive environment for students to study.*

7.0 Responsibility towards parents, guardians & stakeholders

- 7.1 *Maintain the trust and respect of stakeholders;*
- 7.2 *Be just and professional in making decisions without being influenced by social, political, cultural, ethnic background, religious beliefs and economic status of students' parents or guardians.*
- 7.3 *Maintain cordial relationships with all stakeholders.*

THE PHILOSOPHY

1. Academic Excellence

The university's reputation depends in large part on the quality of the students, its' graduates, the research it performs, and the scholarships and community services it carries out, the scholarly work it publishes and the researches it does the best work it can and attract to the university those who are able to perform better and achieve the vision, goals and objectives of the university.

2. Academic Freedom

Every academic staff should be given a fair opportunity to explore, enlarge and evaluate human invention and knowledge. Every student should be given a fair opportunity to excel.

3. Academic Responsibility

Every staff must maintain appropriate standards of accuracy, reliability, honesty and confidentiality in his or her work, whether for publication or internal use in lectures or office.

4. Human Dignity

Everyone including the students associated with the university should be treated fairly, avoiding harassment, discrimination, favouritism and intimidation in one's own conduct.

5. Mutual Respect

The university should recognise the contribution to education, invention, research, scholarly work and governance that varies in opinions, exposure and background offer.

6. Diversity

The university's corporate culture should allow the differences in opinions, exposure, and background to flourish individually and synergise in activities that are deemed acceptable for the university's growth in line with the vision of the university.

7. Community and Criticism

The university should consult stakeholders including the students and staff, for improving the university as and when needed, accept the grievances of others as an opportunity to learn, and protect the grieved party even from the mistreatment their grievances seem to have provoked in ways without compromising the standards and merits of the university.

8. Institutional Responsibility

When holding any office or position in the university, the staff should always act in good faith, exercising at least as much care, without seeking self-gains, in the best interest of the university.

8.1 Stewardship

Staff should use the university's resources prudently, taking care to know what laws and other regulations apply.

8.2 Honesty

Staff should avoid false or misleading information or statements in any official university activity.

8.3 Conflict of Interests

When acting on behalf of the university, the staff should avoid influences that may cause us to misjudge or undermine the independence of our judgement, or if we cannot avoid such influence should disclose them to those who should know and seek advice to neutralise such harmful effects to the university.

8.4 Conduct of Others

When a staff observe what seems to be others pilfering or taking the university or the group's resources for personal use or otherwise misusing them, we should inform them and, should that not end the apparent misuse, notify an appropriate authority if the situation warrants.

8.5 Sexual Misconduct

When a staff observe what seems to be others misusing the premises of the university or misbehaving inappropriately either between staff and staff or students or the public within the premises of the campus, the staff should restraint them and, should that not end the apparent misconduct, notify an appropriate authority if the situation warrants.

9. Supporting Personal Integrity

If the staff becomes aware of any member of the university community who perceives a conflict between personal convictions and what is required under the university's rules, ways have to be identified to arrive at a reasonable and just resolution.

10. Civic Responsibility

The university should conduct the university activities in ways that preserve the quality of life in our neighbourhood, city, state, country and the world. The university should give opportunities to its community representatives, administrators, alumni, school, staff, students, suppliers or parents to help improve the university.

This professional code of ethics must be passed on to the successors of the university as well as to the new staff of the university. However, a systematic review can be done when and where necessary.

THIS CODE OF ETHICS SHOULD HELP US CONDUCT OURSELVES AS WE SHOULD. IF WE EACH DO AS WE SHOULD, ALL ASSOCIATED WITH THE UNIVERSITY SHOULD HAVE REASON TO BE SATISFIED. IF EVEN A FEW FAIL, THE BENEFITS OF HAVING THIS CODE WILL BE LESS THAN WE MIGHT HAVE OTHERWISE.