

LEBANESE AMERICAN UNIVERSITY

CODE OF ETHICS

Approved by the Board of Trustees on June 6 & 7, 2003
Amended by the Board of Trustees on March 9 & 10, 2006

Preamble:

The Lebanese American University (the University) strives to attain the highest degree of integrity, honesty and accountability in all its endeavors, activities and transactions. Within this context, the University is committed to fostering openness of thought, promoting respect for the rights and dignity of all persons, and strengthening among all its constituencies a sense of responsibility for and ownership of its educational mission. These underlying aspirations and commitments shall constitute the University's most distinctive ethical hallmarks. No person acting on behalf of the University shall, by commission or omission, behave in a way that may conflict with them.

Statement of Purpose:

This Code reflects the values of the University as set forth in its mission, and by the President and the Board of Trustees. This Code provides a frame of reference for the professional conduct of all those who act for the University and it seeks to strengthen the public's trust in the University's integrity.

Definitions:

Ethical behavior consists of discharging one's responsibilities fairly, honestly, and in accordance with the legal requirements of one's job and the highest moral and professional canons. Abiding by the legal requirements is a must while discharging one's duties in accordance with this Code is what this University stands for.

Required Conduct:

In light of the definitions stated above and in accordance with the University's commitment to nurturing an environment of mutual respect and tolerance, it is incumbent upon every person acting on behalf of the University to treat everyone with respect and dignity regardless of their background. It is also the responsibility of every University employee and student, to ensure at all times, that their conduct does not violate the standards and principles stated in this Code.

a. Academic Freedom:

The University recognizes and protects the concept and practice of Academic Freedom as essential to the proper conduct of teaching, research and scholarship within the University.

b. Academic Integrity:

The University fosters an atmosphere of high integrity by maintaining an ongoing dedication to honesty and responsibility. Any act of lying, cheating, plagiarism, deliberate

misrepresentation, theft, scientific fraud, dishonesty or ill use of other human beings is a blatant violation of this Code and will not be tolerated.

c. Maintenance of Accurate Accounts and Records:

All University accounts and records are to be maintained in an accurate and auditable manner in conformity with accepted and established business and all other relevant and applicable laws.

All University records such as, but not limited to, reports, vouchers, bills, invoices, payroll information, personnel records, student records, and other essential business records must be prepared with care and honesty. No false or deceptive entries may be made.

Members of the University who improperly convert these records and accounts for their own personal use or for the personal use of others, or who wrongfully discloses such records or accounts will be subject to appropriate administrative and legal sanctions by the University.

Signing a confidentiality agreement with custodians of such records is a University requirement for employment or continuity of employment.

d. Confidentiality:

Members of the University are required to respect individuals' rights to privacy and undertake to treat, in confidence, all information supplied to them on that basis.

Unless required or permitted by law, personal and official information, provided by and about employees and students, must not be given to third parties without the consent of the individual concerned. When doubt exists regarding the confidentiality of a particular piece of information, University members are instructed to presume that the information is confidential until determined otherwise.

e. Non-discrimination and Integrity of the Workplace:

The University is an equal opportunity employer committed to maintaining the highest degree of integrity and honesty in a work environment free of any and all forms of hostility and/or harassment.

f. Conflict of Interest:

Confidence in the University is put at risk when the conduct of a member does, or may reasonably appear to, involve a conflict between their private interest and their obligations to the University.

It is essential that any potential conflict be disclosed and reviewed by the University. After disclosure, the University can make an informed judgment about a particular activity in accordance with its Conflict of Interest Policy.

Conflicts of Interest, or an appearance of inappropriate conduct, may also arise when people are involved in making or influencing university business decisions affecting a family member or a recent or former business partner.

These parameters of proper conduct should be closely observed in all recruitment and employment processes. The University strongly urges all individuals in positions of authority to refrain from assisting or influencing favorably the employment or advancement of a relative.

g. Gratuities:

University members are not allowed to solicit gifts or benefits for themselves, which might, in any way, compromise or influence them in carrying out their duties.

h. Private Endeavors:

No member of the University may approve, recommend or promote a University related business transaction in which that person, a relative or a close associate has a direct personal interest.

i. Use of University Resources:

University members are expected and required to be responsible stewards of University resources. Accordingly, they should use said resources in an efficient and economical manner.

University property must not be used for personal purposes unless such a use is approved and is in accordance with University policies. University members are also required not to permit the abuse of University resources or property by others.

j. Use of University Name:

Members of the University writing or speaking in professional or expert capacities may identify themselves by their University appointment using the name of the University. However, it is highly encouraged that they make it clear that any views expressed are their own.

The use of the University name in the promotion or advertising of commercial products will only be approved if seen to be a direct benefit to the University. All University employees may not use or allow the use of the name of the University or identify themselves as employees of the University in the public promotion or advertising of commercial products, without prior written approval.

k. Responsibility to Cooperate:

Members of the University have a responsibility to cooperate in the initiation and defense of actual or contemplated litigation, affecting the interests of the University and in the conduct of any investigation of a violation of this Code or any other University policy or regulation.

l. Proper use of office and authority:

University members are required to use any authority given to them by virtue of their positions within the parameters of this Code and other applicable University policies, striving, at all times, to advance the best interest of the University, and to protect its reputation.

Officers and employees of the University are not allowed to use the authority given to them to advance any personal interest or to harass and intimidate others.

Reporting Complaints:

University members are expected and required to report any violation of this Code. When any doubt about the propriety of any action exists, a full and frank disclosure to the immediate supervisor is required.

For reporting, counsel or advice regarding this Code, you may contact the General Counsel of the University or the Human Resources Office.

The University commits to protect all individuals who, in good faith, report a violation of this Code. No retaliation against such a person will be tolerated.

Resolution of Complaints:

The General Counsel and the Human Resources Office are required to report immediately to the President any complaint involving a violation(s) of this Code. The President shall examine the information provided and make a decision on whether the violation(s) is covered by any University Policy, or not. If the violation does not fall under any of the University existing Policies, the President shall form a special Ethics Committee to investigate the violation(s) and to recommend the proper course of action. The President shall make his decision in light of the finding and recommendations of the Ethics Committee.

The Ethics Committee will be an Ad Hoc Committee formed by members appointed by the President to perform the duties specified above.

Amendment:

This Code is adopted by the Board of Trustees and may be amended by the Board at any time without prior notice.