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# ETHICS & COMPLIANCE OFFICE



## Ethics & Compliance Office

Ethics & Compliance Office serves as a resource to all KU community members in matters related to compliance with laws, regulations, and policies

### Goals

- Ensuring that KU's activities and practices align with legal and ethical standards
- Promoting a culture of ethical behavior that encourages everyone to act with honesty, integrity, and responsibility.

### Our policies

- Code of Ethics
- Conflict of Interest
- Anti- Bribery & Corruption
- Investigations
- Partners Code of Conduct
- Partners Due Diligence

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### Services

- Conducting investigations into potential violations of laws, regulations, and policies,
- Maintaining channels for reporting the suspected violations, ensuring that all reports are handled with confidentiality and without fear of retaliation
- Managing conflict of Interest disclosures by KU employees

### Contact us

- 24/7 hotline on 02-3125555
- [ethics@ku.ac.ae](mailto:ethics@ku.ac.ae)
- Reach out to a member of the Ethics and Compliance team directly
- [www.ku.ac.ae/ethics](http://www.ku.ac.ae/ethics)

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## Code of **Ethics** & Code of **Conduct**

**The Code of Ethics** is KU internal code which sets out the basic principles, standards, and behaviors necessary to achieve KU strategies.

**The Code of Conduct** is applicable for all Abu Dhabi Government Employees which introduce the valuable principle for employees working within AD government system to raise the level of public service.



## Principles

- **Integrity:** Displaying sincerity and high morals in the conduct of work. We expect all employees to demonstrate ethical behavior and to always do what is right.
- **Loyalty:** Sincerity and dedication in words, deeds and in the performance of work.
- **Respect and Fairness:** We treat everyone with respect and do not tolerate unfair treatment, harassment, discrimination, abuse, or retaliation.
- **Competency and Efficiency:** Performing in the most productive manner to complete the work in accordance with the required quality and accuracy with minimum cost and time.
- **Protecting Confidential Information:** We safeguard sensitive, confidential. Proper management of information is a core responsibility shared by all employees
- **Use of Technology and Assets:** Our IT resources are critical assets. Employees must use these assets properly, protect them from theft or unauthorized access.
- **Conflicts of Interest:** Employees must avoid any activities that compromise or interfere with their workplace objectivity and responsibilities.
- **Avoiding Bribery and Corruption:** We strictly prohibit bribery and other acts of corruption.

## Expectations

- Adhere to the provisions of the Code of Ethics and Code of conduct and all applicable laws, regulations and directives from superiors.
- Demonstrate ethics, integrity, and accountability in all work and actions.
- Treat colleagues and superiors with respect and fairness. Avoid any form of harassment, violence, discrimination, annoyance, insult, or attack against your colleagues and superiors
- Avoid any conduct that violates society's values, traditions or customs, or that violates the general frameworks of the work ethics and code of conduct of employees.
- Protect confidential information and use technology responsibly.
- Avoid wasting resources and report any financial abuse, damage to public interest
- Avoid directly or indirectly using your position to obtain financial gain or special favors to any of your acquaintances and relatives.
- Refraining from engaging or practicing political activities
- Speak up if you see or suspect violations of the Code of Ethics.

# We are **Loyal**

## Conflict of Interest



### What to know?

A conflict of Interest arises if financial, work, research, social activities, or personal relationships interfere, or appear to interfere, with your workplace objectivity or loyalty to Khalifa University.

### What to do?

- Be familiar with the Conflict of Interest policy
- Disclose to the Ethics & Compliance Office any actual, perceived, or potential conflict of interests you might have
- Report any concerns related to conflicts of interest to the Ethics & Compliance Office (All reports are confidential and can be anonymous)

Avoid any activity that creates a conflict, or even the appearance of a conflict, between your personal interests and the interests of Khalifa University.

# We say No to bribes

Anti-Bribery & Corruption



## What to know?

A bribe is any offer, gift, payment, or promise given, directly or indirectly, to influence a person's actions, decisions, or omissions improperly, aiming to secure an improper benefit or advantage in academic, research, work, or business activities.

## What to do?

- Be familiar with the Anti-Bribery & Corruption policy
- Disclose and obtain approval from the Ethics & Compliance Office before giving or receiving any gifts or services, especially if over the value of 400AED.
- Report instances of attempted or suspected Bribery and Corruption immediately (All reports are confidential and can be anonymous)

Keep entertainment, travel or hospitality for legitimate work purposes

Never accept or give cash payments