

# FEDERAL URDU UNIVERSITY OF ARTS, SCIENCE & TECHNOLOGY (FUUAST)

## EMPLOYEE CODE OF CONDUCT

### Preamble

This Code of Conduct outlines the expected standards of behavior, professional ethics, and responsibilities for all employees of the Federal Urdu University of Arts, Science & Technology (FUUAST). Adherence to this Code is mandatory for all faculty, administrative staff, and contractual employees. It is designed to foster a professional, respectful, productive, and apolitical environment conducive to academic excellence, research, and effective administration, in line with the university's mission and national regulations. Violations of this Code will lead to disciplinary action, as outlined in the relevant FUUAST statutes and government service rules.

### I. General Professional Conduct

1. **Professionalism and Integrity:** All employees shall uphold the highest standards of professionalism, integrity, honesty, and ethical conduct in all their interactions and duties.
2. **Respectful Environment:** Employees shall treat all colleagues, students, visitors, and stakeholders with respect, courtesy, and fairness, irrespective of their gender, religion, ethnicity, social status, or any other characteristic. Harassment, discrimination, bullying, or any form of intimidation shall not be tolerated and will result in disciplinary action.
3. **Diligence and Dedication:** Employees are expected to perform their duties with diligence, commitment, and efficiency, ensuring timely completion of tasks and adherence to deadlines.
4. **Compliance with Rules and Regulations:** All employees must strictly comply with all FUUAST rules, regulations, policies, and procedures, as well as all applicable national laws and ordinances.
5. **Confidentiality:** Employees shall maintain the confidentiality of sensitive university information, including but not limited to student records, examination results, financial data, research data, and personnel information, unless disclosure is expressly authorized by the competent authority.
6. **Conflict of Interest:** Employees must avoid situations that could lead to a conflict of interest between their personal affairs and their

official duties at FUUAST. Any potential or actual conflict must be disclosed to the appropriate authority immediately.

7. **Use of University Resources:** University resources, including property, equipment, facilities, and intellectual property, shall be used responsibly and solely for official university business. Personal use of university resources is generally prohibited, unless explicitly authorized.
8. **Misuse of Social Media:** Employees of FUUAST are encouraged to exercise their right to freedom of expression with a sense of responsibility and awareness of accountability. Any employee who makes allegations against the institution, its officials, or fellow employees on social media or other public platforms must be prepared to substantiate such claims with credible evidence. Failure to do so may result in disciplinary action in accordance with the University's Efficiency and Discipline (E&D) Rules and the provisions of the Prevention of Electronic Crimes Act (PECA).
9. Defamatory content shared on social media platforms is also subject to accountability and disciplinary measures. Furthermore, administrators of official or unofficial communication forums (e.g., WhatsApp groups) are responsible for ensuring that all discussions adhere to the University's Employee Code of Conduct.

## II. Prohibition

1. **Smoking, chewing, or using** any of the aforementioned substances is **strictly prohibited** in all university spaces, including classrooms, offices, laboratories, common areas, dormitories, and university vehicles.
2. The **possession, consumption, distribution, sale, or manufacturing** of narcotics, illegal drugs, or any other intoxicants is **absolutely banned** on all university property and during any university-related activities.
3. Employees and students **must not be under the influence** of any prohibited substances while at the university or participating in university-sponsored events.

## III. Responsibilities

- All employees and students are **personally responsible** for upholding this policy and actively contributing to a healthy, substance-free, and safe environment within the university.
- **Supervisors, Heads of Departments, and faculty members** are specifically responsible for ensuring compliance with this policy

within their respective areas and for taking appropriate action when violations are observed.

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#### IV. Upholding Academic and Administrative Integrity

1. **Academic Freedom and Responsibility:** Faculty members shall exercise academic freedom responsibly, ensuring that their teaching and research are conducted with intellectual honesty, rigor, and respect for diverse viewpoints, without propagating personal biases or political agendas within academic discourse.
2. **Non-Interference in Administrative Work:** Employees, particularly academic staff, **shall not interfere in the administrative functions or decision-making processes of the university outside of their designated roles and responsibilities.** All administrative matters should be channelled through established procedures and hierarchical structures.
3. **Maintaining Discipline:** Employees are expected to contribute to maintaining discipline among students and staff, and to report any breaches of discipline through appropriate channels.
4. **Addressing Seniors with Respect:** All employees shall address their senior colleagues, supervisors, and university leadership with due respect and deference, both in verbal and written communication. Constructive feedback and concerns should be raised through appropriate formal channels, maintaining professional decorum.
5. **Ethical Research Conduct:** Researchers must adhere to ethical guidelines in all research activities, including data collection, analysis, reporting, and proper attribution of sources. Plagiarism and research misconduct are strictly prohibited.

#### V. Refraining from Political Activities

1. **Apolitical Stance:** FUUAST is an academic institution dedicated to learning, research, and public service. All employees are strictly prohibited from engaging in **political activities** within the university premises, during working hours, or while representing the university. This includes:
  - Organizing or participating in political gatherings, rallies, or demonstrations.
  - Displaying political posters, banners, or symbols.

- Distributing political literature.
  - Using university resources, including official email, social media accounts, or facilities, for political campaigning or promotion.
  - Expressing partisan political views in a manner that compromises the neutrality or integrity of the university.
2. **Inciting Violence or Disorder:** Employees are **strictly forbidden from inciting violence, promoting hatred, creating disorder, or engaging in any activity that disrupts the peaceful and conducive environment of the university**, whether overtly or covertly, through speech, writing, or any other medium.
  3. **Neutrality:** Employees must maintain political neutrality in their official capacities, ensuring that their personal political beliefs do not influence their professional duties, interactions with students, or administrative decisions.

## VI. Specific Guidelines for Study Leave

1. **Purpose of Study Leave:** Study leave is granted solely for the purpose of pursuing higher education, research, or specialized training to enhance the employee's professional capabilities and benefit the university.
2. **Exclusive Focus on Study:** Employees on study leave **must exclusively focus on their approved course of study or research**. Engagement in any other activity, particularly political activities, unauthorized employment, or non-academic pursuits that detract from the primary purpose of the leave, is strictly prohibited.
3. **No Interference from Leave:** Employees on study leave **must not interfere in the administrative, academic, or political affairs of the university** while on leave. Their primary responsibility remains their approved study program.
4. **Reporting Progress:** Employees on study leave are required to submit regular progress reports to the designated authority as per the terms and conditions of their leave.
5. **Consequences of Non-Compliance on Study Leave:** Any proven deviation from the prescribed purpose of study leave, engagement in unauthorized political activities, or interference in university affairs while on leave, will result in **immediate disciplinary action, including but not limited to the cancellation of the study leave, recovery of emoluments paid during the leave period, and other penalties as per university and government regulations**.

## VII. Disciplinary Action

Any breach of this Code of Conduct will be investigated thoroughly by the appropriate university authorities. Disciplinary actions will be taken in accordance with the FUUAST Statutes, service rules, and relevant government regulations, which may include:

- Verbal warning
- Written warning
- Withholding of increments
- Suspension
- Imposition of financial penalties
- Cancellation of leave (e.g., study leave)
- Demotion

## VIII. Reporting Violations

Employees are encouraged to report any observed violations of this Code of Conduct to their immediate supervisor, head of department, or the relevant disciplinary committee. All reports will be treated with confidentiality and investigated appropriately.

## IX. Review and Amendment

This Code of Conduct will be reviewed periodically and may be amended by the university administration as deemed necessary to ensure its continued relevance and effectiveness.