

STUDENT AND STAFF CODE OF CONDUCT POLICY

SBS Swiss Business School, RAK Campus

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SBS-SSCOCP-V01	SBS Swiss Business School, RAK Campus Student & Staff Code of Conduct Policy	V01	13.06.2023
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SBS-SSCOCP-V03	SBS Swiss Business School, RAK Campus Student & Staff Code of Conduct Policy	V03	24.01.2025

1. Introduction

This policy establishes a structured framework for governance, ethical conduct, and behavioural expectations at SBS Swiss Business School, RAK Campus. It ensures that all academic and administrative operations align with UAE regulatory frameworks and uphold high ethical standards while fostering a safe, respectful, and inclusive learning environment.

2. Purpose

The objectives of this policy is to:

- Define a professional and ethical code of conduct for students, faculty, and staff.
- Promote an inclusive, safe, and respectful academic environment.
- Establish clear guidelines to address violations and ensure accountability.
- Ensure compliance with RAK DOK and SBS Swiss Business School, RAK Campus policies related to academic integrity and professional conduct.

3. Scope

This policy applies to all SBS Swiss Business School, RAK Campus community members, including students, faculty and staff. It governs all academic, administrative, and extracurricular activities conducted within SBS Swiss Business School, RAK Campus premises.

4. Policy Statement

All individuals associated with SBS Swiss Business School, RAK Campus are expected to adhere to the highest standards of ethical conduct, professionalism, and mutual respect, ensuring alignment with UAE cultural values and institutional integrity.

5. Staff Code of Conduct

5.1. Professional Conduct

Staff members are required to:

1. Act with integrity, fairness, and professionalism in all academic and administrative engagements.
2. Foster a positive learning environment that respects cultural diversity.
3. Uphold SBS Swiss Business School, RAK Campus policies related to student welfare, academic integrity, and ethical behaviour.
4. Communicate with students, colleagues, and Management in a respectful and constructive manner.
5. Maintain confidentiality regarding institutional and student-related matters.

5.2. Prohibited Conduct

The following behaviours are strictly prohibited as per the RAK DOK and SBS Swiss Business School, RAK Campus:

1. Any form of discrimination, harassment, or bullying.
2. Misuse of authority or engaging in inappropriate relationships with students.
3. Dissemination of false information or rumours within the academic community.
4. Violations of confidentiality or unauthorized sharing of institutional data.
5. Engagement in activities that compromise the reputation of SBS Swiss Business School, RAK Campus.
6. Accepting gifts, favours, or monetary benefits from students or their Parents that may influence professional decisions.

6. Student Code of Conduct

6.1. Expected Behaviour

As per RAK DOK and SBS Swiss Business School, RAK Campus Students are expected to follow the Below Guidelines:

1. Demonstrate academic honesty and integrity.
2. Treat peers, faculty, and staff with respect and professionalism.
3. Follow institutional regulations, including classroom decorum and ethical research practices.
4. Take responsibility for personal learning and academic success.
5. Refrain from engaging in disruptive behaviour or misconduct.

6.2. Prohibited Conduct

The following student behaviours constitute misconduct:

1. Academic dishonesty, including plagiarism, cheating, or falsifying information.
2. Disruptive conduct affecting the learning environment.
3. Bullying, harassment, or disrespectful behaviour toward peers or staff.
4. Damage or misuse of SBS Swiss Business School, RAK Campus property.
5. Possession or use of prohibited substances on campus.
6. Cyber misconduct, including online harassment or data breaches.
7. Actions that bring disrepute to SBS Swiss Business School, RAK Campus or violate UAE laws and cultural norms.

7. Dress Code

- All SBS Swiss Business School, RAK Campus community members must maintain a professional and culturally appropriate appearance.
- Clothing should be modest and respectful of UAE cultural norms.
- Avoid attire that is overly revealing, contains offensive imagery, or promotes political slogans.

8. Addressing Misconduct

SBS Swiss Business School, RAK Campus follows a structured approach to handling violations:

1. Initial counselling or verbal warnings for minor infractions.
2. Issuance of written warnings, suspension, or termination for repeated or serious violations.
3. Serious cases may be escalated to UAE regulatory bodies if legal violations occur.

9. Policy Review

This policy will undergo review accordingly to reflect evolving educational and regulatory requirements.

10. Contact Information

For inquiries related to this policy, contact: info@atmsedu.org

11. Conclusion

This policy sets clear rules for professional and respectful behaviour at SBS Swiss Business School, RAK Campus. It helps everyone follow ethical standards, respect cultural values, and create a positive learning environment while following the rules.

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