BUSINESS POLICY AND CODE OF ETHICS

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BUSINESS POLICY AND CODE OF ETHICS
UNIVERSITI SELANGOR

1. Purpose

This Business Policy and Code of Ethics aims to establish ethical principles, values, and expectations for all individuals representing UNISEL, including staff, students, and stakeholders, to ensure compliance with laws, foster accountability, and maintain the university's integrity.

2. Scope

This policy applies to all academic and non-academic staff, students, contractors, suppliers, and external parties as well as stakeholders involved in the university's operations.

3. Basic Principle

The basic principles of the Business Policy and Code of Ethics are as follows:

3.1 Integrity and Honesty: All individuals must act with honesty and transparency in all matters.

3.2 Respectful Attitude: Treat everyone with respect, regardless of race, religion, gender, age, or background. Discrimination, harassment, or bullying will not be tolerated.

3.3 Accountability and Responsibility: Comply with university regulations, policies, and laws while being responsible for the actions and decisions taken.

3.4 Confidentiality: Protect all sensitive information, including academic, personal, and institutional data, unless disclosure is required by law.

3.5 Professionalism: Maintain high standards of conduct and provide a positive image of UNISEL's reputation·

4. Business Policy

Business policy covers the following:

4.1 Financial Management: Ensure all financial transactions are documented and carried out with full accountability; ensure all procurement follows a fair and competitive process for goods and services, and avoids favoritism or conflicts of interest; ensure fraud prevention measures by taking strict action against any misconduct.

4.2 Conflict of Interest: Staff and students must avoid conflicts between personal interests and university interests; and all potential conflicts must be reported to the relevant authorities.

4.3 Compliance with Laws and Regulations: Comply with all Malaysian laws, university policies, and accreditation requirements; and ensure compliance with The Malaysian Anti-Corruption Commission (MACC) Act and other regulatory frameworks.

4.4 Research Ethics and Academic Integrity: Committed to ethical practices in research, teaching, and learning; and endeavour to prevent plagiarism, falsification, and misuse of data.

4.5 Workplace and Campus Safety: Maintain a safe, healthy, and secure environment for all UNISEL community members, and promptly report any hazards or safety breaches.

4.6 Diversity, Equity, and Inclusion: Foster a culture of diversity and inclusivity, and implement initiatives to promote equal opportunities and participation.

4.7 University Resource Utilization: Ensure university resources, including financial, material, or intellectual, are used only for official purposes and take strict action against misuse or misappropriation of such resources.

5. Practices based on environmental, social, and governance (ESG) considerations

Develop an environmental code that can protect the well-being of workers by minimizing the adverse environmental impact and develop regulations to continuously improve the work ecosystem and clear governance.

5.1 Work environment

Ensure a healthy and safe work ecosystem.

Provide safe equipment, adequate sanitation, and ventilation. Management must ensure that all activities in the workplace do not endanger the health and safety of each worker. Train workers on emergency planning, such as first aid techniques and fire safety.

5.2 Minimise Waste and Pollution Prevention

Manage, care for, and control waste materials before they are released into the environment. Train workers on emergency planning and staff readiness, such as first aid and firefighting techniques.

5.3 Social Conduct in the Workplace

Policies to prevent management from engaging in discriminatory practices against workers based on gender, race, and religion.

5.4 Wages, Benefits, and Working Hours

Ensure workers comply with working time regulations, including rest times, leave, maternity leave for mothers and paternity leave for fathers. Management is responsible for ensuring workers receive the wages and benefits stated in labor regulations.

5.5 Governance Procedures in the Workplace

Anti-Corruption Policy: Organisations must comply with established anti-bribery and anti-corruption policies.

6. Reporting and Enforcement

Any violation of this policy should be reported to the university or through the Corporate Governance and Integrity Unit of UNISEL. Violations will be handled through fair and consistent procedures as stipulated in the university's disciplinary regulations.

7. Governance and Review

This policy will be reviewed periodically and updated to reflect best practices and legal requirements.

Prepared by the University of Selangor's Policy and Business Ethics Committee.

Approved by the UNISEL Executive Committee on 23 December 2024 and effective starting 2 January 2025.