

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 1 of 14



Member of Qatar Foundation

CODE OF CONDUCT

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	02/12/2025	02/12/2025	Initial Release	Board of Trustees

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 2 of 14

1. Purpose

The Hamad Bin Khalifa University's (HBKU) Code of Conduct is a statement of the University's commitment to the highest standards of ethical and professional conduct and behavior. It reflects the University's values and sets out the conduct expected of all members of the HBKU Community. HBKU's policies, procedures, and the applicable laws of the State of Qatar collectively reinforce the obligations outlined in this Code, ensuring that HBKU operates with integrity, fairness, and respect.

2. Scope

This Code of Conduct applies to all members of the HBKU community, including faculty, scientists, researchers, administrators, visiting faculty, consultants, postdocs, staff, freelancers, as well as other individuals holding formal appointments or affiliation with HBKU such as members of committees, boards, and other university advisory or consultative bodies as to their HBKU related activities.

The provisions of the Code also extend to volunteers, contractors, suppliers, and other partners engaged with or representing the University. It governs conduct across all University activities, whether on or outside HBKU premises; during research, teaching, or outreach activities; at events and programs organized or sponsored by the University; or in any situation in which individuals represent HBKU locally or internationally.

3. Terms, Abbreviations, and Definitions,

The following terms and abbreviations used in this Code shall have the meanings defined below:

Term/Abbreviation	Definition
Bribery	The offering, promising, giving, soliciting, or accepting anything of value with the intent to improperly influence the actions or decision-making of another person.
Confidential information	Any non-public information created, acquired, or entrusted to HBKU that requires protection from unauthorized use, disclosure, or alteration. This includes information owned by HBKU as well as information received from sponsors, collaborators, or third parties under confidentiality or contractual obligations.
Conflicts of Interest (Col)	A situation in which an individual's professional, financial or Personal Relationships or activities influence or could reasonably be perceived to influence their professional judgment, objectivity, or decision-making. Such conflicts may create situations in which personal interests compete or appear to compete with the university's best interests.
Conflict of Commitment	A situation in which an individual undertakes a role (paid or unpaid) that interferes, appears to interfere or has the potential to interfere with the ability to perform his/her job duties and responsibilities as defined in their job description or contractual agreement and to meet their obligations to the University.
Corruption	Corruption is the abuse of entrusted power, authority, or position for private gain or undue advantage. It includes a wide range of unethical conduct and practices that compromise the integrity, accountability, and ethical standards of the University.
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 3 of 14

Fraud	The intentional misrepresentation or omission of information including financial information or the concealment or suppression of facts or the truth designed to deceive, mislead, unlawfully obtain an undue advantage, or to cause loss or harm to another party.
Harassment	Unwelcome conduct that is severe or pervasive enough to interfere with a person's work, access to education, or academic performance or to create an environment that a reasonable person would consider intimidating, hostile, offensive, or abusive. This involves unwanted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating, abusive, or offensive environment for another individual and impacts their wellbeing, learning, and/or performance at work.
HBKU or "University"	Hamad Bin Khalifa University
HBKU Community	HBKU employees, visiting faculty or scholars, consultants, students, postdocs, seconded staff, contractors and contracted staff, workers, trainees, volunteers, interns, individuals holding a formal appointment or affiliation with HBKU such as members of committees or other university advisory or consultative bodies, or any other person working in any context within the university and across HBKU organizational units as well as HBKU affiliated entities.
Intellectual Property or IP	<p>Creative intellectual outputs, eligible for legal protection or enforcement. This includes but is not limited to:</p> <ul style="list-style-type: none"> Research publications and research related materials including drafts, datasets, and laboratory notebooks. Materials created for educational purposes, encompassing teaching and learning resources. Literary, dramatic, musical, or artistic works, along with sound recordings, films, broadcasts, typographical arrangements, multimedia pieces, photographs, and drawings. Research records and reports, engineering and technical data designs, production specifications, processes, methods, procedures, facilities. Biotechnological processes and biomedical materials developed within labs, contributing to new medical treatments and diagnostics, new bioinformatic tools, renewable energy solutions and environmental technologies, energy-efficient computing systems. Intellectual outputs like databases, tables, compilations, computer software, source codes, preliminary design materials for computer programs, firmware, courseware, and similar materials. Both patentable and non-patentable technical information.
Misconduct	Conduct, behavior, action, or performance whether on duty or off duty and whether on or off University premises, that interferes with or adversely affects the efficient operation of the University, damages the reputation or interests of the University, or violates applicable laws, regulations, University policies, procedures, code of conduct, or other university codes.
Crimes Involving Moral Turpitude or Dishonesty	Crimes arising from moral weakness or deviation from ethical and professional standards, taking into account the nature of the position, fiduciary duty, and circumstances of the offence. These include, but

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 4 of 14

	are not limited to, bribery, breach of trust, theft, fraud, perjury, forgery, and falsification of documents, seals, or stamps.
Personal Data	Data of an individual whose identity is defined or can be reasonably defined, whether through such personal data or through the combination of such data with any other data.
Personal Data with special nature	Personal Data, related to ethnic origin, children, health, physical or psychological condition, religious creeds, marital relations, and criminal offenses
Sexual harassment	Unwelcome conduct of a sexual nature, or other harassment conduct based on sex and gender, whether physical, verbal or written. It includes any unwelcome sexual advances or requests for sexual favors.
Summary Dismissal	The immediate termination of employment or contractual agreement with a member of HBKU Community when immediate termination of employment or contractual agreement without a Notice Period is necessary.
Suspension	An interruption of active employment or contractual agreement with or without pay required of a member of HBKU Community resulting from performance issues or Misconduct.
Volunteer	A person who on their own accord provides services for which the individual neither expects nor receives compensation. Volunteers may be reimbursed for expenses with prior approval.

4. General Statements

4.1. Values

The conduct of all HBKU Community members shall reflect and be guided by the University's values, which provide the foundation for ethical decision-making and professional responsibility. By upholding these values, members of HBKU Community contribute to reinforcing and advancing the University's mission.

The University's core values are:

- **Excellence** - Commit to the highest standards of quality of delivery, and innovation, continuously striving for impactful results, ethical leadership, and meaningful contributions to societies at national, regional, and global levels.
- **Integrity** - Uphold honesty, transparency, accountability, and ethical responsibility.
- **Curiosity & Discovery** - Embrace new ideas, explore uncharted frontiers, and foster diverse forms of expression. Cultivate intellectual curiosity, a willingness to take risks, and a strong entrepreneurial spirit.
- **Diversity** - Foster a climate that is open and welcoming to diverse people, ideas and perspectives; that promotes constructive discourse; and that engages faculty, researchers, staff, and students in activities that promote the University's core values.
- **Rootedness** - Foster pride in our culture and heritage with values that reflect social and moral beliefs, while also embracing our Arabic language, dealing with challenges and navigating new frontiers.

4.2. Applicability of the Code of Conduct

This Code of Conduct shall apply to all members of the HBKU Community and to contractors, suppliers, and other partners engaged with or representing the University. Compliance with the Code is required regardless of role, function, or whether within or outside the University premises.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 5 of 14

The Code applies to:

- Faculty, scientists, researchers, administrators, visiting faculty, consultants, postdocs, freelancers, and staff (Full-time, part-time, or contractual),
- Students enrolled in HBKU programs,
- Postdoctoral scholars and academic fellows,
- Volunteers performing work or providing services on a voluntary basis,
- Contractors, consultants, suppliers, and other partners engaged with HBKU,
- Individuals holding formal appointments or affiliation with HBKU such as members of committees, boards, and other university advisory or consultative bodies.

The standards set out in this code must be respected, upheld, and followed by all members of HBKU Community and other individuals, organizations, and partners engaged with or representing the University.

4.3. Use of the Code of Conduct

The Code of Conduct is intended to provide guidance in making appropriate decisions and in maintaining the university values, ethical conduct and integrity across all situations. There are times when activities and conduct of HBKU Community members are not governed by specific policies and procedures, and/or specific Laws and regulations. In these instances, rules of fairness, honesty, and respect for the rights of others will always govern conduct.

In general, this Code serves to:

- Clarify the University's expectations of conduct and the reciprocal standards to be observed.
- Support decision-making that remains consistent with HBKU's vision, mission, and values.
- Promote honesty, fairness, and accountability, thereby protecting individuals and the University.
- Safeguard the reputation of HBKU as a leading institution of education, research, and innovation.
- Provide reference points for seeking advice or guidance when uncertainty regarding the appropriate course of action arises.

4.4. Responsibilities of HBKU Community Members

All HBKU Community members are expected to uphold the highest standards of ethical and professional conduct and to serve as role models in accordance with this Code of Conduct. They must refrain from any Misconduct or immoral and unethical behavior and must not engage in any crime involving moral turpitude or dishonesty, whether within or outside the University premises.

Responsibilities include, but are not limited to, the following:

- **Annual Affirmation:** All Employees shall complete an annual affirmation of their understanding of and commitment to this Code of Conduct.
- **Conflict of Interest Declaration:** All Employees shall complete and submit an annual declaration of conflicts of interest. Furthermore, any actual, potential, or perceived conflict of interest arising at any time during the year must be disclosed immediately and shall not be delayed until the annual declaration, in accordance with the HBKU's Conflict of Interest Policy.
- **Onboarding Compliance:** As a condition of enrollment or employment, new students and employees shall be required to complete all applicable mandatory compliance declarations, including those related to Conflict of Interest, confidentiality, and the proper use of University assets, prior to or at the time of formal contract signing or initial enrolment.
- **Duty to Inquire and Report:** Guidance shall be sought from supervisor, line manager, or higher authority in the reporting line, staff of the Human Resources Directorate, the Office of Vice President for Audit, Risk and Compliance Office, or the General Counsel when uncertainty regarding the application of this Code exists. Furthermore, any known or suspected violations of this Code, associated policies, or applicable laws must be reported promptly through authorized channels.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 6 of 14

- **Professional Standards:** In addition to this Code, all HBKU Community members are to adhere to the specific professional standards and codes of conduct applicable to their respective disciplines and areas of expertise.
- **Non-Compliance:** Failure to comply with this Code of Conduct, its supporting policies and procedures, or applicable laws and regulations of the State of Qatar may result in disciplinary action, up to and including summary dismissal or termination of enrollment. Non-compliance may also result in referral of the matter by the University to external authorities and the possible initiation of legal actions.

4.5. Respect for Others

HBKU values diversity and inclusion and strives to maintain an environment where:

- Everyone is treated with dignity and respect,
- All Individuals are welcome and listened to and provided equal opportunities,
- All individuals act with respect, honesty, and fairness,
- Abuse, harassment, bullying, or discrimination are not tolerated.

4.6. Integrity

The University is committed to sustaining an environment of trust, fairness, and excellence by fostering a culture in which honesty, accountability, and transparency guide every decision, action, and interaction within its community. All members of the University community including faculty, researchers, staff, students and affiliates are expected to uphold the highest standards of integrity and to demonstrate integrity in all aspects of their actions, interactions, and conduct, including:

- Upholding the highest standards of academic integrity in teaching, learning, assessment, research, and publication.
- Acting with honesty and transparency in communications and presentations,
- Disclosing any actual, potential, or perceived conflict of interest,
- Demonstrating professional competence and responsibility by maintaining currency in their fields, and by ensuring compliance with the legal, ethical, and professional standards relevant to their professional activities and areas of expertise,
- Avoiding actual, perceived, and potential conflicts of interest and making prompt disclosures whenever such conflicts may arise or reasonably be perceived by others to arise; and
- Conducting themselves with dignity, respect, and professionalism,
- Being mindful of personal presentation when discharging their roles and responsibilities.

Acts such as plagiarism, misrepresentation, and falsification or fabrication of data, and any form of deception are strictly prohibited. All academic, research, scholarly, and professional activities at the University must be conducted in strict conformity with the University's established ethical standards and the University policies and procedures and codes governing responsible and ethical conduct, research integrity, and academic honesty and code of honor.

Integrity Check. When faced with uncertainty, HBKU Community members are to reflect on their decisions and actions. The following questions may be used as a self-assessment guide:

- Is the action consistent with HBKU policies and procedures, this Code, and the State of Qatar laws and regulations?
- Is the action aligned with HBKU's mission, values, and ethical standards?
- Would the action be viewed as appropriate if publicly disclosed?
- Could the action have a negative impact on HBKU's reputation or on others?

If doubt remains after this assessment, advice is to be sought from supervisor, line manager, or higher authority in the reporting line, staff of the Human Resources Directorate, the Office of Vice President for Audit, Risk and Compliance Office, or the Office of the General Counsel.

4.7. Professional Standards

All members of HBKU Community and other individuals and partners engaged with or representing the University must hold themselves to high standards of professionalism to ensure that the University

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 7 of 14

serves its mission effectively and efficiently. This includes:

- Reading and understanding this Code and behaving in a manner consistent with this Code,
- Acting within delegated authority and in accordance with university policies and procedures
- Being open to receiving constructive feedback on behaviors and their impact on colleagues and students in the spirit of improving self-awareness and effective communication,
- Delivering high quality services, by being responsive, and solving problems,
- Carefully managing access credentials including ID cards and restricted keys, not sharing these with others and reporting any lost or stolen access credentials immediately,
- Ensuring punctual attendance according to the requirements of the role and provide advance notification when unable to attend work, complete work or safely carry out work,
- Reporting suspected breaches of this Code or other unethical conduct or violations of laws, regulations, or university policies, to the appropriate authority in accordance with university policies and procedures.
- Not engaging in activities that may conflict with or compromise their role, responsibilities and performance without appropriate approval.
- Being sensitive to other cultural and religious groups and their customs, to individual abilities and to respect everyone.

Administrators and supervisors have added responsibilities towards their team members including:

- Leading by example and ensure ethical and fair decision making
- Acting equitably and consistently and maintain open, honest, and courteous communication
- Providing support for professional development of their team members,
- Setting and communicating clear performance standards ensuring completion of mandatory training,
- Being accurate and fair in evaluating performance and assessing the work of team members,
- Being fair in considering rewards, promotions, or other matters that may affect team members,
- Promptly and seriously address any concerns about behavior and conduct and take appropriate action in accordance with relevant policies and procedures
- Resolving conflicts fairly and quickly and in accordance with University policies and procedures.

4.8. Stewardship and Use of University Resources

HBKU's assets and resources, including, but not limited to, funds, property, facilities, equipment, information systems, data, intellectual property, and reputation, are entrusted to all members of the HBKU Community. These resources shall be protected, preserved, and used responsibly, efficiently, and only for legitimate University purposes.

The stewardship of HBKU's resources is a shared responsibility. Proper care, accountability, and transparency in their use are essential to maintaining public trust and advancing the University's mission.

HBKU Community members shall:

- Use University resources solely for academic, research, administrative, or community purposes, and not for personal gain or unauthorized activities.
- Exercise due care to safeguard HBKU resources including property, equipment, IT systems, data and facilities from waste, damage, theft, loss, or misuse.
- Ensure that financial and material resources are used in compliance with University policies, contractual obligations, and applicable laws.
- Ensure that resources are not used in ways that could damage the University reputation.
- Report, through designated channels, suspected misuse, loss or misappropriation of resources.
- Apply appropriate security and information management practices to protect University records, data, and confidential information throughout their lifecycle (creation, storage, transmission, retention, disposal).

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 8 of 14

- Avoid unauthorized use of the University's name, logo, brand identity, or electronic communication platforms.
- Report suspected misuse, misappropriation, or damage to University's resources immediately through designated channels.

4.9. Seeking Guidance and Reporting Obligations

Members of the HBKU Community are required to seek guidance whenever uncertainty exists regarding the application of this Code. Questions or ethical concerns are to be raised without delay through the appropriate University channels. Suspected violations of this Code are to be reported promptly, and reports submitted in good faith are to be handled confidentially. Retaliation against individuals who seek guidance or report concerns in good faith is strictly prohibited.

4.10. Workplace Safety

A safe and healthy working and learning environment is to be maintained across all HBKU facilities and activities. All members of the University community are required to comply with applicable health, safety, and environmental (HSE) policies and procedures.

Workplace hazards, unsafe conditions, or incidents are to be reported immediately through the designated reporting channels. Reasonable care shall be exercised at all times to prevent accidents, injuries, and risks to health or safety.

The possession or use of hazardous materials, equipment, or substances is to follow related policies and procedures, and relevant legal requirements. HBKU is committed to integrating sustainability into its HSE practices, and members of the community are expected to act in ways that minimize environmental impact and promote responsible use of resources.

4.11. Equality, Diversity, and Academic Freedom

4.11.1. Equality

Equal opportunity and fair treatment shall be ensured in all academic, research, employment, and community activities of HBKU. All decisions relating to admission, hiring, promotion, training, compensation, and participation in University programs shall be based on merit, qualifications, and performance.

Equity requires that individuals be treated impartially and with consistency, free from favoritism or bias. HBKU is committed to safeguarding individual dignity, recognizing that respect and fairness are essential to academic excellence, innovation, and leadership development.

4.11.2. Diversity

HBKU is committed to fostering an inclusive environment that values and respects individual differences. Diversity of people, ideas, and perspectives is to be promoted as a source of strength that enriches teaching, research, and community life. As one of HBKU's core values, Diversity affirms the University's dedication to openness, constructive dialogue, and engagement across cultures and perspectives.

4.11.3. Academic Freedom

The principle of academic freedom shall be respected and protected as a cornerstone of HBKU's mission. Members of the HBKU Community are entitled to engage in teaching, learning, research, publication, and scholarly inquiry without undue restriction or interference.

Academic freedom includes the right to express ideas and scholarly findings, to challenge prevailing views, and to engage in open and critical debate. However, this freedom shall be exercised with integrity, professionalism, and respect for the diverse culture, social, and ethical context in which the University operates in accordance with HBKU values, policies, legal obligations, and professional standards. It shall not be used to justify misconduct, harassment, discrimination, or actions that compromise the rights of others.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 9 of 14

In exercising academic freedom, members of the University Community are expected to:

- Respect the values, culture, and heritage of the local society,
- Avoid using academic freedom to advance personal political agendas or propagate individual religious beliefs; and
- Conduct themselves in accordance with the University's values, policies, professional standards of conduct, and applicable laws and regulations of the state of Qatar.

HBKU affirms that academic freedom and institutional responsibility are complementary. The University is committed to fostering an environment that encourages freedom of inquiry and expression while ensuring that such freedoms are exercised responsibly, in ways that uphold the University's mission, values, contribution to national development, and the advancement of knowledge for the national, regional, and global benefit.

4.12. Prevention of Harassment and Discrimination

HBKU strictly prohibits and does not tolerate discrimination against employees, applicants, students, or any other person because of a protected characteristic including but not limited to race, color, religion, language, creed, national origin or ancestry, ethnicity, sex, age, physical or mental disability, citizenship, marital status, family status, employment status, political opinion, genetic information, or any other protected characteristic.

Harassment, including sexual harassment, bullying, victimization, and discriminatory behavior, is strictly prohibited at HBKU.

Examples of prohibited conduct include, but are not limited to:

- Unwanted physical contact or assault,
- Offensive or derogatory remarks, gestures, or ridicule,
- Circulation or display of offensive, degrading, or suggestive materials,
- Requests for sexual favors or unwelcome sexual advances,
- Online or digital harassment, including inappropriate use of social media.

All members of the HBKU Community share responsibility for maintaining a safe and respectful environment. Complaints of harassment or discrimination are to be reported through designated channels and will be addressed promptly, fairly, and confidentially in accordance with applicable university policies and procedures. Retaliation against any person who reports in good faith or participates in an investigation is strictly prohibited.

4.13. Conflict of Interest, Gifts, and Hospitality

Situations involving a conflict of interest must be declared and managed in accordance with HBKU's Conflicts of Interest policy and procedures. All members of the University Community are responsible for recognizing, disclosing, and appropriately addressing conflicts that may affect, or appear to affect, their professional judgment, objectivity, or decision-making.

HBKU Community members shall:

- Perform their responsibilities objectively, without favoritism, preference, or bias arising from personal or financial interests.
- Declare all actual, potential, or perceived conflicts of interest annually, and immediately when such conflicts arise.
- Avoid activities or relationships that may create conflicts of interest, including but not limited to recruitment, promotion, procurement, contracting, teaching, grading, research supervision, or use of University resources.
- Comply with any approved Conflict of Interest Management Plan when a declared conflict has been determined to be manageable.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 10 of 14

Gifts, benefits, or hospitality may create conflicts of interest or the appearance of undue influence. To prevent this:

- Gifts or hospitality with a value exceeding QAR 500 are not to be accepted unless declared and approved in accordance with University policies.
- Any gift or hospitality, regardless of value, must not create or appear to create an obligation or influence professional judgment, impartiality, or decision-making.
- Cash or cash-equivalent gifts are not to be accepted under any circumstances.
- Offers of gifts or hospitality that may be inappropriate are to be reported immediately.

4.14. Conflict of Commitment

Members of the HBKU community owe their primary professional responsibilities to the University. External activities, whether compensated or uncompensated, must not interfere, or appear to interfere, with the performance of assigned HBKU duties. Such activities require advance disclosure and, where appropriate, written approval in accordance with HBKU's Conflict of Interest policy and procedures, to ensure that outside commitments remain consistent with HBKU's mission and obligations.

HBKU Community members shall:

- Devote professional time and effort to fulfilling their assigned HBKU duties and responsibilities as defined in job descriptions, contracts, or appointments.
- Disclose all outside employment, consultancy, teaching at other institutions, board service, professional appointments, or other external engagements prior to acceptance, in accordance with the University policies and procedures.
- Obtain prior written approval for outside employment, consultancy, or teaching commitments to ensure that such activities do not compromise or appear to compromise HBKU responsibilities.
- Ensure that volunteer work, community service, and civic engagements are arranged outside of assigned HBKU duties, unless expressly approved.
- Refrain from involving HBKU students, trainees, or research assistants in external employment or consultancy activities without prior authorization, to avoid misuse of supervisory authority or institutional resources.
- Comply with any approved Conflict of Interest Management Plan that sets out the conditions and safeguards under which external activities may proceed.

4.15. Fraud, Bribery, and Corruption

Fraud, bribery, and corruption are strictly prohibited. Members of the HBKU Community are required to act with honesty, fairness, and transparency in all University activities and operations. Prohibited practices include, but are not limited to:

- Misrepresentation, forgery, falsification, or unauthorized alteration of records or documents;
- Misuse or misappropriation of University funds, assets, or information;
- Deliberate misreporting of information;
- Offering or accepting bribes, kickbacks, facilitation of payments, or improper advantages;
- Engaging in corrupt practices in connection with University business;
- Engaging in Crimes Involving Moral Turpitude or Dishonesty.

Concerns or suspected incidents of fraud, bribery, or corruption are to be reported immediately through designated University channels. Reports will be reviewed and addressed promptly, fairly, and confidentially in accordance with the University policies and procedures, and the applicable laws and regulations of the State of Qatar.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 11 of 14

4.16. Data Protection, Privacy, and Confidentiality

HBKU is committed to safeguarding personal data, confidential information, and research data in compliance with the laws and regulations of the State of Qatar, University policies, and recognized international standards. All members of the University Community share responsibility for ensuring that data and records are managed lawfully, securely, and responsibly.

4.16.1. Personal Data Privacy

Personal data (including data of personal nature), is to be collected, processed, stored, and shared in compliance with HBKU policies and applicable laws and regulations of the State of Qatar including Laws on protecting personal data.

HBKU will not process the personal data of any member without their consent, except where such processing is necessary to fulfill legal obligations, protect vital interests, or achieve a legitimate institutional interest in accordance with applicable laws and regulations of the State of Qatar.

HBKU Community members shall:

- Collect, use, and retain personal data only for legitimate and authorized purposes related to academic, research, administrative, or business functions.
- Apply safeguards to prevent unauthorized access, disclosure, alteration, or loss of personal data.
- Restrict access to personal data to individuals with proper authorization and a legitimate need to know.
- Respect the rights of individuals, including consent where required and requests for access, correction, or protection of their personal data.
- Report any actual or suspected personal data breach immediately through designated University channels.

Examples of personal data include student records, employment data, financial information, and contact details.

4.16.2. Confidential information

Confidential information, including but not limited to, academic records, research data, proprietary information, contracts, financial data, intellectual property, and unpublished reports, is to be treated with care and used only for authorized and legitimate purposes.

HBKU Community members shall:

- Protect confidential information from unauthorized use, access, or disclosure.
- Always follow confidentiality agreements and University policies and procedures.
- Use confidential information lawfully and with integrity, only for University related purposes, and not for personal benefit.
- Apply information security measures (both electronic and physical) to protect confidential information.

Examples of confidential information include student grades, examination papers, unpublished research results, procurement documents, draft policies, internal audit reports, and vendor pricing.

4.16.3. Business Records, Accounting, and Reporting

Business, financial, and administrative records are to be maintained in a manner that ensures integrity, accuracy, completeness, and transparency. Records must fairly and accurately reflect HBKU's activities and operations.

HBKU Community members shall:

- Ensure that records such as invoices, contracts, expense reports, research grants, HR files, and procurement documents are accurate, timely, and properly authorized.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 12 of 14

- Comply with University policies, legal requirements, and recognized accounting and auditing standards.
- Retain records for the legally or operationally required period and dispose of them securely once retention requirements have expired.
- Exercise due diligence and apply controls to prevent misrepresentation, fraud, or misuse of records.

4.16.4. Information Security

HBKU's information systems and data assets shall be safeguarded to ensure confidentiality, integrity, and availability. Protection against unauthorized access, loss, alteration, disclosure, or misuse applies to all forms of data, whether physical or electronic, and extends to personal data, confidential information, research data, and institutional records.

HBKU Community members shall:

- Use HBKU systems, databases, communication tools, and email in compliance with University policies and procedure, and applicable laws and regulations of the State of Qatar,
- Protect access credentials, passwords, encryption keys, and security tokens, and refrain from sharing them with unauthorized individuals,
- Apply appropriate security controls when handling electronic files, cloud storage, portable devices, paper records, or external media,
- Ensure sensitive data is encrypted, anonymized, or pseudonymized when required by law, policy, or contractual obligations,
- Report immediately any suspected data breach, loss of records, cybersecurity incident, or unauthorized use of University systems through designated channels,
- Refrain from using University IT resources for unauthorized purposes, including activities that compromise HBKU's security posture or reputation.

Examples of information systems and assets requiring protection include, but are not limited to, student information systems, research databases, HR and payroll systems, procurement platforms, financial systems, learning management platforms, email and communication networks, and cloud-based collaboration tools.

4.16.5. Research Data Integrity

Research data, whether collected, generated, or stored in the course of academic or scholarly activity, is to be managed in a manner that ensures accuracy, reliability, and compliance with ethical and legal standards. Examples of research data include clinical trial data, laboratory notebooks, digital datasets, biological samples, survey results, and collaborative research outputs.

HBKU Community members shall:

- Record, store, and report research data honestly, transparently, and accurately, without fabrication, falsification, or inappropriate manipulation.
- Safeguard research data, samples, and materials against unauthorized use, loss, alteration, or destruction.
- Ensure compliance with institutional review board (IRB) approvals, biosafety requirements, Ministry of Public Health regulations, and other applicable standards.
- Respect confidentiality agreements and intellectual property rights when handling collaborative or sponsored research data.
- Retain research data in accordance with HBKU policy, sponsor requirements, and legal obligations, and dispose of it securely when retention periods expire.

4.17. Intellectual Property

Intellectual Property (IP) created, acquired, or used within HBKU is to be protected, disclosed, and managed in accordance with HBKU Intellectual Property policy and procedures, contractual obligations and applicable Laws and regulations of the State of Qatar.

Document Owner:	Vice President Finance and Administration		
Responsible Unit:	Human Resource Directorate		
Document Name:	Code of Conduct		
Document ID Code:	GO-CC.01.001	Rev. 00	Page 13 of 14

HBKU Community members shall:

- Respect the IP rights of HBKU, colleagues, collaborators, sponsors, and third parties.
- Disclose inventions, discoveries, and other works developed in the course of University employment, research, or sponsored projects in accordance with the University policies and disclosure procedures.
- Refrain from unauthorized use, reproduction, distribution, or modification of HBKU or third-party IP.
- Use third-party IP only with proper authorization, license, or acknowledgment.
- Safeguard HBKU's IP assets and ensure they are used solely for legitimate University purposes.
- Where commercialization is pursued, comply with HBKU policies governing ownership, licensing, benefit-sharing, and distribution of revenues.
- Observe confidentiality requirements relating to proprietary research data, sponsored project agreements, and pending patent applications.

4.18. Research Compliance

Research at HBKU is to be conducted with integrity, responsibility, and in full compliance with ethical standards, the University policies and procedure, and applicable laws and regulations of the State of Qatar. All members of the HBKU Community engaged in research activities are expected to uphold the highest standards of honesty, accountability, and professionalism.

4.18.1. Research Integrity and Ethical Standards

HBKU is committed to the highest standards of research integrity and ethical conduct. Research activities shall be conducted honestly, accurately, and transparently, in compliance with HBKU policies, sponsor requirements, applicable Laws and regulations of the State of Qatar, and recognized international standards.

HBKU Community members shall:

- Conduct research without fabrication, falsification, plagiarism, misrepresentation, or other forms of misconduct,
- Use grants and sponsored funds, laboratory equipment, specialized facilities, datasets, and research participant information solely for authorized academic and research purposes, in full compliance with funding agreements, ethical approvals, and University policies.
- Record, store, and report research data, materials, and samples responsibly and securely, ensuring accuracy, reliability, and reproducibility,
- Disclose any actual, potential, or perceived conflicts of interest or commitment relating to research activities, in accordance with University policies,
- Obtain required approval from oversight bodies such as the Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), or other designated committees before commencing research involving human participants, animals, or hazardous materials,
- Protect the rights, safety, dignity, and confidentiality of human participants, ensuring informed consent is obtained where required,
- Conduct research involving animals, biological agents, or hazardous substances in compliance with applicable ethical, biosafety, and environmental standards,
- Assign authorship only to individuals who have made significant intellectual contributions, in line with academic standards and the HBKU Authorship and Publication Policy,
- Acknowledge the contributions of collaborators, technical staff, and funding sources accurately and transparently,
- Disseminate research findings responsibly, ensuring accuracy, fairness, and respect for confidentiality, intellectual property rights, and sponsor requirements,
- Avoid duplicate publication, plagiarism, ghost/gift authorship, or misrepresentation.

Document Owner:	Vice President Finance and Administration		
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4.18.2. Research Misconduct

HBKU is committed to the highest standards of research integrity. Research misconduct, including fabrication, falsification, plagiarism, or other serious deviations from accepted research practices, is strictly prohibited. Research records must be created, maintained, and reported honestly and accurately.

Allegations of research misconduct will be reviewed and addressed in accordance with the HBKU Research Misconduct policy and related procedures.

HBKU Community members shall:

- Conduct research with honesty, accuracy, transparency, and accountability,
- Safeguard research data, records, and materials from falsification, alteration, or destruction,
- Promptly report suspected research misconduct through designated channels,
- Cooperate fully and in good faith with research misconduct proceedings,
- Respect confidentiality requirements during reviews and investigations,
- Refrain from retaliation against individuals who raise concerns in good faith.

Research misconduct proceedings shall be conducted fairly and objectively, in line with HBKU's Research Misconduct policy. Corrective and disciplinary actions may include, but are not limited to, exclusion from research projects, restitution of funds, suspension of awards, or employment-related sanctions, depending on the seriousness of the violation.

4.19. Environment and Sustainability

HBKU is committed to protecting the environment and promoting sustainability in all academic, research, administrative, and community activities. Environmental responsibility and sustainability are to be integrated into the University's operations, decision-making, and culture.

HBKU Community members shall:

- Act in ways that reduce environmental impact and support sustainability in daily activities.
- Use energy, water, and other resources responsibly and efficiently.
- Reduce waste, reuse materials where possible, and make use of recycling facilities provided by the University.
- Support HBKU initiatives and research projects that advance environmental sustainability and contribute to the achievement of Qatar National Vision 2030.
- Ensure that procurement, facilities management, and operational practices incorporate sustainability principles wherever feasible.

Examples of sustainable practices include minimizing single-use plastics, reducing paper consumption, saving electricity and water, using sustainable transportation options, and supporting green research and innovation.

5. References and Related Policies

Anti-Discrimination and Equal Employment Opportunity Policy

Anti-Harassment Policy

Anti-Retaliation Policy

Complaint and Grievance Policy

Conflict of Interest Policy

Corrective and Disciplinary Action Policy

Intellectual Property Policy

Research Misconduct Policy