



Greenwich University

Policy Title:	CODE OF CONDUCT POLICY		
Custodial Office:	Registrar Office	Policy Number:	GU/SKM-R/2021-88/12
Policy Contact:	Registrar Office	Date Approved:	February 21, 2026
Approved By:	Academic Council	Date of Issue:	March 02, 2026
Related Documents:	GU Policy Manual	Next Review:	February 2028
Revision:	Every three years		

N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

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1. Policy Statement

Greenwich University Karachi is committed to maintaining a safe, respectful, inclusive, and ethically responsible environment for all employees, students, and stakeholders.

The University promotes:

- Professional conduct
- Equal opportunity
- Health and safety
- Ethical integrity in all academic, administrative, and research activities

2. Scope

This policy applies to:

- All faculty, staff, and management
- Students and researchers
- Contractors, visitors, and third parties

SECTION A: CODE OF CONDUCT

3. Workplace Behavior

All individuals must maintain professionalism, respect, and integrity in all interactions.

4. Harassment Policy

Harassment in any form is strictly prohibited, including:

- Unwelcome sexual advances
- Offensive verbal or physical conduct
- Creation of a hostile work environment
- Retaliation against complainants

Forms of Harassment

- Abuse of authority
- Hostile environment
- Retaliation

5. Complaint Mechanism

- Informal resolution through mediation
- Formal complaints via Supervisor or Inquiry Committee
- Confidential and fair investigation ensured

6. Investigation & Protection

- Confidential inquiry process
- Temporary separation of parties if required
- Strict monitoring to prevent retaliation

SECTION B: EQUAL OPPORTUNITY

7. Commitment

Greenwich University is an equal opportunity employer.

8. Non-Discrimination

No discrimination based on gender, religion, age, disability, ethnicity, or any protected status.

SECTION C: HEALTH & SAFETY

9. Commitment

The University ensures a safe and healthy working and learning environment.

10. Safety Measures

- Safe infrastructure and facilities
- Emergency preparedness and incident management
- Laboratory and chemical safety
- Ergonomics and workplace well-being

11. Responsibilities

- Management ensures safety systems
- Employees comply and report hazards

SECTION D: ETHICAL PRACTICES

12. Ethical Commitment

Greenwich University Karachi is committed to upholding the highest standards of ethical conduct, academic integrity, and responsible research practices.

13. Academic Integrity

All members of the University must:

- Avoid plagiarism, falsification, and academic dishonesty
- Ensure originality in teaching, research, and publications
- Respect intellectual property rights

14. Research Ethics

All research activities must:

- Obtain prior approval from the University's Ethics Committee (or relevant authority)
- Ensure informed consent from human participants
- Protect participant privacy and confidentiality
- Avoid harm, exploitation, or coercion

15. Ethics Committee

The University shall establish an Ethics Committee responsible for:

- Reviewing and approving research proposals
- Monitoring ethical compliance
- Ensuring adherence to national and international ethical standards

16. Responsible Conduct

All individuals must:

- Act honestly and transparently
- Avoid conflicts of interest (as per separate policy)
- Use University resources responsibly
- Maintain confidentiality of institutional information

17. Compliance with Laws and Regulations

The University ensures compliance with:

- National laws and regulatory requirements (e.g., HEC Pakistan)
- International ethical standards in education and research

18. Reporting Ethical Concerns

- Ethical violations may be reported to:
 - Head of Department
 - Ethics Committee
 - Administration
- The University ensures:
 - Confidential handling
 - Protection against retaliation
 - Fair investigation

19. Non-Compliance

Violation of ethical standards may result in:

- Disciplinary action
- Suspension or termination
- Cancellation of research projects
- Legal action where applicable

20. Conclusion

Greenwich University Karachi is dedicated to fostering a culture of integrity, safety, fairness, and ethical responsibility, ensuring excellence in all academic and institutional operations.