

CODE OF CONDUCT

Theme

The main purpose of the code of conduct is to reflect BITFORD/LSBE norms and expectations to the relations and behavior taking place within BITFORD/LSBE Operations and related to all the activities and events managed by the School.

The code of conduct is applied to all concerned individuals involved in the school's operations and activities regardless of position or relation with the school.

The school is strictly concerned about ethical practices and appropriate behavior, thus the code of conduct will be circulated among all the employees, top management, clients, learners, suppliers, vendors and all entities or individuals who are working with the school.

It is essential to always keep a close eye on the virtues of honesty, equality, rights and integrity; accordingly the code of conduct is praising all decent practices and forbid any unethical deeds that will not be tolerated under any condition.

Main Aspects:

Personal Responsibility:

- Each person should be responsible to have an attitude and behavior of respecting other rights and accept differences. A relationship based on respect and tolerance is highly encouraged and praised by the school that result of healthy learning environment.
- Each individual is encouraged to be a source of positive vibes and being committed to spread encouragement towards learning and development.
- Each person is responsible for avoiding any acts or conversation that of bullying or harassment nature either intentionally or unintentionally. It is not allowed to open discussions about sensitive issues and always keep a room for privacy and personal beliefs.
- Learners are not allowed to use any inappropriate language or create any fights and they have to follow proper channels for complains if they are exposed to any issue which is not tolerated or accepted from their sides and do not rush into a reaction that might be against them and make them lose their rights.

Equal Opportunity:

BITFORD/LSBE assures that all learners will be exposed to an environment of equal opportunity, no discrimination ever based on gender, nationality, religion, ethnic group or any other factors. All Learners will be treated equally and will have an exciting learning journey by lecturers who possess both solid academic background and rich filed and practical experience.

Conflict of Interest:

If any conflict of interest occurs, the employee(s) who is involved in practice where he/she finds that there will be conflict of interest due to a relationship or being relative to one of the students; he/she has to report this immediately to the school's director to evaluate the case and take action when needed. Under all conditions it is not allowed that a person having conflict of interest to be involved in any activities of decision-making nature related to the learners having direct relations with, he/she is not allowed to play a role in the assessment or examining the learner. Also, if a conflict of interest occurs at any occasion related to dealing with Institute's suppliers or vendors, this has to be reported to the school's Director to not include the concerned person in any decision making panel or committee that is responsible of evaluating and selecting suppliers or analysing business proposals submitted by a party where conflict of interest occurs.

Zero tolerance / unacceptable behaviour Harassment and Bullying:

- BITFORD/LSBE strictly does not allow all acts of harassment, bullying, or any conduct that negative effect on the learning environment and will affect learners rights to study in comfortable environment free from any kind of offensive acts.
- Any inappropriate deeds will not be allowed by the school and immediate action will be taken if any exists.
- Any offensive comments or even any acts of making fun of any learner will not be tolerated and the one responsible for producing such act will receive serious punishment that reaches to firing and dismissal based on the level of the deed.
- Conduct reports will be raised to the school's President monthly unless a severe action occurs that requires immediate attention by the president. The reports will be prepared by the person/department assigned by the president and will be discussed in the school's monthly meetings.
- Any incident of inappropriate nature that falls under misbehavior along with related decisions will be circulated among all employees to avoid occurrence of such behavior in the future.

Anti-Bribery /Anti-Corruption:

- Any act of accepting gifts, financial or personal benefits without legal and official purposes is strictly not allowed by all employees or suppliers working under the school's operations.
- Any act of using power to gain any personal benefits is strictly not permitted.
- The school will not give a space to any actions or deeds that fall under the bribery or corruption nature and will deal with such acts if occur with very strict procedures reaching to filing legal cases against anyone involved in such acts.

Intellectual Property:

- BITFORD/LSBE reserves the right to protect all the patents, copy rights and researches done under the umbrella of the school and is considered own property for London School of Business and Managerial Sciences unless it is agreed by the school in official agreements .

Document Control (Code of Conduct)				
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