



## **The Petroleum Institute**

# **CODE OF CONDUCT**

The Petroleum Institute respects and protects an individual's dignity, integrity and reputation. To this end, all members of our community must comply with the conventions and regulations of the PI's life that are necessary to maintain order, protect individuals and property, and fulfill the purpose and responsibilities of the PI.

Every member of our community is expected to follow the principles of decency, modesty and propriety in their behavioral conduct and dress code in line with the spirit of the national cultural norms and religious traditions of the United Arab Emirates all times, both on and off campus.

The Petroleum Institute is a community of faculty, students, and staff. Everyone must respect all religions and beliefs nationalities and race, and be sensitive to others. It is expected that all are treated with respect and maintain cordial and friendly relations with one's colleagues and all PI members.

All members of the PI community and its visitors must be aware of the following:

- Professional and ethical conduct is expected in all campus facilities at all time. All members of the PI community must refrain from obscene language and behavior, and be respectful of others' differences.
- Refrain from doing any thing that may be harmful to oneself/others safety, health or security and follow up the instruction of HSE (Health Safety and Environment) Committee.
- Physical and verbal abuse, fighting, and harmful discussions are strictly prohibited.
- Harassment, whether verbal or written, against any member of the PI community is severely punished. This includes, but not limited to, gender, race, nationality, physical disabilities, religion, etc.
- While smoking is prohibited in the PI buildings, Arzanah is designated as a smoking-free campus.
- Must not possess, sell, transmit, use or consume alcohol or any prohibited drugs/substances.
- Strict prohibition from acquiring, bringing, displaying, manufacturing or carrying any sort of arms or other material that may affect others safety on the PI campus.
- Distributing/issuing posters, wallpapers, bulletins and all printing material including electronic form should be pre-approved by the Student Affairs Department or in Arzanah's case, Director of Arzanah.



- Care for and protect PI property, and must strictly abide by all regulations and instructions relating to the use/maintenance of the instrument/equipment, and avoid unlawful use.
- Taking PI property or others property without permission, or knowingly possessing stolen items will be considered a theft. Tampering with, vandalizing or damaging PI property or that of others will not be tolerated.
- Do not enter or attempt to enter without lawful authority any building or facility on PI premises against the will of the lawful occupant or of the person lawfully in charge.
- Do not violate any traffic laws, including reckless driving and parking in unauthorized spaces.
- Gambling or other illegal or unauthorized games are prohibited.
- Pets are not allowed on campus for any reason.
- Deceit, forgery, alteration or unauthorized use of documents including medical excuses/records or instruments of identification with the intent to deceive will result in severe disciplinary action.
- All violators of PI's policies and the UAE applicable laws will be subject to PI action and disciplined in accordance with the act committed.

Women are expected to dress conservatively wearing the abaa or long-sleeved shirts or blouses, skirts with lengths below the knees, and slacks that are loose fitting combined with long tops or jackets. Men are expected to dress professionally wearing the traditional kandoura or a shirt and long trousers. Any other form of dress is strictly prohibited.

Exercise and sport clothes should be worn at ASAB only (Sport Area), and the use of safety gear is restricted to lab areas. All forms of tattoo and piercing (ear, nose, tongue, eyes brows) are strictly prohibited at PI.

Any violation of this code will be reported to a student counselor. Violators will receive a notice letter, and repeat offenders will receive a warning letter that will be included in their' records.

This code applies to all who work and visit the Petroleum Institute. It is intended to provide everyone with a healthy learning and work place, and ensures a collegial and professional environment that is safe and secure.

