

**Attached The Public Authority for Applied Education and Training Resolution
No.(2001/87) about Issuance of The Code of Ethics
at The Authority.**

The Public Authority for Applied Education and Training

Code of Ethics

(Work Charter)

The Public Authority for Applied Education and Training Message:

Aiming to strengthen the perception of the academic and training knowledge according to community standards in order to contribute in the preparation of an aware generation which believes in the importance of applied education and training. In so doing, coping with life requirements and cooperating with other academic and training institutions that correspond with PAAET standards.

PAAET can achieve its objectives through the following:

- Promoting national and Islamic values and principles.
- Disseminating cognitive and training sciences.
- Pursuing of excellence in academic and training knowledge.
- Coping with modern scientific techniques that contribute to the dissemination of science and knowledge.

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Introduction:

Praise belongs to Almighty Allah alone; peace and blessing on the last Prophet, his family and his companions.

It is well known that the teaching and training profession has a high regard message in contemporary societies. Moreover, it is indispensable to any society regarding it as a venerable work that determines the future of an individual, society and humanity.

Given the importance of the Public Authority for Applied Education and Training in the State of Kuwait, it is the crucial role of PAAET to fulfill its mission perfectly and to maintain its academic and training status as a remarkable educational edifice in the community. It is necessary to reach an agreement between the employees in the Authority and in the other departments in which they work, to rise educational and training affairs by using the best and the most suitable ways in a country with multiple connected institutions through covenant to follow ethical and behavioral rules and standards reflecting the virtuous behaviors which should be an example to all employees at PAAET.

Therefore, here comes the importance of having a moral constitution that shows these supreme meanings, placed under the name of (the Charter of the Authority) which combines those ethical rules and standards in order to enhance the behavior of the employees in PAAET within their various segments, position and jobs, seeking for perfection.

Furthermore, there is no doubt that all employees in the Authority are committing to the rules of this Charter, whatever their positions are. This would enable the Authority to perform its mission by a clear defined vision and objectives to ensure the success of its educational and training journey.

The existence of such a charter will also contribute in eliminating many individual diligences that may be conflicting with each other and which can be dispensed in order to achieve the objectives through the charter.

The Authority is eager in this charter to come in line with the applicable laws in the State without losing sight to the Kuwaiti identity, customs and traditions to achieve national interest and to clarify the effective leadership role of the (PAAET) in the present society and guarantee the performance of its noble mission.

Section I: Faculty and Training Members:

First: Code of ethics for faculty and training members in academic and training aspects.

Second: Code of ethics for faculty and training members in self- improvement and professional development.

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Section I: Code of Ethics for Faculty and Training Members

First: Code of Ethics for Faculty and Training Members in Academic and Training Aspects:

- 1- Mastering the materials in which he/she is teaching whether it is practical or theoretical.
- 2- Using of the latest teaching methods that will enhance the scientific and practical ability of students.
- 3- Utilizing modern communication methods and internet as a supportive device in teaching and training to encourage students to use these networks to get information and additional expertise that can be used either inside or outside classrooms (faculty and training members are recommended to create their own websites).
- 4- Utilizing the allocated time of teaching and training as much as possible to achieve the main and sub goals of the material.
- 5- Allowing students and trainees to debate, inquire and ask questions during the time of lecture and training.
- 6- Performing teaching and training tasks with fidelity.
- 7- Monitoring the performance of students and trainees on a regular basis while giving assistance will contribute to raise the level of their education.
- 8- Being a good example in good values and enlightened opinion and to be able to express ideas with objectivity and politeness away from intellectual intolerance which would impact the students and the institution.

Second: Code of Ethics for Faculty and Training Members in Self-Improvement and Professional Development:

- 1- Committing to continuous self-improvement and professional development in order to be updated with modern developments in the field of work and to improve its performance through joining training courses and scientific conferences.
- 2- Maintaining physical and mental health and taking into account the social stability that would improve his/her professional performance.
- 3- Conducting valuable studies and scientific research in the area of specialization so as to contribute in raising the scientific level of the Authority.
- 4- Disseminating research and scientific studies in prestigious scientific journals, whether in PAAET or in other academic institutions
- 5- Committing to research and scientific publishing ethics.
- 6- Constant pursuit towards raising his/her scientific and professional level through viewing the latest scientific developments in his/her field of specialization and to use it for the benefit of the educational and training process
- 7- Establishing an academic and social relationship with specialists in his/her fields from other academic institutions inside or outside the State of Kuwait; to access new information and developments in the field of specialization and the exchange of ideas and views that will reflect positively on students and trainees.

Third: Code of Ethics for Faculty and Training Members towards students and trainees:

- 1- To set a good example in his/her words and deeds, presenting an honorable image in politeness and good ethics. Also, to distance him/herself from suspicious places.
- 2- To be away from any intolerance (tribal- doctrinal -political-religious) that would influence national unity in the Kuwaiti society or in classrooms, workshops and facilities in PAAET.
- 3- Not to earn a living or establishing personal relationships with students and trainees.
- 4- To identify students and trainees' problems that affect the level of education and direct them to the best methods to solve it with respect to the confidentiality in dealing with them.
- 5- To offer scientific facts for students and trainees impartially without shortage or imposing personal perspective or trying to mislead them.
- 6- To comply with objectivity when evaluating students away from favoritism.
- 7- To discover and nurture talents, in addition to create teamwork spirit through participation and supervision of students' activities to link it to the objectives of the educational process and promote national unity.

Forth: Code of Ethics for Faculty Members Toward Colleagues:

- 1- All members of the Authority should deal with trust, mutual respect, tolerance, non-disclosure of secrets and transfer of false rumors.
- 2- To deal with colleagues as one team, this would bring about the educational objectives of PAAET.
- 3- Faculty and training members should respect upper degree or position professors and trainers.
- 4- To take into consideration the social reality of his/her colleagues whether it is tribal, doctrinal, religious or ethnical.
- 5- Confirm the spirit of fellowship and to give priority to public interests over private interests.
- 6- To Transfer expertise and skills acquired from positions they occupy. Also, to transfer experience of public affairs in life to his/her colleagues as a prelude to create generation of future leaders.

Fifth: Code of Ethics for Faculty and Training Members Towards PAAET:

1. Complying with effective laws, rules and regulations in PAAET and act upon them.
2. Accepting tasks assigned to him/her in order to raise the level of the authority with leniency and work sincerely and neatly to accomplish them.
3. Effective and continuous participation in the work of councils, committees and meetings in which he/she is a member in order to achieve work interest and proper function.
4. Committing to objectivity, impartiality and neutrality when stating his/her opinions and ideas and not to cling to personal views which are not within work interest and commit to decisions which are agreed upon.
5. Obliging to preserve the confidentiality of information, facts, documents and debates taking place in meetings, councils and committees and not leak or disclose them to others.
6. Working for the sake of progressing the PAAET and he/she should bear in mind not to damage its academic objectives and status.
7. Taking into account his/her priorities while working and should not be busy with his/her work outside the framework of teaching and training; on the account of his basic task and responsibilities in the authority which negatively reflects on the quality of achievement and work efficiency.
8. Demonstrating loyalty to the PAAET and its mission and work to achieve its strategic objectives.
9. Obtaining permission from the respective authority at his/her workplace prior to the submission of any information or statements to any party outside the authority during

practicing any informational activities, and adhere to the policies stated for college, institute or authority when appearing in various in various media.

10. Dealing with his administrators respectfully whether at the level of the authority , college, institute or scientific department.

11. Taking into account the presidential gradient in all job-related affairs in accordance with the organized regulations, rules and circulars for it.

Sixth: Code of Ethics for Faculty and Training Members Towards the Community:

1. Adhering to the noble values and customs of the Kuwaiti society in his/her ways of dealing with others as well as respecting the Constitution and laws of the state.

2. Working on the linkage between what he/she teaches or trains the students in classrooms along with conducting researches and studies with the needs of the Kuwaiti society in order to develop and rehabilitate individuals capable of effective and fruitful participation in society.

3. Providing expertise and advice in all honesty and sincerity to all state institutions in accordance with the organized laws and regulations.

4. Propagating scientific culture among all members of the community and not limit it to lectures, seminars and workshops.

Section II:

**Code of Ethics for the Occupants of the Supervisory Jobs of the Faculty and
Training Members**

Seventh: The Ethical Duties for the Occupants of the Supervisory Jobs of Faculty and Training Members:

1. Dealing fairly and equitably with faculty and training members and students.
2. Working to provide a convenient environment for workers and it should be stimulating for creativity, innovation and excellence of thought and opinion.
3. Providing opportunities for eligible employees and the selection of the most efficient in the application of human resources policy.
4. Respecting his/her professional and humanitarian obligations in the field of promotions so he/she should not conduct any behavior that contributes to an upgrade which is not professionally or legally worthy for promotion and should not disrupt or prevent any promotion for personal reasons.
5. Preserving the dignity and prestige of faculty and training members, administrators and students, and should not disdain any doctrine, race or religion.
6. Viewing the public job as a mandate and a responsibility and its purpose is to accomplish the authority's objectives in which he/she works.
7. Preserving public funds and spend them only for public interest.
8. Taking into account the presidential gradient of administrators at college, institute or authority in all-job affairs and his/her administrative dealings in accordance with the organized laws and regulations.

9. Not announcing any information or data or handing over documents or leaking them to any party or entity which would harm the public interest in the authority.

10. Formatting internal committees in accordance with laws and regulations of PAAET and selecting among candidates in committees according to the standards of efficiency, scientific degree and expertise away from favoritism or personal relationships.

Section III:

Code of Ethics for the PAAET Administrators

Eighth: Code of Ethics for the PAAET Administrators:

1. Complying with effective regulations, rules, circulars, policies and decisions in the authority.
2. Dedicating to work in order to set an example in all his/her dealings.
3. Providing an honorable image in ethics and morality when dealing with colleagues whether by words or actions and avoid suspicions and insecurities.
4. Exchanging respect with his/her colleagues and do everything in his/her power for the sake of fruitful cooperation to accomplish work and not to obstruct or delay others' rights and interests.
5. Adopting objectivity and neutrality as an approach upon which his/her actions and affairs are based; away from personal differences and of any kind of sectarian, tribal, doctrinal, political or religious intolerance which would impact the national unity in the Kuwaiti society.
6. Not broadcasting any ideas or making any statement or publishing any announcement which has an impact on his/her colleagues' ideas at work conflicting with the customs, traditions and laws of the State of Kuwait which would destabilize national unity and job stability among his/her administrative colleagues in the community.
7. Not announcing any information or data or handing over documents or leaking them to any party or entity which would harm the public interest in the authority.
8. Working clearly and transparently and adhering to the application of the decisions of the senior management in order to ensure the achievement of the authority's objectives and commensurate with its interests.

9. Not taking advantage of job position to achieve personal interests and should not utilize his/her literary ascendancy, status, position, or authorities granted to him/her functionally to obtain personal aims or to practice unrelated activities to his/her work at the authority.

10. Performing his/her duties sincerely and faithfully and work on overcoming difficulties and solving problems without distinction with whom he/she deals.

Section IV:

Code of Ethics for Students and Trainees of PAAET

Ninth: Student and Trainee Relationship with Faculty and Training Members:

1. Dealing with faculty and training members and the administrators with respect and reverence due and should also deal with them politely and quietly, as well as taking them as role models and leaders, and must take into account the age difference between him/her and them.
2. Refraining from impinging the dignity of faculty and training members or staff working in colleges, institutes and other authority departments and should not insult or derogate them in any way or mean whether inside or outside the authority.
3. Expressing his/her opinion politely and adhere to objectivity and good dialogue in discussions with any faculty and training members, administrators or fellow students.
4. Following the correct methods and procedures to turn in any complaint or when making any note in the right of any faculty and training members, administrators or fellow students away from malicious, abuse or libel.
5. Maintaining the values of loyalty and fidelity and the rejection of fraud and other acts terminated in religion or that are incompatible with ethics and law.

Tenth: Student and Trainee Relationship to College or Institute to which he/she belongs:

1. Taking into account the moral conscience when he/she takes advantage of the services offered by college or institute for students; thus not demanding what he/she has no right to legally obtain and must not benefit from a service, a feature, or a reward unless there is a need to it.
2. Refraining from any saying or action that might disturb study atmosphere and the necessary quietness in the facilities of colleges, institutes and other authority departments whether it is during the study or other times.
3. Maintaining the facilities of college, institute or other authority departments with the motive of honesty and national sense to preserve public funds and not utilize them as his/her own money.
4. Not applying to the request of the social bonus when it is not needed or entitled for him/her and stop taking it in case his/her financial conditions improved or else one condition of entitlement is lost.
5. Participating in cultural, social and voluntary activities organized by college, institute or authority and considering good handling with participants.
6. Not publishing any incorrect or inaccurate news in any media means that will detract from the status of the authority as an educational and academic institution in a way that impairs the loyalty and sense of belonging to his/her college or institution.
7. Adhering to wear appropriate clothing for the educational environment while maintaining decent appearance that is consistent with the legitimate regulations, customs and traditions of Kuwaiti society.

8. Abiding by the regulations that govern student behavior and rules of dealing in the pedagogic environment, and set an example in good conduct.

Eleventh: Student and Trainee Relationship with his/her colleagues:

1. Dealing politely with his/her colleagues and stick to good manners and qualities in accordance with Islamic values, customs and traditions in the Kuwaiti society.

2. Caring to help his/her fellow freshmen and work to transfer his/her experience to them as well as direct and guide them.

3. Taking care of students with special needs in view of their health conditions and work to help them improve communication with the rest of their colleagues in activities that fit their health conditions.

4. Exercising the right to vote in student unions through positive engagement and selecting his/her good representatives in student councils in accordance with the regulations and rules away from intolerance of any kind.

Twelfth: Student and Trainee Relationship to Society:

1. Abiding by values of the society and its public system and considering ethics of dialogue when addressing members of the different segments and the diverse denominations of society in any means of communication.

2. Seeking by him/herself to acquire the knowledge and beneficial science to increase his/her cultural account inside college or institute to which he/she belong or outside them.