



Compliance Office

MECHANISMS FOR REPORTING CONCERNS, MISCONDUCT OR VIOLATIONS

Prince Sultan University – Compliance Office encourages its internal (faculty members, staff, and students) and external (parents, alumni, and employers) stakeholders to report concerns, misbehavior or abuses of the PSU's Code of Ethics and/or other related policies.

Concerns, misbehavior or abuses of the Saudi Law and/or PSU's existing policies are the possible area of reports. This includes the following:

- Governance and Admin
- Quality Assurance
- Teaching and Learning
- Student Management
- Research
- Community Service
- Information Technology Center
- Central Library

What can be reported by:

INTERNAL STAKEHOLDERS

Faculty Members

- Conflict of Interest
- Accessibility, Discrimination and Harassment
- Gender Equality
- Modern slavery, forced labor, and human trafficking
- Organized Crime, Corruption, and Bribery
- Academic Freedom
- Sustainable Waste Management, Prevention and Disposal
- Academic Integrity
- Research Ethics
- Intellectual Property / Copyright
- Unauthorized use of IT resources

Staff

- Conflict of Interest
- Accessibility, Discrimination and Harassment
- Gender Equality
- Modern slavery, forced labor, and human trafficking
- Organized Crime, Corruption, and Bribery
- Sustainable Ethical Food Sourcing
- Sustainable Waste Management, Prevention and Disposal
- Intellectual Property / Copyright
- Unauthorized use of IT resources

Students

- Conflict of Interest



- Accessibility, Discrimination and Harassment
- Gender Equality
- Modern slavery, forced labor, human trafficking, and child labor
- Organized Crime, Corruption, and Bribery
- Academic Freedom
- Sustainable Waste Management, Prevention and Disposal
- Academic Integrity
- Student Assessment
- Research Ethics
- Intellectual Property / Copyright
- Unauthorized use of IT resources

EXTERNAL STAKEHOLDERS

Parents

- Conflict of Interest
- Accessibility, Discrimination and Harassment
- Gender Equality
- Modern slavery, forced labor, human trafficking, and child labor
- Organized Crime, Corruption, and Bribery
- Sustainable Waste Management, Prevention and Disposal
- Academic Integrity
- Student Assessment
- Research Ethics

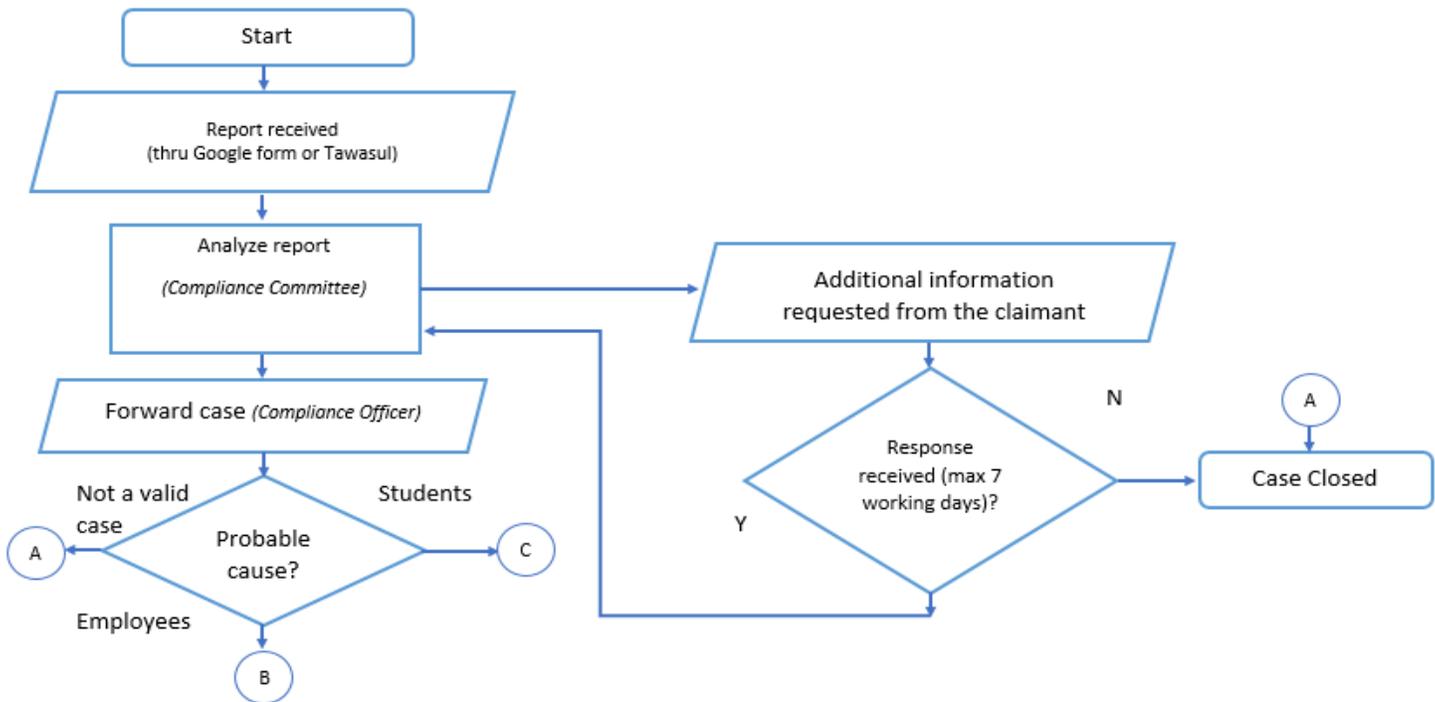
Alumni

- Conflict of Interest

Employers

- Conflict of Interest
- Modern slavery, forced labor, human trafficking, and child labor
- Organized Crime, Corruption, and Bribery
- Academic Integrity
- Student Assessment
- Intellectual Property / Copyright

MECHANISMS FOR REPORTING CONCERNS, MISCONDUCT OR VIOLATIONS FLOWCHART

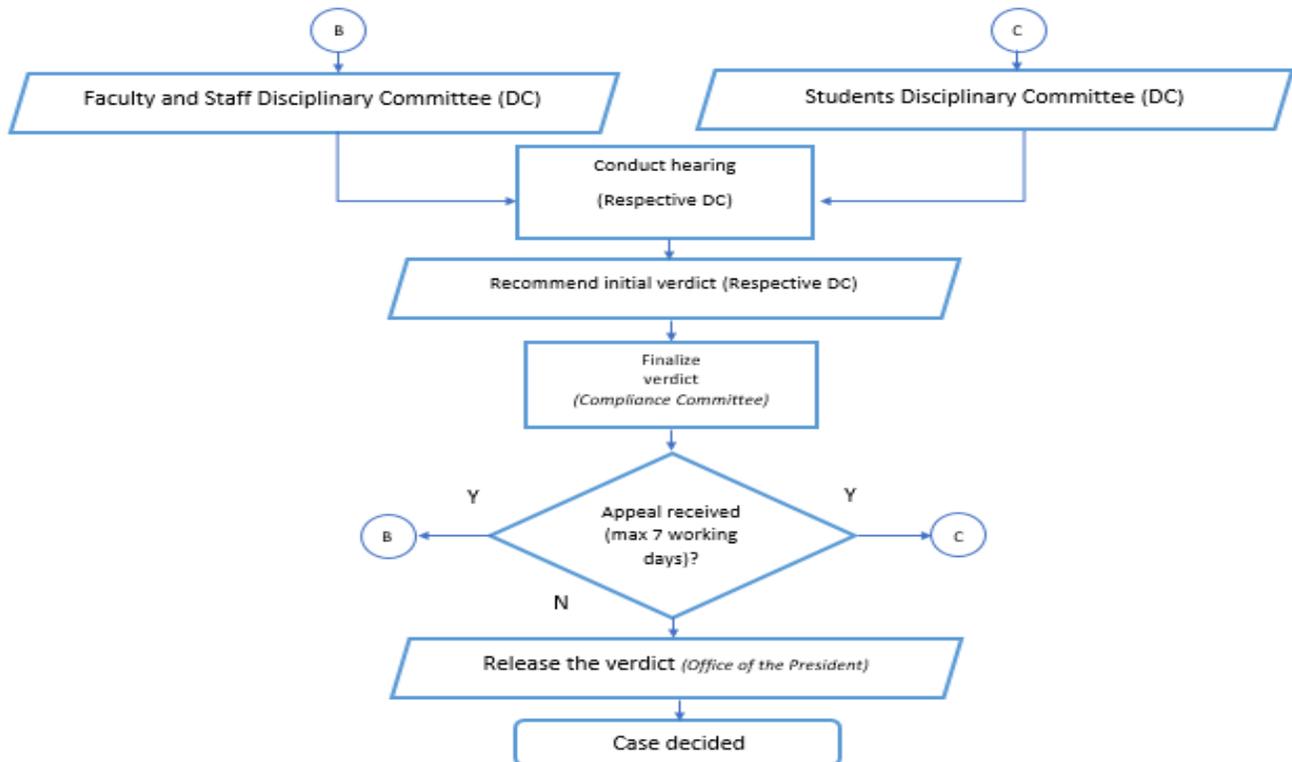


1. The system receives a report on non-compliance from any one of the primary stakeholders via any one of the following:
 - Online Google form
 - Tawasul

2. The Compliance Committee will analyze the report. It will take any of the two actions:
 - a. **Complete information Scenario:** Forward the case to the Compliance Officer.
 - b. **Incomplete information Scenario:** The committee will ask for additional information from the claimant. The claimant is required to submit the additional information in 7 working days. The committee's response on the report will be forwarded to the Compliance Officer. Note: *In case response is received after 7 days, the report is not entertained, and the (A) case is closed or Not a valid case.*

3. The Compliance Officer based on the Committee's report will take any of the two actions:
 - a. **Case is rejected: (A)** Rejects the validity of the complaint and closes the case.

- b. **Case is approved:** The case is forwarded to either the **(B)** Faculty and Staff Disciplinary Committee or the **(C)** Student Disciplinary Committee depending on the type of stakeholder(s) involved.



- i. The relevant Faculty and Staff or Student Disciplinary Committee will conduct hearing and review the complaint and will submit a recommended verdict to the Compliance Committee and be finalized by the Compliance Officer.
- ii. The Compliance Office will request the claimant and respondent for an appeal against the final verdict within 7 days, which is again forwarded to the relevant **(B)** Faculty and Staff or **(C)** Student Disciplinary Committee.
- iii. If there is no appeal required from the claimant and respondent, the verdict is released from the President's office and the case is closed.