HANDBOOKS, MANUALS AND BROCHURES ON HUMAN VALUES AND PROFESSIONAL ETHICS

REGISTRAR
ATLAS SKILLTECH UNIVERSITY

Table of Contents

1. Introduction

Purpose of the Handbook

This handbook is designed to articulate and promote the core human values and professional ethics expected at ATLAS SKILLTECH UNIVERSITY. It aims to guide the conduct of students and employees, fostering an environment of integrity, respect, and responsibility.

Scope and Applicability

The principles and guidelines outlined in this handbook apply to all members of the university community, including students, faculty, staff, and administrators.

University Mission and Values

ATLAS SKILLTECH UNIVERSITY is committed to excellence in education, research, and community service. Our mission is to nurture intellectual growth, foster ethical conduct, and prepare individuals for leadership and service.

Importance of Human Values and Professional Ethics

Human values and professional ethics are the foundation of a thriving academic community. They promote trust, cooperation, and a positive learning and working environment.

2. Human Values

Definition and Importance

Human values are principles that guide our behaviour and decision-making, reflecting our shared humanity and commitment to treating others with dignity.

Core Human Values

- **Respect**: Recognizing the inherent worth of every individual and valuing diverse perspectives.

- **Integrity**: Acting with honesty and transparency in all interactions.

- **Responsibility**: Being accountable for one's actions and their impact on others and the environment.

- **Compassion**: Showing empathy and concern for the well-being of others.

- **Fairness**: Ensuring equitable treatment and opportunities for all.

- **Diversity and Inclusion**: Embracing and valuing diverse backgrounds, experiences, and perspectives.

Application of Human Values

- **In Academic Settings**: Promoting a respectful and collaborative learning environment, upholding academic integrity, and valuing diverse viewpoints in discussions and research.

- **In Campus Life**: Building a community based on mutual respect, support, and inclusion. Engaging in activities that promote social responsibility and environmental sustainability.

- **In Community Engagement**: Acting as responsible representatives of the university, contributing positively to local and global communities.

3. Professional Ethics

Definition and Importance

Professional ethics are standards of behaviour that guide individuals in their professional roles, ensuring integrity and excellence in their work.

Core Principles of Professional Ethics

- **Honesty**: Communicating truthfully and transparently.

- **Accountability**: Taking responsibility for one's actions and their outcomes.

- **Confidentiality**: Respecting the privacy of individuals and sensitive information.

- **Objectivity**: Making decisions based on facts and impartial judgment.

- **Professional Competence**: Continuously improving skills and knowledge to provide high-quality work.

- **Respect for Intellectual Property**: Acknowledging and crediting the contributions of others.

Ethical Decision-Making Framework

1. **Identify the Ethical Issue**: Clearly define the problem and the stakeholders involved.

2. **Gather Information**: Collect relevant facts and perspectives.

3. **Consider Ethical Principles**: Reflect on core values and principles.

4. **Explore Alternatives**: Evaluate potential solutions and their consequences.

5. **Make a Decision**: Choose the course of action that aligns with ethical principles.

6. **Take Action**: Implement the decision and monitor its impact.

7. **Reflect on the Outcome**: Assess the results and learn from the experience.

Application of Professional Ethics

- **In Teaching and Research**: Upholding academic integrity, ensuring fair assessment, and conducting research responsibly.

- **In Administration and Management**: Making decisions transparently, managing resources ethically, and promoting a positive work culture.

- **In Student Services**: Providing support and guidance impartially and maintaining confidentiality.

4. Ethical Guidelines

For Students

- **Academic Integrity**: Submit original work, properly cite sources, and avoid plagiarism, cheating, and other forms of academic dishonesty.

- **Behavioural Expectations**: Treat peers, faculty, and staff with respect. Engage in constructive dialogue and avoid discriminatory or harmful behaviour.

- **Respect for Diversity**: Embrace and respect cultural, racial, and gender diversity. Participate in initiatives that promote inclusion.

- **Use of University Resources**: Use facilities, equipment, and resources responsibly and ethically. Avoid misuse or damage.

For Employees

- **Professional Conduct**: Perform duties with integrity, respect, and professionalism. Avoid conflicts of interest and maintain a high standard of work.

- **Conflict of Interest**: Disclose and manage any potential conflicts of interest that could affect impartial decision-making.

- **Use of University Resources**: Use resources efficiently and for their intended purposes. Ensure transparency in financial matters.

- **Engagement with Students and Colleagues**: Foster a supportive and respectful environment. Provide mentorship and guidance ethically and without bias.

5. Addressing Ethical Dilemmas

Identifying Ethical Dilemmas

Ethical dilemmas arise when there are conflicting values or principles. Recognizing these situations is the first step toward resolution.

Steps to Resolve Ethical Issues

1. **Acknowledge the Dilemma**: Recognize the ethical conflict.

2. **Seek Advice**: Consult with trusted colleagues, advisors, or ethics committees.

3. **Evaluate Options**: Consider the implications of different courses of action.

4. **Make a Decision**: Choose the option that aligns best with ethical principles.

5. **Act and Reflect**: Implement the decision and evaluate its impact.

Resources for Guidance and Support

- **Ethics Committees**: Seek advice from university ethics committees.

- **Counselling Services**: Access support from university counselling services.

- **Training and Workshops**: Participate in ethics training programs and workshops.

6. Policies and Procedures

Reporting Misconduct

- **Procedure**: Outline the steps for reporting unethical behaviour or misconduct. Include contact information for relevant offices or personnel.

- **Confidentiality**: Ensure that reports are handled confidentially and with respect for all parties involved.

Investigation and Resolution Processes

- **Fair Investigation**: Describe the process for investigating reports of misconduct fairly and impartially.

- **Resolution**: Detail the steps for resolving ethical issues, including possible outcomes and disciplinary actions.

Disciplinary Actions

- **Consequences**: Outline potential disciplinary actions for violations of ethical guidelines, ranging from warnings to dismissal.

- **Appeals Process**: Provide a clear process for appealing disciplinary decisions.