



Title: Legal issues Policy

Code: GU-PL79LI

Version: 1.1

Date of Issue: 2023

Effective Date: November 2023

Approval Authority: Board of Trustees

Document Owner: President of the University

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of university policies

1. Purpose

The purpose of this policy is to set out the principles of the university to mitigate legal risks, safeguard the university's interests, and promote ethical conduct. This policy also ensures that all legal issues and disputes are resolved in accordance with applicable laws and regulations.

2. Scope

This document applies to all the stakeholders of the university including staff, students, contractors, external reviewers/moderators/verifiers/jurors, members of advisory board, community people.

3. Acronyms

BQA	Education and Training Quality Authority
COO	Chief Operation Officer
GU	Gulf University
MOL	Ministry of Labor
HR	Human Resources
UPDRC	University Policy Development & Review Committee

4. Definitions

Legal advice: It is the service of a professional or formal opinion regarding the substance or procedure of the law in relation to a particular factual situation. The provision of legal advice will often involve analyzing a set of facts and advising a person or an organization to take a specific course of action based on the applicable law.

Dispute: A dispute is a disagreement, argument, or controversy—often one that gives rise to a legal proceeding (such as arbitration, mediation, or a lawsuit).

Litigation: Litigation is a formal process during which legal disputes are resolved.

5. Policy Statement

- 5.1 GU ensures that all legal affairs and compliance matters are managed effectively.
- 5.2 GU is committed to comply with all applicable laws in the Kingdom of Bahrain and the regulations and policies of the university.
- 5.3 GU commits to maintain accurate records, conduct regular audits, and promptly resolve any legal issue or violation that may arise.
- 5.4 GU commits to provide legal advice and representation to the GU community.
- 5.5 GU commits to resolve all disputes and manage litigation when it arises.
- 5.6 GU is committed to review employee contract and contract with external parties (institutional collaboration) including all the terms and conditions. This is to ensure compliance with legal requirements and safeguard the university's interests and reputation.
- 5.7 Gulf University is committed to provide arrangements for outsourcing legal advice and guidance from legal consultancy firm on a contractual basis.

6. Responsibilities

Academic and administrative staff are responsible for:

- appropriate implementation of this policy.

Dean and Heads of Departments are responsible for:

- ensuring that all faculty members are fully informed of this policy.
- appropriate implementation of this policy.

Students are responsible for:

- appropriate implementation of this policy.

HR Department is responsible for:

- appropriate implementation of this policy.

COO is responsible for:

- appropriate implementation of this policy.

Vice President for Academic Affairs is responsible for:

- appropriate implementation of this policy.

President of the University is responsible for:

- appropriate implementation of this policy.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this policy.

7. Related Policies

- All GU Administrative Policies

8. Related References and Standards

BQA	Institutional Reviews Handbook
BQA	National Qualifications Framework Handbook
MOL	Labor Law