



Title: Staff Disciplinary Procedures

Code: GU-PR31SD

Version: 3.1

Date of Issue: 2023

Effective Date: November 2023

Approval Authority: University Council

Document Owner: Chief Operating Officer

Review: The procedures are subject to periodic reviews as per amendments of University Policies and Regulations

1. Purpose

The purpose of this document is to describe staff disciplinary procedures at Gulf University. It details principles to accomplish fair, transparent, and systematic staff disciplinary at the University.

2. Scope

The document applies to all appointed academic and administrative staff at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
COO	Chief Operating Officer
GU	Gulf University
HR	Human Resources
HOD	Head of Academic Department
MOL	Ministry of Labor
UEO	University Executive Officer

4. Definitions

Appeal: A formal request made by a staff member for reconsideration of a disciplinary decision or action taken against him/her.

Appointed Staff: An employee who is assigned to a new post, that includes:

- **Full Time Staff:** A staff at GU that holds an academic or administrative position with a full-time term contract.
- **Part Time Staff:** A member of staff that holds an academic or administrative position with a part-time term contract.
- **Local Hire:** Expats or citizens hired locally within the Kingdom of Bahrain with fixed term contracts.
- **Volunteers:** An individual, who participates in university tasks for training without an employment contract.
- **Shifted Staff:** A staff of GU assigned to a new post or with additional duties.

Code of Conduct: The guidelines for the professional conduct and responsible behavior of an academic or administrative staff member at the University when interacting with colleagues, students, visitors, or the public.

Complaint: A formal statement of dissatisfaction with a particular situation, made by a staff member arising from an action of other academic and/or administrative staff members that adversely affects the status or rights of the staff member.

Disciplinary Action: A process of dealing with employees' behavior that do not meet or violate performance standards set in Code of Conduct. It involves some kind of punishment meted out to the employee who has committed a breach of the code of conduct.

Grievance: A formal statement of dissatisfaction relating to problems or concerns that the staff member encounters at the workplace or with management.

Line Manager or Management: The direct supervisor or supervisors of an academic or administrative staff member at the University.

Serious Misconduct: The act of breach of Code of Conduct which results in damaging the relationship between the staff member and the University and threatening the well-being of the University or other staff members and students.

University Executive Officers: These are the academic and administrative management of the University, including President of University, Vice President for Academic Affairs, Chief Operating Officer, and Deans of Colleges.

5. Code of Conduct

Gulf University Code of Conduct is stated in "Staff Conduct Procedures" (GU-PR30SCON).

6. Breach of Code of Conduct

Breaches of GU Code of Conduct by staff members are stated in "Staff Conduct Procedures" (GU-PR30SCON).

7. Procedure Details

7.1 Preamble

- a) Gulf University's experience shows that staff members generally conduct themselves reasonably and perform their responsibilities and duties well. It follows those difficulties or minor problems, if occurred, can be overcome at the workplace level without the need for formal discipline.
- b) Failure to comply with the Code of Conduct by any staff member may result in disciplinary action up to and including dismissal. However, no disciplinary action shall diminish, in any way whatsoever, any of the provisions of Bahrain Labor Law or any subsequent amendments thereto.
- c) The disciplinary actions are governed not only by the nature of the act of breach, but also by the prevailing circumstances and service record of the concerned staff member.

- d) No penalties shall exceed the penalties stated in Bahrain Labor Law. Any addition, deletions or amendments to the Table of Penalties and Offences shall be subject to approval by the Ministry of Labor prior to being implemented and practiced.
- e) GU shall not dismiss any staff member without payment of indemnity allowances, or compensation except when the committed act of breach is stated in the Article (107) of Bahrain Labor Law or in the Table of Penalties and Offences that is approved by the Ministry of Labor.

7.2 Disciplinary Sanctions

Disciplinary Sanctions that may be imposed on the staff member due to his/her breach of conduct are:

- a) Verbal or written Notice of Attention.
- b) Written reprimand.
- c) Written Warning Letter.
- d) Deduction from Salary (for absences or damage caused).
- e) Final Warning.
- f) Termination of contract with full payment.
- g) Termination of contract without payment of all or part of indemnity allowances or compensation (for acts of breach stated in Article (107) of Bahrain Labor Law).

7.3 Authorities

Disciplinary sanctions (as stated in Article 7.2) shall be imposed as follows:

7.3.1 Head of Academic Department:

Head of Department has the authority to impose the disciplinary Sanctions stated in (Article 7.2 a and b).

7.3.2 Dean:

Dean has the authority to impose the disciplinary Sanctions stated in (Article 7.2 a-c).

7.3.3 Vice President for Academic Affairs:

Vice President for Academic Affairs has the authority to impose the disciplinary Sanctions stated in (Article 7.2 a-d).

7.3.4 Chief Operating Officer (COO) - for administrative staff only:

COO has the authority to impose the disciplinary Sanctions stated in (Article 7.2 a-d).

7.3.5 President of University:

President of University has the authority to impose the disciplinary Sanctions stated in (Article 7.2 a-e).

7.3.6 Disciplinary Committee:

The Disciplinary Committee has the authority to impose all disciplinary Sanctions stated in (Article 7.2).

7.4 Disciplinary Action

7.4.1 President of University shall compose annually the “Staff Disciplinary Committee”. The Committee shall be chaired by the Dean of the College and constitutes (2) academic staff members.

7.4.2 President of University shall compose an “Investigation Committee” for reported case of breach of conduct by staff member(s). The committee shall be composed of (3) academic staff members. The chair of the committee shall be with at least the same rank/position as that of the reported staff member (for academic staff).

7.4.3 The Investigation Committee shall send their recommendations to President of University, who shall either impose the disciplinary Sanctions as stated in Article (7.3.5) of this document or refer the case to “Staff Disciplinary Committee”.

7.4.4 HODs, Deans, VP Academic and COO shall either impose the disciplinary Sanctions as stated in Article (7.3.1-7.3.4) of this document, or refer the case to President of University, who shall deal with the case(s) as stated in Article (7.4.2).

7.4.5 Staff Disciplinary Committee shall examine the case(s) received from President of University or from “Staff Complaints and Grievance Committee”, shall call the reported staff member/complaint against if it deems necessary to be heard. The Committee shall complete its work within 2 weeks from the date of receiving the case.

7.4.6 The Committee shall issue their disciplinary decision in accordance with Article (7.3.6) of this document. The decision shall be announced by the Committee to all parties of the case within one week from the date of issuance, with copy to HR Department to be retained in staff file.

7.5 Cases of Reporting against University Executive Officers or Staff Disciplinary Committee

7.5.1 If the report on breach of Code of Conduct is related directly to a University Executive Officers (UEO), except President of University, the President of University shall deal with the case as per Articles (7.4.2 and (7.4.3) of this document.

7.5.2 If the report on breach of Code of Conduct is related directly to President of University, the case shall be referred to University Council, who shall investigate the case and send their recommendations to Board of Trustees.

7.5.3 If the report on breach of Code of Conduct is related directly to the Chair or a member of the “Staff Disciplinary Committee”, President of University shall issue a decree for replacement of the same category.

7.6 Appeal

Staff members, who wish to appeal against a disciplinary decision must submit a written appeal within one week from the date of receiving the decision to the President Office. The President shall deal with the case in accordance with Article (7.3 Appeal) of “Staff Complaints, Grievance and Appeal Procedures (GU-PR32STFCG)”.

8. Responsibilities

Academic and Administrative Staff are responsible for:

- following this document appropriately.

HODs, Heads of Units/Centers, and Managers are responsible for:

- appropriate implementation of this document.

Deans are responsible for:

- appropriate implementation of this document.

HR Department is responsible for:

- appropriate implementation of this document.

“Staff Complaints and Grievance”, “Staff Appeal”, and “Staff Disciplinary” Committees are responsible for:

- following this document appropriately.

COO is responsible for:

- appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

9. Related Policies

- Staff Conduct Policy
- Staff Induction Policy

10. Related Procedures

- Staff Complaints, Grievance, and Appeal Procedures
- Staff Conduct Procedures
- Staff Induction Procedures

11. Related References and Standards

BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook
MOL	Labor Law