

Disciplinary Measures for Reprehensible Acts - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to establish fair, transparent, and lawful procedures for addressing reprehensible acts at the American University of Iraq, Baghdad (AUIB). The policy aligns with Iraqi labor laws, the Iraqi constitution, and international best practices as recommended by AIHR, HRCI, and SHRM, fostering a respectful and safe work environment for all employees.
- 1.2 It addresses any conduct deemed reprehensible, which may include but is not limited to harassment, discrimination, fraud, theft, insubordination, or any act undermining the integrity, safety, or reputation of AUIB.

2.0 Scope

- 2.1 This policy applies to all AUIB employees, including faculty, administrative staff, and support personnel.

3.0 Definitions

- 3.1 Reprehensible act - any behavior or action by an employee that violates AUIB's policies, ethical standards, or the laws of Iraq, which may harm the university's reputation, safety, or operational integrity.
- 3.2 Disciplinary measure - an action taken by the university in response to reprehensible behavior, which may range from a warning to termination of employment, depending on the severity of the act.
- 3.3 Due process - a fair procedure ensuring that employees have the opportunity to be heard, review evidence, and provide a response before any disciplinary action is taken.
- 3.4 AIHR (academy to innovate HR) - AIHR is a global educational institute focused on advancing the HR profession through professional training and certification programs.
- 3.5 HRCI (Human Resource Certification Institute) - HRCI is a certifying organization for HR professionals, providing a range of certifications that validate expertise in human resources.
- 3.6 SHRM (Society for Human Resource Management) - a professional HR membership association that offers resources, certification (SHRM-CP and SHRM-SCP), and advocacy for HR professionals.

4.0 Policy

- 4.1 AUIB is committed to a fair and consistent approach to disciplinary measures, adhering to Iraqi labor law and international HR standards, to maintain a respectful workplace.

Prohibited Conduct

4.2 Reprehensible acts include, but are not limited to:

- Harassment or discrimination based on gender (female/male), race, religion, or any other protected characteristic.
- Fraud, theft, and misappropriation of university assets.
- Acts of violence or threats against others.
- Willful negligence or damage to university property.
- Insubordination, including refusal to follow lawful instructions from supervisors.

Disciplinary Actions

4.3 Possible disciplinary measures include:

4.3.1 Verbal warning - for minor infractions, documented in the employee's record.

4.3.2 Written warning - for repeated minor infractions or a first-time significant infraction.

4.3.3 Suspension - temporary removal from duties for severe infractions.

4.3.4 Termination - dismissal from employment for grave infractions.

Due Process

4.4 Employees subject to disciplinary actions are entitled to:

- Be informed of the alleged violation and potential consequences.
- Review any evidence and present their side.
- Appeal any disciplinary decision through HR's established appeals process.

Confidentiality and Privacy

4.5 All disciplinary matters will be handled with the utmost confidentiality to protect the privacy of all parties involved.

5.0 Procedures

5.1 The disciplinary process will be carried out as follows:

Reporting and Investigation

5.1.1 Any incident of alleged reprehensible behavior must be reported to HR, which will initiate an investigation, ensuring compliance with Iraqi labor laws and university policies.

Evaluation and Action

5.1.2 HR will assess the findings and, based on the severity of the infraction, determine appropriate disciplinary action in consultation with relevant authorities.

Notification and Documentation

5.1.3 The employee will be notified of the disciplinary decision in writing, and a record of the decision will be maintained in the employee's file. Documentation will be accessible only to relevant HR personnel to ensure privacy.

Related Policies and Documents

Anti-Harassment and Non-Discrimination Policy

Employee Code of Conduct Policy

Grievance and Appeals Policy