

Visitors on Campus - Policy & Procedures

1.0 Purpose

- 1.1 The purpose of this policy is to provide the framework for employees wishing to host family members for overnight extended visits within the closed campus compound. It aims to ensure these visits are in line with security, privacy, and cultural considerations specific to our Iraqi cultural context. It also regulates the presence of family guests on the closed campus compound, ensuring their stays are respectful, orderly, and in compliance with both campus policies and Iraqi cultural norms.

2.0 Scope

- 2.1 This policy applies to all AUIB employees in all colleges and departments.

3.0 Definitions

- 3.1 Family relationship - this policy recognizes family guests as those legally married to the employee or related to them as sibling, or child that is at least 18 years old. Children of employees who are under the age of 18 may also be recognized as family guests under special circumstances, subject to Human Resources (HR) exception and approval.
- 3.2 Overnight extended visit - a stay that extends beyond 24 hours but does not exceed the duration specified in the visit approval.

4.0 Policy

- 4.1 Guests must adhere to all campus policies and procedures. It is the responsibility of the employee to inform their guest about these requirements, emphasizing the importance of respecting Iraqi cultural norms.
- 4.2 Given the sensitivity of the closed campus compound environment, additional specific guidelines may be provided, which must be followed without exception.
- 4.3 This policy ensures that the hosting of family guests within the closed campus compound is managed in a way that is secure, respectful, and in harmony with the values and cultural norms of Iraqi society. Compliance with this policy is essential to maintaining the integrity and safety of the campus environment.
- 4.4 On designated Open House days, visitors are allowed on campus according to the guidelines provided for each event. Specific times and areas of access will be communicated in advance.
- 4.5 Daily visitors to residences are not permitted after 4 PM unless they are attending an official event. All visitors must vacate the premises by 10 PM.
- 4.6 Expat visitors must comply with all campus policies and procedures. Their visits are subject to approval and may require additional documentation or clearances.

- 4.7 Business visitors, including third-party vendors, consultants, and trainers, must adhere to campus policies. Their access is restricted to the areas necessary for their business activities. They are not permitted to use university facilities such as the clubhouse unless explicitly authorized.
- 4.8 No visitors are allowed on campus on Fridays, except for family members who are staying as overnight guests. These guests must have prior approval and follow all campus rules.
- 4.9 Adjunct faculty and visiting faculty members are required to leave the campus immediately after their teaching responsibilities are completed. They are not permitted to use university facilities, including the clubhouse, if they hold Iraqi dual citizenship, unless they have specific authorization.
- 4.10 Individuals with Iraqi dual citizenship are not allowed access to the university clubhouse, except under special circumstances approved by the relevant authorities.
- 4.11 A 72-hour notice is required for all on-campus visitors, whether they are overnight or daily visitors. This notice must include all relevant details and be submitted to HR for approval.
- 4.12 Former employees are not allowed on campus as visitors unless they are enrolled as students. Any exceptions must be approved by the President's Office.

5.0 Procedures

Documentation Requirement

- 5.1 Employees must submit valid documentation proving the marital or family relationship with the guest to HR. This may include marriage certificates or other legal documents.
- 5.2 A copy of the guest's flight ticket showing clear arrival and departure dates must also be provided to ensure the visit is within the approved timeframe.

Request and Approval Process

- 5.3 Employees must submit a formal request for hosting a family guest at least one month prior to the expected visit. No previous employees may stay on campus as a guest.
- 5.4 The request must include the guest's full name, relationship to the employee, reason for visit, and intended duration of stay.
- 5.5 All requests will be reviewed and must be approved by the President's Office. The decision will be communicated to the requesting employee by HR.

Responsibilities of Employees

- 5.6 Hosting employees are accountable for the behavior and compliance of their guests with all campus policies and procedures, as well as for ensuring their guests respect Iraqi cultural norms.
- 5.7 Employees must always accompany their guests within the compound to ensure they do not inadvertently violate campus rules or cultural norms.

5.8 Specific guidelines for Open House days or Special Events (ex, Women's Day Celebration) will be issued by the event organizers and must be followed by all visitors.

5.9 Requests for daily visitors after 4 PM must be submitted at least 72 hours in advance and will be evaluated based on the nature of the visit and any scheduled campus events.

5.10 Expat and business visitors must provide identification and relevant documentation for security clearance. This includes consultants, contractors, and trainers.

5.11 Family members visiting on Fridays must have overnight guest approval and must comply with all campus policies during their stay.

Consequences of Non-Compliance

5.12 Violations of campus policies, procedures, or disrespect towards Iraqi cultural norms by guests may lead to the immediate termination of the visit.

5.13 Such incidents may also impact the employee's privilege to host future visitors and could result in disciplinary action.

Enforcement and Queries

5.14 HR is responsible for the enforcement of this policy. Employees with questions or needing clarification about the policy are encouraged to contact HR.

Related Policies and Documents Human Resources Handbook