

LUMS CODE OF CONDUCT

The following actions will be considered misconduct and a violation of the Code of Conduct at LUMS.

1.1 Discrimination

- a) Expressions of racial, religious, ethnic or gender bias, or discrimination based on these factors, directed at individuals or groups.
- b) Unequal treatment demeaning of another person for reasons including but not limited to race, gender, creed, or origin.

1.2 Aggressive Behavior

LUMS has zero-tolerance for any form of aggressive behavior such as harassment, stalking, or ragging activities. Misconduct of this type includes, but is not limited to:

- a) Stalking, which refers to a pattern of unwanted and persistent pursuit and intrusion into the life of another person, such as following them around, appearing uninvited at their place of residence, employment, or education, as well as making other attempts to contact the target, who clearly does not desire it. The pattern of behavior is such that it is repetitive and it causes stress in the victim, who experiences it as a threat and may therefore realistically fear for their physical safety.
- b) Harassment is a behavior the purpose of which is to humiliate, discomfit, or otherwise psychologically torment or provoke the target, whether through words, gestures, or actions. Although usually stopping short of actual physical aggression, harassment is an act of hostility that has a disruptive effect on the victim's ability to function at work or school.
- c) Sexual harassment, which is any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex.
- d) Hazing or Ragging, which constitutes initiation rituals that involve abuse and that humiliate and violate the dignity of a new member. The initiation process should be conducted in a manner that

respects the dignity of new members and protects their mental and physical well-being. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.

- e) Physical assault includes not just beating, punching, kicking but any aggressive physical contact such as pushing and shoving.
- f) Intimidation refers to menacing behavior or threats of harm to self, to others or to persons related to them, often as a means of coercing the target to acquiesce in the perpetrator's demands.
- g) Any other act that endangers human life, or threatens serious physical or psychological injury.

1.3 Unauthorized Use or Damage to Property and Services

- a) Theft of, misappropriation of, interference with, or damage to any property of the University or property of others while on University premises or at official University functions. For instance, unauthorized use or alteration of fire or other safety or emergency devices; unauthorized use of a computer; unauthorized use of a room.
- b) Unauthorized use of a university service. For instance, unauthorized use, replication, or distribution of keys or other access devices for any building, room, or facility on the campus; unauthorized use of computer resources or library privileges.
- c) Attempt of setting fire on campus, whether successful or unsuccessful, except in places designated for this purpose, such as lab burners, cooking stoves, or fireplaces.

1.4 Unauthorized Possession of Weapons

The unauthorized possession, storage, use or threat of use on campus of firearms, ammunition, explosives, fireworks, firecrackers or other weapons.

1.5 Illegal Drugs and Alcoholic Beverages

- a) Possession or consumption of opiates, cocaine, marijuana, hashish, alcoholic beverages or other intoxicating substances is strictly prohibited anywhere on campus.
- b) Offering to sell or obtain these substances.
- c) Being part of a group or circle of students where these substances are being used/consumed.

1.6 Dishonesty, Forgery and Misrepresentation

Some examples of violations of this category are:

- a) Providing false written or oral information to the University.
- b) Providing forged documents to the University.
- c) Providing false identification to an official of the University.
- d) Providing false financial information for the purpose of obtaining any concession or financial aid.
- e) Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
- f) Signing a document with someone else's name, initials or signature.
- g) Financial misappropriation.
- h) Misrepresentation, or false statement of fact.

1.7 Defamation

Deliberately accusing a person or an organisations of misconduct, with knowledge that this allegation is false.

1.8 Disruption

- a) Disrupting or obstructing the functions or activities of the University, whether on campus, or at functions of the University off-campus.
- b) A demonstration on campus which substantially disrupts the normal operations of the University
- c) Inciting others to substantially disrupt the normal operations of the University
- d) Obstructing the entrance or exit of any university building or campus gate.
- e) Obstructing the free flow of vehicular or pedestrian traffic on the campus.
- f) Trespassing, that is, unauthorized entry into any area of the campus, room, or grounds
- g) Disorderly conduct, including failure to comply the directions of faculty or staff of the University.
- h) Discourteous or rude behavior with faculty or staff of the University.

1.9 Disturbance

Every LUMS community member has the right to a reasonably quiet environment in the classrooms and on campus in general. The university expects all students to respect this right and to be aware of the impact of their activities on others. For instance, students should refrain from being noisy in the corridors as this disturbs the classes.

1.10 Obscene or Abusive Conduct

Behavior, action, speech, or distribution of material that is deemed obscene or abusive.

1.11 False Report of Emergency

Deliberately causing or making a false report of an emergency. Some examples are false reports of a fire or a crime.

1.12 Violation of Rules of Campus Facilities

Facilities such as Hostel, Sports Complex, cafeteria, laboratories or the Library are governed by their own set of rules. Violation of these rules will be considered an offence that may be subject to disciplinary action.

All hostels at LUMS are single-sex dormitories, and access by members of opposite sex is strictly prohibited.

1.13 Misuse of Identification

- a) Extending your access rights by lending your card to someone else.
- b) Borrowing or unauthorized possession of someone else's identification.
- c) Helping other people, who are otherwise not allowed access, to get in (including tail gating).
- d) Failure to report loss of identification card to University security immediately upon discovery of loss.
- e) Impersonation, for example as faculty or staff member, or as another as a student in an examination.
- f) Tampering with devices and instruments of identification, for example, identification cards, access control hardware or surveillance devices.

1.14 Littering

All members of LUMS community have a shared responsibility to keep the campus clean. This means no littering on campus, inside or outside classrooms. Trashcans are placed on campus at several locations. All members are urged to use these trashcans and refrain from littering on campus. Fines will be imposed for this offence. Faculty and senior staff is authorized to approach and collect the smart cards of anyone found littering on campus. Cards are to be sent to the security desk at the main gate where the offenders may reclaim them after paying a **Rs. 500** fine.

1.15 Smoking

Smoking is prohibited inside of or at the entrance of any University building, substantially enclosed workplace, and University vehicles. The smoking of 'sheesha', or substance abuse is strictly prohibited all over campus and at all times. Smoking is permitted in open spaces at a suitable and reasonable distance from any building entrance or enclosed space to avoid smoke drifting through open doors or windows or people having to pass through a smoking area to access a building. It is the responsibility of smokers to be considerate to and mindful of nonsmokers and of campus safety. Cigarette waste should be disposed properly in a safe manner in designated outdoor ashtrays. Fire hazard, campus safety and cleanliness should be considered in disposing of cigarettes and ash. Smokers will be held responsible for any violations.

Non-compliance of this policy can result in fines and possible disciplinary action. Visitors refusing to comply with the policy shall be asked to leave the campus.

1.16 Misuse of Computing Resources

The University provides several forms of computing and information technology resources for the advancement of education, research, service and administration. Misuse of computing and information technology resources implies using them for some other purpose, which includes, but is not limited to:

- a) Unauthorized access to a computing or information technology resource.
- b) Exchange of passwords: Obtaining the password of an account without the owner's consent.
Sharing of LUMS password with another person.
- c) Knowingly performing an act that will interfere with the normal operations of a computing or information technology resource, merely for the purpose of disrupting its normal operation.
Intentional introduction of a computer virus, worm or Trojan horse.

- d) Knowingly attempting to circumvent security infrastructure, or discovering or exploiting security loopholes without seeking permission to do so.
- e) Use of computing or information technology resources to harass, intimidate, threaten, or discriminate against someone, or to knowingly access or distribute content that is obscene or sexually explicit.
- f) Masking the identity of an account or a computing resource.
- g) Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- h) Attempting to read or access another person's email, files or communications, without their consent.
- i) Intentional damage to computing or information technology resources or data.

1.17 Aiding, Abetting, or Incitement

Helping, encouraging, or forcing another to violate any of the rules and guidelines mentioned in any part of this Code of Conduct may also be considered an offence that may carry up to the same punishment as the original offence.

1.18 Unlawful Acts

Any act by a student, alumnus or student organisations which occurs on campus, or off-campus but while representing the University, which is a violation of law according to Pakistan Penal Code or other applicable law. The University reserves the right to conduct disciplinary proceedings even if litigation is pending or concluded in a court of law. The University also may refer any violation of law to Police or other judicial authorities.

1.19 Abuse of Disciplinary Proceedings

Any form of non-compliance of disciplinary proceedings or an attempt to subvert the disciplinary process, including, but not limited to:

- a) Failure to appear before the Disciplinary Committee or subcommittee, or to file statements or evidence required by the committee.
- b) Providing false testimony or statement to the Disciplinary Committee, sub-committee or to an officer of the University investigating a case for submission to the Disciplinary Committee.

- c) Trying to coerce someone from filing a legitimate complaint to the Disciplinary Committee.
- d) Knowingly filing a false complaint to the Disciplinary Committee.
- e) Attempting to influence the impartiality of a member of the Disciplinary Committee.
- f) Violating the right of privacy of a person with respect to disciplinary proceedings.
- g) Failure to comply with disciplinary sanctions.

1.20 Official Leaves

Official leaves are subject to approval by the Lifetime Learning @LUMS management. Leave will be granted only if a prior notice with proper justification has been submitted. Failing to comply can lead to an action by the concerned authorities.

NOTE

All Lifetime Learning @LUMS participants are requested to attend the classes punctually, and to maintain a minimum attendance of **80%** throughout the session. Failure to do so will result in the participant not receiving the Certificate of Attendance at the end of the session.