



المجلس العربي
للعلوم الاجتماعية

Arab Council
for the Social Sciences
Conseil Arabe
pour les Sciences Sociales

The Arab Council for the Social Sciences

Code of Ethics and Conduct

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It is the policy of the Arab Council for the Social Sciences to conduct all its work and procedures in a manner that maintains the highest standards of honesty, transparency, integrity and ethics. The aim of this Code of Ethics and Conduct is to set the standards and guide the work of all those engaged with the ACSS, including members, grantees, committee members and attendees of ACSS activities.

Two important aspects are not covered by this Code. First, ACSS has a policy and procedure document that applies to Staff and to the Board of Trustees entitled “Anti-Corruption and Work Ethics.” Second, Research Ethics are covered by the ACSS document entitled “Ethical Guidelines for Social Science Research” and apply to all those conducting research through the ACSS or with ACSS funding.

All those engaged with the ACSS, especially Members, Grantees and Committee members have an obligation to be familiar with this Code and the other documents mentioned above, as well as with the Charter and By-Laws of the ACSS. They are committed to ensure that their professional and personal conduct is demonstrably consistent with ACSS’s values and standards.

Members

- Applicants for associate or active membership must provide accurate and complete information on their professional qualifications and experiences as well as personal details. In case of fraud, the application for membership will be rejected by the BoT sub-committee for membership. If fraud is discovered after the person has been accepted for membership, the person’s membership will be terminated and they will be informed in writing.
- ACSS membership fees are determined by the Board of Trustees. All applicants who are approved as members must pay their membership fees upon receiving the approval. All members are sent a renewal reminder before their membership lapses.
- During discussions between members (during the General Assembly or through ACSS communications channels such as the WhatsApp group or members’ webpage), members must abstain from discussions that may hurt the integrity and reputation of the ACSS.

- Members must demonstrate appropriate respect for the ACSS administration and staff, the Board of Trustees members, and other ACSS members. They must not engage in behaviour or speech that is abusive or intimidating or discriminatory or that constitutes a lack of respect or harassment, including and especially sexual harassment.
- Members should not publish or disseminate false information about the ACSS.
- Members should be responsible for the use of information, equipment, money and resources to which they have access by reason of their engagement with ACSS.
- Members should not make false or misleading statements about the ACSS, including its Director General and staff, Board of Trustees, or other ACSS members.
- The Board of Trustees may decide to remove a member from membership in the following cases:
 - If member seeks any commercial profit from ACSS activities.
 - If member breaches the present Code of Ethics and Conduct.
 - If member provides wrong personal information or falsified degrees.
 - If member has not paid his/her membership fees within 3 months from the date of maturity and without providing an acceptable excuse.
 - If member loses one of the membership criteria.
- A resolution to remove a member from membership may only be passed if:
 - That member has been given at least 21 days' notice in writing of the date of a meeting of the Board of Trustees at which the resolution will be proposed and the reason why it is being proposed.
 - That member has been allowed to make representations to the meeting as to why their membership should not be terminated.

Grantees

- Applicants for grants programs of the ACSS must provide accurate and complete information on their professional qualifications and experiences as well as personal details. In case of fraud, the application for the grant will be rejected. If fraud is discovered after the person has been accepted for a grant, the person's grant will be terminated and they will be informed in writing.
- Grantees have a duty to comply with the ethical codes relating to their discipline and field research. They should adhere to the "Guidelines for Ethics in Research" document produced by the ACSS. Any breach of these Guidelines or of the Code of Ethics and Conduct are grounds for the termination of the grant.

- Grantees have an obligation to familiarize themselves with the provisions of their award letters and contracts and follow all guidelines concerning narrative and financial reporting. All information supplied in reports must be truthful. In case of fraud, the ACSS will terminate the grant and seek legal redress if necessary.
- Grantees must acknowledge and indicate in any published research ACSS as the source of financial support for the project that led to this publication.
- ACSS will not sponsor research whose findings would not be used for the public good. It will not sponsor research by private companies or government agencies that do not disseminate the data publically.
- ACSS assumes no responsibility for the findings and conclusions of the researcher and carries no responsibility for publications.

Committee Members

- Committee members (whether selection, advisory or ad-hoc) must seek to serve the academic objectives of the ACSS and the program with which they are working, as described on the ACSS website and in the description of the program. They should refrain from discussions or decisions that are discriminatory or prejudicial in any way.
- Committee members must respect the confidentiality of the information to which they have access concerning applicants to programs or activities and must refrain from discussing any aspect of their deliberations outside the ACSS.
- Committee members must abide by the “conflict of interest” statement of the ACSS
- Committee members must respect intellectual property rights of applicants and participants of ACSS events.

All Participants in ACSS events and members of ACSS community

- Participants and members shall not speak in the name of the association, its Board of Trustees or committees without authorization of the Board of Trustees. This includes speaking out or publishing on an issue of public policy or giving a public statement on behalf of ACSS unless they are so authorized by the ACSS BoT.
- Participants and members cannot sign any petitions or statements and put ACSS as his/her affiliation.
- Participants and members cannot apply for grants or conferences or any other activity as a representative of the ACSS.
- Participants and members have the obligation to ensure that confidential information they may receive concerning ACSS, its programs, staff and members is protected.

- Participants and members must observe the Charter and By-Laws of the ACSS, while maintaining their right to criticize and seek revisions through the appropriate channels (General Assembly meetings, official channels of communication set up by the ACSS).
- Members and grantees are encouraged to list their affiliation to ACSS on their CVs, but that does not imply that they speak on behalf of the ACSS or represent it in any way.
- Members and grantees should not list themselves as representatives of the ACSS. The affiliation of ACSS grantees remains their university or research center or place of employment. They may indicate in their bio or in a footnote that they are members or have received a grant from the ACSS.

Anti-Corruption

Participants, members and grantees must not accept or solicit or offer any gift, favor or service that might reasonably impede any of ACSS activities or programs or influence any ACSS Staff, Board of Trustees, or committees in the discharge of his or her duties with the intent to influence his or her official conduct.

Compliance

Each ACSS member, participant and grantee is responsible for compliance in their area of responsibility. Any person having knowledge of any violation of the policy shall promptly report such violation to the Director General or Chair of the Board of Trustees, who have the right to initiate appropriate disciplinary procedures in an impartial and confidential manner.

Any violation of this policy by a member will subject the member to a disciplinary action to be decided by the Board of Trustees based on a recommendation by the sub-committee on Membership.

Any violation of this policy by a grantee shall put them at risk of terminating the contract in line with its relevant clauses.

The Code of Ethics and Conduct is not exhaustive, all-embracing and rigid. In the end, each scholar and researcher interprets and supplements the standards outlined in this Code of Ethics and Conduct. It is the individual responsibility of each member and grantee to aspire to the highest standards of Ethics and conduct.

If any questions arise concerning any aspect of this code of ethics, please contact the ACSS team at admin@theacss.org