



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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Code of Ethics and Conduct

It is the policy of the Arab Council for the Social Sciences to conduct all its work and procedures in accordance with the highest standards of honesty, transparency, integrity and ethics. The present Code of Ethics and Conduct aims at setting the standards and guiding the work of all those engaged with the ACSS, including members, grantees, committee members and attendees of ACSS activities.

It is worth noting that the ACSS has other codes/documents that apply to the Council's Staff and Board of Trustees. These constitute a set of policies and rules such as the "Anti-Corruption and Work Ethics". Additionally, the "Ethical Guidelines for Social Science Research" covers the Research Ethics and apply to all those conducting research through the ACSS or with ACSS funding, as well as the contracts concluded with them, setting out the grant, fellowship or working group membership conditions.

Systematically, 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. In general, they are required to ensure that their professional and personal conduct is consistent and compatible with ACSS values and standards.

In the following section, we discuss different categories of those involved in the ACSS work and activities, through various forms of relations with the Council (for example: ACSS Members, Grantees or Staff). In the event that an individual engages with the Council in more than one relation (e.g. as a Member and also as a Grantee), any violation of the Code under one of these relations will affect the other relations.

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 or misinformation, 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 damage 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 or adopt 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 or misleading information or statements about the ACSS or its Director General, staff, Board of Trustees, or other ACSS members.
- Members should be responsible for the use of information, equipment, money and resources to which they have access by reason of their engagement with the ACSS.
- Members should refrain from seeking commercial profits from ACSS activities.

In the event a member breaches the present Code of Ethics and Conduct including all the above mentioned principles, the Board of Trustees may decide to refer the member to the Disciplinary Board, pursuant to Article 15 of the ACSS rules of procedure amended in 2020; this may result in a suspension or removal of membership, or any other penalties foreseen by the Board of Trustees.

The Disciplinary Board may decide to impose penalties in the following cases:

- 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.
 - If member violates rules and provisions set forth in other codes adopted by the ACSS or texts or contracts concluded with the ACSS in any capacity, other than as a member, such as a grantee or fellow.
- A resolution to suspend or remove a member from membership, or any other punitive measures may only be passed if:
 - That member has been given a notice in writing of his/her referral to a disciplinary board set up by the Board of Trustees to consider the charge and penalties incurred by the member, and prepare a proposal for the BoT in charge of taking the final decision; the acceptance of the penalty shall require the approval of two-thirds of the ACSS members (Article 15 of the ACSS rules of procedure amended in 2020).

- That member has been given a 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 the punitive resolution passed by the Council should not be applied.

Grantees

- Applicants for grants and fellowships 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 research fields. 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; the terms and conditions of the contracts shall apply in case of breach of the grant/fellowship conditions. Also, any violation of the Code's terms by a grantee will expose him/her to the risk of termination of his/her contract.
- Grantees/Fellows must follow 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 also 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 in ACSS events.

All Participants in ACSS events and members of ACSS community

- Participants and members shall not speak on behalf of the institution, 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 the ACSS unless they are so authorized by the ACSS BoT.
- Participants and members cannot sign any petition or statement 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 and official channels of communication set up by the ACSS).
- Members and grantees are encouraged to list their affiliation to the ACSS on their CVs, but that does not imply that they speak on behalf of the ACSS or represent it in any way. The affiliation of ACSS grantees remains their university, research center, or place of employment. However, 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 ACSS 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 the present Code 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.

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

If any questions arise concerning any aspect of this Code of Ethics and Conduct, please contact the ACSS team at hr.admin@theacss.org