

GUIDE TO ACHIEVE SOCIAL RESPONSIBILITY

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1. STATEMENT OF PURPOSE

- 1.1 To ensure that the University is an ethically, socially and environmentally responsible to deliver an excellent health sciences programs while supporting and connecting the communities it serves.
- 1.2 To create an ambitious nation that cares about individuals and their rights, preserves the environment, and helps the community around it. In line with Saudi Vision 2030.

2. APPLICABILITY

To all King Saud bin Abdulaziz University for Health Sciences (KSAU-HS) citizens in all its campuses, including King Abdullah International Medical Research Center (KAIMRC).

3. RELATED REFERENCES

- 3.1 Saudi Vision 2030.
- 3.2 Students' Rights and Responsibility Bylaws.
- 3.3 Students' Activities Bylaws.
- 3.4 APP 014-P-V02-20: Guideline for Community Partnership.
- 3.5 APP 026-P-V01-16: Guideline for Alumni Unit.

4. DEFINITIONS

- 4.1 **AU**: refers to Alumni Unit at the University.
- 4.2 **Citizens**: refers to the University students, faculty members, and employees.
- 4.3 **Community Partnership**: refers to the process by which the institution and individuals build ongoing relationships for the purpose of applying a collective vision for the community benefit.
- 4.4 **DSA**: refers to the Deanship of Students Affairs at the University.
- 4.5 **Social Responsibility**: refers to the duty of organizations and individuals to act in ways that benefit society and the environment.

- 4.6 Tawasul Portal Services:** refers to a reporting portal available to University citizens to seek their inquiries and share their suggestions for improving the services of the University. This portal also enables submitting complaints or reporting any electronic violations on social networks or websites related to the University and its citizens.
- 4.7 University Policy:** refers to the processes employed to help ensure that the University's business is carried out in accordance with these Standards, University policies and procedures, applicable regulations.
- 4.8 University/KSAU-HS:** refers to King Saud bin Abdulaziz University for Health Sciences and all its affiliated facilities in all regions including King Abdullah International Medical Research Center (KAIMRC).
- 4.9 URMA:** refers to the University Relations and Media Affairs.

5. GUIDELINES

- 5.1** The University is committed to respect people, the environment, and communities.
- 5.2** The University acknowledges that it has a responsibility to respect human rights at every level of its operations.
- 5.3** In general, and for University citizens in particular, the University shall strive for sustainable development.
- 5.4** Any activities related to Community Partnership should be processed through the Community Partnership Stakeholders for documentation and comments if there is any. And based on the activity type, it should be processed to the following stakeholders:
- 5.4.1** Deanship of Students Affairs (**DSA**)
 - 5.4.2** University Relation & Media Affairs (**URMA**)
- 5.5** Community Partnership Stakeholders should be responsible for maintaining and coordinating the following activities but are not limited to:
- 5.5.1** Public Lectures/Local conference/Media health Talk-Shows
 - 5.5.2** Environmental issues that affect human or public health
 - 5.5.3** School and other education venues

- 5.6** All activities that provided through Community Partnership Stakeholders should be free of any conflicts with the religion, politics, goals, and University policies or Saudi laws.
- 5.7** DSA shall plan a semi-yearly plan to external/internal community partnership programs and activities with colleges' faculty members and students.
- 5.8** Lectures/ workshops/ local conference/campaigns to be done by employees/faculty members should be submitted to URMA for approval and documentation.
- 5.9** URMA must be committed to maintain University image and integrity to the public by:
- 5.9.1** Using all available media sources and services
 - 5.9.2** Supervising exhibition and other related University activities (inside and/or outside the University) in coordination with the concerned departments with the exception of Scientific/Medical Exhibitions which is the responsibility of the Postgraduate Training Center, however it is URMA responsibility to co-supervise

6. MAINTAINING SOCIAL RESPONSIBILITY

6.1 Citizens

6.1.1 University's Responsibility Towards Citizens (In General):

- 6.1.1** The University is responsible to treat every citizen with respect and dignity
- 6.1.2** The University is responsible to protect the health and safety of its citizens
- 6.1.3** The University is responsible to respect its citizens and encourage their development and training
- 6.1.4** The University is responsible to provide professional support services to meet specific additional needs of its citizens
- 6.1.5** The University is responsible to respect the cultures, customs and values in its relations with its citizens
- 6.1.6** The University has to secure a fair and safe work/study environment for its citizens that enables them to perform their duties and helps them contribute to improvement and development
- 6.1.7** The University is responsible towards employee/faculty member, but not limited to:
 - 6.1.7.1** Working to grant rewards to employees/faculty members to enhance their job loyalty and maintain professional competencies
 - 6.1.7.2** Strengthening the ability of employees/faculty members to express their opinions comfortably, and to participate in decision-making, by Tawasul Portal Services that the University provides via its website

- 6.1.7.3** Encouraging the development suggestions and recommendations submitted by the employees/faculty members
 - 6.1.7.4** Equality and non-discrimination between employees/faculty members for any considerations whatsoever
 - 6.1.7.5** Provisioning quality work conditions that comply with all applicable Saudi laws
- 6.1.8** The University is responsible towards Students, but not limited to:
- 6.1.8.1** Ensure that students are supported and that the University communications are clear, timely and informative
 - 6.1.8.2** Increase opportunities for students to interact with the community as part of research, study, work or volunteering programs
 - 6.1.8.3** Helping the students to get all their rights on campus by the administrative and academic authorities in accordance with Students' Rights and Responsibility Bylaws, by using Tawasul Portal Services that the University provide via its website
 - 6.1.8.4** All employees/faculty members have to respect the students and give them all their academic and moral rights
- 6.1.9** The University is responsible towards Alumni, but not limited to:
- 6.1.9.1** AU is responsible for maintaining and coordinating with University's alumni according to the Guideline for Alumni Unit APP, but not limited to:

- 6.1.9.1.1 Alumni reunion
- 6.1.9.1.2 Engaging alumni in University's activities
- 6.1.9.1.3 University lifetime email
- 6.1.9.1.4 Academic and professional guidance for newly graduates
- 6.1.9.1.5 Alumni online gate

6.2 Environment

6.2.1 The University is committed to maintain the environment, but not limited to:

- 6.2.1.1 Reduce its impact on the natural environment
- 6.2.1.2 Ensure that its policies and practices minimize any negative impact on the environment caused by its activities
- 6.2.1.3 Create targets for evolving the environment performance
- 6.2.1.4 Provide environmental training for its employees and increase its citizens' awareness of the environmental matters
- 6.2.1.5 Provide the best educational environment focuses on:

- 6.2.1.5.1 Setting and Infrastructure
- 6.2.1.5.2 Energy and Climate Change
- 6.2.1.5.3 Waste
- 6.2.1.5.4 Water
- 6.2.1.5.5 Transportation

6.2.2 The University is responsible to make all reasonable effort to support developing clean or environmentally friendly applied methods and programs. Such as:

- 6.2.2.1 Using of solar energy
- 6.2.2.2 Greening the campus
- 6.2.2.3 Recycling

6.3 Community

6.3.1 The University is committed to respect the communities where it lives and works, in accordance of this Guideline and the Guideline for Community Partnership APP, but not limited to:

6.3.1.1 Encouraging its citizens to participate actively in community, for example by volunteering

6.3.1.2 Support and encourage various social projects

6.3.1.3 Contribute to create job opportunities for the people of the community

6.3.2 The University acknowledge that students' activities are one of the essentials to maintain the community and to create a cooperative community within the University, which will include, but not limited to:

6.3.2.1 Enhancing loyalty between the student and the University.

6.3.2.2 Provide the student with the opportunity to handle the responsibilities of planning, implementation, follow-up, evaluation and all other types of events organization's tasks

6.3.2.3 Train students to develop their leadership skills

6.3.2.4 Discover and refine student talents

6.3.2.5 Create a student-friendly environment that helps students adapt to the University environment and helps students' psychological well-being

7. RESPONSIBILITY

7.1 University and KAIMRC leaders, colleges, deanships, departments, divisions, and units in KSAU-HS are responsible for implementing the provisions of this guide. Particularly the following deanships according to their respective responsibilities:

7.1.1 Deanship of Students Affairs (**DSA**)

7.1.2 University Relations & Media Affairs (**URMA**)

7.1.3 Deanship of Postgraduate Education (**DPE**)