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Institute of Business
Management

Office of Accreditation,
CBM

[POLICY HANDBOOK]

Ethical and Disciplinary Policies

Contents

1. INTRODUCTION	3
2. IOBM CODE BOOK EXTRACT: CODE OF CONDUCT	4
3. THE DISCIPLINARY COMMITTEE	8
4. ETHICAL COMMITTEE	10
5. GENDER DIVERSITY POLICY	12
6. PERSONS WITH SPECIAL NEEDS/DISABILITIES, PWD POLICY	14
7. DRESS CODE POLICY	16
8. PLAGIARISM POLICY	17
9. ETHICAL GUIDELINES FOR CBM RESEARCH.....	20
ETHICS REVIEW COMMITTEE APPROVAL FORM.....	23
10. SEXUAL HARASSMENT POLICY	26

1. Introduction

1. "Plagiarism Committee" ensures that students and faculty measure up to higher level of original work and ensures that plagiarism is not condoned.
2. "Ethical Committee" deals with complaints against unethical conduct of faculty, staff and management.
3. "Disciplinary Committee" deals with complaints related to unethical behavior of students including cheating, bullying and inappropriate behavior.
4. "Sexual Harassment Committee" deals with complaints of sexual harassment and related inappropriate behavior.
5. Gender Policy deals with ensuring that there is no discrimination on the basis of gender
6. Special Needs Policy: This policy provides ease of access to IoBM's facilities and a commitment not to discriminate on the basis of special needs.
7. Policies for Ethical Conduct specify what is ethical and what is unethical behavior.
8. Dress Code Policy ensures that dressing of the students do not violate the sensibilities of Pakistani culture.
9. Faculty Code of Conduct Policy: This determines the way faculty would deal with the students, staff and management.
10. "Research Ethics Committee" monitors that the research methodologies are designed responsibly and the privacy of respondents and research subjects are appropriately safeguarded.

2. IoBM Code Book Extract: Code of Conduct

Ref No. IoBM/Regulations/1/2012 – From IoBM Code Book

In pursuance of the provisions made under sub-section (1)(c) of Section 15 of the Institute of Business Management Act, 1997 the Board of Governors of the Institute of Business Management is pleased to approve the following Maintenance of Discipline among Students Regulations namely:

1. Short Title and Commencement:

1.1. These statutes may be called the Institute of Business Management Maintenance of Discipline among Students Regulations.

1.2. These regulations shall come into force at once.

2. **Introduction:** IoBM stands out among other institutions for its special emphasis on maintaining good order and discipline among its students. It reserves the right to prescribe such regulations from time to time that may be considered expedient for effectively maintaining the highest standards of discipline as under:

3. **Disciplinary Committee:** The institute shall have a Disciplinary Committee to deal with all the disciplinary matters and comprises a Chairman, Rector, Executive Director Admin, Academic Head of Department, Controller of Examination & such other members notified by the IoBM.

3.1. The Disciplinary Committee is empowered to take any disciplinary action on the reported cases.

3.2. Any student, whose name appears in the F.I.R pertaining to any non-bailable offence as specified in the Criminal Procedure Code (Cr. P.C.), will be suspended. During the pendency of the case he / she will not be allowed to attend classes or take up any examination.

3.3. The action for situation warranting suspension, rustication or expulsion will be according to the specified procedure:

3.4. If the discipline committee is satisfied that a student is guilty of the breach he / she is charged of shall:

3.4.1. Impose a fine of such amount as it deems fit; or

3.4.2. Order the student to pay compensation to any person or body suffering injury, damage, or loss as a result of the student's conduct; or

3.4.3. Make an order banning the entry of student from specified premises of IoBM or facilities for such period and on such terms as it deems fit; or

3.4.4. Rusticate the student for such period as it decides; or

3.4.5. Expel the student; or

3.4.6. Fail the student in the examination or part thereof; or

3.4.7. Direct the parents to give an undertaking that henceforth their ward shall not involve himself in any activity warranting disciplinary action and should any incident occur, the Disciplinary Committee reserves the right to expel him / her permanently from the Institute without even asking him / her to appear before the committee for the consideration of his / her case.

3.5. If the Disciplinary committee is satisfied that a student has intentionally or unintentionally committed a breach of the disciplinary regulations relating to plagiarism the committee shall:

3.5.1. Exclude him / her from assessment / any part of the work submitted; or

3.5.2. Award punishment of no mark / reduce on or disregard any piece of work;

or

3.5.3. Refrain him / her to retake examination or re-submit work on such condition as it deems fit.

- 4. Punishment Regulations:** Student shall be liable for a punishment if he / she commits any of the following acts:
- 4.1. Uses unfair means during examination
 - 4.2. Breach of the statutes and regulations
 - 4.3. Misbehaves or quarrels with any teacher or member of the staff
 - 4.4. Is generally disobedient
 - 4.5. Spreads false rumors
 - 4.6. Uses unbecoming, indecent or filthy language
 - 4.7. Incites other students to violence
 - 4.8. Is inappropriately dressed
 - 4.9. Shouts, abuses, quarrels, or fights with fellow students
 - 4.10. Raises slogans to hurt others, politically or religiously
 - 4.11. Interferes with the administration, including the mode or schedule of the examination
 - 4.12. Indulges in acts of immorality
 - 4.13. Indulges in any kind of political activity including displaying posters or play cards within the Institute
 - 4.14. Remains absent continuously for more than 4 weeks without prior permission
- 5. Rustication:** A student may be rusticated by the disciplinary committee of the college for a period of 3 years due to any of the following acts:
- 5.1. Taking forceful possession, making unauthorized use or damaging any property.
 - 5.2. Involving himself in any agitational activity.
 - 5.3. Found indulging in activities, prejudicial and detrimental to the good order of the College.
 - 5.4. Adopting unfair means during examination.
 - 5.5. Disobeying an order of suspension passed against him.
 - 5.6. Any other act, which the principal or the disciplinary committee considers inappropriate.
 - 5.7. Anybody who does not submit the prescribed undertaking about non-involvement in political activities.
- Note:** Any student suspended or rusticated for the above shall not be allowed to appear in the examinations.
- 6. Expulsion:** A student is liable to be expelled from the Institute by the Disciplinary Committee if he / she commits any of the following and order to this effect shall be final and irrevocable:
- 6.1. Is found in possession of fire arms or lethal weapons or Narcotic drugs in the college premises, examination halls, or any other as specified by the management.
 - 6.2. Remains absent for more than three months without permission of the Dean / HoD. His / her admission shall be cancelled by the Disciplinary Committee.
- 7. Appeal / Review of the decision:** The review of the decisions taken by the committee shall lie with President.

8. Discipline Regulations:

- 8.1. Students of IoBM shall adhere to the HEC Policy Guidelines against sexual harassment in institution of Higher Learning
- 8.2. No student shall disrupt the activities and functions of the Institute.
- 8.3. Damage any property of the Institute or of any faculty member, visitor, and employee of the Institute or misappropriate such property.
- 8.4. Forge or falsify any certificate / degree issued by IoBM or make false statement concerning standing or results obtained in examinations.
- 8.5. Engage in violent, indecent, disorderly, threatening, or offensive behavior or language.
- 8.6. Engage in the harassment / disrespect of any faculty member, visitor or employee of the Institute.
- 8.7. Exhibit behavior that is inappropriate in terms of the norms and cultural values of the Institute and the society in general;
- 8.8. Engage in any political activity.
- 8.9. Disregard any guidelines / instructions prescribed by faculty and management of the Institute.
- 8.10. Assist or encourage directly or indirectly any person to act in breach of the above mentioned regulations.
- 8.11. IoBM students shall not intentionally or unintentionally breach any regulation:
 - 8.11.1. Relating to use of the libraries or the information communication technology facilities at IoBM.
 - 8.11.2. Relating to conduct of examination
 - 8.11.3. Assist or encourage directly or indirectly any person or persons to act in breach of above mentioned statutes/regulations.

9. Conduct Regulations:

- 9.1. No student or group of students shall form society / association / organization.
- 9.2. No outsider will be invited by the student to address any meeting at the Institute or its college / school etc. whether academic, social, religious, or political without prior written permission. Decision in this regard will be final and taken on case to case basis.
- 9.3. Students are not allowed to paste any poster, pamphlet or fix banner on the wall. Graffiti on walls (wall chalking) of the premises of the Institute or its constituent college / institute / school, hospital, etc by them, including academic, social, religious or political are also not allowed without prior approval as prescribed by the management.
- 9.4. During teaching hours, students are prohibited to play or roam around in the premises.
- 9.5. No student or group of students shall arrange any program, picnic, musical concert, sports activities, etc. on their own on without prior written permission.
- 9.6. No student or group of students is allowed to collect money for any purpose whatsoever.
- 9.7. Identity Card (ID) should be displayed at all times, when the students are in the premises of the Institute. Faculty members and security staff are authorized to check ID cards at any time.
- 9.8. If any student wants to publish his / her scientific or literary article, he / she must get the draft approved by the authorities. They are also required to submit the copy of the final article / paper (to be published) for record purposes to the Institute.
- 9.9. Students will not be allowed to address the media or the national press on any subject pertaining to the affairs of Institute.
- 9.10. Students are forbidden to address the higher authorities directly. Any communication intended for higher authorities needs to be routed through proper channel (Dean / HoD).
- 9.11. Smoking, pan, chewing, littering, spitting and other activities prejudicial to the conduct are prohibited at IoBM premises.
- 9.12. Unless specifically permitted, no student or group of students are allowed to enter administrative and department offices, telephone exchange or teaching areas like laboratory,

lecture hall of the Institution or Department and / or used office equipment(s) / machinery like telephone, computer, printer, typewriter, overhead projector, slide projector, or multimedia.

- 9.13.** No student is allowed to bring any weapon and / or ammunition, liable to cause injury, or any other harmful item inside the campus.
- 9.14.** No student or group of students will threaten, harass, forcibly disallow or evict another bonafide student or group of students.
- 9.15.** Misbehaviour with faculty members and other staff members of the Institute by a student completely prohibited. Such misdemeanors would attract penalties as severe as expulsion and rustication.
- 9.16.** Willful damage to either public or personal property in the Institute by a student or a group of students is completely prohibited. Such misdemeanors would be liable to penalties as severe as expulsion and rustication.
- 9.17.** Use of loud speakers / amplifiers, megaphone is prohibited in the premises of the Institute.
- 9.18.** No student will be allowed to park his / her car inside the premises of the Institute unless specifically allowed by the competent / concerned authority.
- 9.19.** All absences will be strictly recorded. No late coming will be allowed and will be considered as an absence.
- 9.20.** In a semester, out of 28 sessions of one hour and thirty minutes each, only six (maximum) absences are allowed. On Fridays and executives sessions, of 3 hours each, out of 14 sessions 3 (maximum) absences are allowed.
 - 9.20.1.** Any student exceeding the above limit will be awarded an F Grade and the faculty has to bring this to the notice of the concerned Head of the Department and Academics Department.

3. The Disciplinary Committee

IoBM stands out among other universities for its special emphasis on maintaining good order and discipline among its students. It reserves the right to prescribe such regulations from time to time that may be considered expedient for effectively maintaining the highest standards. The regulations set out below are IoBM's General Regulations for discipline. The General Regulations provide that:

- 1) No student of IoBM shall:
 - a) Disrupt the activities and functions of the Institute;
 - b) Damage any property of the Institute or of any faculty member, visitor or an employee of the Institute or knowingly misappropriate such property;
 - c) Forge or falsify any certificate/degree issued by IoBM or knowingly make false statements concerning standing or results obtained in examinations;
 - d) Engage in violent, indecent, disorderly, threatening, or offensive behavior or language;
 - e) Engage in the harassment/disrespect of any faculty member, peer, visitor, employee of the Institute;
 - f) Exhibit behavior that is inappropriate in terms of the norms and cultural values of the Institute and society in general;
 - g) Engage in any political activity while enrolled at IoBM;
 - h) Disrespect/disregard any guidelines/instructions prescribed by faculty and management of the Institute;
 - i) Assist or encourage directly or indirectly any person to act in breach of the above mentioned regulations.
- 2) No student of IoBM shall breach any regulation
 - a) relating to the use of the libraries or the information and communication technology facilities at IoBM;
 - b) relating to conduct in examinations;
 - c) assist or encourage directly or indirectly any person or persons to act in breach of above mentioned regulations.
- 3) The Disciplinary Committee, IoBM, comprises a Chairman, Rector, Executive Director Administration, Academic Heads of Departments, Controller of Examination, and such other members notified by IoBM. If the Disciplinary Committee is satisfied that a student is guilty of breach of conduct it may:
 - a) impose a fine of such amount as it thinks fit;
 - b) order the student to pay compensation to any person or body suffering injury, damage, or loss as a result of the student's conduct;
 - c) make an order banning the student from specified premises or facilities for a certain period or on such terms as it thinks fit;
 - d) rusticate the student for such period as it thinks fit;

- e) expel the student;
 - f) award 'F' (fail) grade to a student cheating in an examination or a part of the examination concerned;
 - g) ask the parents of the student to give an undertaking that henceforth their wards will not get involved in any activity warranting disciplinary action and should any such incident occur, the Disciplinary Committee reserves the right to expel him/her permanently from the Institute without even asking him/her to appear before the Committee for the consideration of his/her case.
- 4) If the Disciplinary Committee is satisfied that a student has committed a breach of the disciplinary regulations relating to plagiarism it may:
- a) exclude any part of the work submitted from assessment;
 - b) award no mark / reduce or disregard any piece of work;
 - c) permit a student to re-sit an examination or resubmit a piece of work on such conditions as it thinks fit.
- 5) Appeal / Review of the decision:
- a) The review of the decision taken by the committee shall rest with the President, IoBM.

4. ETHICAL COMMITTEE

These rules may be called rules of procedure for meeting of the IoBM's Ethical Committee. In these rules committee means IoBM's Ethical Committee.

1) Terms of Reference

- a) Promote healthy working relationship among the faculty and the management.
- b) Develop professional, academic and managerial norms.
- c) Maintain congenial atmosphere at the campus to enhance the prestige of the Institute.
- d) Review unprofessional conduct of the faculty and the management and give its recommendations for appropriate action by the competent authority.
- e) Discourage rumor - mongering and use of unprofessional / unethical remarks (oral / written).
- f) To promote the following:
 - i) Zero tolerance policy towards sexual harassment.
 - ii) Avoiding politics at the campus.

2) Composition

- a) Advisor to ED Admin Convener
- b) Rector Member
- c) Executive Director Admin Member
- d) Advisor to President Member
- e) Dean CBM Member
- f) Dean CCIS Member
- g) Sr. Manager HR Member Secretary
- h) Any other member nominated by the President

3) Meeting

- a) Chairman of the meeting of the Committee, or in his absence any member of the Committee authorized by him, shall preside the meeting of the Committee.
- b) Meeting of the Committee shall be held as and when required. Explanation: In these rules meeting means meeting of IoBM Ethical Committee.

4) Quorum

- a) The quorum for meeting shall be two thirds of total number of members with fraction being counted as one.

5) Resolution of Complaint(s)

- a) Only written complaint, duly signed or oral statement before the Committee, shall be entertained.
- b) Anonymous application(s) shall not be entertained in ordinary course unless there is strong supporting evidence of the complaint.
- c) Committee shall have the authority to take suomotu cognizance of any complaint brought to their notice.
- d) While firming up recommendations on the complaint, adequate opportunity of hearing shall be afforded to the parties concerned.

- 6) A complaint can be withdrawn at any stage with a request in writing.

5. Gender Diversity Policy

1) Definitions

- a) Gender: According to the World Health Organization, the word 'gender' is defined as "the socially constructed roles, behaviors, activities, and attributes that a given society considers appropriate for men and women."
- b) Diversity: The inclusion of all individuals in the workplace regardless of gender, race, culture, ethnicity, family status and religious orientation.
- c) Institute: This term shall be used to refer to the Institute of Business Management, and extends to include all entities related to its governance.

2) Purpose

- a) The aim of this policy is to communicate the Institutes commitment to ensuring a positive learning and working environment which is inclusive and accessible to everyone regardless of gender.
- b) This policy shall also express the Institutes recognition of the fact that gender diversity is absolutely essential to ensuring the Institutes academic excellence.
- c) All individuals, regardless of gender, are to be treated as an integral part of the Institutes ecosystem.
- d) This policy should uphold the Institutes core values.
- e) Furthermore, this policy shall comply with the "ILO Action Plan for Gender Equality 2010–15", "The Protection against Harassment of Women at the Workplace Act 2010" and the "1999 ILO Gender Equality Policy".
- f) In order to further discourage gender inequality, the following values must be stressed upon;
- g) Elimination of any actions, speech or sentiment that are in any way related to gender based discrimination
- h) Policies of retention, progression and development shall be the same for all employees, regardless of gender.

3) Responsibilities

- a) The Institute shall take the responsibility in ensuring that the Institute complies with the legislation on gender equality in the workplace.
- b) It is expected of managers and HoDs to ensure that gender inequality in any form is not present in their respective departments.

- 4) It shall be ensured that all gender specific protocols shall not, in any manner, compromise the core value of providing an equal opportunity to all individuals regardless of gender, and should, in fact, encourage diversity.

6. Persons with Special Needs/Disabilities, PWD Policy

1) Definitions

- a) Persons with disabilities (PWDs): according to the 'Disabled Persons (Employment and Rehabilitation) Ordinance, 1981', a disabled person is "a person who, on account of injury, disease or congenital deformity, is handicapped for undertaking any gainful profession or employment in order to earn his livelihood, and includes a person who is blind, deaf, physically handicapped or mentally retarded"
- b) Institute: This term shall be used to refer to the Institute of Business Management, and extends to include all entities related to its governance.

2) Purpose

- a) The purpose of this policy is to communicate and reinforce the Institutes commitment to ensuring equal opportunities to students and staff in accessing the Institutes facilities and services in the most effective manner possible. This policy also extends to any external person or persons that wish to access the Institute for whatever purpose required.
- b) The policy attempts to manifest an environment for PWDs within the Institute which compares to, in the best possible way, their non-disabled peers.
- c) It is to be ensured that the accommodation of disabled persons is a part of the Institutes core values and not an additional service being provided.
- d) This policy recognizes that PWDs are an integral part of the Institutes ever expanding ecosystem.
- e) Furthermore, this policy shall comply with the 'Disabled Persons (Employment and Rehabilitation) Ordinance, 1981', the 'National Policy for Persons with Disabilities, 2002', 'The National Plan of Action for Persons with Disabilities, 2006', and 'the Special Citizens Act, 2008'.
- f) In order to further promote the implementation of a positive environment for PWDs, the following shall be ensured;
- g) Elimination of any actions, speech or sentiment that expresses discrimination against PWDs
- h) Appropriate training shall be provided to all managers, lecturers, and any necessary personnel, in order to ensure that they have the capability to support their disabled sub ordinates, students, peers, and other PWDs in any manner necessary.
- i) Policies of retention, progression and development of disabled employees and students.
- j) Inclusive access to all of the Institutes facilities and services shall be provided in the same manner that it's provided to persons who do not have disabilities, in the best possible manner.

k) To encourage a healthy, productive and progressive working and learning environment for all PWDs.

3) Responsibilities

- a) The Institute shall take the onus of responsibility in ensuring that the Institute complies with the legislation on PWDs in its policies, as well as communication to all persons associated with the Institute.
- b) It is expected of managers and HoDs to ensure that the law on disabilities is communicated and upheld by their respective departments, and that all personnel reporting to them abide by the law on disabilities to the fullest.
- c) It is expected of all personnel to treat students, staff, and any other person with disability in a manner which is compliant to law and policy.

7. Dress Code Policy

Appropriate dressing enhances the personality and contributes to successful non-verbal communication in the workplace.

IoBM expects its students to reflect its values and standards in every way, and especially in the way they dress and conduct themselves. This will enable them to make a positive impression and project a professional image wherever they go.

In order to achieve the above stated objectives, the following guidelines must be strictly observed:

- All clothing worn by students should be **well laundered**.
- Clothes should be **inoffensive** in terms of cuts and style, or by way of messages printed on them.
- **Female** students may only wear jeans provided **their tops are of knee length**. They should also be modest and **avoid transparent materials** and **short lengths for sleeves and trousers / shalwars**.
- Only **light make up, jewelry and perfume** is permitted.
- **Male** students are only allowed **full length trousers or jeans**. For footwear, they must **wear dress shoes, moccasins, joggers or sandals with back straps**.
- Male students should maintain **proper haircuts** and **refrain from piercing their ears and faces**.
- Students **will not be allowed to sit for their Examinations**, if caught violating the Dress Code Policy.

* Students will be checked for proper Dress Code by **the Proctor** and **the Security In-charge**.

** Female students caught in violation of the Dress Code must visit **the Student Counselor for collection of their Student IDs**.

*** Male students caught in violation of the Dress Code must visit **the Proctor for collection of their Student IDs**.

- No variations or violations in all of the above will be permitted and students doing so will be **marked absent** in their respective classes.
- As usual the cooperation and support of the **FACULTY** is extremely important in the implementation of this policy. The Management looks forward to your involvement in making this a success.

8. Plagiarism Policy

Students are required to submit original work. Papers and/or projects submitted as part of a group effort must be clearly identified, with the team members specifically acknowledged. Ideas, data, direct quotations, paraphrasing, or any other indirect incorporation of the work of others must be clearly referenced to avoid plagiarism. Examples of plagiarism include:

- 1) Direct quotation or paraphrasing from published sources that are not properly acknowledged;
- 2) The use of other persons or services to prepare work that is submitted as one's own;
- 3) The use of previously submitted papers or work, written by other students or individuals;
- 4) Misappropriation of research materials;
- 5) Any unauthorized access to an instructor's file or computer account;
- 6) Any other serious violations of academic or moral integrity as established by the instructors of the Institute;
- 7) Conduct during examinations.

Introduction to Turnitin:

As per HEC Plagiarism Policy [1] plagiarism is defined as "taking and using the thoughts, writings, and inventions of another person as one's own". This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known.

Turnitin is an application software that helps to support the development of skills in preparing written assignments/ reports/ papers/ thesis etc., which are uploaded to Turnitin. It generates a report, which highlights the similarity between submitted materials and texts in the Turnitin database (Turnitin database includes billions of Websites, Journal articles and student papers). The Turnitin generated report depicts in percentages that matches between the students submitted material and other sources in the Turnitin database and creates a list with sources that match the submitted material [2]. Originality report will show similarities from three major sources: Internet, Periodicals and Student Repository [3].

Scope

his standard operating procedure (SOP) is written for Turnitin used at IoBM and will be implemented for the verification of MS/MPhil, PhD Thesis along with research publications (for travel grant etc.) as per HEC policy and guidelines.

General Guidelines

Originality/Similarity reports generated by the Turnitin, provides clues in form of text matches. Proverbs, Universal Truths, phrases etc. Scholars/Students must make sure that document they are submitting is in a required documenting style (i.e. IEEE, Chiacago, MLA, APA etc.), as per Office of Graduate Studies (OGS) guidelines and is free of plagiarism. If the report has similarity index $\leq 19\%$, then benefit of doubt may be given to the author but, in case, any single source has similarity index $\geq 5\%$ without citation then it needs to be revised/corrected [3]. It is important to note that too much quoted material is not desired as per policy and Turnitin tool gives warning if submitted material has more than 15% quoted material, which is alarming and not accepted.

Required Information from Student

Students are required to submit through their supervisor, via email following information; in order to get their final similarity report checked from the Turnitin Focal Person at IoBM

- 8) Title of Thesis
- 9) Supervisor Name
- 10) Name of Student and Registration ID
- 11) Degree (e.g. MPhil / MS / PhD etc.)
- 12) Program & College

9. Ethical Guidelines for CBM Research

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1. Integrity, honesty and transparency in scholarship

CBM faculty and researchers have a responsibility to:

- a. Be self-critical about the extent and limits of their ability and expertise to undertake work in a competent, diligent, timely and professional manner and reflect self-critically throughout all learning and scholarly activity. This may involve the help of a mentor or critical friend as a sounding board.
- b. Be explicit about their intellectual preferences and political and social inclinations in their work. This may include being prepared to consider their own biases through debate with others.
- c. Exercise self-awareness of their own views so as to fairly assess the quality of the work of others.
- d. Avoid misrepresenting their skills or the results of their work.
- e. Consider the ethical implications of their research at all stages of the research process, from initial planning to data archiving and impact.
- f. Uphold the integrity of data and analysis and ensure that data, analysis and evidence are the basis of their research.
- g. Ensure that research findings are disseminated and shared as freely as possible, consistent with funder requirements and in balance with copyright considerations.

2. Respect for persons, respondents and prevention of harm

CBM faculty and researchers have a responsibility to:

- a. Avoid discrimination on the basis of gender, sexual orientation, ethnicity, social background, age, religion, disability, political beliefs or other aspects of personal identity which are not relevant to the work being undertaken.
- b. Ensure interactions take into account the implications associated with the power or authority that they hold or may be perceived to hold.
- c. Consider the physical, social and psychological safety and well-being of others who might be affected by their work - including students, colleagues and research participants - and evaluate the potential risk of harm to others arising from their work. Within a research context it is important to consider harm to self, participants, research associates and the wider community. Where there is a potential risk of harm, they should make arrangements to mitigate this risk. Where work in any context involves interaction with people who may be perceived as vulnerable, they should seek expert advice, e.g. from a research ethics committee.
- d. Ensure that any advice and consultancy services provided to clients does not cause harm and that any political or social biases in such advice are made explicit.

3. Authorship and respect for intellectual property

CBM faculty and researchers have a responsibility to:

- a. Acknowledge all substantive and identifiable contributions to work undertaken, and to be clear about and respect intellectual property.
- b. Discuss questions of authorship and achieve consensus among participants in any publication or dissemination. In this discussion, they should consider the order of authors and agree the order according to the best practice of the discipline. All listed authors bear responsibility for the work.

- c. Identify any material drawn from the work of others and attribute it appropriately to the original authors. The only exception to this general principle would apply when the original author intends to remain anonymous.
- d. Avoid listing as an author an individual who has not contributed substantively to the work.
- e. Avoid citation or recommending citation for reasons other than to improve the work, for example to improve the impact factor of a journal to which the work is submitted.

4. Taking Consent of Respondents and Participants

CBM faculty and researchers have a responsibility to:

- a. Ensure that participants in research and scholarship, from within or outside the University, understand enough about the process to be able to make an informed decision about whether to take part. This includes being informed about what their participation entails, why their participation is necessary, how data will be used, and how and to whom findings will be reported. Consent cannot be taken as the default position and must be sought from participants in and others closely affected by research or scholarship. Consent should not be inferred from a non-response to a communication such as a letter or invitation to participate.
- b. Appreciate that in exceptional circumstances, the requirements for prior informed consent may be set aside if it is neither feasible nor desirable to obtain this consent and if a strong public interest case can be made for undertaking the research without such consent. In such situations researchers should follow additional procedures and safeguards mandated by their institutional ethics committee.
- c. Appreciate that where consent has been given, the original commitments given are observed. Material changes to what was originally planned should only be made once further consent has been obtained. Researchers have a responsibility to ensure the well-being of respondents is not adversely affected by the research, whatever consent has been obtained.
- d. Approach covert research with considerable caution, recognizing that it breaches the principle of informed consent. Plan to use covert research only in exceptional circumstances and where informed consent would otherwise make the research impossible to conduct. Subject any planned covert research to independent ethical review in accordance with the host research institution's procedures.

5. Protecting privacy, ensuring confidentiality and maintaining anonymity

CBM faculty and researchers have a responsibility to:

- a. Respect individual and collective rights to privacy in compliance with UK and European Union law and relevant regulations in other countries as appropriate. Criminal Records Bureau checks must be carried out when working with children and vulnerable people.
- b. Ensure that administrative processes are designed to preserve the privacy of personal data, for example in the consideration of mitigating circumstances for student assessments.
- c. Carefully consider the importance of confidentiality and anonymity to potential participants in research and scholarship and ensure the confidentiality and anonymity of participants is maintained where a prior commitment to do so has been made.
- d. Consider the implications of using participant pseudonyms rather than real names to ensure anonymity. In some cases, it may be appropriate to use real names, for example when the revealing of identities does not pose a significant risk to participants, or when participants express a preference for the use of real names.
- e. Recognize that there is no need to ensure confidentiality or anonymity where participants have agreed to their identities being made public, provided that informed consent procedures have been duly followed.
- f. Make any provision of confidentiality or anonymity clear and, preferably, agree it in writing prior to data collection.

- g. Take care when using online media as a data source. Ethical standards relating to the use of the Internet – for instance as a source of data - are not yet well developed and so there is a need to ensure continuing familiarity with current debates. Be aware of the potential abuse of online media in communicating with others and refrain from any such abuse.

6. Declaring professional and personal affiliations and sources of funding and support

CBM faculty and researchers have a responsibility to:

- a. Declare any and all potential conflicts of interest relating to commercial contracts and other connections. Ensure that such declarations are regularly updated.
- b. Make others, e.g. staff, students, clients and contractors, aware of any ethical issues or concerns that are felt to be important and that relate to work being undertaken. Provide briefing and training to staff and students in recognizing and responding to potential ethical issues that may arise in their work.
- c. Conduct all financial dealings with probity.

7. Avoiding misleading, misreporting, misunderstanding and unjustified deception

CBM faculty and researchers have a responsibility to:

- a. Collect and use data without fabrication, falsification or inappropriate manipulation.
- b. Communicate the results of their work honestly and transparently.
- c. Avoid deception, either through lies, misleading behavior, misrepresenting or false reporting of their work
- d. Acknowledge the work of others, explicitly reference the author of any prior work which is used verbatim and avoid self-plagiarism of one's own prior publications.
- e. For covert research, see 5 d. above.
- f. Where there is any significant doubt about the probity of a particular approach or action, seek advice from the relevant body or committee charged with overseeing ethical issues in the individual's employing organization.
- g. Notify the relevant parties (for example funding bodies or journal editors) in a timely and explicit manner if mistakes, false reporting of data or other breaches of accepted standards are subsequently discovered in previously published or submitted research works or reports.

8. Governance, management and administration

CBM faculty and researchers have a responsibility to:

- a. Uphold the principles of integrity, honesty, equality, diversity and fairness in the course of conducting business, managing and performing their work.
- b. Identify and declare interests in any business, management, political, and academic dealings they are involved in.
- c. Decline to engage in any suspected unlawful activity and report any suspected unlawful activity to the relevant regulatory authorities. This includes activities conducted within as well as outside their institution.
- d. Present evidence of practices that potentially damage the reputation of their institution (whether intended or unintended) to the relevant governing bodies of their organization or sector.
- e. Support the educational values and objectives of the institution.
- f. Ensure that all branding, marketing and promotional activity appropriately reflects the situation within the institution.
- g. Actively champion the equality and diversity of the educational and professional community.
- h. Maintain the highest standards of fair, ethical and transparent professional behavior.

- i. Refrain from sacrificing, or pressuring others to sacrifice, professional ethical responsibilities and duties of the kind outlined in this Guide to financial or other forms of expediency.

Ethics Review Committee Approval Form

Sample Form

Ethics Review Committee <i>Approval for research involving human subjects</i>					
Chair ethics committee:	Dr. Adnan Bashir				
Members of ethics committee	Muhammad Tabish, Research Scholar, IoBM; Muhammad Azeem Quershi, Member Ethics Committee, IoBM; Abdur-Rehman Aleem, Research Scholar, IoBM				
The checklist is designed to identify the nature of any ethical issues raised by the research. This checklist must be completed before potential participants are approached to take part in any research.					
1. Name of Researcher: Omar Javaid					
	Status (mark with an '✓' as appropriate)	Undergraduate student		Masters student	
		Research degree student	✓	Staff	
Email	omar.javaid@iobm.edu.pk		Telephone number	03222515213	
Department	Entrepreneurship				
2. Student Details if applicable. Name:					
	Degree programme:	Doctor of Philosophy			
	Supervisor's name:	Dr. Aamir Shamsi	Supervisor's email	aamir.shamsi@iobm.edu.pk	
	Supervisor's department:	Management Sciences			
3. Title of the proposal and brief abstract					
i) Title: Building a Theory of Socially Sustainable Entrepreneurship through Comparative Case Analysis of Muslim-Ethnic Entrepreneurial Communities in Karachi					
ii) Synopsis (150 – 200 words)					
The previous literature appears to lack sufficient theorization to explain how social sustainability is balanced with economic sustainability within ethnic entrepreneurial communities. So the purpose of this study is to develop a theoretical model for socially sustainable entrepreneurship as practiced within ethnic entrepreneurial communities. To build this theory the study focused on Memon, Chinioti and Delhi Saudagaran Community who reside in the city of Karachi, as they appear to have maintained their social and economic sustainability since multiple centuries. Qualitative data is gathered from the communities in the form of interviews, notes from direct observations, newsletters and magazines published within the community. The data is processed and analyzed using Eisenhardt method of building theory from cases. The resulting theory explains process of socially sustainable entrepreneurship along with its sociocultural context, influencers and socioeconomic consequences. The future research will proceed with the statistical validation of the theoretical model. The theory will help in identifying factors which can be controlled to maintain and achieve socioeconomic sustainability in communities similar to the ones studied.					
4. Funding					
Is it proposed that the research will be funded?			No		

If so by whom?		N/A				
		Please mark an X in the appropriate right-hand column/box		Yes	No	Not certain
5. Research that <i>may</i> need to be reviewed by an external (non-LSE) Ethics Committee						
		Does the study involve participants lacking capacity to give informed consent?			✓	
6. Consent						
i	Does the study involve children or other participants who are potentially or in any way vulnerable or who may have any difficulty giving meaningful consent to their participation or the use of their information?			✓		
ii	Are subjects to be involved in the study without their knowledge and consent (e.g. through internet-mediated research, or via covert observation of people in public places)?			✓		
iii	Will the study require the co-operation of a gatekeeper for initial access to the groups or individuals to be recruited? (<i>Answer 'yes' to this question only if the involvement of a gatekeeper in your study might raise issues of whether participants' involvement is truly voluntary or of whether the gatekeeper might influence potential participants in some other way.</i>)			✓		
7. Research Design / Methodology						
i	Does the research methodology involve the use of deception?			✓		
ii	Are there any significant concerns regarding the design of the research project? For example? Where research intrudes into the private sphere or delves into some deeply personal experience? Where the study is concerned with deviance or social control? Where the study impinges on the vested interests of powerful persons or the exercise of coercion or domination? or Where the research deals with things that are sacred to those being studied that they do not wish to be profaned.			✓ ✓ ✓ ✓		
iii	If the proposed research relates to the provision of social or human services is it feasible and/or appropriate that service users or service user representatives should be in some way involved in or consulted upon the development of the project?			✓		
iv	The lead researcher would influence the research associates if any with his or her own bias or preferences related to the outcome of the research			✓		
8. Financial Incentives						
i	Are there payments to researchers/participants that may have an impact on the objectivity of the research?			✓		
ii	Will financial inducements (other than reasonable expenses and compensation for time) be offered to participants?			✓		
9. Research Subjects						
i	Could the study induce unacceptable psychological stress or anxiety or cause harm or negative consequences beyond the risks encountered in normal life?			✓		

ii	Will the study involve prolonged or repetitive testing?		✓	
iii	Will the study involve discussion of sensitive topics? For example (but not limited to): sexual activity, illegal behaviour, experience of violence or abuse, drug use, etc.).		✓	
iv	Are drugs, placebos or other substances to be administered to the study participants or will the study involve invasive, intrusive or potentially harmful procedures of any kind?		✓	
10. Confidentiality				
i	Will research involve the sharing of data or confidential information beyond the initial consent given?		✓	
ii	Is there ambiguity about whether the information/data you are collecting is considered to be public?		✓	
iii	Will the research involve administrative or secure data that requires permission from the appropriate authorities before use?		✓	
iv	Will the research involve the use of visual/vocal methods that potentially pose an issue regarding confidentiality and anonymity?		✓	
11. Dissemination				
	Are there any particular groups who are likely to be harmed by dissemination of the results of this project?		✓	
	Will the research associate be given due credit of their participation in the research at the time of publication?	✓		
12. Risk to researchers / research associates				
	Do you have any doubts or concerns regarding your (or your colleagues) physical or psychological wellbeing during the research period?		✓	
13. Sensitive research materials				
	Will the research involve accessing security-sensitive material, such as material related to terrorism or to violent extremism of any kind, including, but not limited to, Islamist extremism and far-right extremism.		✓	

Approval Meeting: 26th Feb 2016

Approved by:

Chair Ethics Committee Dean (College of Business management and College of Computer Sciences)

10. Sexual Harassment Policy

See Appendix 5b-Sexual Harassment Policy