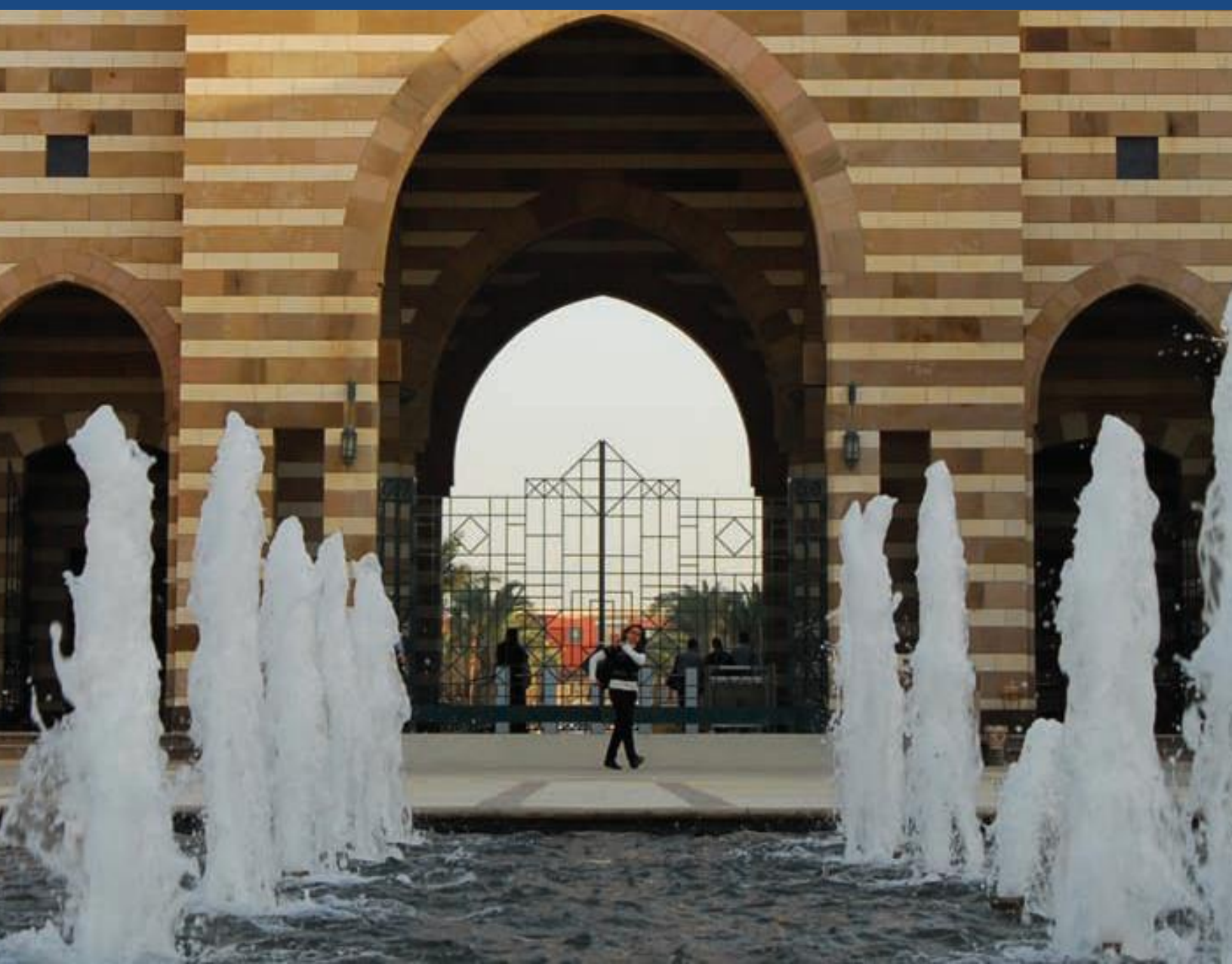


2016

# COMMUNICATION ON ENGAGEMENT

Submitted by The American University in Cairo on 27/10/2016



Office of the President

مكتب رئيس الجامعة

October 18, 2016

H.E. Ban Ki-moon  
Secretary-General  
United Nations  
New York, NY 10017  
USA

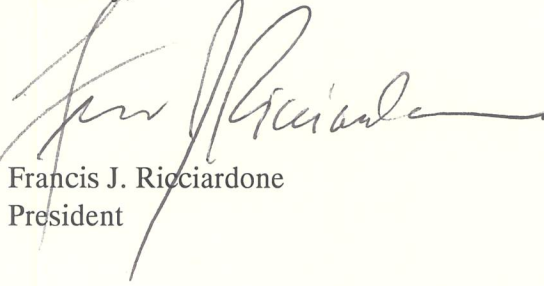
Your Excellency,

I write to reconfirm that The American University in Cairo continues fully to support the ten UN Global Compact principles on human rights, labor, environment and anti-corruption. The American University in Cairo makes clear in our publications our commitment to advance these principles within our field of higher education.

Hence, we pledge to partake in activities of the UN Global Compact when appropriate and feasible. We will continue to participate in Country and Local Networks through involvement in specialized initiatives, work streams, and projects.

We regret that changes in our university administration resulted in a delay in providing this Communication on Engagement (COE). We recognize that the biennial submission of a COE describing our university's implementation of the ten principles is a requirement for participating in the Global Compact.

Sincerely,



Francis J. Ricciardone  
President

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# Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and

**Principle 2:** make sure that they are not complicit in human rights abuses.

As clearly stated below, The University mission, vision and core values are all in support of the United Nations Principles on Human Rights.

## University Mission Statement:

The American University in Cairo (AUC) is a premier English-language institution of higher learning. The University is committed to teaching and research of the highest caliber, and offers exceptional liberal arts and professional education in a cross-cultural environment. AUC builds a culture of leadership, lifelong learning, continuing education and service among its graduates. It is dedicated to making significant contributions to Egypt and the international community in diverse fields. Chartered and accredited in the United States and Egypt, it is an independent, not-for-profit, equal-opportunity institution. AUC upholds the principles of academic freedom and is dedicated to excellence.

## Vision

Our vision is to be a world class University internationally recognized for its leadership and excellence in teaching, research, creative expression, and service. We will build on our existing strengths to become the leading University in the Middle East and the destination of choice for students and faculty from around the world seeking in depth cultural exposure combined with outstanding academic programs, cutting edge research, and an ethically engaged, diverse community of scholars.



## University Core Values

### Excellence

We continually strive to be among the best in all we do: in teaching, research, creative expression, service to our communities, and service to each other in our daily interactions.

### Diversity

We seek to treat all individuals with dignity and fairness and to promote understanding and respect for diversity of perspectives, traditions, and experiences.

### Social Responsibility

We are committed to exploring the challenges that confront Egypt, the region, and the world and to using our intellectual and creative capabilities to address these challenges, serve our communities, and have a positive and sustainable impact on development, business, the environment, and society.

### Integrity

We believe that individuals are accountable for their actions, and, as members of a community, our individual actions have an impact on others. We are stronger as a community when we reflect on the consequences of our decisions and actions, and we uphold the principles of academic integrity, including fairness, accountability, and honesty.

### Lifelong Learning

We believe that the pursuit of knowledge, understanding, and personal and professional development should continue throughout one's lifetime.

## Examples of AUC's Commitment to Human Rights

### 1. Ensuring Non-Discrimination in Personnel Practices

- ▶ Recruitment Procedures : The vacancy is advertised through The American University in Cairo's website and other various channels, establishing equal opportunity for anyone to apply. No interviews are to be made to any candidate without passing through the human resources recruitment cycle.

- ▶ **Handling Discrimination Complaints:** AUC does not tolerate discrimination or harassment, and therefore a University Equal Opportunity and Affirmative Action (EOAA) Committee has been developed to permit the University to respond to allegations of such behavior as promptly, fairly and definitively as possible. This committee has overall responsibility for the management of the University's policies and procedures on discrimination and harassment. The Commitment ensures compliance with the applicable U.S. federal and state laws, including Title IX, Family Educational Rights and Privacy Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Violence Against Women Act and other applicable laws and regulations as required.

## **2. Providing Safe and Healthy Working Conditions**

- ▶ The University seeks to ensure that AUC community members and visitors across both campuses experience a safe, healthy and secure environment. The Environmental Health and Safety (EHS) department provides a wide range of services to the AUC community, including training (fire fighting, risk assessment, safe driving, ladder safety, equipment handling, personal protective equipments, etc.), hazardous waste management, chemical safety, and more
- ▶ The EHS department coordinates multiple drills across the year in order to orient the AUC community on emergency response procedures.
- ▶ **Medical Coverage Provided by AUC to Staff Members**
  - ▶ AUC meets and exceeds the provisions for medical coverage stated in Egyptian law. The University provides a well-equipped clinic with a qualified staff members, physicians and nurses.
  - ▶ **Health Plans:** AUC provides health plans for employees and their dependents.
  - ▶ **Group Life Insurance:** AUC provides group life insurance for all supporting staff members.
  - ▶ **Smoke Free Policy:** As an educational institution, The American University in Cairo is committed to maintaining a smoke-free environment on campus to protect the health of students, faculty, staff and visitors. This policy is applicable to both the Tahrir and New Cairo campuses.

### **3. Providing Access to Education**

- ▶ English Literacy Program

The English Literacy Program was launched with the goal of helping non-English speaking University staff members improve their level of English proficiency. It is a partnership between faculty, students, and staff. It mobilizes volunteers, students, and faculty every semester with the aim of giving our employees a chance to improve their proficiency in English and allow them the chance to better integrate into the university community.

- ▶ Education benefit: This is extended to staff members for academic and non-academic studies, as per approved criteria.

### **4. Guaranteeing Freedom of Association**

Two syndicates carry out the role of representing the workers/employees of The American University in Cairo.

### **5. Making Reasonable Accommodations for all Employees' Religious Observances and Practices**

Providing prayer and meditation areas across campus, accessible to all AUC community members.

### **6. Providing a Staff Handbook**

The purpose of the staff handbook is to state the AUC policies and procedures for support staff members within the context of the relevant laws. It also states the benefits provided for staff members and their dependents.

## Quantitative Examples of AUC's Commitment to Diversity

<b>Full Time Faculty by Gender Fall 2016</b>				
Female	%	Male	%	Total
214	49%	222	51%	436

<b>Full Time Faculty by Nationality Fall 2016</b>						
Egyptian	%	American	%	Other*	%	Total
235	54%	107	25%	94	22%	436

\*27 Countries

<b>All Enrolled Students By Gender Fall 2016</b>					
	Female	%	Male	%	Total
Fall 2016	3,701	56%	2958	44%	6,659

<b>All Enrolled Students by Nationality Fall 2016</b>						
Egyptian	%	American	%	Other	%	Total
6309	95%	82	1%	268	4%	6659

\*52 Countries

<b>Fulltime Staff by Gender October 2016</b>				
Female	%	Male	%	Total
771	32%	1661	68%	2432

\*51% of female staff are above the director level

<b>Fulltime Staff by Nationality October 2016</b>						
Egyptian	%	American	%	Other	%	Total
2380	98%	1%	1%	21	1%	2431%



# Labor

## **Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;**

- ▶ Two syndicates represent AUC workers. One is in accordance with the Egyptian Trade Unions Law promulgated under No. 35 of 1976. The other is in accordance with the regulations of the International Labor Convention No. 87 of 1948, concerning Freedom of Association and Protection of the Right to Organize, which is ratified by Egypt. Both syndicates represent the workers in a free environment. All employees have the right to join syndicates without being exposed to any adverse actions; no restrictions are placed on the exercise of this right other than those prescribed by the applicable laws.
- ▶ As The American University in Cairo values the freedom of speech, thought, expression and assembly (in themselves and as part of the core educational and intellectual mission of all members of the AUC community), it issued its “Freedom of Expression Policy” to guarantee that members of the AUC community who exercise their freedom of expression right will not be subject to disciplinary measures or retaliation.

## **Principle 4: the elimination of all forms of forced and compulsory labor:**

- ▶ Compulsory labor is not only prohibited by the applicable Egyptian Laws, but also it is against “public order.” According to the Egyptian Civil Law, labor contracts may not be entered into, except by the mutual agreement of both the employer and the employee. It is worth noting that AUC abides by all the applicable Egyptian Laws.

## **Principle 5: the effective abolition of child labor:**

- ▶ AUC strictly adheres to the rules and conditions protecting children mentioned in the Egyptian Child’s Law and the international treaties ratified by Egypt.

## **Principle 6: the elimination of discrimination in respect of employment and occupation:**

- ▶ AUC's Staff Manual states that "AUC is an independent, not-for-profit, equal-opportunity institution." Equal opportunity and non-discrimination is one of the core values that AUC stands for.
- ▶ In addition to AUC’s strict adherence to the Egyptian Labor Law’s conditions in this regard, AUC has issued a “Non-Discrimination Policy” that all AUC members must adhere to. Moreover, AUC has formed a special equal opportunity committee responsible for investigating discrimination and sexual harassment cases.

# Environment

The American University in Cairo's (AUC) commitment to promoting the three Principles on the Environment is clearly reflected in both the academic and administrative operations of the University. In 2011, the Office of Sustainability was officially established to address AUC's environmental challenges, including climate change, resource scarcity, pollution, and waste management. The Office now manages the campus sustainability operations, with collaboration with the School of Science and Engineering and the Architecture Department. On the academic side, AUC offers a masters program in sustainability through the Center for Sustainable Development. The University also supports the Research Institute for a Sustainable Environment (RISE) that researches, experiments and pilots innovative practices in the community.

## The Office of Sustainability

### MISSION:

To integrate environmental and social sustainability into the culture and structure of the University. The Office strives to reduce The University's use of natural resources and operating costs, and to instill a sustainability mindset within the AUC community, by supporting University programs in education, research, and operations.

### VISION:

To weave sustainability into the culture, mission, and activities of the University, and to become internationally recognized for its successes.

### PORTFOLIO:

A biennial carbon footprint report, energy reduction programs, water consumption reduction and management, waste management and efforts to raise campus awareness of environmental concerns affecting AUC and the community at large.

## Principle 7: Businesses should support a precautionary approach to environmental challenges;

### Supply Chain Management:

AUC's commitment to environmental sustainability is present throughout daily operations and can be seen along various steps in our supply chain. From purchasing LED lamps to light our campus to standardizing central printing in administrative buildings, AUC has made meaningful strides towards institutionalized energy and paper savings. We also have initiatives at the post-consumer stage. Our new recycling compactor turns recyclable materials into compressed cubes, and we in turn sell those cubes to local recycling firms. Revenues from those sales are invested back into AUC for use in various sustainability initiatives.

### Transportation:

To facilitate easier commuting, AUC contracts a bus service to connect the New Cairo Campus to greater Cairo along 13 routes. . Other initiatives for easier, more environmentally friendly commuting:

- ▶ Carpooling database to connect AUCians and encourage sharing rides
- ▶ Parking fee waivers for carpoolers
- ▶ Bicycle and pedestrian trails are available in campus.

## Principle 8: undertake initiatives to promote greater environmental responsibilities;

### 1. Carbon Footprint Report and Updated Publications



## 2. Energy Reduction Programs:

- ▶ Integrate solar power into AUC renewable portfolio- specially by building a solar photo-voltaic plant as part of AUC's energy system;
  - ▶ PV Solar: During the day when the sun is out, we want to replace electricity from (Egyptian Electricity Authority) EEA with the renewable energy installation (solar PV power plant).
- ▶ Collaboration with the Registrar's Office has resulted in agreeing on a fixed schedule to use classrooms more strategically and be able to turn off more air handling units during the summer and winter sessions.
- ▶ Occupancy and card readers in student's dorms.
- ▶ Night Patrol that notes which offices have left their lights on overnight.
- ▶ Implementing solar hot water on buildings where we use electric heaters to produce hot water.
- ▶ Raising awareness through campus-wide emails for responsible use of HVAC, recycling bins, etc.
- ▶ Phasing LED lights for entire campus (outdoor lighting project – indoor).
- ▶ Exhaust fans occupancy sensors and card reader project for dorm rooms.

## 3- Water Consumption Reduction projects:

- ▶ Water efficient appliances usage.
- ▶ Treated water consumed for irrigation.
- ▶ Enhance waste water treatment plant.
- ▶ Low-flow shower heads at student's dorms and sports center.
- ▶ Tracking consumptions for water used for cleaning outdoors.
- ▶ Using of the A/C condensed water in chemistry lab.
- ▶ Irrigation – Controlled experiments with collaboration landscape department.

## 4. Solid Waste Management

- ▶ Compacting machine project – elling sorted and compacted materials to recycling companies.
- ▶ Indoor recycling initiatives - Pairs of Cans for Plastic.
- ▶ Encourage proper trash sorting through office suites.
- ▶ Office suites paper collection project.
- ▶ Faculty and dorm housing have started to collect recyclable paper and plastic.
- ▶ Organic waste treatment- composting landscape remnants.

## 5. Raising Awareness

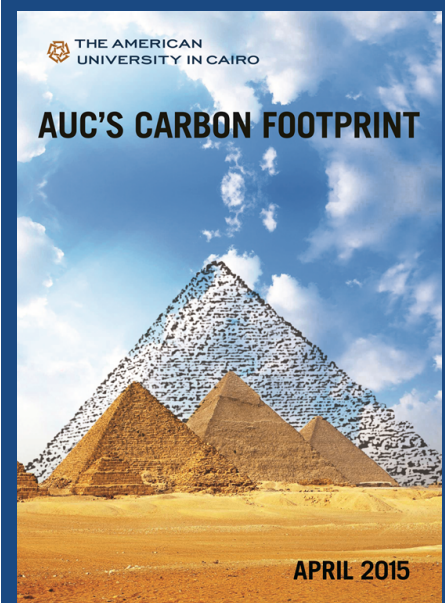
- ▶ Earth Week
- ▶ Community Day
- ▶ Sustainable Transportation Week
- ▶ Student Engagement Sustainable Campus Committee
- ▶ Sustainability Office Website and Social Media

### Carbon Footprint Report

Of all the countries in the Arab world, Egypt is most susceptible to the effects of global warming. Rising sea levels could displace large numbers of Egypt's coastal population while also destroying precious farmland in the Delta. Changes in rainfall from global warming may also affect the flow of the Nile from its source in Ethiopia, leaving not just the agricultural sector, but also all of Egypt, with a dangerous lack of fresh water.

AUC is committed to tracking and ultimately reducing its carbon emissions and convincing others to do likewise in order to help sustain the long-term viability of Egyptian society. In April 2015, AUC published the new carbon footprint report showing trends for the past three years. A University's carbon footprint is the annual total of carbon dioxide (CO<sub>2</sub>) and other significant greenhouse gases emitted into the atmosphere as a result of daily activities and campus operations. AUC is the first higher education institution in the Middle East and North Africa to conduct such a comprehensive study of its own impact on climate change.

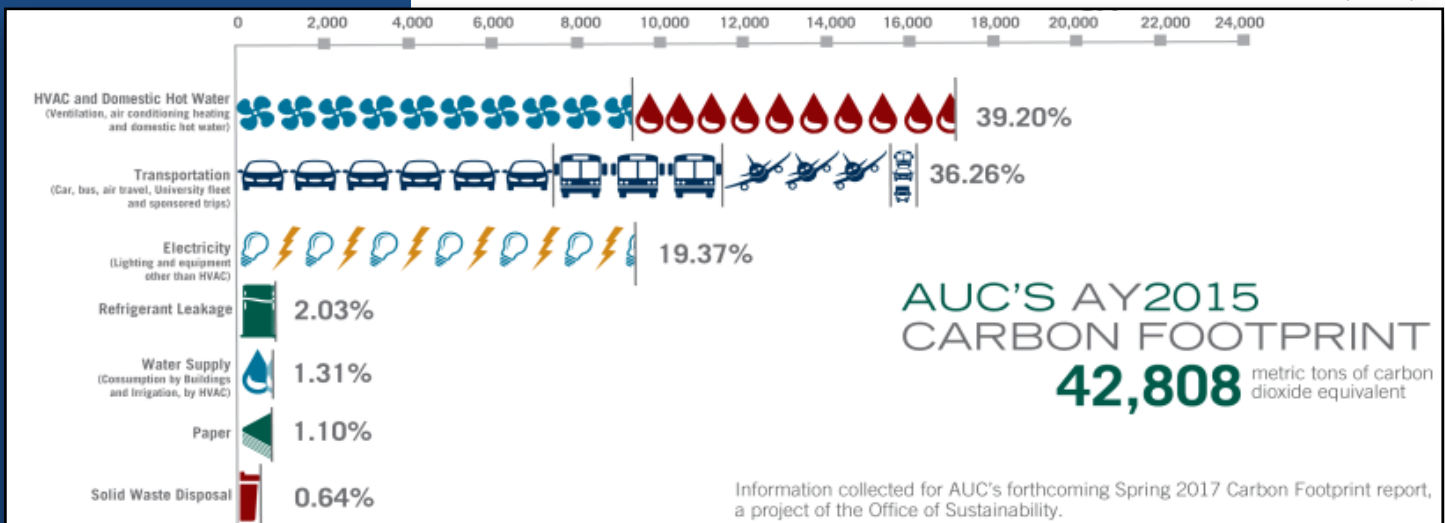
**TO READ OUR LATEST  
REPORT, PLEASE VISIT  
[HTTP://WWW.AUCE  
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STAINABLE-CAMPUS#  
CARBON FOOTPRINT'](http://www.aucegypt.edu/about/sustainable-auc/sustainable-campus#carbon-footprint)**





AUC began tracking its natural resource usage towards the goal of compiling a Carbon Footprint Report since 2011. Since then, we have published a full-length report in 2012, 2013, and 2015. The anticipated release date for the 4th report is April 2017. Compared to 2011, AUC community has grown in both the amount of students enrolled and in the volume of operations conducted daily. This is clearly positive for AUC's development, but it also means our carbon footprint has increased. Nevertheless, we remain committed to tracking our emissions and implementing initiatives to reduce them. Here is our latest data:

### Carbon Emissions for the 2015 Academic Year (AY)



### Components of the Footprint

- ▶ **HVAC:** (Heating Ventilation and Air Conditioning) The single largest category of emissions is the Heating, Ventilation and Air Conditioning section.
- ▶ **TRANSPORTATION:** This section encompasses commuting to campus done by the faculty, staff, and students, as well as AUC-sponsored business and tourist trips. Thousands of AUCians commute daily to the campus, so the bulk of this section's emissions are attributable to daily car and bus commuting.
- ▶ **LIGHTING AND OTHER EQUIPMENT:** This section refers to lighting and the use of office and other electrical equipment on campus.
- ▶ **REFRIGERANTS:** These are substances used in heat pumps and cooling cycles.
- ▶ **PAPER USE:** We track the amount and weight of the paper products bought and used on campus.
- ▶ **WATER SUPPLY:** AUC obtains water from the local municipality that is used on campus, and we recycle wastewater by treating it and using it for landscaping irrigation.

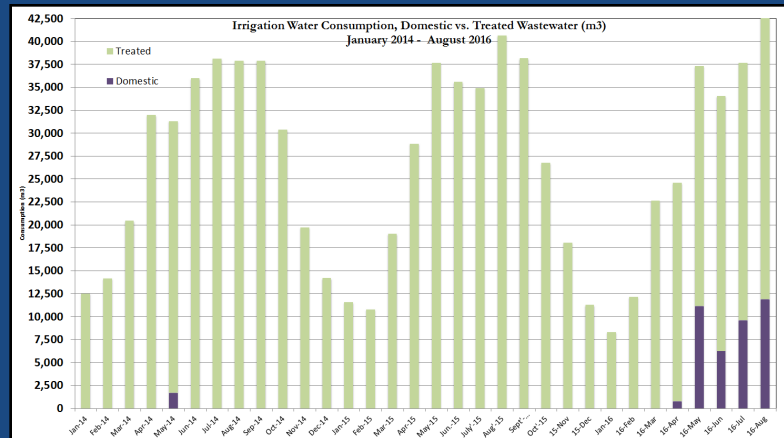
## Water Management

Egypt is an arid country with minimal rainfall. New Cairo has a limited supply of water; there is only one water line serving New Cairo and the water is pumped from the Ismailia Canal 54 kilometers away. The municipal water supply has not always been enough to meet New Cairo's demand, particularly during the hotter months, when demand is higher because of increased air conditioning and irrigation needs.

To combat water shortage, the Office of Sustainability convened an emergency task force to study the University's water needs and develop recommendations for both increasing the supply of water available to the campus and reducing demand. The work of the emergency task force continues through the Energy and Resource Conservation and Efficiency Task Force (ERCE). The University aims to decrease water use by 60 percent, and to increase water storage capacity by 80 percent. The ERCE has replaced faulty bathroom flush valves, installed low flow shower heads in dorms, introduced efficient managing of the air conditioning system, installed a new 2,000-cubic meter water tank on campus and uses treated water to irrigate landscaping.

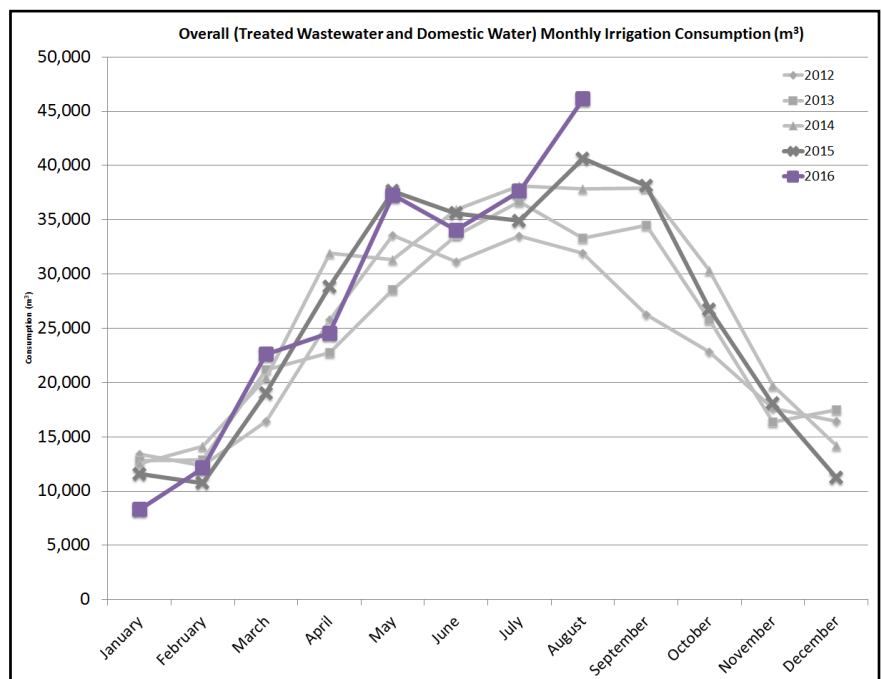
### IRRIGATION:

AUC irrigates the majority of its landscaping with treated wastewater. This practice allows us to enjoy a beautiful campus while maintaining water use efficiency. See below for updated irrigation consumption:



ERCE Water Packet August 2016

The Office of Sustainability and the Office of Facilities and Operations collect and analyze data about the water consumption of each building in the New Cairo campus, as well as the water consumed by irrigation and the cooling towers that maintain our HVAC system. See below for the most updated total water consumption chart:



ERCE Water Packet August 2016

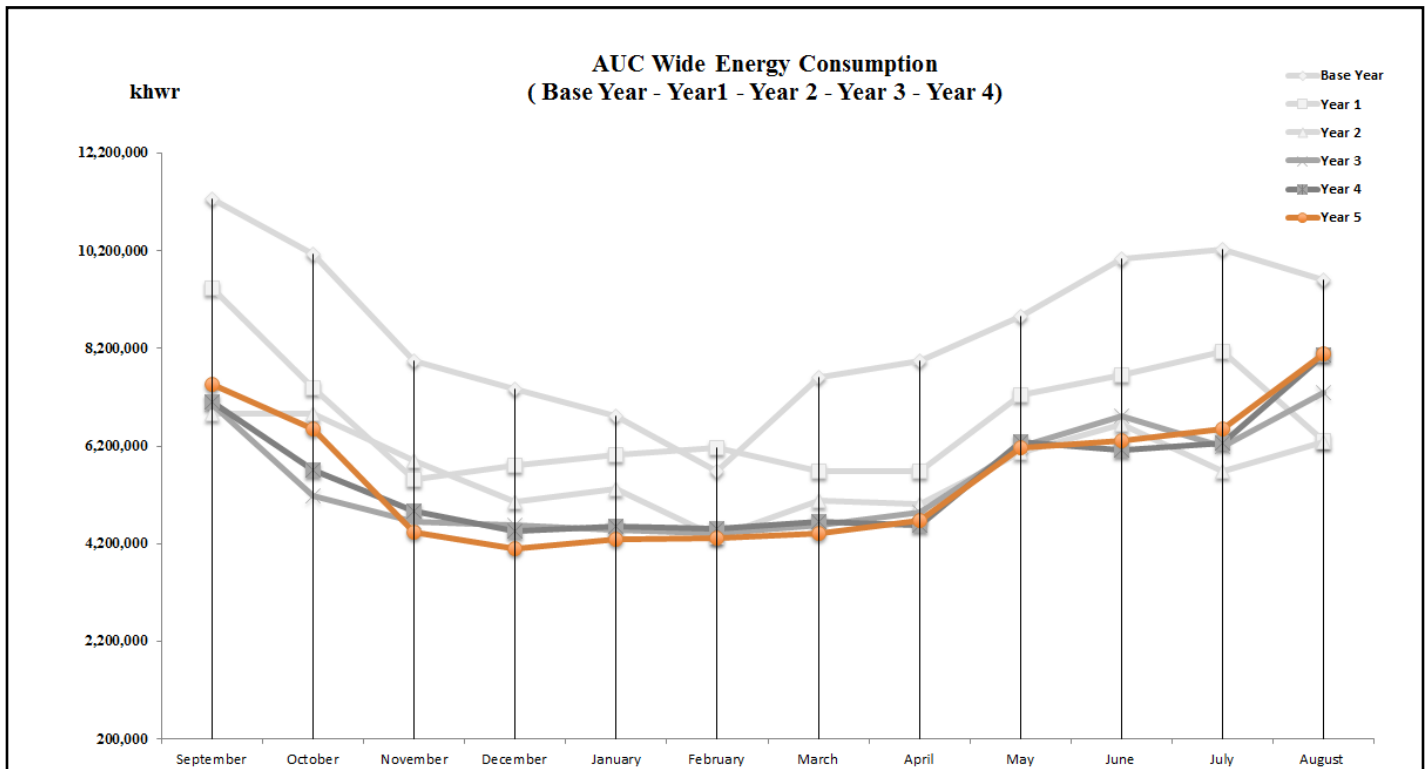
## Energy Management

In order to maintain daily operations, AUC consumes a significant amount of energy. Most of this energy is used for air-conditioning and heating, as well as the lighting system and other equipment.

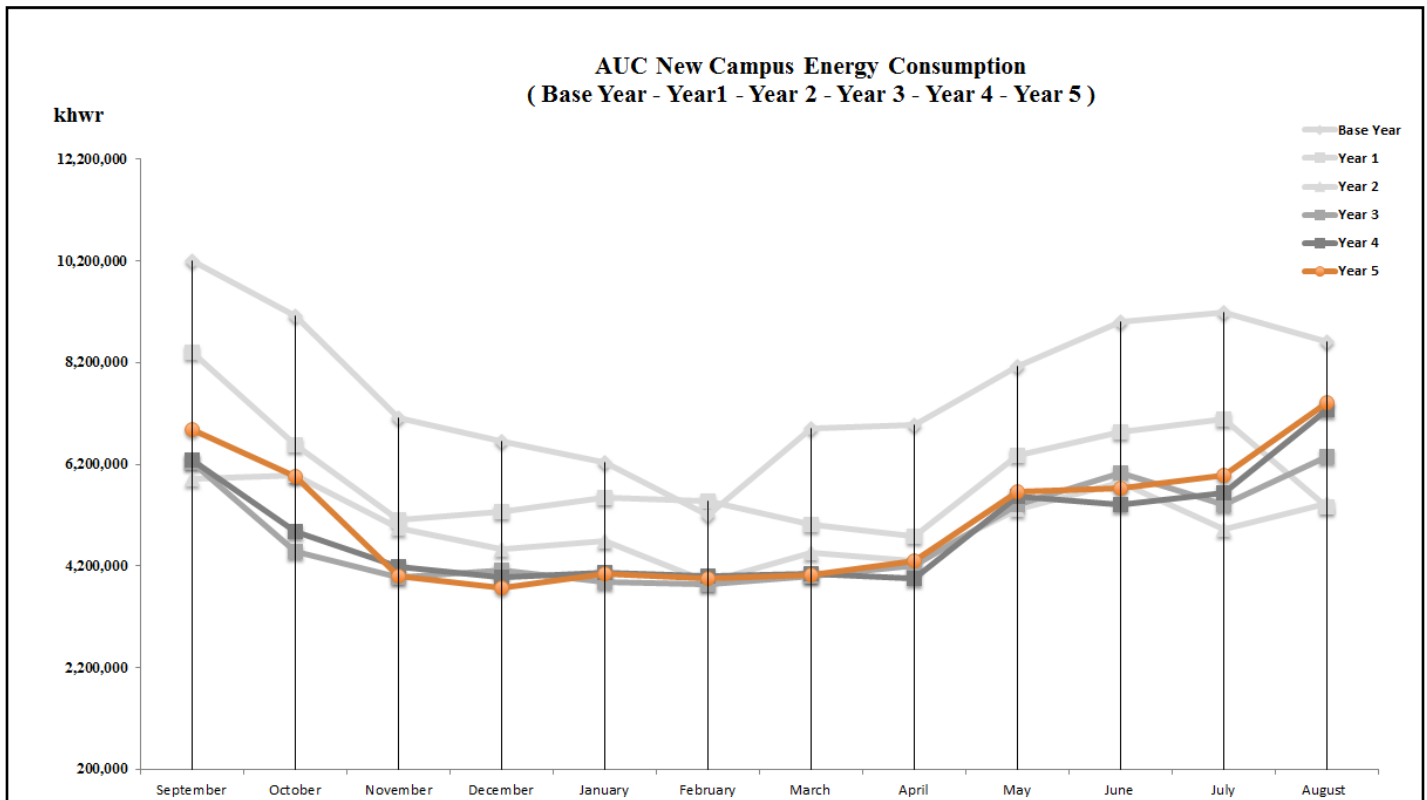
Through the efforts of the Energy and Resource Conservation and Efficiency Task Force (ERCE), run by AUC's Former Sustainability Director Marc Rauch, and the new Sustainability Officer, Yasmin Mansour, the Office of Sustainability has developed a number of initiatives to reduce energy use. These initiatives include improving management of the air conditioning system and chilled water, reducing lighting consumption and developing a focused approach to overall energy use. These combined efforts have led to a 35 percent reduction in overall energy from Academic Year (AY) 15 (September, 2015 to August 31, 2016) to the base year (September 1, 2011 to August 31, 2012). The ERCE task force met this goal a year earlier than the target date. The task force is comprised of members of the facilities office, administrators and faculty experts.

The office is also currently working on the acquisition of a 1 MWp Solar Power Plant, which is estimated to result in an annual production of 1910 kWh for every kWp installed, offsetting carbon emissions by 1,466 tons of carbon every year.

The Office of Facilities and Operations collects daily data about AUC's energy consumption at both the AUC New Cairo and AUC Tahrir Square campuses. See the next page for the updated charts depicting updated AUC New Cairo Energy Consumption and AUC Wide Total Energy consumption from the Base Year of September 2010 to August 2011 to Year 5 of September 2015 to August 2016.



ERCE Energy Packet August 2016



ERCE Energy Packet August 2016

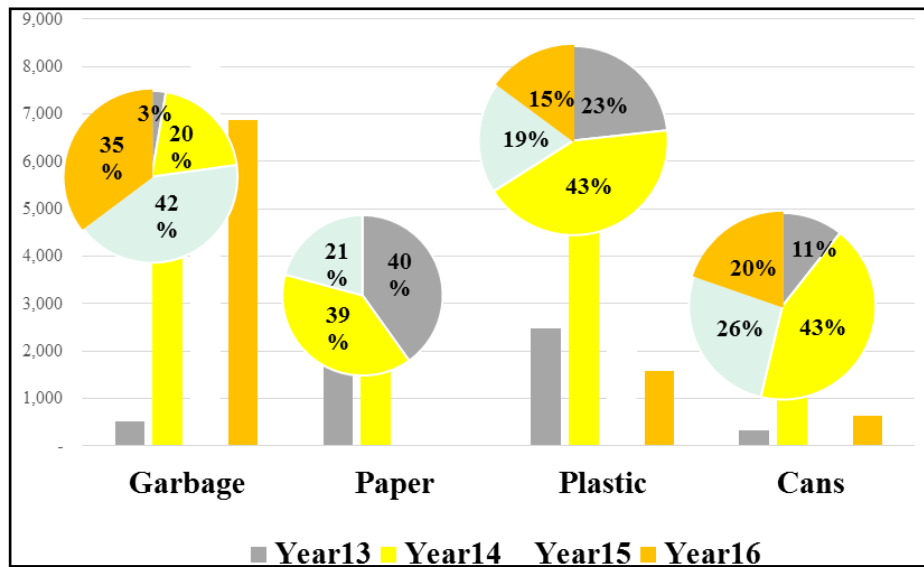
## Waste Management

AUC is actively developing a sustainable trash management system with the ultimate goal of reducing the overall waste generated on campus. One such effort is the establishment of the Clean and Green Committee, a working group made up of faculty, staff, professors, and maintenance personnel, and chaired by Dina Rateb, associate professor in the Department of Management.

The Committee oversees the on-campus recycling program. Currently, we have 13 full sorting stations with receptacles for glass, plastic, cans, paper, food and other trash. We also have 30 mini sorting stations for plastic, cans and trash.

**MISSION:** The mission of AUC's waste management program is to advocate innovative solid waste management practices through training, education, and recycled product development to serve AUC and the outside community.

**VISION:** For AUC to become a leading educational recycling center, offering high quality facilities, services, and products comparable to the best organizations worldwide.



2016 Recycling Statistics



Picture of a full on-campus sorting station

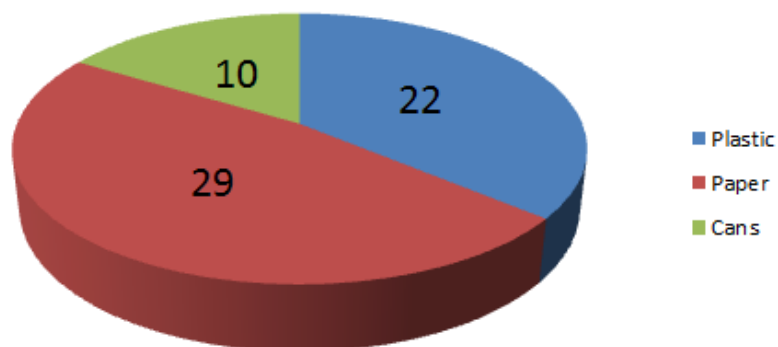


## New Recycling Compactor

In July 2015, we oversaw the installation of a new hydraulic press compactor to compress plastic, paper and cans. In February 2016, AUC began selling the compactor's output to commercial recyclers to generate revenue for other sustainability initiatives.



**Compressed Bales Sold Between July 2015 to February 2016**



## **Raising Awareness**

### **Earth Week – April**

Earth Week is a celebration of the many sustainability projects at AUC and Cairo, and an opportunity educate people on concrete ways to help the campus become even more green.

Companies and professionals working in environmental, energy, and/or sustainability sectors are invited to host a career panel for students. They will answer questions from the moderator and audience on the future of green initiatives and their personal experiences. "Tea chats" are also an opportunity for students to have one-on-one chats with a professional working in sustainability and/or the environment.

### **Community Day – March**

The Office of Sustainability operates a booth with RISE at the annual Community Day celebrations. We sell reusable tote bags and organize the “trashket-ball” game.

### **Sustainable Transportation Week – October**

The objective of Sustainable Transportation Week is to encourage AUCians to take the transportation survey, and to promote carpooling and buses as commuting options. Past activities have included interactive commute maps and sticker giveaways.

### **Student Engagement Sustainable Campus Committee**

The Sustainable Campus Committee meets biweekly to brainstorm, organize, and plan activities promoting sustainability at AUC. Past events have included Farmer’s Markets, Earth Week, and water shortage awareness days.

### **Sustainability Office Website and Social Media**

The Office website should be continually updated with new data, links to articles, and interface for the website. The Facebook page should be updated with relevant articles regarding energy or sustainability at AUC, and in Cairo or the region. The Facebook page is also a launching site for events publicity.

(<http://www.aucegypt.edu/about/sustainable-auc/sustainable-campus>)

## Various Initiatives Promoting Commitment to the Environment

- ▶ Information-based initiative to encourage carpooling
- ▶ Night patrol that notes which offices have left their lights on overnight
- ▶ Landscaping experiments to maximize efficiency in campus landscape maintenance
- ▶ Pilot indoor recycling in student residences, administration building, and library
- ▶ Integrated Pest Management System
- ▶ AUC's robust commitment to environmental sustainability can especially be seen in the manner in which we take care of our campus, such as the way our landscapers manage the drip irrigation system, recycle plant residue for compost, and prioritize keeping the ecological balance between predatory insects and pests.
  - ▶ AUC relies heavily on biological pest control, which refers to the practice of enhancing the pest's natural predators.
  - ▶ It is widely considered to be the most sustainable option because it supports the already existing ecological balance with minimal chemical intervention and limited operational risks.

## International Recognition for Environmental Sustainability

AUC has been recognized internationally for its forward-thinking environmental action:

- ▶ AUC was named an “A Global Exemplar of Sustainability” in the **United Nation’s Greening Universities Toolkit** as a leading example of a low-carbon institution. AUC was one of only two universities from Africa featured.
- ▶ AUC also placed in the top third of 300 global universities in the **University of Indonesia’s 2014 GreenMetric World University Ranking**.
- ▶ AUC was also the only higher education institution outside of North America to be named in **The Princeton Review’s 2015 Green College Guide**. There were 353 total universities listed, 357 of which were schools from the US, along with five from Canada.
- ▶ As a member of the **Association for the Advancement of Sustainability in Higher Education (AASHE)**, AUC is currently preparing submission to the Sustainability Tracking, Assessment & Rating System (STARS.)



## Academic Exploration of Sustainability

### Sample Sustainability Course Offerings Across Schools

AUC has a unique ability to deliver education on the topics related to the Global Compact. Here are some examples with regards to the Environmental Principles:

#### Undergraduate:

SCI 1099 - Sustainable Living in Cairo from Theory to Practice

ARCH 3554 - Sustainability for Architectural Design: This term the students are integrating the concept of urban farming with community development. It is a design course.

MGMT 3101- Business Environment and Ethics

ECON 5257- Economic Strategies for Sustainable Development

#### Graduate work:

The Sustainable Development Program

Master's in Construction Engineering and Mechanical Engineering

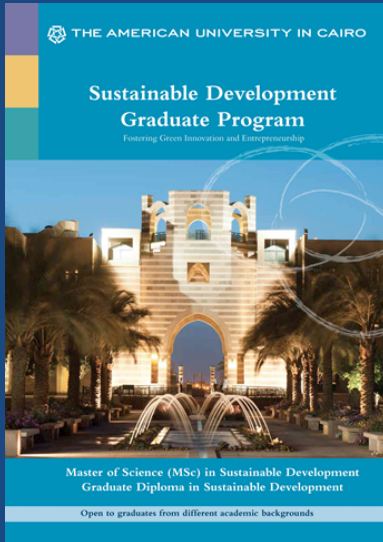
#### Professional Courses:

Leadership in Energy and Environmental Design (LEED) Exam Preparation

### The Center for Sustainable Development

The Center for Sustainable Development (CSD) was established in 2012 to help Egypt face the challenges of sustainability. It links and integrates different parties as part of an ambitious and comprehensive movement for sustainable development. The work of the CSD is facilitated by a wide network of partners, students, supporters and enablers that are national and international actors, and represent a wide range of sectors including universities, NGOs, private companies and public authorities.

The Center offers a Master of Science in sustainable development and a graduate diploma. These two interdisciplinary programs aim to equip social entrepreneurs with comprehensive skills that will allow them to start green businesses, launch innovative initiatives, and initiate public policy surrounding sustainability.





## The Research Institute for a Sustainable Environment (RISE)

RISE serves as a multidisciplinary institute dedicated to promoting research of sustainable environments in Egypt, the Middle East and North Africa. The institute represents a reaffirmation and strengthening of AUC's commitment to conduct applied research and thought leadership in relation to the Global Compact.

Building on the accomplishments of the Desert Development Center's legacy in natural resource management in desert areas, RISE has the expanded mission to promote sustainability in diverse environments, including rural, urban, desert, temperate ones, through applied research, education and training programs. The institute is designed to provide new opportunities for AUC students to learn and engage with the environment and related sustainability issues.



### Mission Statement

The Research Institute for a Sustainable Environment (RISE) is a research, education and service unit of The American University in Cairo dedicated to benefiting people and nature through integrated resource management solutions to environmental problems.

## Principle 9: Encourage the development and diffusion of environmentally friendly technologies

The Office of Sustainability supports the application and inclusion of environmentally friendly technologies in campus buildings. One campus building is in the process of certification for LEED Existing buildings with the United States Green Building Council which upon certification will be considered a show case for the integration of sustainable technologies with existing residential buildings. The support of this initiative led to the formation of LEED Lab on the academic end which is taught part of the Engineering school – department of Architecture.

# Anti-Corruption

## Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

AUC has made huge strides in the field of anti-corruption, where there is a number of policies and procedures that contribute directly in combating corruption as follows:

### Academic Integrity:

- ▶ "Academic integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Thus begins the AUC Code of Academic Ethics which governs behavior related to academic integrity at The American University in Cairo. The code sets the guidelines of behavior for faculty, students and staff.
- ▶ It worth mentioning that the Academic Integrity Committee has switched to an online report form. More details can be found on the Reporting an Incident and Disciplinary Procedures page.

### Non-Discrimination Policy:

- ▶ The American University in Cairo admits students regardless of race, color, religion, gender, disability or national origin with all rights and privileges to programs and activities generally accorded or made available to students at the University. The University does not discriminate on the basis of race, color, religion, gender, disability, or national origin in the administration of its academic policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Accordingly the University does not tolerate any forms of discrimination and/or harassment including sexual harassment.

### **Whistleblower Policy:**

- ▶ As stewards of the public trust, all trustees, officers, employees, and volunteers of The American University in Cairo are expected to ensure that AUC complies with high standards in financial accounting and reporting, and engages in lawful and ethical behavior. This Policy on Reporting Unethical or Illegal Conduct is intended to remind trustees, officers, employees, and volunteers of this expectation, to encourage all to report to management any concerns about possible violations. The policy lays out the procedures for reporting and investigating allegedly unethical or illegal conduct, and to describe the protections afforded under this Policy.
- ▶ The Board of Trustees of AUC will oversee this policy. The Board designates the President of AUC, under the direction of the Audit Committee of AUC, to implement this policy on its behalf. This policy must be distributed to all trustees, officers and employees of AUC.

### **Supply Chain Procurement Procedures:**

- ▶ Any purchase orders between \$1,000 and \$10,000 are subject to quotations as follows:
  - ▶ Verbal quotations - These will be obtained for purchases of standard or non-complex material with an estimated unit price not to exceed \$1,000. Prices are to be recorded on a quotation sheet that will serve as a backup documentation after the order is placed. The quotation sheet will be attached to the original requisition/purchase order.
  - ▶ Written Quotations - Written requests for quotations will be sent to vendors under the following conditions:
    - ▶ All capital equipment purchases
    - ▶ Non-standard conditions, requirements, instructions, etc.
    - ▶ Any occasion where more permanent documentation is advisable
    - ▶ Any purchase orders between \$1,000 and \$10,000 subject to quotations as follows:
- ▶ For purchase values more than \$10,000, a bidding process will begin
- ▶ Finally, it is worth mentioning that the Internal Audit Office investigates all incidents reported by employees.

## AUC's School of Business Applies Thought Leadership in Relation to the Global Compact



- ▶ AUC's School of Business has been a member of the Principles for Responsible Management Education (PRME) since 2011, and was a founder of the MENA section for PRME.
  - ▶ PRME is an engagement structure for academic institutions to advance social responsibility through their work.
  - ▶ Their mission is to embed sustainability in academia
- ▶ AUC's School of Business also hosted The first PRME MENA Regional Forum "Entrepreneurship – Sustainability – Transparency: Promoting Responsible Management in a Changing Region."
- ▶ The school offers training on the UN Global Compact Principles.
- ▶ "Responsible business" as a topic has been selected as a focus research area, with 79 publications on the topic since the end of 2015.
- ▶ To find out more and read the most recent PRME Report, please visit <http://schools.aucegypt.edu/business/newsroom/Pages/story.aspx?eid=33>



2016

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