

**UNITAR International University  
Institutional Ethics Committee  
Annual Report 2025**

## **1. Introduction**

The Institutional Ethics Committee (IEC) was established to uphold ethical standards within the institution and ensure compliance with regulatory requirements. This report summarizes the committee's activities and achievements for the year 2025, in line with its Terms of Reference.

The IEC comprises representatives from various departments to ensure diverse perspectives in ethical governance chaired by Ms Stella Chua, Chief Operating Officer.

The committee's mandate includes:

1. Receiving and assessing ethical complaints or referrals.
2. Conducting preliminary reviews and initiating formal inquiries where necessary.
3. Ensuring confidentiality and fairness in all proceedings.
4. Providing recommendations to senior management.
5. Developing and reviewing institutional ethics policies and guidelines.
6. Organising ethics awareness and training programmes.

## **2. Activities and Achievements in 2025**

The IEC convened three meetings during the year to deliberate on ethics-related concerns and initiatives.

## **3. Key Decisions and Initiatives**

### **a) Ethical Complaints and Referrals**

- RO and SE were assigned responsibility for reviewing all complaints.
- Emphasis on timely referral and thorough documentation for cases involving ethical considerations.

### **b) Confidentiality and Fairness**

- Reaffirmed compliance with the Personal Data Protection Act (PDPA) 2010 (amended 2024).
- Members reminded of mandatory non-disclosure of personal data unless legally required.
- Breaches may result in penalties under PDPA.

### **c) Policy Review**

- QAO initiated a comprehensive review of existing policies to incorporate ethical elements.
- A consultative approach was adopted, involving academic and administrative departments.

### **d) Ethics Awareness and Training**

- Talent Development team planned structured ethics training.
- Topics include professional conduct, data privacy, conflict of interest, and PDPA compliance.
- Feedback from participants and committee was used to improve the training content.

## **4. Recommendations to Senior Management**

- Support for policy review and integration of ethical standards.
- Endorsement of ethics training programme for all staff.
- Allocation of resources for awareness initiatives.

## **5. Challenges**

- Limited complaints received, indicate lack of awareness.
- Need for continuous engagement to foster a strong culture of ethics.

## **6. Plans for 2026**

- Implement revised ethics policies.
- Enhance ethics training programmes
- Establish a clear and confidential reporting mechanism for ethical concerns, particularly for staff

## **7. Conclusion**

In 2025, the IEC successfully strengthened the foundation for ethical governance across the institution. Through policy reviews, structured training initiatives, and reinforced compliance measures, the committee has taken meaningful steps toward embedding ethics into organizational culture.

Looking ahead, the IEC remains committed to advancing these efforts by implementing revised policies, enhancing staff engagement, and establishing robust reporting mechanisms. These initiatives will ensure that ethical principles are not only upheld but actively practiced throughout the institution, fostering trust, accountability, and integrity at every level.

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