

## **CODE OF CONDUCT FOR FACULTY, GOVERNING BODY AND ADMINISTRATION**

This policy applies to all our employees, regardless of employment agreement or rank.

### **POLICY ELEMENTS**

The employees of the Institution are bound by their contract, to follow our Employee Code of Conduct, while performing their duties. The components of the Code of Conduct are as outlined below:

#### **Compliance with law**

All employees must protect the Institution's legality. They should comply with all environmental, safety and fair-dealing laws. We expect employees to be ethical and responsible, when dealing with the finances, products, partnerships and public image of the Institution.

#### **Respect in the workplace**

All employees should respect their colleagues. Any kind of discriminatory behavior, harassment or victimization shall not be tolerated. Employees should conform with our Equal Opportunity policy, in all aspects of their work - from recruitment and performance evaluation to interpersonal relations.

#### **Protection of Institution's property**

All employees should treat the properties of the Institution, whether material or intangible, with respect and care.

#### **Employees:**

- Should not misuse any **equipment** of the Institution, or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (Information, Reports etc.). These can be used by the employees, only with respect to completing the duties which their job demands.
- Should protect the facilities and other material property of the Institution (e.g. cars that belong to the Institution) from damage and vandalism, whenever possible.

#### **Professionalism**

All employees must show integrity and professionalism, in the workplace.

#### **Personal appearance**

All employees must follow our dress code and personal appearance guidelines.

#### **Corruption**

We discourage (forbid a better word?) employees from accepting gifts from stakeholders.

## **Job duties and authority**

All employees should fulfil their job duties with integrity, and respect towards stakeholders and the community. We expect the employees to delegate duties to their team members, taking into account their competencies and workload. Likewise, we expect team members to follow their supervisor's instructions and complete their duties skillfully and within the stipulated time.

## **Absenteeism and tardiness**

Employees should follow their schedules, diligently. Some exceptions can be made for occasions that prevent employees from following standard working hours or days. But we do expect employees to be punctual when coming to and leaving the workplace. Penalties will be levied for late-coming, early departure, mis-punch etc.

## **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

## **Collaboration**

Employees should be friendly and collaborative. They should not disrupt the peace and normal functioning of the workplace, or present obstacles to their colleagues' work.

## **Communication**

All employees must be open for communication with their colleagues, supervisors and team members.

## **Benefits**

We expect that employees do not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other such benefits that the Institution offers.

## **Policies**

All employees should read and follow the policies of the Institution. Queries, if any, should be addressed to the Human Resources (HR) Department.