

# **The Policy on Code of Conduct**

## **Purpose**

The Code of Conduct in the college campus confirms that it is the privilege of each stakeholder to dwell in the learning environment that is completely free from any kind of harassment and biases. It also confirms that there is no discrimination based on religion, caste, creed, colour, sex, gender and ethnicity.

The Code of Conduct provides guiding principles in terms of the general standard of conduct the college expects from everyone.

It communicates that each stakeholder directly or indirectly contributes to the institution so as to make it a device of social transformation. It is done by means of creating a conducive and respectful environment; by behaving in acceptable ways and by discouraging offensive behaviour of others. The Code ensures fairness and consistency in all matters relating to conduct.

## **Application / Scope**

This policy applies to all the College Community members. It applies to conduct that occurs on properties owned or leased by the College, or where College activities or processes are taking place.

Following are the examples of activities/situations/contexts wherein this policy may be applied. These examples are not limited only to the following:

- Participative and experiential learning activities.
- Study tours, field activities.
- Collaborative academic and research activities.
- Social and community services.
- Students' Association activities in and out of the campus.
- Organization of any co-curricular, extra curricular and research activity.

- Any co-curricular, extracurricular, extension, research, capability development programme, seminars, conference, workshops, etc. where employees or students represent the college.
- Association of the faculties with GOs, NGOs, and other agencies for the purpose of extension and community services.
- Arrangement of placements events.
- Arrangement of the college faculties' visit to the other institutions and agencies.

## **Policy Statements**

The College firmly believes that all the members of the College Community have the right to study, learn and work together in an environment that is fully conducive, safe, secure and supportive, in accordance with the Code.

The College shall treat students as adults who are responsible for conducting/behaving themselves in a manner that respects the rights of employees, other students, and college property.

A Code of Conduct offers guidance to the College Community on standards of integrity and conduct. No code can address every situation a person may encounter. As a result, people are expected to be guided by the letter and the spirit of the Code, and to exercise good judgment.

### **In circumstances where they are unsure as to the proper course of action:**

- ✓ Employees are to seek guidance from their immediate supervisor.
- ✓ Students are to seek guidance from any of the following:
  - Faculty member
  - Mentor

## **Respect in the Workplace**

The college expects all College Community members to foster an environment that reflects the college's values of respect to enhance every experience for the greater good, as well as the value of excellence to drive quality through accountability.

Employees are expected to promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.

Employees are to act with transparency and impartiality to make sound unbiased decisions in order to avoid any perception of conflict of interest. This would include ensuring that they do not benefit personally or professionally from any decision made within the context of their job, or allow outside interests to conflict with the employee's position at the college, use the assets of the college for personal gain or supervise a family member.

Nothing in this policy is meant to prevent persons from respectfully expressing their views within an academic context while respecting the law, respecting academic freedom and respecting management, union, employee, student and human rights.

## **For Students**

Students will be subject to disciplinary action up to and including suspension or expulsion from the college if they engage in Student Misconduct.

## **For Employees**

### **Knowledge of College Policies and Regulations:**

Employees need to be aware of and comply with the legislation and regulations that affect how they carry out their duties.

Employees are expected to be familiar with the College policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies.

## **Professional Behaviour**

Employees are expected to act in a professional manner which includes meeting obligations, being truthful, being cooperative with college administration, maintaining integrity in their work and civility in their conduct and communications.

Employees are expected to present themselves in a professional manner including appropriate dress and personal appearance in keeping with the nature of the work they performed and the public image of the college they represent.

Employees are expected to contribute to a healthy and safe workplace by complying with all safety legislation and/or policies and by taking all reasonable precautions to ensure their own safety and that of others.

Employees are expected to ensure that their conduct may not damage/disturb the good order and proper functioning of College operations and that they do not use College property or assets for anything other than legitimate College business, in accordance with policies pertaining to Conflict of Interest.

Breaches of College policies, including the Code of Conduct, may result in disciplinary action.

## **Responsibilities and Accountability**

Every member of the College Community is responsible for the proper functioning of the Code.

Every College employee is responsible to report conduct that contravenes the Code to their supervisor.

Every person has the right to communicate concerns related to potential breaches of the Code without reprisal or threat of reprisal.

Every person has the responsibility to cooperate in efforts to resolve concerns raised under the Code, and shall have the right to do so without reprisal or threat of reprisal.

Nothing in the Code is meant to conflict with the College's obligations to its employees under its various collective agreements or employment contracts.