

# **CODE OF CONDUCT & ETHICS POLICY**

## **Introduction**

In the Indian tradition of Guru-Shishya Parampara, the education profession is entrusted with the responsibility of moulding the minds of young people so that they become worthy citizens of a humane society. Such trust and responsibility call for the highest ideals of professional service and the highest degree of ethical conduct by all the stakeholders.

## **Objective**

- The aim of this document is to provide a clear framework with which all the Members of the Governing body, Administrators, Teaching and Non-Teaching staff, Students are expected to conduct themselves.
- To provide guideline for individuals in their day-to-day interaction with their colleagues, peers and subordinates and are encouraged to refer to the guidelines if an ethical dilemma occurs.
- To strive to maintain a harmonious and healthy work environment with honesty, integrity and respect at all levels.

## **Scope**

This policy applies to all the students, teaching & non-teaching staff and the Governors of the ATMECE.

## **Policy**

### **General Principles Code of conduct & Ethics.**

As a key member of the ATMECE team, everyone is expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and always exhibit a high degree of personal integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that both in business and in personal life. You are expected refrain from any behavior that might be harmful to you, your co-workers, and/or ATMECE, or that might be viewed unfavorably by current or potential students or by the public at large.

Whether you are on duty or off, your conduct reflects on ATMECE. You are, consequently, encouraged to always observe the highest standards of professionalism. Types of behavior and conduct that ATMECE considers inappropriate include, but are not limited to, the following:

1. Use of obscene, profane, or abusive language toward any employee, parents, guest or student; or behaving in a manner that would make another person reasonably feel threatened, intimidated, coerced, or fear for his/her personal safety on premises.
2. Engaging in unlawful or illegal activity outside of work which damages the reputation or endangers the employees or students of ATME – College of Engineering.
3. Using facilities for personal business during scheduled work hours.

4. Engaging in any other employment or business without the permission of the college.
5. Leaving the work area during scheduled hours without authorization.
6. Violation of the College's anti-harassment, anti-discrimination, smoking and confidentiality policies.
7. Squatting anywhere inside the premises of the college with a view to intimidating the HOD or the Top Management or threatening them or for any other reason.
8. Indulging in any political activity during the working hours of the college within the college premises.
9. Knowingly and wrongly interfering with the records of attendance or means of recording attendance or the attendance of another employee.
10. Allowing an unauthorized person to do the work entrusted to him.
11. Poor and/or disrespectful service to ATME – College of Engineering students.
12. Failure to observe, or violation of, ATME – College of Engineering's parking, safety, and security rules or practices.
13. Excessive absenteeism or tardiness; failing to report to work when expected.
14. Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substances/drugs in any quantity while on ATME – College of Engineering premises.
15. Unauthorized possession of firearms, weapons, chemicals, or explosives while on duty.
16. Striking work or inciting other to strike work, Picketing or demonstration within the college premises.
17. Canvassing or taking signatures of employee within the college and indulging in acts which is harmful to the college or its peaceful or efficient working or indulging in any subversive acts against the establishment or the Management thereof.
18. Falsifying or refusing to give testimony when accident or other matters are being investigated.
19. Refusal to receive a memo or any other communication, issued by the office.
20. Deliberately making false, vicious or malicious statement to public or to the College or any other Officer of the College or an employee of the College.
21. Engaging in trade inside the College premises and/or Money lending in the premises.
22. Breach of any provisions of the standing orders or of law applicable to the establishment or any rule there under.
23. Threatening, intimidating, or coercing fellow employees, students, or vendors. Engaging in criminal conducts or acts of violence or making threats of violence toward anyone on ATME – College of Engineering premises or when representing ATME – College of Engineering or provoking a fight while on duty. Instigating or provoking groupism among students or other employees.
24. Insubordination or refusing to obey instructions issued by your higher ups pertaining to your work; refusal to help out on a special assignment. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of ATME – College of Engineering property, or the property of fellow employees, students, suppliers or visitors in any manner.
25. Excessive, unnecessary or unauthorized use or possession of ATME – College of Engineering property or the property of fellow employees; unauthorized possession

- or removal of any ATME – College of Engineering property, including documents, from the premises without prior permission from management.
26. Falsification or misrepresentation of employment or other work records; falsifying reason for a leave of absence or other data requested by the college; alteration of College records or other documents. Falsification or alteration of your own records or attendance documents; altering another employee's records or causing someone to alter your records.
  27. Gambling or possession of gambling devices during working hour.
  28. Sleeping on the job; loitering or loafing during working hours.
  29. Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of ATME – College of Engineering, based on violations either of the above or of any other College policies, rules or regulations, you will be subject to disciplinary action, up to and including immediate dismissal. This list is not all-inclusive and notwithstanding this list, all employees remain employed "at will."

**Model Code of Ethics for Governing Council Members.**

1. The framework for a model code of practice for ethical conduct by governors of ATMECE mentioned herein shall be reflected in the internal statutes, rules and procedures of the ATMECE.
2. Members of ATMECE's governing bodies appointed according to the provisions of the Law are expected to conduct themselves in accordance with the general principles of ethical conduct. Those principles should apply to governors of ATMECEs relations with (i) the other GC members (ii) the academic and support staff, (iii) students, and (iv)any other persons or groups having a contractual or other relationship or interest in the work of the institution.
3. Shall place the interests of the institution above their own interests and should not seek to profit from their positions otherwise than as provided by the legislation in force.
4. Shall not accept any mandate to act or refrain from acting in a particular way from the organization or body which has appointed them, or accept any instruction from any individual, or from any political party, trade union, religious or other external source.
5. Shall declare at the start of a meeting where they, or any member of their immediate family, have any personal interest in any item on the agenda for discussion, including human resources (including staff appointments and promotions), financial, contractual or other relevant matters, and should withdraw officially from the meeting if any such matters are discussed.
6. Shall not solicit or accept any bribe or other financial consideration, or seek or accept any other personal favor, which may influence them in the decision-making process.

7. Shall immediately report any attempt to bribe or offer personal favor to the relevant authorities.
8. In exercising their collective authority, or personal delegated authority to make or enforce rules for the governance and management of the institution, ensure that such rules comply with the legislation in force and the ethical principles set out in the Code.
9. Shall adopt internal audit and risk management processes which enable members to be satisfied that the financial and other affairs of the institution are being conducted fairly, transparently, efficiently and effectively.

**Model Code of Ethics for Administrators.**

1. In pursuance of the general principles of ethical conduct, ATMECE shall adopt and publish a Code of Conduct for managers, including the Directors, Principal, Deans of Faculty, Heads of Department and holders of equivalent or similar titles, and members of the administrative staff with management authority, which as a minimum incorporates these principles and provides retribution for non-compliance in accordance with the ATMECE's Employment Handbook.
2. While carrying out their functions and duties, should place the interests of the institution above their own interests, and should not seek to profit from their positions otherwise than as provided by their respective contract of employment.
3. Shall not accept any instruction to act or refrain from acting in a particular way from any individual except a higher authority, or from any political party, trade union or religious group.
4. Shall in writing to the Management where they or any member of their immediate family have any personal interest in issues affecting human resources (including staff appointments and promotions), financial, contractual or other relevant matters.
5. Shall not solicit or accept any bribe or other financial consideration, or seek or accept any other personal favor, which may influence them in their work.
6. Shall immediately report any attempt to bribe or offer personal favour to Management.
  - a. Shall not misuse the resources of the institution, or personal or commercial information held by it, for personal gain or that of any other person.
7. Should ensure that all persons under their authority are made aware of the relevant legislation and rules and the consequences of non-compliance, and to promote ethical conduct.

**Model Code of Ethics for Academic Staff.**

1. In pursuance of the general principles of ethical conduct, ATMECE shall adopt and publish a Code of Conduct for Academic staff (both teaching & non-teaching) governing (i) conduct including discipline and retribution; (ii) appointment, promotion, and termination of appointment; (iii) scientific research; and (iv) examinations and assessment. As a minimum these Rules should expressly incorporate the principles of ethical conduct and provide sanctions for non-compliance in accordance with ATMECE's Employment Handbook.
2. In relation to any person or group within or external to the institution, not to solicit or accept any bribe or other unlawful financial consideration, or seek or accept any other personal favour, which may influence them in their work, and must immediately report any attempt to bribe or offer personal favour to the relevant authority.
3. To declare in writing to the Rector where they or any member of their immediate family have any personal interest in issues affecting their work -human resources, financial, contractual, or other relevant matters.
4. Not to misuse the resources of the institution, or personal or commercial information held by it, including intellectual property, for personal gain or that of any other person or group.