

# I.T.S Engineering College, Greater Noida

## CODE OF CONDUCT

Employees are expected to adhere to the highest standards of personal, professional and academic ethics, and to always use good judgment about the way they conduct themselves when doing their work and representing ITSEC-Greater Noida. The College's success is undermined by unethical conduct. Our standards require careful observance of the spirit and letter of all applicable policies, procedures, laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

ITSEC-Greater Noida will comply with all applicable policies, procedures, laws and regulations, and expects its directors, officers, and employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with this policy of personal, professional and business ethics and conduct is the responsibility of every college employee.

### **There are two levels of misconduct – Minor and Gross**

Minor instances of misconduct should initially result in informal advice being given by the Manager without having to resort to disciplinary and legal action – if this approach proves unsuccessful then leaning on the formal disciplinary and legal procedure may be required.

Cases of Gross Misconduct are more serious than ordinary instances of poor conduct. Gross Misconduct may result in strict disciplinary and legal action, up to and including immediate dismissal and the college does not have to give notice or pay in lieu of notice in these grave circumstances.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are few examples of infractions of rules of conduct that may result in disciplinary and legal action, up to and including termination of employment:

- \* Theft or inappropriate removal or possession of any property or tampering time keeping/salary related records of employees.
- \* Unauthorized use of college property, facilities, or resources.
- \* Working under the influence of alcohol or illegal drugs
- \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating college -owned vehicles or equipment
- \* Possession of weapons or explosives on the college campus which includes all buildings, spaces and motor vehicles on college property

- \* Possession of dangerous or unauthorized materials in the workplace
- \* Negligence or improper conduct leading to damage of college, student, or employee-owned property
- \* Sexual or other unlawful harassment or discrimination
- \* Fighting, threatening violence, or causing harm to others in the workplace
- \* Behavior that prevents others from doing their work
- \* Insubordination or other disrespectful conduct
- \* Violation of safety or health rules
- \* Smoking in Campus
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Unauthorized or improper use of telephones, e-mail system, or other college-owned equipment
- \* Unauthorized disclosure of confidential information
- \* Furnishing false information regarding previous employment, marks, qualifications etc.
- \* Sleeping while on duty
- \* Selling, attempting to sell or promoting the sale of non-college merchandise while in college premises
- \* Use of college supplies, equipment, property, or services to carry out private business ventures
- \* Violation of HR policies.
- \* Violation of local, state, or central laws
- \* Any willful behavior that results in the destruction of college property or brings injury to another employee
- \* Unsatisfactory performance or conduct
- \* Conduct which reflects unfavorably on college.
- \* Engaging in works, profession or business other than that of the college.

## **1) Compliance with Laws and Regulations, Rules and Policies**

Employees and individuals representing I.T.S - EC-Greater Noida, must transact college business in compliance with all Central, State and Local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and non discrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions. All employees and individuals representing the college should recognize that noncompliance may have adverse financial and other disciplinary consequences for them and for the college. Individuals are responsible for keeping current with changes in applicable laws and regulations, and managers and supervisors are responsible for monitoring compliance in their areas.

## **2) Conflict of Interest**

A conflict of interest exists when a college member or a member of their family is in the position to benefit personally, directly or indirectly, from their dealings with an organization or person conducting business with the college.

All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. In the event that a college member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following:

- Disclose clearly and fully in writing to the immediate HOD/reporting person with the nature of the decision or transaction and the potential conflict of interest.
- Refrain from participation (acting individually or as a member of a group) in the college's consideration of the transaction or the processing of the transaction.
- No gifts or services from vendors should be accepted.

## **3) Consulting and Outside Employment**

If a person is a full-time employee of the college, the employee's main employment responsibility is to ITSEC-Greater Noida. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with the college responsibilities or that may compromise the college's relationship with the outside employer or consulting client, approval must be obtained in advance from the Director and College Authorities.

## **4) Non Competition Obligation**

During the period of your employment with ITSEC-Greater Noida and after its termination or expiry for any reason whatsoever, you will not either directly or indirectly, independently, jointly, or in conjunction with, any other person(s) or affiliate, in any manner whatsoever, anywhere in the world, including as an employee, agent, director, proprietor, member, partner, representative, shareholder, manager, trustee, consultant, adviser, financier, administrator and/or in any other like capacity : disclose any Confidential Information or trade secrets of ITSEC-Greater Noida to any third party, including, without limitation, any competitors of ITSEC-Greater Noida, or make any commercial use of such Confidential Information or trade secrets, or use it for the benefit of yourself or any third party (including, without limitation, any competitors of ITSEC-Greater Noida,

or to the detriment of ITSEC-Greater Noida, or disclose to anyone the identities and other related information of any of ITSEC-Greater Noida's clients/vendors/associates; or solicit, approach, canvass, enter into discussions or negotiations with or enter into any relationship, arrangement or understanding with, any employees, advisors, consultants, contractors/sub-contractors, clients, customers, suppliers, or partners of ITSEC-Greater Noida.

During the course of the employment at ITSEC-Greater Noida, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and / or its associated entities.

#### **5) Intellectual Property Rights and Copyright Ownership**

ITSEC-Greater Noida, respects the ownership of intellectual material governed by copyright laws. College employees are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. For specific guidelines consult ITSEC-Greater Noida's Intellectual Property Policy. Use of the college's seal and letterhead is restricted to college's functioning. Questions regarding use of the seal and letterhead should be referred to the College Authorities.

#### **6) Proper Use of College Property and Funds**

All equipment and material is the property and/or the responsibility of ITSEC-Greater Noida unless otherwise clearly indicated. All employees must ensure that college resources are used only for intended purposes. College employees have an obligation to manage the college's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the college that are under their control. College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to central, state, or local public office. This equipment and material is to be utilized in the most effective and efficient manner possible towards the accomplishment of university goals and objectives. College resources may not be converted to personal use, either for oneself or another person.

#### **7) Accuracy of Records and Reporting – Financial & Academic**

The records, data and information owned, used, and managed by the college must be accurate and complete. The accuracy and reliability of financial and academic reports is of the utmost importance to the business & academic operation of the

college. College employees must record, allocate and charge costs/fees accurately and maintain documentation as required by established policies and procedures approved from time to time by the College Authorities. All reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

#### **8) Acceptable Use of Campus Network and Computing System**

It is the responsibility of each member of the college to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and central laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at ITSEC-Greater Noida, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. College computing systems are college resources and are provided to college employees for business purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at anytime. College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college are also unacceptable on the network, computing systems and other electronic services including the following:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Accessing inappropriate materials/contents.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

#### **9) Reporting Suspected Violations or Concerns**

ITSEC-Greater Noida, Ethics Code compliance efforts focus on teaching college employees standards that require adherence. Nevertheless, violations may occur. In addition, Employees of the college may have concerns about matters that they are not sure represent violations. Therefore, college employees should report suspected violations or concerns about these standards promptly to one of the following college offices: Human Resources, Director & College Authorities. Reports are made anonymously to this number, unless the caller wishes to leave their contact information. The college will investigate claims of inappropriate activities, including

informing the college authorities of claims related to the misuse of college assets and violation of compliance laws. The college will protect from retaliation against anyone who makes an effort in good faith to appropriately disclose perceived wrongdoing.

#### **10) Consequences of Violation**

Any non-compliance of the above code of conduct, any other related HR policies, non-performance or insubordination will be considered as a gross violation under the college's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Also note that any such violations may also subject individuals to financial and legal action in state or central courts.