

SANKRAIL ANIL BISWAS SMRITI MAHAVIDYALAYA

Code of conduct for Non-Teaching Staffs

Preamble to the Code of Conduct

The code of conduct shall be seen as a guide for the conduct of all the Non-Teaching staffs of the institution. It denotes the set of conducts and values the staffs must follow and display when within the institute or when representing the institute. It is not exhaustive but maintained for assistance and guide of the staffs. The primary purpose of this is in keeping with the integrity of the institution and its obligation to provide the highest possible facilities to the pupils and other stakeholders. The code of conduct is drafted in line of the values and vision and mission of the institution and therefore it must be given the highest importance. Staffs are requested to read this Code carefully and consider the issues which it raises.

CODE OF CONDUCT GUIDELINES

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment.
2. Staff should co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the institute.
3. Staffs should not use their position in the college for private advantage or gain or misuse their power.
4. Staff should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of, and should follow policies systems and procedures of the institute. They should normally communicate through the line management structure, and should ensure pupils do likewise.
7. Continuing professional development and support shall be provided by the college and, where appropriate and agreed, will be based on the objectives of the Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staffs should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Principal so that alternative cover arrangements may be made.
9. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Institution community which could cause distress to Institution staff, pupils or parents.
10. The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
11. Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

12. Investigations of alleged breaches of this Code will be covered under the Institute's Disciplinary procedures and related codes of practice.

Some Specific Aspects:

13. Discrimination: Staff must at all times observe the Institution's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

14. Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the Institution Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

15. Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

16. Media: Other than on matters of publicity, only the Principal is authorised to speak or send any communication on behalf of the Institution to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Principal to other staff members.

17. Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

18. It is the responsibility of all employees to ensure the institute's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

19. Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Institution community which could cause distress to college staffs, pupils or parents.

Disciplinary Rules

The following are examples of behaviour which the Institution finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to the college.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the College.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the College.
5. Theft of College property and of property of colleagues or visitors to the College. Removal from College premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of College property or of property belonging to other staff or visitors to the College.
9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the College.

10. Any wilful act which could result in actionable negligence for compensation against the College. 11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility. 12. Gross neglect of duties and responsibilities.

13. Unauthorised absence from work.

14. Being untruthful and/or engaging in deception in matters of importance within the College community.

15. Deliberate breaches of confidentiality particularly on sensitive matters.

16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.

17. Conduct which substantially brings the name of the College into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.

2. Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.

3. Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.

4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.

5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.

6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.

7. Conduct which it is considered adversely affects either the reputation of the College or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.
