



## Code of Conduct for Employees

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This Code of Conduct serves as a guideline for all employees of SR University to ensure that their behaviour and professional conduct align with the values, mission, and policies of the institution. Employees are expected to uphold the highest standards of integrity, professionalism, and ethical behaviour in all aspects of their work. By adhering to this Code, employees contribute to creating a positive and productive environment for teaching, learning, and research.

### **1. Professional Integrity and Ethical Conduct**

#### **1.1 Honesty and Integrity**

Employees shall demonstrate honesty, integrity, and fairness in all dealings, including academic, administrative, and financial matters. Misrepresentation of qualifications, data, or any other form of dishonesty is strictly prohibited.

#### **1.2 Confidentiality**

Employees shall respect and maintain the confidentiality of sensitive university information, including student records, research data, and other such information. Employees must not disclose any confidential information without appropriate authorization.

#### **1.3 Avoidance of Conflicts of Interest**

Employees shall avoid situations where personal interests conflict with their professional duties. Employees must disclose any personal, financial, or other interests that may affect their objectivity in performing university responsibilities.

### **2. Professional Responsibilities**

#### **2.1 Commitment to Excellence**

Employees shall strive for excellence in their professional duties, whether teaching, research, or administrative tasks, and continuously work to improve their skills and performance. Employees must remain current in their field of expertise and engage in continuous professional development.

## **2.2 Attendance and Punctuality**

Employees are expected to be punctual and regular in attendance and adhere to the work hours as prescribed by the university. Unauthorized absence may result in disciplinary action.

## **2.3 Performance of Duties**

Employees must perform their assigned duties to the best of their ability, ensuring accuracy, efficiency, and accountability. Employees shall respect deadlines and complete all tasks with diligence and in a timely manner.

## **2.4 Respect for University Resources**

Employees must responsibly use the university's resources, including equipment, funds, and facilities. Employees shall avoid any misuse or waste of university property and report any damage or loss to the appropriate authority.

## **3. Ethical Behaviour in Research and Teaching**

### **3.1 Academic Integrity**

Employees engaged in teaching and research must uphold the highest standards of academic integrity and avoid plagiarism, fabrication of data, and any unethical research practices. Employees shall acknowledge the contributions of others and appropriately cite sources in all academic work.

### **3.2 Respect for Students**

Employees must treat all students with fairness, respect, and impartiality, providing guidance and support in their academic and personal development. Employees must not engage in any form of discrimination, harassment, or exploitation of students.

### **3.3 Fair Evaluation**

Employees shall ensure that students are evaluated fairly and transparently, based on merit and performance. Any bias, favouritism, or unfair grading practices are strictly prohibited.

## **4. Workplace Behaviour and Relationships**

### **4.1 Respectful Conduct**

Employees must maintain respectful, professional, and courteous behaviour towards colleagues, students, and stakeholders. Any form of harassment, discrimination, or bullying on the basis of race, gender, religion, caste, or any other protected category is strictly prohibited.

## **4.2 Workplace Collaboration**

Employees should foster a culture of teamwork, cooperation, and mutual respect. They should engage constructively in dialogue and be open to diverse opinions and perspectives. Employees are encouraged to support each other and work collaboratively to achieve the university's objectives.

## **4.3 Personal Conduct**

Employees must exhibit exemplary personal conduct both within and outside the university, acting as role models for students and representing the institution with dignity. Employees are expected to dress appropriately and conduct themselves in a manner that reflects the values of SR University.

## **5. Compliance with University Policies**

### **5.1 Adherence to Policies and Regulations**

Employees are expected to familiarize themselves with and comply with all university policies, procedures, and legal requirements, including those related to data protection, safety, and security. Violation of any university policies may result in disciplinary action.

### **5.2 Reporting Misconduct**

Employees have a duty to report any unethical behaviour, fraud, or violations of university policies that they witness or become aware of. Reports should be made to the appropriate university authority, and employees are protected from retaliation for reporting in good faith.

## **6. Use of Technology and Social Media**

### **6.1 Responsible Use of Technology**

Employees must use university-provided technology, including computers, email, and internet access, responsibly and for work-related purposes. Employees are prohibited from using university systems for personal gain, illegal activities, or any activity that could harm the university's reputation.

### **6.2 Social Media Conduct**

Employees are expected to use social media responsibly and in a manner that does not negatively impact the university or its stakeholders. Employees must not post any confidential or sensitive university information on social media platforms.

## **7. Health, Safety, and Environmental Responsibility**

### **7.1 Commitment to Safety**

Employees are required to follow all health and safety regulations, ensuring a safe and secure working environment for themselves and others. Employees should report any hazards or safety concerns to the designated university authorities.

### **7.2 Environmental Sustainability**

Employees are encouraged to engage in practices that promote environmental sustainability, such as reducing waste, conserving energy, and supporting green initiatives on campus.

## **8. Disciplinary Action and Enforcement**

### **8.1 Enforcement of the Code**

Any violation of this Code of Conduct may result in disciplinary action, including warnings, suspension, or termination, depending on the severity of the misconduct. The university reserves the right to investigate any complaints or reports of misconduct and take appropriate action in accordance with its policies.

### **8.2 Right to Appeal**

Employees subject to disciplinary action have the right to appeal in accordance with the university's established procedures.

This Code of Conduct is a reflection of SR University's commitment to fostering a positive and ethical work environment. All employees are expected to adhere to these standards and contribute to a culture of integrity, professionalism, and respect within the university. Regular reviews of this Code will ensure that it remains relevant and responsive to the evolving needs of the university.