



# MALWANCHAL UNIVERSITY, INDORE



## POLICY ON CODE OF CONDUCT

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Created by: HR Department

Approved by: Registrar



**EMPLOYEE CODE OF CONDUCT**

**PROFESSIONAL STANDARDS AND WORK ETHICS**

*We, at Malwanchal University assume that those associated with the institution will conduct themselves ethically and in accordance with what are generally accepted as "standard work practices". Being one of the largest medical education institutions of central India, we are liable to set examples and requires every individual associated with the institution to demonstrate and exercise a high degree of personal responsibility, integrity, and sound judgment. Each employee should be familiar with the policies and procedural guidelines that cover his/her responsibility. This requirement will vary significantly depending on the employee's position. It is hoped that by clearly setting forth the standards of behaviour that the INDEX GROUP of institutions expects from its employees, any misunderstandings will be minimized, and any questionable situation can be brought to the attention of the responsible administrator and resolved.*

**BASIC OBLIGATIONS TOWARDS THE ORGANIZATION**

Personal Conduct From the very first day, every employee is a representative of the University. His/her personal appearance, actions and the impressions made- both during and after business hours- are important to his/her advancement and to the continuing development of the University's image and reputation. While there are no rigid rules for personal behaviour, there exists a standard for personal conduct for every employee connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times.

**MISCONDUCT**

The following act/Behaviour will be considered under unfair treatment –

1. Fraud, theft or damage to the property of the organization in any way.
2. Deliberately ignoring or disregarding the words of a superior officer.
3. Being absent in the institution without sanctioned leave or being absent for more days than sanctioned leave.
4. Neglect of work, negligence or not completing the work in time.
5. Not coming to the institution on time or being habitually late / absent.
6. Tampering with or damaging any equipment of the institution.
7. Giving false information of name, address, age, qualification while in service.
8. Smoking or consuming tobacco in any way, alcoholism, gambling will be considered as improper conduct in the Institute.
9. Sleeping or dozing during working hours and not maintaining discipline in the institution.
10. Unethical conduct and doing unethical work which is not in accordance with the institution.
11. Violating the rules applicable to the employees and taking advantage of the organization by making false pretences.
12. Commenting on indecency, sexual harassment, apartheid from any female employee.
13. Commenting on religion, caste, colour and appearance on the employee of any organization.
14. Your refusal if the organization needs you during leave.
15. Violating the secrecy of the organization or acting against it.
16. Tampering with any office documents or attendance registers by himself or other employees.
17. Non-cooperation with senior officers and or colleagues for any work.
18. Not wearing the uniform /ID card provided by the Institute or not wearing it properly.
19. Shall not undertake any assignment or external academic course without the prior permission of the Management.
20. Rejecting any kind of orders from the Management (in person or by post).
21. Interfering with the work of another employee and deliberately slow pace.
22. Going on or participating in an illegal strike.
23. Copying or taking of an official document without permission.
24. Any other act or omission which is not in the interest of the institution.

**Note: The above instances of misconduct are illustrative in nature and not exhaustive.**

#### **DISCIPLINARY ACTION**

**1. Breach of any of the service conditions will be considered as misconduct, for which the competent authority may issue a Show Cause Notice to the employee concerned to explain his/her conduct.**

**2. In case the employee's reply is not found satisfactory, the competent authority may initiate disciplinary proceedings against the delinquent employee. For this purpose, HOI or head of authority would be competent authority.**

#### **ABSENCES AND LATE COMING**

Regular attendance is essential for the efficient functioning of the institution and is an essential condition of the job. If the employee remains absent then there is hindrance in the better operation of the organization and the workload on other employees increases. Hence the employees are expected to report on time. Immediately give information about not being present with the reason so that the management can assign the work to another person.

The management of each department should have accurate information about the absence and leave of its employee. Management reserves the right to ask for a written certificate from a doctor for medical leave.

#### **TELEPHONE AND COMPUTER USE POLICY**

The employees should limit their personal use of the telephone and computer during office hours. The telephone and email system have not only been installed to ensure smooth working of the organization but all messages sent by or received on those systems is considered as university documents. The institute reserves the right to access and to disclose the messages that are sent or receive on the voice mail or email systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including termination.

#### **SMOKING / TOBACCO POLICY/ DRUG AND ALCOHOL POLICY**

Institution is a non-tobacco zone and maintains a non-smoking policy within the office. Employees should smoke / Chew Gutkha only in those areas of the building which are designated. The university realizes that the misuse of drugs and alcohol impairs employee health and productivity.

Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use. Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

#### **DRESS CODE POLICY**

Institution maintains a business working environment. All employees should use discretion in wearing attire that is appropriate for the office and student interaction.

#### **SAFETY POLICY**

The safety of the employees is the first priority of the institute. Every effort will be made to keep the office equipment in good condition. In spite of our best efforts, if any accident happens to any employee, it should be immediately reported to the manager for remedial action.

#### **Harassment of Female Employee**

All employees shall strictly refrain from sexual harassment of any female employee and endeavour to prevent and deter the commission of any act of sexual harassment in the workplace. In case any incidence of any such act comes to his/her knowledge, the employee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and report the matter to the appropriate committee/authorities.

#### **Secrecy Maintenance Agreement**

Except to his/her direct superior authority, an employee will not give out to any person any of the administrative and/or organizational matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being an employee of the University.

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All books, records and articles belonging to the University shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the management. No employee shall, except in accordance with any general or special order of the University or the Institute, or in the performance in good faith of duties assigned to him, divulge or communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he/she is not authorized to divulge or communicate such document or information.

#### **Acceptance of Outside Assignment**

During the period of employment with the University, every employee will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment- honorary or remuneratory- or any further studies, examination or external academic course (including part-time or correspondence) except with prior permission of the management. The employees will, in all respects, obey and conform to the management's orders and put in their best endeavour to promote the interest of the organization.

#### **Taking Part in Politics and Elections**

No employee shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education. No employee shall, without previous information to the Vice Chancellor stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner force his subordinates or his students against their will for canvassing of his election.

#### **Demonstrations and Strikes**

No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality.

#### **Criticism of University, College, Governing Body, Management or Government**

No employee shall in any electronic broadcast or any document published anonymously or in his name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

- a) Which is in nature of character assassination, reflection on the personal life of his superiors.
- b) Which is in nature of criticism of an individual as distinct from policy decision Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

#### **Articles/talks/Interviews**

while all employees are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD/HOI in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult their HOD. Unless authorized by the management, no employee is permitted to interact with the media, on behalf of the organization.

#### **Office Property**

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD/HOI. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash/mobile/jewellery of any employee.

#### **REDRESSAL OF GRIEVANCE**

1. Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the organization or its authorized representative, shall be addressed to the appropriate authority/HOD concerned for redressing the grievance through proper channel. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused, or disposal of the matter is delayed by more than one month.
2. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

