

SAIRAM ENGINEERING COLLEGE
CODE OF CONDUCT HANDBOOK –
SUPPORT STAFF

Code of conduct for Administrative staff / Support staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

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 institute community which could cause distress to institute staff, students or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- ☐ acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;

- ☐ co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- ☐ endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- ☐ respect for institute property;
- ☐ maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.;
- ☐ taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- ☐ being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- ☐ being familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job;
- ☐ being familiar with communication channels and Institute procedures applicable to both students and staff;
- ☐ ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- ☐ respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behaviour which the institute 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.

- ☐ Any form of physical/verbal violence towards students.
- ☐ Physical violence, actual or threatened towards other staff or visitors to the Institute.
- ☐ Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute
- ☐ Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- ☐ Theft of Institute money or property and of money or property of colleagues or visitors to the Institute. Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- ☐ Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- ☐ Acceptance of bribes or other corrupt financial practices.
- ☐ Willful damage of Institute property or of property belonging to other staff or visitors to the Institute.
- ☐ Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.

- ☐ Any willful act which could result in actionable negligence for compensation against the Institute.
- ☐ Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- ☐ Gross neglect of duties and responsibilities.
- ☐ Unauthorized absence from work.
- ☐ Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- ☐ Deliberate breaches of confidentiality particularly on sensitive matters.
- ☐ Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- ☐ Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.

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

- ☐ Unsatisfactory timekeeping without permission.
- ☐ Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
- ☐ Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- ☐ Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
- ☐ Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- ☐ 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.
- ☐ Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct.