

EMPLOYEES

CODE OF CONDUCT



GONNA INSTITUTION OF INFORMATION TECHNOLOGY AND SCIENCES

(Approved by AICTE, New Delhi, Affiliated to JNTU-Kakinada)

Gonnavanipalem, Aganampudi, Visakhapatnam-530046

CODE OF CONDUCT FOR EMPLOYEE

Employees that fall under this category include non-teaching personnel as well as other staff members. All of the employees listed below are subject to the code of behavior listed below:

I. General Rules:

- a.** Each employee must always be fully committed to their work and uphold the highest standards of integrity, discipline, impartiality, and a sense of accountability.
- b.** Every employee in a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- c.** When interacting with students, other staff members, and members of the public, an employee should always be polite. He or she should act in a way that upholds moral principles.
- d.** Every employee is a full-time employee of the college, unless specifically specified in the terms of their appointment. They may be required to carry out tasks assigned to them by competent authorities beyond regular working hours, on closed holidays, and on Sundays.
- e.** An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f.** The Institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day to day decisions, actions, and interactions.
- g.** Participating in elections and politics: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

II. Confidentiality:

- a.** Protect the proprietary, private, and confidential information generated by the Institute during a person's affiliation with the Institute; the information will be utilized exclusively for official or legal purposes, neither before nor after the individual's affiliation with the Institute, and not for illegal or personal gain.
- b.** Respect non-disclosure agreements; follow all legal guidelines and regulations on the use of, copyrights materials, licenses, and proprietary information.

III. Gifts:

Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's

goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

IV. Private employment or trade and investment:

No employee may participate in any other work agreement, either directly or indirectly, and if have to engage there should be prior sanction from management.

V. Attendance at Meeting:

a. Any employee assigned to serve on a properly constituted committee of the institution must attend to committee sessions.

b. In the event that he or she is unable to attend a meeting due to unforeseen circumstances, they should notify the relevant authority in advance to make arrangements for a replacement.

VI. Consumption of intoxication drinks and drugs:

An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

VII. Misconduct:

a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the employment or during the course of employment.

b. Acting in a manner prejudicial to the interests of the Institution.

c. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior.

d. Defiance of commands or direction of higher authority, writing letters with a strong tone and tenor to the higher authorities.

e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.

f. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.

g. Damage to any property of the Institution.

VIII. Explanation:

When referring to inappropriate sexual behavior, direct or indirect, the following behaviors are considered sexual harassment for the purposes of this rule:

1. Physical contact and advances;
2. Making requests or demands for sexual favors;
3. Making sexually suggestive statements;
4. Displaying any pornographic material; or
5. Engaging in any other unwanted physical, verbal, or nonverbal behavior of a sexual character.

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

IX. Representations:

Employees must file claims and grievances through the appropriate channels if they would like to make any of these requests.

X. Interpretation:

The Board of Management's judgment is final in all matters pertaining to how these rules should be interpreted.