

CODE OF CONDUCT

(FOR EMPLOYEES AND ADMINISTRATIVE OFFICERS)

(Approved in the 11th Academic Council dated 16th September,2022)

Bodoland University Employees Code of Conduct

This Code of Conduct establishes guidelines for professional conduct by those working for and on behalf of the University when acting as agents of the University, including executive officers, faculty members, staff, and other individuals or representatives employed by the University using University resources, funds or facilities. This Code of Conduct is intended to serve as the framework within which employees should conduct themselves and make decisions that serve the best interests of the University. Accordingly, it is an expectation that all members of the University shall honor this Code when working or acting for the University.

This Code does not create additional or different rights or duties but reflects the University principles, policies and procedures. The Code is not intended to be exhaustive, and it supplements but does not supplant other applicable University regulations. The applicable Central and State Legislation, and the University regulations and procedures shall serve to reinforce the concepts presented in this Code of Conduct.

1. Guiding principles for Professional Ethics

Every employee shall at all times

- i. maintain highest ethical and professional standards of conduct;
- ii. observe punctuality and maintain absolute integrity and utmost sincerity;
- iii. conscientiously fulfill obligations in performing duties in his/her professional competence;
- iv. show cordial, respectful, polite and courteous attitude;
- v. be well-groomed and dressed appropriately;
- vi. act in good faith to promote the interests of the University;
- vii. act prudently with reasonable care, skill and diligence in discharge of duties;
- viii. exercise accountability and responsibility for preservation of University assets and resources;
- ix. keep the interest of the University above the individual and avoid conflict of interests;
- x. ensure compliance with all applicable laws, and workplace rules related to their duties;

- xi. comply with laws regarding confidential/privileged information that infringes on another person's right to privacy;
- xii. promote a healthy, productive, vibrant and supportive atmosphere at work in the University;
- xiii. conduct in a manner that will strengthen the public's trust and confidence in the integrity of the University;
- xiv. refrain from conducts that may undermine or demean the University standards and reputation;
- xv. maintain workplace health and safety practices;
- xvi. be committed to provide a work environment free of discrimination and unlawful harassment;
- xvii. be committed to a zero-tolerance policy towards actions amounting to sexual harassment or moral turpitude;
- xviii. be personally accountable for individual actions;
- xix. maintain political neutrality;
- xx. be proactive and report suspected violations of this Code or other policies or procedures of the University.

2. Code of Conduct for All Employees

An employee shall at all times

- i. faithfully discharge duties in accordance with the University rules and procedures to promote the University policies;
- ii. be responsible for the maintenance of discipline in the University;
- iii. not abstain from duties without proper notice to the competent authority;
- iv. be liable for penalty as imposed by competent authority for habitual unpunctuality in attendance;
- v. not come to University premises and/or carry out official duties when under the influence of alcohol or non-medically prescribed drugs;
- vi. be liable for improper conduct if he/she exhibits insubordination in carrying out the decisions or order of the appropriate authority;

- vii. carry out activities with regard for health and safety of employees and community, and carefully handle/dispose hazardous or potentially harmful activities or substances
- viii. refrain from unwarranted discriminatory behavior towards fellow employees or others during discharge of duties;
- ix. refrain from verbal or nonverbal and/or physical misconduct that amounts to noncompliance with the laws of sexual harassment;
- x. avoid actual/potential conflict of interests between professional and personal when arriving at a decision connected with matters of the University;
- xi. refuse improper gainful advantage from anybody that may affect impartial discharge of official duties and/or influence a decision in matters affecting the University;
- xii. not transmit directly or indirectly any information/record obtained during the course of his/her duties to any other employee or person to whom he/she is not authorized to transmit;
- xiii. not engage or interact, without sanction of a competent authority, with the media on any matter connected with the University which may adversely affect the dignity and integrity of the University;
- xiv. not undertake any other profit making activities, wholly or in part, which adversely affects his/her discharge of official duties;
- xv. if he/she is a member of executive position or occupation or profession having established standards of conduct, be further bound by the standards of conduct applicable to such occupations or professions;
- xvi. if he/she is a teacher or an officer who is governed by UGC guidelines, be further bound by the conduct guidelines as promulgated and/or amended by the UGC from time to time;
- xvii. if he/she is not governed by any specific regulations of the University or the UGC, be further bound by the applicable service laws;

3. Interpretation

Any question relating to interpretation of the provisions of this Code shall be referred to the Executive Council for decision.

4. Breaches of this Code

Contravention of any provision of this Code, even when inadvertent, shall be treated as a serious misconduct liable for disciplinary action in accordance with the appropriate service law and may include dismissal.