

Code of Ethics

Integrity

All staff members must work with integrity, honesty, and sincerity. They are expected to act fairly without personal biases in all business, academic research, and commercial enterprise of the organisation. Staff members need to abide by the terms and conditions of their employment and show a level of sincerity and integrity towards their work during their course of employment.

They should not engage in any illegal activity or disclose any confidential information about the university to any colleague, client, student, or the general public. If they are being encouraged, advised, or instructed in any way to engage in any kind of unlawful actions, they must decline and report the matter to their immediate senior, or manager in line.

Conflict of Interest

Conflict of Interest means "any interest which could significantly prejudice an individual's objectivity in the decision-making process, thereby creating an unfair competitive advantage for the individual or to the organisation which he/she represents"

The University expects credibility, accountability, and objectivity in the activities of its staff members. All employees are required to be free of any financial interest that might be in conflict with their integrity. The University authorities expect the staff members to have professionalism and prudence in their behaviour and actions, ensuring that their activities do not promote favouritism, or discrimination in any form.

University staff members are required to be:

Cautious of any undue benefits, or preferential treatment received during their employment that is not at par with their objectivity.

- Ensure that all University properties, facilities, information, and resources are used in the best interest of the University.
- Avoid any financial involvement or personal relationship that may cause a conflict of interest.

All staff members should work towards protecting the interest of the University and its community. Staffs and students who are a part of the wider University community comes from various walks of life with varied cultural, ethnic, linguistic, and religious backgrounds. We aim to foster an environment of diversity and inclusivity to help all who are associated with the organisation to thrive and grow. Staff members must behave respectfully and without prejudice towards their colleagues, clients, and anyone associated with the University.

The policy also requires an individual to refrain from using his/her organisational position for any personal advantage or using the connections obtained through the association with the University for private purposes. They are also prohibited from obtaining or favouring any financial gains that go against the objectivity and integrity of their work and their association with the organisation.

Confidentiality

Employees and associates of the University must protect the confidentiality of the information gained throughout their association with the organisation. They should refrain from disclosing any confidential organisational information with their colleagues, clients of the University, or any other third party unless specified otherwise by higher University authorities.

Staff members acquire confidential information throughout out their course of employment that may take the form of information on students' backgrounds and achievements, professional and personal information about colleagues, and commercial and business information about the University. All staff members are required to protect such information and refrain from disclosure to a third party unless proper consent is taken from the University authorities, students, or any other party whose interest might be in line with the said information.

Staff members should seek the help of his/her immediate senior in case any doubt arises regarding the confidentiality or disclosure of any information obtained during the course of employment. If the issue gets failed to be resolved, they are required to consult the higher authorities of the University, or the University's legal advisors. Staff members should also refrain from using any confidential information to benefit their personal gains or that of a third party.

Objectivity

All staff members are required to work impartially and fairly and not let prejudice or personal biases affect their judgment and commitment to work. They are required to conduct themselves with dignity and respect all individuals irrespective of their age, gender, linguistic, religious,

cultural, or ethnic background. This is to ensure that all organisational decisions are taken on a factual basis and are free from any kind of prejudices.

All employees should also take action and make decisions that are in line with the organisation's objectives and interests. Activities that are against or are not at par with the organisation's goals and motives are strictly prohibited. Decision-making should be unbiased and free from any personal vested interests and should be motivated for the organisational growth and prosperity of the University community at large.

Gifts and Benefits

Employees are advised to stay away from the exchange of personal gifts and benefits in any form within the organisation. However, small and nominal gifts that are of trivial value and do not influence the recipient in any way may be accepted sometimes. But such personal gifts or benefits should not be encouraged as a common behaviour and should not be a closely repeated act. Any gift or benefit that aims to influence the employee's accepted professional course of action and indulge in activities that defy professional integrity and objective must be strictly avoided. Before the acceptance of any gift or benefit, the appropriateness of it must be judged and also the intention of the donor should be taken into account. Any gifts and benefits offered that aim to persuade or influence another individual to take action in someone's favour must be avoided.

Ethical Behaviors

All staff members are required to conduct themselves ethically throughout their association with the University. They must not indulge in immoral or illegal practices which affect the integrity and reputation of the individual as well as the organisation.

An employee should not:

- Conduct themselves in any way that may harm someone else or may raise their conflict of interest.
- Be involved in the act of exchanging gifts and personal benefits to influence someone's course of work or decision-making.
- Showcase prejudice or discrimination against colleagues, students, or anyone associated with the organisation.
- Disclose or use confidential information for personal gains and benefits.
- Should work objectively and impartially.



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