

CODE OF CONDUCT

The Shadab College of Education Code of Conduct sets forth the standards of behaviour which reinforce the principles contained in its Code of Ethics.

The Code of Conduct provides guidance for professional conduct for employees and others representing the College, who are expected to comply with the Code of Conduct as well as with the College policies and regulations which support it.

Conflict of Interest

Employees and persons representing the College must avoid the perception of or actual conflicts of interest which may influence the persons decisions or decisions that the College or any associate may make. Conflicts include those of a financial, personal, or professional nature. To this end, the College annually distributes to all employees and members of the Board of Trustees the Conflict of Interest Policy. Employees whose job responsibilities may involve transactions that could also benefit their own material financial or personal interests are required to complete the Conflict of Interest Questionnaire for the disclosure of apparent, potential, or actual conflicts of interest.

Accounting and Auditing Matters

In accordance with generally accepted accounting practices, employees and persons representing the College must be accurate and thorough in maintaining College records, in the analysis of business and financial transactions, and in the documentation and preparation of financial reports. Employees of the College are to provide to the Colleges auditors any and all information the auditors

may request in the performance of their audit functions. In accordance with proper internal control procedures, employees and persons representing the College must comply with authorization, reporting, and other practices established by the College.

Fraud

Employees and persons representing the College are enjoined from fraud, which is the intentional misrepresentation or concealment of information in order to deceive, mislead, or acquire something of value. Examples include: violation of policy, sabotage, theft, organized gambling, and activities to influence the outcome of sports activities. Falsification of Documents Employees and persons representing the College are enjoined from falsification of records or any part of a document, contract, or record for the purpose of gaining an advantage, or misrepresenting the value of the document, contract, or record. Examples include: financial aid documents, entrance or placement exams, academic credit, transcripts, vendor contracts, time sheets, employee insurance, or other employee benefits claims.

Asset Protection

Employees and persons representing the College are responsible for the protection and proper use of the assets of the College under their control.

Gifts and Gratuities

Employees and persons representing the College may not personally, or for the benefit of family, friends, or associates - or for any other individuals family, friends or associates - accept cash, checks, money orders, vouchers, gift certificates, loans, products, or services which could be reasonably interpreted as an effort to influence a business relationship or decision, or a recruiting decision. Accordingly, the

College limits the value of a gift to an employee or representative of the College to Rs. 100.

Disclosure of Confidential Information

Employees and persons representing the College are responsible to protect against unauthorized access to and improper disclosure or use of private or personal information relating to students, employees, applicants, or any third party information in possession of the College. This responsibility extends to protecting against unauthorized access to and improper disclosure or use of the financial, planning, or any material or intellectual information resulting from your employment with the College. Communications/Information Technology Use Employees of the College have access to the Colleges communications system, including telephone, facsimile, email, and internet, for use in conducting the Colleges business. All communications produced on such systems are the property of the College. In addition, unauthorized use of College-owned software is prohibited. Accordingly, employees are responsible to express themselves in a professional manner and to abide by all federal, state, and local laws as well as by the Colleges policies, procedures, Code of Ethics, and Code of Conduct in such communications.

Drug-Free Workplace

Employees of the College are required to abide by the Drug-Free Workplace policy of the College, according to which the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Shadab College of Education. Any employee who violates this prohibition shall be subject to dismissal from the Colleges service, for cause.

No-Smoking Workplace

In compliance with the recent anti-tobacco, drive launched by District Magistrate Srinagar there is a no smoking policy at Shadab College of Education. Accordingly, employees are prohibited from smoking throughout the College facilities.

Fair Employment Practices

Shadab College of Education is committed to fair employment practices as they affect both external and internal candidates for employment opportunities. The College believes that fairness and diversity are key factors in our success as a Franciscan institution.

Harassment

As evidenced by its mandatory employee training through New Media Learning, the College prohibits sexual or any other form of harassment by or against any member of the Shadab College of Education community or associates of our community. Complaints are to be made through any member of the Shadab College of Education Committee on Sexual Assault Prevention and Campus Security.