

Employee Code of Conduct Policy

Policy Statement:

NIPS expects its employees to achieve and maintain a high standard of ethics, professionalism, behavior and work performance to ensure that the Institute maintains its reputation with all internal and external stakeholders.

The Institute expects its employees to foster an environment which reflects the values of Learning, Integrity and Mutual Respect, adhering to good work culture while performing their duties.

Employee Code of Conduct offers guidance to its employees on standards of integrity and employment conduct. No code can address every situation that an employee may encounter. As a result, employees are expected to be guided by the spirit of the Code, and to exercise good judgment. In circumstances where they are unsure as to the proper course of action; they are to seek guidance from the concerned department.

Purpose:

The purpose of this policy is to:

- ◆ Act as a guiding principles for appropriate work behavior.
- ◆ Foster an environment that nurtures respect, transparency and growth that motivates the employees to work in a better way.
- ◆ Help to communicate Institute's expectations from its employees in a clear and tactful manner.

Eligibility

The code of conduct policy applies to all employees of NIPS.

Job duties

All employees should fulfill their job duties with integrity and accountability. Employees are required to follow senior authorities' instructions and complete their duties with utmost capacity, skill and in a timely manner.

Personal Conduct

Employees must greet everyone. Be courteous, polite and respectful while communicating with others. Move quietly and behave in an orderly manner along the corridors and staircases. Employees mustn't abuse anyone inside the campus.

Employee relationships

The Institute wants to ensure that relationships between employees are appropriate and harmonious. Employees who work together may naturally form friendships either in or outside of the workplace.

The Institute does not encourage any kind of personal relationship between colleagues, superiors and subordinates within the campus. It is always expected to focus on own work and keep personal liking, disliking and disputes outside the workplace. It is expected to always behave professionally inside the campus and work for the benefit of the Institute.

Communication

All employees must be open for effective two way communication with their peers, superiors and subordinates. The Institute promotes freedom of expression and open communication. The employees should avoid offending, participating in serious disputes and disrupting the workplace.

Working desk

Keep the working desk and Institute premises clean. Always use dustbins for any kind of waste products instead of throwing them on floor or keeping them on the desk.

Official files, papers, documents, notebooks etc. must be arranged and kept in an orderly manner so that desks look neat and clean. Put the pencils, sharpener, eraser, pens, pins, sticky tack and things of that kind into pots/ drawers to keep working desk tidy. Used coffee mugs, cups, lunch plates must be cleared as fast as possible.

Appearance

The Institute does not seek to inhibit individual choice in relation to your appearance. However, you are expected to dress appropriately at all times in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at work.

If your work brings you into contact with the general public then you must remove all visible piercings with the exception of a single set of earrings (or one single earring), and you must ensure your dress and grooming standards reflect the values of the Institute.

Dress Code

Dress choice is a matter of personal discretion, taking into account requirements for any protective clothing, third party interaction and professional environment.

Be aware that work attire will have an impact upon NIPS's image as well as your work colleagues. As a minimum standard, dress should be clean, neat and professionally appropriate.

The following are suggested attire for working days

- ✓ Business-suit / formal shirt (light colour) and trousers (deep colour) and tie (design- geographical pattern) for men and Sari for women (with no exceptions).
- ✓ Styles should be classic, with nothing too trendy or obtrusive.
- ✓ Accessories such as jewelry must be simple and traditional.
- ✓ For female employees hair should be secured back at all times. If long, tied or pinned up away from face and conservatively styled. Use black and plain hair pins only.
- ✓ Hair should be clean-cut and it should not touch the collar length.
- ✓ If you do choose to wear make-up, choose subtle colors and avoid sparkles or flash.
- ✓ Daily shaving is mandatory for male employees.
- ✓ Shoes should be heels for women, or dressy flats.
- ✓ Men should wear well-polished black shoe with black socks. Only Oxford or Derby Shoe is authorized.
- ✓ A shoe should never be too shiny, or too square or too pointed.

Saturday / Sports / Events for Men

- ✓ Wear a Collared Polo T-Shirt paired with dark or contrasting Chinos / Khakis trousers with black or brown Monk strap or Loafer shoe and a jacket. Corduroy Pants can also be worn in lieu of chinos during winter.

Saturday Dressing for Women

- ✓ Light color churidarsalwars with long kurta is recommended.
- ✓ **Smart Casual-** Regular or narrow fit jeans or khaki pants paired with top or anything which makes you look smart. Jeans can be worn on Saturday or Picnic day with collared Polo T-Shirt. Your Jeans should be a dark shades of blue or black color, not faded or torn, no embroidery markings are allowed. Skinny jeans are not allowed.

For detail guideline on dress code, please refer **pppt** on the same available with the HR department.

Employee Identity Card

All the employees are directed to wear **Staff Identity Card** within the campus.

Institute Premises

You must not bring any unauthorized person on to the Institute unless you are authorized to do so as part of your job. In these circumstances you are responsible for ensuring that your visitors are appropriately monitored during their stay, and that they do not access areas or Institute property inappropriately.

You are also requested not to allow family members inside the campus during working hour unless they are invited for any occasion or for any emergency.

You must not remove Institute property from the premises unless prior authority from top management has been given.

Personal Property

Any personal property such as jewelry, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on Institute premises is done so entirely at your own risk. The employees are strongly advised not to leave any valuables unattended, either in our premises, our vehicles or in your own vehicle. The Institute does not accept liability for loss or damage to any personal property whatsoever.

Protection of Institute Property

All employees should treat Institute's property, whether material or intangible, with respect and care. Handle all Institute equipment and properties like computer, laptop, printer, scanner, telephone, writing table, chair etc. with care. Employees:

- ◆ Mustn't misuse **company equipment** or use it frivolously.
- ◆ Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Telephones & Correspondence

Institute telephone or postal facilities must not be used for private purposes. Misuse of these facilities will be considered a potential disciplinary matter.

Smoking and Other Substances at Work

Smoking is strictly prohibited inside the Institute premises (including entrances and exits) and vehicles.

Bringing alcohol or any unlawful drugs to the workplace, and / or imbibing them is strictly prohibited except for educational or official purpose. Any such instances will be dealt with under the disciplinary procedure and may lead to dismissal.

Confidentiality

It is a condition of your employment that you have a duty of confidentiality with regards to the Institute.

During the course of your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to the Institute, and you must not discuss any sensitive or confidential matter whatsoever with anyone outside organization including the media.

Any such breach of confidentiality would be deemed as gross misconduct that could lead to dismissal.

Computer, email and Internet use

The Institute's computers including email and access to the internet must not be abused by using these facilities for purposes unrelated to Institute working.

Only software packages properly authorized and installed by the Institute must be used, the employee must therefore not load any software on their own onto Institute computers.

Institute email address is provided for responsible use of it and should not be used in any other way whatsoever. The employees must not represent yourself on behalf of the Institute on social media without formal permission from the Institute to do so.

An employee must not use internet connection to:

- ♦ *Download or upload obscene, offensive or illegal material.*
- ♦ *Send confidential information to unauthorized recipients.*
- ♦ *Invade another person's privacy and gain access to sensitive information.*
- ♦ *Download or upload pirated movies, music, material or software.*
- ♦ *Visit potentially dangerous websites that can compromise our network and computers' safety.*
- ♦ *Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.*

Receipt of Gifts

No employee will borrow or accept any money, gifts, reward or compensation for his personal gains from or otherwise place himself under pecuniary obligation to any person/students/ parents with whom he may be having official dealings.

The employee will not accept any present, commission or any sort of gratification in cash or kind from any party or firm or organization having dealing with the Institution and if any employee is offered any, it should be immediately reported to the Management.

Bribery and other Corrupt Behaviour

If any employee bribes (or attempt to bribe) another person, intending either to obtain or retain any benefit for the Institute, or to obtain or retain an advantage in the conduct of the Institute's working, this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Institute's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

Protection from Benefits

The Institute expects employees not to abuse their employment benefits. This can refer to time off, insurance, facilities, any type of leave, subscriptions or other benefits our Institute offers. Employees should protect employment facilities and other material property (e.g. Institute cars) from damage and vandalism, whenever possible.

Equal Opportunity of Work

The Institute provides equal opportunities to all existing employees and to all eligible applicants for employment in the Institute. No one will be unfairly discriminated on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability. For recruitment, development and promotion of employees, the decisions will be based on performance, merit, competence and potential.

Disciplinary actions

If any employee is alleged of minor misconduct, a verbal warning will be given for the first occurrence. On repetition of the same may lead to further disciplinary procedure.

If any employee is alleged of gross misconduct, a show-cause letter will be issued to the concerned employee asking for explanation on the particular issue. The concerned employee should submit the explanation within 3 days from the day of issue of show-cause letter which will follow domestic enquiry, if required. On failure of which, a warning letter will be issued to the particular employee and disciplinary action will be taken by appropriate authority.

The Institute may have to take disciplinary action against employees who repeatedly or intentionally fail to follow the code of conduct. Disciplinary actions will vary depending on the violation.

Examples of gross misconduct include:

- ◆ Sleeping while on duty
- ◆ Sexual harassment
- ◆ Making false allegations of personal injury/accidents in the workplace
- ◆ Gross indecent or immoral behaviour, deliberate discrimination or serious acts of harassment
- ◆ Deliberate fraud – e.g. falsification of records in respect of the individual or another employee or deliberate misrepresentation
- ◆ Smoking inside the Institute premises
- ◆ Endangering others through fighting/physical assault or abuse
- ◆ Incapacity at work due to the use of intoxicants or drugs

- ◆ Possession, supply or use of illicit drugs
- ◆ Deliberate failure to carry out instructions, deliberate damage to Institute policy/deliberate poor work performance
- ◆ Breach of code of professional conduct
- ◆ Providing confidential Company information to competitors or unauthorized bodies
- ◆ Unnecessary rudeness and objectionable behavior within the campus
- ◆ Taking away any property/money owned by colleagues or the Institute without authorization
- ◆ Arriving to work under the influence of alcohol where carrying out duties may be hindered
- ◆ Unauthorized use of Company property, facilities, or resources.
- ◆ Theft
- ◆ Unnecessary use of Social media and YouTube during working hour

Uniform rules and regulation

1. The uniform will be issued to Laboratory Assistants, Sweepers, Security personnel, Driver, Electrician, and Peon etc.
2. The uniform will be issued by Arun Acharya in consultation with HR which should be entered in the issue register with signature from the concerned staff.
3. All non-teaching staff provided with the uniform should wear it on regular basis on all working days
4. The Uniform should be properly washed and iron.
5. Uniform presents the dignity and prestige of the group, so one should wear it with respect.
6. Torn, unbuttoned, unwashed, soiled and unironed uniform should never be worn during office hours. Staff found with such discrepancies will not be allowed to join duty and it will be treated as leave without pay.
7. Black shoe is a part of uniform. It should be cleaned and polished while wearing.
8. Food production assistant should wear apron over their uniform for protection
9. If the uniform found to be an unfit one for the staff he should inform Arun Acharya. Mr.Acharya in turn will inform the tailor for alteration.
10. The above process of receiving the unfit uniform, altering by tailor and returning to staff should be completed with a week time.
11. Non-teaching staff without uniform will not be allowed to join duty and it will be treated as leave without pay.
12. In case of emergency and natural calamity staff may be allowed to join duty without uniform but the person should be in formals.
13. The staff should surrender his uniform while leaving the company with Arun Acharya get the clearance.
14. The discarded uniform will be given to sweeper for dusting and mopping.
15. The wearing of uniform beyond duty hours or misusing it for personal gain is strictly prohibited.