



MY  
UNIVERSITY  
STEP INTO TOMORROW

## **EMPLOYEES CODE OF CONDUCT - 2021**

## **MYU EMPLOYEES CODE OF CONDUCT - 2021**

The Employees Code of Conduct provides a series of implementable, clear and transparent guidelines to be followed at all times by every part of the University. They have been developed on the basis of the following ethical guidelines:

To ensure the reputation and effectiveness of the operations of MY University it is pertinent that we gracefully conduct with our partners, clients and with each other.

MY University follows six core values - integrity, mutuality, equality, professionalism, freedom of creativity and valuing people. The amalgamation of all these values defines what MY University believes in and truly strives for.

MY University believes that it is very important that its team and faculty members be able to operate at the highest standards of conduct. Our behavior and work must reflect these core values, both as a University as well as individuals - MY University should be able to stand scrutiny and reach all desired goals.

In order to set the standards necessary to attain these goals, a work ethic for how our work is carried out has been set up and must be maintained conscientiously, in the form of MY University's Code of Conduct. A fair Code of Conduct enforced effectively enables the creation of a professional working environment and also acts as a guide in day-to-day work.

These Codes of Conduct serve to guide the behavior of Institutional activities in support of the University's mission and is designed to serve three key purposes:

- To set basic standards for workplace behavior that the University expects of all faculty, administrators and staff;
- To state publicly the University's long-term commitment to the highest standards of integrity in education, research, health care, public engagement and service.
- To assure that faculty, administrators and staff understand their shared responsibility for keeping the University in full compliance with all applicable laws, regulations and policies.

Staff should familiarize themselves with the Code of Conduct and endeavor to ensure that its principles are observed at all times

On the basis of the above-mentioned core-values, the following general rules have been developed, to be followed at all times.

## **RESPECT FOR THE LAW AND SYSTEM OF UNIVERSITY GOVERNANCE**

- The staff must observe the laws of the State, as well as the statutes and rules of the University.
- This obligation is not intended to detract from the concept and practice of academic freedom, which is essential to the proper conduct of teaching, research and scholarships.

## **RESPECT FOR INDIVIDUAL PERSONS**

Respect for persons extends to the manner in which University deal with students, other staff and members of the faculty. The University regards a staff member's personal behavior towards and interaction with others as a vital part of the duties of their position. A congenial working environment is particularly encouraged.

University staff/faculty/students are expected to be responsive, courteous and prompt in dealing with others, whether students, other staff (irrespective of their position or seniority) or members of the community. For example, persistently rude or insulting behavior towards other members of staff is unacceptable.

Staff must treat students, other staff and members of the community equitably and with respect. This involves:

- Courtesy and responsiveness in dealing with others
- A responsibility of fairness in supervising other staff
- Making decisions that are procedurally fair to people
- Avoiding unfair discrimination, for example, on grounds such as gender, race, religion
  
- Engaging in rational debate and allowing alternative points of view to be expressed
  
- Avoiding behavior which might reasonably be perceived as harassing, bullying or intimidating
  
- A responsibility of fairness and the encouragement of independent scholarly learning in the teaching role

## **INTEGRITY**

University staff who supervise other staff have special responsibilities to treat their staff fairly and to afford staff equality of opportunity, to maintain open and honest communication with them and to ensure that their staff understand performance standards expected of them. Evaluations of staff performance should be undertaken against these standards objectively and without bias. For example, a supervisor should make available development and training opportunities without patronage or favoritism. Formal and informal mechanisms for consultation and communication with staff within a department or section are encouraged.

Staff must be honest in carrying out their duties at all times, and avoid conflicts between their private interests and their Institutional responsibilities with respect to:

- Personal relationships
- Sexual harassment

- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of University duties
- External activities and public comments ▪ Intellectual property rights.

## **DILIGENCE**

University staff is placed in a position of trust: they manage the University's resources, have access to Institutional information and make decisions that affect the interests of others. The trust that is placed in University staff requires that staff conduct themselves with honesty, fairness and propriety. As such, while the staff is supported in innovative and independent research, in doing so, they must adhere to principles for the ethical conduct of research.

Staff must carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially;
- Seeking to attain the highest possible standards of performance;
- Exercising care for others in employment-related activities;
- Ensuring that personal use of alcohol and other drugs does not interfere with the proper performance of the University's activities;
- Adhering to professional codes of conduct where applicable.

## **ECONOMY AND EFFICIENCY**

Staffs are encouraged to report fraud or corrupt conduct to appropriate University or external authorities.

- Staff must use University material and financial resources only for legitimate Institutional purposes;
- Staff must avoid waste;
- Staff must maintain adequate security over University property, facilities and resources.

***Though the principles by which we work will always remain constant, the environment is flexible and ever changing. Hence the Code of Conduct should also be seen in the light of this flexible environment with a periodically refreshed understanding of the rules.***