

Mahatma Gandhi Vidyamandir's
KARMVEER BHAUSAHEB HIRAY, LAW COLLEGE, MALEGAON
Tal-Malegaon, Dist- Nashik , Maharashtra (423203)

Code of Conduct

The successful functioning and reputation of K.B. H. Law College, Malegaon, which is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for the integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regards for the highest standards of conduct and personal integrity.

(i) Personal Relationships in Work Place

Generally, K.B. H. Law College, Malegaon has prohibition against employing relatives or known person of current employees etc.

(ii) Phone Calls

The making and receiving of personal phone calls must be limited to a maximum of five to ten minutes in duration, unless otherwise approved by the Principal.

(iii) Email

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, the employees will be held responsible for the contents of email messages, including any attachments.

- (a) No material is to be sent as email that is defamatory, in breach of any rules or confidentiality, or prejudicial to the good standing of the college, in the community and other stake holder.
- (b) Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves

the harassment of others or concerns personal relationships.

Failure to comply with these instructions is a disciplinary wrongdoing and will be subject to appropriate investigation.

(iv) Internet

The internet is a facility provided for official purpose. The following activities, using college internet access are not permitted:

- a. Attending to personal activities of a business nature.
- b. Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.
- c. Downloading or printing material as described above.
- d. Repeated or prolonged use that is irrelevant to the employee's work.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.

(v) Outside Employment

Employee may not hold any type of outside employment.

(vi) Grievance

K.B. H. Law College, Malegaon supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behavior or action that affects their employment is unfair. We aim to resolve problems and grievances promptly. Grievances will be dealt with properly and promptly, with an objective manner.

(vii) Misconduct

Compliance with this policy of ethics and conduct is the responsibility of every staff members.

- A verbal warning will be given to an employee for minor misconduct. A record of

warning will be kept by the Principal and will be signed by the employee. The employee will be given the opportunity to respond.

- If the unacceptable behavior continues, a written warning will be issued, and signed by the employee as being received and understood. The employee will be given the opportunity to respond.
- A second written warning will be given to an employee if he/she requires further discipline for the same or a related issue, and also signed by the employee as being received and understood.
- Employees who have been disciplined three times are subject to strict legal action as per the norms. .
- Details of disciplinary actions should be recorded on the employee's personnel file and removed after six months if further disciplinary action is not required.

(viii) Conduct with the Students

- a) The faculty members are expected to maintain a reasonable professional space with the students and at any circumstance should not extend the relationship to the personal spheres.
- b) Unnecessary contact through phone, email or any other means is to be strictly avoided.
- c) Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure, the strict disciplinary action will be taken.

(ix) Overtime

The K.B.H. Law College, Malegaon, will not support any overtime policy. Employees and associated members are requested to complete their assignment in given period of time.

(x) Visitors in the Work Place

To provide for the safety and security of staff and facilities, only authorized visitors are

allowed in work place. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.

(xi) Work Place Violence Prevention

The K.B. H. Law College, Malegaon is committed to preventing work place violence and to maintain safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during official hours or on its premises.

- a. All employees, associated members, and students should be treated with courtesy and respect at all times.
- b. Conduct that threatens, intimidates or coerces another employee/student or a member of public at any time, including off duty periods, will not be tolerated.
- c. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting authority or any other member of management and in exceptional situation to the police station.
- d. We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

(xii) Others:

The following are examples of violations of rules of conduct that may result in disciplinary action, which may extend to the termination of employment.

- a) Theft or inappropriate removal or possession of property.
- b) Falsification of timekeeping records.
- c) Working under influence of alcohol or illegal drugs.

- d) Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in workplace, while on duty, or while operating employer-owned vehicles or equipment.
- e) Fighting or threatening violence in the workplace.
- f) Boisterous or disruptive activity in the workplace.
- g) Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- h) Insubordination or other disrespectful conduct.
- i) Violation of safety or health rules.
- j) Sexual or other unlawful or unwelcome harassment.
- k) Possession of dangerous or unauthorized materials.
- l) Excessive absenteeism or any absence without notice.
- m) Unauthorized disclosure of business “secrets” or other confidential information.
- n) Violation of personal policies
- o) Unsatisfactory performance or conduct.