

CODE OF CONDUCT (Faculty and Staff)

Policy #HR422

Code of Conduct – Faculty and Staff

Shiv Nadar Institution of Eminence (SNIoE) 2025. All rights reserved.

This document is meant for exclusive use of SNIoE. No part of the document may be copied, reproduced, stored in any retrieval system, or transmitted in any form or by any means, electronically, mechanically, or otherwise without prior written permission.

Release Control

Release Date	Version No:	Details	Released by	Approved by
25 February 2025	V1.0	Code of Conduct	Mr Jagdeep Singh Rawat Head HR	Professor Ananya Mukherjee Vice-Chancellor

POLICY ADMINISTERED BY:

Department:	Represented By:	Date
Human Resources	Mr Jagdeep Singh Rawat	25 February 2025

POLICY RATIFIED BY:

Department:	Represented By:	Date
Vice-Chancellor	Professor Ananya Mukherjee	18 February 2025
Executive - Director	Col G Raja Sekhar (Retd.)	06 February 2025
Dean-SHSS	Professor Rajat Kathuria	29 January 2025
Dean, SNS	Professor Sanjeev Anant Galande	29 January 2025
Dean, SOE and Research & Partnership	Professor Suneet Tuli	29 January 2025
Dean, Office of Dean of Students	Brigadier Steve Ismail	29 January 2025
Dean, Office of Dean of Academics	Professor Partha Sarathi Chatterjee	29 January 2025
Dean, International Programs	Professor Rajeev Kumar Singh	29 January 2025

CONTENTS

1. OVERVIEW AND OBJECTIVE	4
2. APPLICABILITY	4
3. TERRITORY	4
4. FUNDAMENTALS OF CODE OF CONDUCT	5
5. COMPLIANCE WITH UNIVERSITY REGULATIONS.....	10
6. NON-DISCLOSURE	11
7. CONSEQUENCES OF BREACH OF CODE OF CONDUCT.....	11
8. EXECUTING AUTHORITY AND INVESTIGATION	12
9. AMENDMENT	12

CODE OF CONDUCT – FACULTY AND STAFF

1. OVERVIEW AND OBJECTIVE

At Shiv Nadar IoE, we are dedicated to fostering an environment of integrity, respect, and academic excellence. This Code of Conduct sets the standards of ethical behaviour and professional conduct for all community members, including faculty, staff, and visitors. It ensures that all actions and decisions reflect the University's commitment to fairness and respect, creating a positive learning, research, and personal and professional growth environment. This document underpins our mission of academic excellence and holistic development.

2. APPLICABILITY

This applies to:

- 1) Members representing the University in any online or offline platform including faculty, staff, academic support, and all other stakeholders.
- 2) Consultants, vendors, and visitors engaged in business with the University as specified in their contracts.

Student-related matters will be managed as per the Student Code of Conduct, which is available on the University website and SNULinks.

For all research fellows, including Junior Research Fellows, Senior Research Fellows, Research Associates, Teaching Assistants, and similar roles whose life cycle is managed by the Office of Dean of Research and Partnerships, governance rests solely with that office.

3. TERRITORY

This applies:

- 1) to the University premises and to any context where members represent the University or where their actions could affect the operation, peace, or reputation of the University.
- 2) to activities funded by the University or where conduct may have a possibility to adversely affect, disturb, or intervene with another stakeholder's participation in the University's pursuits.
- 3) in the context of a relationship between the members of the University and a third party that involves the member's standing, status, or any record at the University.

4. FUNDAMENTALS OF CODE OF CONDUCT

The fundamental guidelines and values govern the behaviour and actions of individuals within the community. These principles are designed to promote ethical behavior, professionalism, and integrity.

The fundamentals of the Code of Conduct include:

- 4.1 Ethical Behaviour
- 4.2 Professional Conduct
- 4.3 Confidentiality
- 4.4 Academic Freedom
- 4.5 Conflict of Interest
- 4.6 General Conduct
- 4.7 Health and Safety
- 4.8 Honoring Infrastructure and Utilization of Resources
- 4.9 Social Media Engagement
- 4.10 Utilization of University Brand
- 4.11 Sustainability

4.1 Ethical Behaviour

- a) Treating all individuals with respect, courtesy, and dignity.
- b) Strict prohibition of dishonest actions such as theft, fraudulence, coining, or misappropriating the University's or external property within university premises.
- c) Providing accurate information about one's personal details, academic qualifications, employment history, or any other relevant information during the hiring process or while employed.
- d) Acting honestly, with integrity, and transparently in all interactions and decision-making processes.
- e) Taking accountability for one's actions and consequences, accepting feedback and constructive criticism, and striving for continuous improvement.
- f) Safeguarding sensitive information, respecting individuals' privacy, and handling confidential data and proprietary information with care and discretion.

4.2 Professional Conduct

- a) Maintain professional behaviour in all interactions and communications.
- b) Avoid situations where personal interests could conflict with professional responsibilities. In the case of any real or perceived conflict of interest, one must disclose the conflict to the reporting manager or a relevant member of the university authority.

- c) Use the University's resources responsibly and for their intended purposes, including facilities, equipment, and funds.
- d) Use digital communication tools respectfully and avoid cyberbullying and spreading false information.
- e) Adhere to the data protection regulations and do not engage in unauthorized access, hacking, or other illegal activities.

4.3 Confidentiality

The University respects and maintains the confidentiality of faculty, staff, and student records, following the University policies, laws, and regulations. All members must handle confidential information responsibly and comply with the applicable laws, agreements, and University policies regarding its use, protection, and disclosure, even after their separation from the University. In some cases, one is required to sign a non-disclosure agreement (NDA). There may be serious consequences if the responsibilities of the NDA are violated.

4.4 Academic Freedom

The University values freedom of teaching and expression to fulfill its purpose. We strive to create an environment that fosters this freedom and promotes learning and contribution both in classrooms and on campus.

Encouraging inquiry, debate, and dissent is integral to our culture of openness, aiding in achieving our objectives and enhancing community understanding. However, disrespect towards differing views violates freedom of expression. Views must align with policy, the constitution, and applicable laws, with a commitment to protecting diverse expression in goodwill and peace.

4.5 Conflict of Interest

Conflict of interest arises when a member's personal interests or obligations are conflicting, potentially conflicting, or appear to be conflicting with their duties to the University, including the obligation to act in the University's best interests. The member must keep the following in mind:

- a) Members owe primary allegiance to the University's mission.
- b) Engaging in outside activities that conflict with the University's interests, financial gains, or third-party benefits must be avoided to uphold the University's integrity and mission.

- c) Members must avoid secondary employment impairing judgment or disclosing confidential information.
- d) Members must disclose any present or potential conflicts of interest promptly to the appropriate officials.
- e) Members should not exploit university positions for personal and/or financial gain under any circumstances.
- f) Members should not undertake any transaction that may lead to jeopardizing the interest or reputation of the University.
- g) Members must refrain from participating in or trying to influence the selection, hiring, promotion, or evaluation of a close relative for positions within the University.
- h) Members should not misuse university resources for personal purposes.
- i) Members must refrain from accepting gifts from vendors doing business with the University. Acceptance of gifts, of any kind, from those academically or otherwise dependent upon, or direct reports of, a faculty and staff member should be specifically discouraged.
- j) Members must inform the University of all external speakers invited to Campus and participate in public activities as individuals, not representing the University.
- k) Premises will not be used to promote any political activity.
- l) Members should not engage in political activities that may compromise the University's reputation and must report all external political activities to the University to avoid compromising professional independence.
- m) A conflict of interest may occur where the interest of benefit to a member conflicts with the interest of the University.
- n) Where there is a bona fide business transaction involving your family or relations, refrain from participating in it in any manner that may cause an undue influence. Another member should conduct all such transactions.

4.6 General Conduct

The University community members are expected to uphold the highest standards of integrity and respect in their interactions and ensure that we maintain a community built on trust, responsibility, and mutual respect. Therefore, addressing key items we should be well informed about to ensure a harmonious and productive University environment, indicating a list of acceptable and unacceptable behaviour which will keep evolving.

- a) Criticism of the University in any form of mass media is strictly prohibited. The university designates spokespersons for relevant matters that are in the public realm.
- b) Members should not speak to the press on any matter and leave it to the designated officials to address. Members may express their views as needed after seeking the Vice-Chancellor's (VC) approval.
- c) Participating in any election campaigns or a political party is not allowed.

All members of the University shall, at all times-

- a) maintain absolute integrity.
- b) maintain devotion to duty.
- c) do nothing which is unbecoming of the University member.
- d) maintain high ethical standards and honesty.
- e) promote the principles of merit, fairness, and impartiality in the discharge of duties.
- f) not place himself/herself under any financial or other obligations to any individual or organization which may influence him/her in the performance of official duties.
- g) act with fairness and impartiality and do not discriminate against anyone.
- h) refrain from doing anything which is or may be contrary to the University rules, regulations, and by-laws.
- i) Perform and discharge duties with the highest degree of professionalism and dedication to the best of your abilities.
- j) act in a courteous manner while performing official duties.
- k) Refrain from harassment in all forms.
- l) Members should not be under the influence of any intoxicating substance during their duty and shall also take due care that the performance of duties at any time is not affected in any way by the influence of such substance.
- m) Members need to be mindful of not unduly imposing on any other member or students in the form of using them to attend to personal (academic or other) work or infringing on their free time by asking them to participate in events that it may be difficult for them to decline, owing to the dependent nature of the relationship.

4.7 Health and Safety

The University prioritizes the health and safety of its members through safe workplaces and compliance with the health and safety laws. All members must prioritize their health and safety and are responsible for informing the University of

any significant health issues that may impact their ability to perform their duties effectively. This includes:

- a) Members must be mindful of environmental hazards when handling chemicals, living bodies, or treatment preparations in laboratories or elsewhere.
- b) It is necessary to ensure the safety of oneself, others, and property always.
- c) Compliance with workplace safety regulations is mandatory and unsafe conditions should be reported to the University's officials from time to time.
- d) For health and safety policy, kindly refer to the link below:
<https://snulinks.snu.edu.in/snuPolicies/AdminAndFinance/>
- e) For Environment policy, kindly refer to the link below:
<https://snulinks.snu.edu.in/snuPolicies/AdminAndFinance/>

4.8 Honoring Infrastructure and Utilization of Resources

The University provides state-of-the-art infrastructure to support the community in their educational, research, and administrative work. Members must responsibly use these resources in line with the University's policies. Security measures are in place to protect these resources, and damage is strictly prohibited.

Members are expected to use university-provided equipment judiciously and refrain from using the University's resources for personal or inappropriate purposes. This includes laptops, printers, or any other IT equipment, vehicles, laboratory facilities, etc.

Additionally, the University's email IDs and letterheads should be used exclusively for official purposes, and internet facilities should not be used to download obscene or pornographic content. All official communications should be conducted using the official email ID, and members must refrain from inappropriate use.

Accessing the University's network and digital resources, including email addresses, from outside the university premises is considered part of university activities. The university reserves the right to monitor and access all communication resources and data to ensure they are used for university functions. Unauthorized software usage is discouraged.

4.9 Social Media Engagement

Members are expected to promote the University positively and avoid actions that may harm its reputation, especially on social media. Inappropriate interactions or expressions online are discouraged, and harassment is not tolerated.

Use social media judiciously, follow University policy, and refrain from maligning others or the University, which may result in severe consequences. Refrain from hinting, making statements, humorous remarks, or passing any comment about the University which can be misconstrued.

4.10 Utilization of University Brand

The University's name, logo, images, etc. are proprietary assets and can only be used with explicit authorization and applied both within and outside the University.

It is a matter of pride to represent the University, but any use of its name and logo must adhere to specified guidelines regarding presentation and design.

For University Brand Guidelines, kindly refer to the link below:

<https://snulinks.snu.edu.in/snuPolicies/UniversityBrandCollaterals/>

4.11 Sustainability

The University is fully committed to upholding the principles outlined in the United Nation's Sustainability Development Goals and prioritizing the protection of biodiversity. These are integral to our core academic mission and institutional practices. Upholding our commitment to environmental stewardship, the University has implemented various initiatives, including expanding solar power, composting biowaste, energy conservation measures, and waste treatment plants, to name a few.

We urge the community to avoid wasting electricity, water, and other vital resources, contributing to our sustainability objectives.

5. COMPLIANCE WITH UNIVERSITY REGULATIONS

Members are required to conduct all operations under the University policies, guidelines,

Laws and regulations. Deans, Heads of Departments, and Managers must oversee and ensure compliance. This includes adhering to the following requirements such as:

- a) Only members authorized by appropriate University officials may enter into agreements on behalf of the University, as accepting an agreement, including

sponsored project funding, can create legal obligations requiring compliance with the agreement's terms, as well as relevant rules and regulations.

- b) Full-time members cannot engage in outside business without the University's approval; normally, all exterior projects must be directed through the University.
- c) Members involved in criminal proceedings must inform the Dean/Head of the Department and the Department of Human Resources.
- d) In case any member is arrested for any criminal matter, they must obtain formal written permission from the Head of Human Resources. The head of Human Resources will take appropriate action in consultation with the Executive Director and the Vice-Chancellor.
- e) Members must obtain prior authorization before seeking legal recourse or engaging with the media regarding any adverse criticism or defamation related to official acts.
- f) Authorized members may only speak to the media about the University.

6. NON-DISCLOSURE

All members of the university acknowledge that disclosing commercially sensitive, confidential information or trade secrets will harm the University. Accordingly, members agree not to use or share such information during their employment or after unless required for their duties or authorized by the University. This includes details about partners, pricing, intellectual property, business plans, technical data, and financial information. Any violation may result in disciplinary action, including termination. These obligations continue even after one's employment ends.

7. CONSEQUENCES OF BREACH OF CODE OF CONDUCT

This document is breached if any of the guidelines are violated, and such a violation may result in disciplinary action and due process will be followed. The severity of the action will depend on the nature and circumstances of the violation. The judgment on each violation would be decided as per the case and can lead to action that may range from disapproval to termination of association with the University.

Furthermore, the University has in place several committees and policies that deal with specific issues. These include:

- a) Prevention and Redressal of Sexual Harassment: Please refer to the policy link:
<https://snulinks.snu.edu.in/snuPolicies/genral/>
- b) Whistleblower Policy:
<https://snulinks.snu.edu.in/snuPolicies/HumanResources/index.php>

c) Institutional Ethics Committee (IEC) for Human Research:

<https://snulinks.snu.edu.in/snuPolicies/ResearchOfficeDocuments/InstitutionalEthicsCommittee/>

8. EXECUTING AUTHORITY AND INVESTIGATION

This document aims to handle matters fairly and openly, with final decisions ratified by the Vice-Chancellor (VC), supported by the Executive Director (ED), and the Head of Human Resources.

They may refer the matter to the appropriate committee, as required to execute the Code of Conduct and carry out the necessary investigation.

9. AMENDMENT

The Department of Human Resources may modify, change, amend, exclude, or include any clause from time to time, with the approval of the management.