

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Staff Code of Conduct Policy</b>
Document Type	Policy
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## 1. Purpose

The S P Jain School of Global Management (S P Jain) expects that all staff will adhere to the highest standards of conduct in relation to their work and this Code of Conduct specifies minimum standards and obligations for employees. Staff at S P Jain are expected to perform their work in an ethical and collegial manner, and to carry out their duties with efficiency, fairness, impartiality, and honesty.

Compliance with this Code will foster and maintain student, staff, and public trust and confidence in the integrity and professionalism of the School. Staff are expected as part of their duties, at all times to promote and protect the interests of, and maintain and enhance the reputation of S P Jain. This Code should be read in conjunction with the approved policies of the School, and failure to abide by the provisions of this Code or the approved policies may lead to disciplinary procedures.

## 2. Respect for Law and Governance

All staff of S P Jain are required to observe and comply with relevant National, Federal and State laws, statutes and prescribed requirements as well as the policies and rules of the School in the course of their employment with the School.

### **3. Professional Conduct**

The professional conduct required by S P Jain includes, but is not limited to:

- a. a commitment to professional standards in teaching and learning, research, administration and industry involvement;
- b. observance and promotion of the rights of staff and students;
- c. conduct which is professional at all times and which has regard to the interests of the School;
- d. awareness of relevant legislation and adherence to policies and procedures developed by the School.

### **4. Academic Freedom**

S P Jain will:

- a. promote academic freedom of both inquiry and expression provided such inquiry and expression does not contravene applicable State or Federal legislation (such as defamation and privacy laws) and provided that if disputes arise, the provisions of this Code and S P Jain procedures are observed;
- b. encourage students and staff to express themselves using critical judgement and scholarship, subject to confidentiality obligations placed upon them by any privacy and research obligations;
- c. encourage officers and employees to express themselves using critical judgement and scholarship, subject to confidentiality obligations placed upon them by the School either through defamation or privacy laws, S P Jain policies, or under the terms of their contracts of employment.

### **5. Respect for Individuals**

All staff of S P Jain shall treat other members of staff and students as well as visitors and members of the community with respect, courtesy, fairness and equity. This involves, but is not limited to:

- a. Fairness in supervising and dealing with students and staff;
- b. Carrying out work with integrity and objectivity;
- c. Making decisions that are procedurally fair;
- d. A client-centred approach to work;
- e. Avoiding unlawful discrimination, for example on grounds such as: gender, sexual orientation, race, cultural background, religion, or political conviction;
- f. Avoiding behaviour which might reasonably be perceived as corrupt, harassment, bullying or intimidation;
- g. Carrying out work in a safe manner and taking precautions to protect the health, safety and welfare of oneself and others;
- h. Complying with any legislative, industrial or administrative requirements;
- i. Avoiding behaviour which might reasonably be perceived as creating an unsafe or unhealthy environment, or constraining the legitimate rights of others;
- j. Respecting an individual's right to privacy and undertaking to keep personal information in confidence;
- k. Respecting privacy laws and confidential information given to them in the course of their employment.

## **6. Conflict of Interest**

- a. Staff of the School should be sensitive to the potential for conflicts of interest to arise between their personal interests and their duties, obligations and responsibilities to the School, and shall take care to ensure that no actual conflict of interest arises.
- b. Staff of the School should avoid situations in which their private interests (whether involving personal financial or pecuniary interests, or external associations, or personal and family relationships between staff or between staff and students) conflict with or might reasonably be thought to conflict with or influence judgements made during the course of their professional duties, and perceptions that an unfair benefit may have been attained. Potential conflicts of interest should be assessed in terms of the likelihood that staff possessing a particular interest could be improperly influenced, or might appear to be improperly influenced, in the performance of their duties on a particular matter.
- c. Should any real or potential conflicts of interest arise, the staff member should advise their supervisor as soon as possible.
- d. Academic staff have a particular responsibility to their students to assess their work fairly, objectively and consistently across the candidature for their particular unit or course. Because personal relationships between students and staff may involve serious difficulties arising from the unequal power of the parties concerned, as well as the difficulties in maintaining appropriate boundaries between professional and personal life, academic staff have a responsibility to declare such potential or actual conflicts of interest to their supervisor or the relevant Dean.

## **7. Outside Work**

There are employment obligations of S P Jain staff who receive full-time salaries are to the School. Full-time staff wishing to engage in any outside work must seek approval to do so from the President or the delegated nominee, who may approve or not approve such requests. All School staff, including those employed for less than full-time, must not accept outside work where it may cause a direct or indirect conflict with their duties to S P Jain or otherwise adversely impact the conduct of S P Jain work or reflect poorly on the reputation and public standing of the School. If there is any doubt whatsoever, the potential direct or indirect conflict must be reported to the President.

## **8. Duty of Care and Safety**

The staff of S P Jain must take every precaution, as reasonable in the circumstances to protect the health, safety and welfare of all those in the workplace. In particular, they must comply with the relevant Workplace, Health and Safety legislation that applies in their jurisdiction such as the NSW Work Health Safety Act 2011 and relevant Codes of Practice as well as specific Work Health Safety policies and procedures of the School.

S P Jain staff should also actively promote safe working practices and environments for everyone using School facilities. Staff should ensure that the personal use of alcohol or other drugs does not affect work performance or the health, safety and welfare of others, especially students in their care.

## **9. Discrimination and Harassment**

Staff of S P Jain must not harass or discriminate against their colleagues, students, members of the public or other persons with whom they may interact on the grounds of (including but not limited to) sex, marital status, pregnancy, age, race, ethnic or national origin, physical or intellectual impairment or sexual preference.

Such behaviour may constitute an offence under several Federal Anti-Discrimination laws as well as anti-discrimination laws in their jurisdiction, such as the Anti-Discrimination Act 1977 (NSW) and the will be considered a serious breach of S P Jain policies. In addition, staff must not harass or discriminate on the grounds of political or religious convictions. All managers must make every effort to ensure that the workplace is free from all forms of harassment and discrimination. They should understand and apply the principles of equal employment opportunity and ensure that the employees they supervise are informed of these principles.

## **10. Diligence**

Staff are expected to be diligent in their work and to carry out their duties in a professional, responsible, and conscientious manner, and to be accountable for their official conduct and decisions. Staff have an obligation to professionally implement and carry out official and authorised decisions and to adhere to policies faithfully and impartially. All employees of the School are expected to maintain and enhance their skills, scholarship and expertise, and to keep up-to-date the knowledge associated with their particular field or area of work. High standards of performance and a keen focus on client service are expected.

## **11. Confidential Information**

Official information must only be used for the work-related purpose intended and not for other reasons or personal benefit. Officers and employees must make sure that they do not disclose, disseminate or make use of any information marked confidential without prior authorisation or unless specifically authorised by legislation. All staff must take reasonable steps to ensure that any information marked confidential in any form (e.g. computer files), cannot be accessed by unauthorised people and that sensitive information is only discussed with people who are authorised to have access to it. Any School document marked confidential should only be accessed by those authorised to do so.

Unauthorised access to, disclosure or use of confidential information may result in disciplinary proceedings for misconduct.

## **12. Use and Security of Information**

All staff have a duty to maintain the confidentiality, integrity and security of information for which they are responsible. In addition, staff have an obligation to:

- a. ensure that personal information concerning students or staff is secured against loss, misuse or unauthorised access, modification or inappropriate disclosure;
- b. report in confidence to their manager, or to the President, any actual or suspected misuse of information, or any actual or suspected breach of the provisions of this Code. Privacy and confidentiality must be maintained in all such cases, and particular care should be taken to avoid vexatious or malicious allegations without reasonable evidence.

### **13. Security Maintenance**

Staff and on-site contractors must maintain adequate security of the School premises in which they are working and must maintain security of keys and swipe-cards issued to them for the purposes of opening, accessing and using School buildings, vehicles, equipment and other facilities. Keys and access devices are to be used only in the performance of approved and scheduled duties, and use for any other purpose requires authorised prior approval.

### **14. Related Documents**

- Staff Anti-Discrimination, Harassment and Equal Employment Opportunity Policy