

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<b>Staff Code of Conduct Policy</b>
Document Type	Policy
Administering Entity	Vice President – Academic, Vice President – Administration, Director – Human Resources Registrar, Course Directors Deans) and Heads of Campuses (HoCs)
Latest Approval/ Amendment Date	July 10, 2019
Last Approval/ Amendment Date	August 09, 2018
Approval Authority	Board of Directors
Indicative time of Review	July 9, 2021

## 1. Purpose

As a registered higher education provider, S P Jain School of Global Management (S P Jain) is committed to ensuring that all members of the S P Jain community enjoy and uphold an environment that is collegial, safe and respectful. The School is committed to ensuring that all staff carry out their duties as employees of S P Jain with levels of professional conduct that reflects the School's commitment to well-being, integrity and honesty.

This Code of Conduct outlines the expectations and responsibilities of all staff at S P Jain as employees of the School and should be read in conjunction with the approved policies of the School, and in the context of any provisions or requirements as set out in individual contracts.

## 2. Scope

This Code applies to all employees of the School regardless of the type, length or nature of their employment.

## 3. Code Conduct

### a. Personal and Professional Behaviour

All staff must:

- i. Uphold and maintain the reputation and goals of the School and act in its best interest;
- ii. Demonstrate a commitment to professional standards in teaching and learning, research, administration and industry involvement;

- iii. Observe and obey the laws of all jurisdictions where the staff member is employed across the School's multi-city campuses including respecting local governance laws relating to standards of dress;
- iv. Work diligently, cooperatively, collegially and respectfully with all members of the S P Jain community including respecting the intellectual freedom of other staff, students and any associate or partner of the School;
- v. Behave in a professional manner at all times and act with objectivity, integrity and fairness in decisions made in the course of duties to the School;
- vi. Comply with all the School's policies, statutory obligations and any other relevant code of practice;
- vii. Communicate professionally and respectfully with all members of the School's community and not disseminate information which is offensive, threatening, harassing, discriminatory, or that could harm the School's reputation or the reputation of others;
- viii. Maintain and enhance their skills, scholarship and expertise, and to keep current the knowledge associated with their particular field or area of work;
- ix. Respect the School's property, resources, systems and records and maintain confidentiality where relevant and required;
- x. While employed by the School and executing duties as part of each role, not use that time for private gain or other activities external to the School;
- xi. Not abuse the position held with the School to unduly influence others or enter into relationships that may affect the power balance of those relationships;
- xii. Declare any real or potential conflicts of interest that may reasonably be thought to conflict with or influence judgements made during the course of the professional duties of staff, and perceptions that an unfair benefit may have been attained;
- xiii. Not accept outside work or employment that may negatively affect their duties and in the case of full-time staff, not accept outside work without approval from their supervisor or manager;
- xiv. Uphold principles of natural justice and procedural fairness when making decisions and ensure that all decisions are made in timely fashion;
- xv. Report breaches of professional or behavioural conduct immediately to supervisors or managers.

## **b. Well-being and Safety**

All staff must:

- i. Take every precaution, as reasonable in the circumstances to protect the health, safety and welfare of all those in the workplace;
- ii. Comply with the relevant Workplace, Health and Safety legislation that applies in their jurisdiction and relevant Codes of Practice;
- iii. Comply with and implement the School's policies that are designed to prevent, educate, manage and report safety and security measures including the Health and Wellbeing Policy, Staff and Student Sexual Assault and Sexual Harassment policies and procedures, and Critical Incident Policy;
- iv. Promote safe working practices and environments for everyone using School facilities;
- v. 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;
- vi. Maintain a smoke and drug free environment;
- vii. Report breaches that risk the safety or well-being of the School community immediately to supervisors or managers.

## **c. Academic Freedom and Integrity**

All staff must:

- i. 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);
- ii. Encourage students and staff to conduct and respectfully express themselves using critical judgment and scholarship, subject to confidentiality obligations placed upon them by any privacy and research obligations or through defamation or privacy laws, S P Jain policies, or under the terms of their contracts of employment;
- iii. Undertake research in line with established ethical practices as set out in the School's Research Framework;
- iv. Maintain professional, accreditation and regulatory standards that protect academic freedom, and academic and research integrity;
- v. Uphold academic integrity by acknowledging authorship of, and contributions to, ideas in teaching materials and research and avoiding any activity that could be considered a breach of the School's policies for maintaining academic and research integrity;

- vi. Respect the intellectual property of others and in developing intellectual property in the course of their employment comply with the School's policy for intellectual property and research;
- vii. Maintain the integrity of the examination system and processes and not divulge any specific details of questions or answers prior to exam dates nor try to influence students, or act in inappropriate ways, that might impact on their feedback evaluations;
- viii. Follow the School's processes and policies to assure and award academic merit and assessment outcomes only when relevant criteria have been met;
- ix. Report breaches of academic freedom, or academic and research integrity immediately to supervisors or managers.

**d. Discrimination and Harassment**

All staff must:

- x. Uphold the School's commitment to equity, diversity, and reasonable adjustment;
- xi. Support inclusive practices and avoid unlawful discrimination, for example on grounds such as: gender, sexual orientation, race, cultural background, religion, or political conviction;
- xii. Not sexually assault or harass any member of the S P Jain community. The School has a zero-tolerance approach to sexual harassment and assault and any incident considered sexual assault or harassment at any of the School's campuses will be dealt with according to procedures as set out in the Sexual Assault and Sexual Harassment Policy and in accordance with all local legislation;
- xiii. Apply the principles of equal opportunity, equity and diversity and ensure that the employees they supervise are informed and understand the principles and processes as set out in its Student and Staff Equity, Diversity and Fair Treatment Policy.

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

All staff must:

- i. Maintain the confidentiality, integrity and security of information for which they are responsible;
- ii. Ensure that personal information concerning students or staff is secured against loss, misuse or unauthorised access, modification or inappropriate disclosure;
- iii. Record and document all information in line with the School's policies for recording and storing information;
- iv. Adhere to and maintain privacy principles when collecting, storing records of individuals and reporting;
- v. Respect an individual's right to privacy and undertaking to keep personal information in confidence;
- vi. Report any breaches related to information use or security immediately to supervisors or managers.

#### **4. Compliance with this Policy**

- i. All staff must comply with this policy as a condition of employment and report any breaches of this Policy to the School.
- ii. Disciplinary action may be taken against any staff that breaches this or other policies of the School.
- iii. Breaches that relate to existing and relevant policies will be managed through the processes set out in those policies and procedures. All other disciplinary matters will be decided by the Vice President – Administration in consultation with Director – Human Resources where needed additionally with the President and/or Vice President – Academic.
- iv. Any breaches by the Vice President – Administration, Vice President – Academic or Director - Human Resources will be decided by the President in consultation with the Board of Directors
- v. Any decision made by the School in relation to breaches of the policy are subject to appeal as set out in the Staff Grievance and Complaints Policy and Procedures