

## **Code of Conduct:**

The successful functioning and reputation of MDC&RC 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.

### **1.1. Dress Code:**

#### **1.1.1. Men:**

- The employees should wear formal shirt. It is recommended that colour of the shirt is mild and basic.
- Dress should be clean and not crumpled.
- Hair should be clean, neatly cut. It should be always well combed.
- Face should be clean with or without beard.
- Shoes and Socks should be colour co-ordinated with the clothes and well polished and clean.
- Wrist watch and other accessories should be formal and with appropriate size.
- Always use a deodorant which is mild.

#### **1.1.2 Women:**

- Saree or Churidar is the dress code for the female faculties and staffs.
- Hair should be well kept and neatly combed.
- Grooming and Make up should be light, subtle and properly applied.
- Should wear low heeled shoes or sandals in good condition.
- It is recommended that the faculties wear light jewellery like a thin gold chain, a thin gold bangle and small earrings only.
- Always use a deodorant which is mild.

## **1.2 Phone Calls:**

The making and receiving of personal phone calls must be limited to a maximum of five minutes in duration, unless otherwise approved by the HOD. All calls made shall be for official purposes only.

## **1.3 Email:**

Email has legal status as a document and is accepted as evidence in the 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.

- Email shall be used as the primary source of communication.

- No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the institution in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.

- 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 offence and will be subject to appropriate investigation.

## **1.4 Internet:**

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

**1.4.1** Attending to personal activities of a business nature.

**1.4.2** Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.

**1.4.3** Downloading or printing material as described above.

#### **1.4.4 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.

### **1.5 Outside Employment:**

Employee may not hold any type of outside employment during working hours. Employee may not receive any income or material gain from individuals outside MDC & RC for material produced or services rendered while performing their jobs during their working at MDC & RC.

### **1.6 Grievance:**

MDC & RC supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. Grievances will be dealt with discreetly and promptly with an objective manner.

Grievances can be addressed to [grievancemdc@macity.edu.in](mailto:grievancemdc@macity.edu.in) or it can be directly reported to the HRM / Principal / Management without any prior appointment.

### **1.7 Misconduct:**

Compliance with this policy of ethics and conduct is the responsibility of every employee & associated members.

- A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the HOD and will be signed by the employee. The employee will be given the opportunity to respond.
- If the unacceptable behaviour 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 dismissal.

- Details of disciplinary actions should be recorded on the employee's personnel file and removed after one year if further disciplinary action is not required.
- Based on seriousness of the issue, management has complete right to take action in the first time itself.

## **1.8 Conduct with the Students:**

**1.8.1** The MDC&RC staff 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.

**1.8.2** Unnecessary contact through phone, email or any other means is to be strictly avoided. 7

**1.8.3** Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.

## **1.9 Overtime:**

MDC & RC will not support any overtime policy. Employees and associated members are requested to complete their assignment in given period of time. Compensation Off can be availed if the employee works on any State or Central Holiday.

## **1.10 Visitors in the Work Place:**

To provide for the safety and security of employees 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.

All visitors should enter the institution at the reception area. Authorized visitors will receive directions or be escorted to their destination.

## **1.11 Work Place Violence Prevention:**

MDC & RC 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 business hours or on its premises.

**1.11.1** All employees, associated members, and students should be treated with courtesy and respect at all times.

**1.11.2** 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.

**1.11.3** 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.

**1.11.4** We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

## **1.12 Others:**

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under influence of alcohol or illegal drugs.
- Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in workplace, while on duty, or while operating employer-owned vehicles or equipment or within the premises of the institution or with or within the institution provided accommodation.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- Insubordination or other disrespectful conduct.

- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials.
- Excessive absenteeism or any absence without notice.
- Unauthorized disclosure of business “secrets” or other confidential information.
- Violation of personal policies.
- Unsatisfactory performance or conduct.