

Vanita Vishram Teaching Employees Code of Conduct & Workplace Ethics

I. PREAMBLE

Vanita Vishram is committed to ensure that all its activities are conducted, in all respects and all the times, according to rigorous ethical, professional and legal standards, which prevail from time to time. It is also committed to create a workplace free from harassment and discrimination, where co-workers are respected, and provided an appropriate environment so as to encourage good performance and conduct.

To achieve this goal all Employees are expected to:

- adhere to this code of conduct in their professional as well as personal conduct
- treat each other with respect, courtesy, honesty and fairness
- respect different values, beliefs, cultures and religions
- value the contribution of people they work with, and work co-operatively
- serve the organization without intimidating, harassing or discriminating others

II. PURPOSE

This “Code of Conduct and Work Ethics Policy” (the “Policy”) has been formulated in order to foster and maintain Employee trust and confidence in the professionalism and the integrity of the organization by ensuring that all Employees adhere to appropriate standards of conduct as set out in this Policy to maintain and enhances the reputation of the organization.

This Policy aims to provide guidance to all Employees of the Organization on how and in which manner should the conduct of Employees be when they are performing on behalf of the Organization. The circumstances of conducts set out below in this Policy, although not exhaustive, are intended to cover those situations, which are most likely perceived to be encountered by Employees. In case any Employee encounters any circumstance which is not covered hereunder or in case of any doubt, Employees should seek guidance from the Reporting Manager/ In-Charge Principal and act accordingly.

A breach of the Policy may result in disciplinary action against the Employee concerned including, potential dismissal or termination of employment or any other legal action or all of the above together.

III. COVERAGE

This Policy applies to all the Teaching Staff Employees of the Organization. Employee shall mean all individuals on full-time or part-time employment with the Organization, with permanent, probationary, trainee, retainer, temporary or contractual appointment. The Organization also expects its managers to lead by example and perform their duties in accordance with this Policy and ensure that the content of this Policy are communicated to all persons reporting to them.

The Organization's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Organization's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Organization, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.

IV. TEACHER'S SPECIFIC CLAUSES COVERED UNDER THE POLICY

1. Regularity and Punctuality

- All teachers should be present in their respective institutes at least 15 minutes before the opening hours of the institute and should not leave the institute before all the students of their respective classes leave the premises. (Three late remarks will lead to a half day's C.L.)
- They should sign the muster roll and punch the time machine where provided and take up their duties as assigned to them by their head
- Teachers should get their C.L. sanctioned in advance. In case of emergency they should inform the authorities as early as possible and then submit the leave note the next day.
- Teachers should write their log books in detail regularly and submit them every month to their higher officer.
- Where ever provided, teachers should do their correspondence with institute through E-mail only.

2. Teachers Quality of Work and Process

- All the teachers should plan their work well in advance and also work according to the guidelines provided by the principal / supervisor.
- Teachers should contribute to increase productivity of the organization by performing their task qualitatively & utilizing their time efficiently.
- They should use all the latest technical aids provided by the organization to ensure effective outcome with lesser input in form of time & energy.

- Teachers must get well versed with the use of computers, interactive board, multimedia gadgets, Digital language lab, Equipment as well as all other gadgets installed in the institute from time to time. They should also ensure that they are handled with care.
- Teachers should make special efforts to help slow learners. They should identify student with learning disability and talk about them to the principal and then to their parents.

3. Maintenance of Discipline

- Teachers should ensure that students come to institutes in neat, tidy and proper uniform and maintain a high standard of discipline and hygiene.
- It is the class teachers' responsibility to ensure that students attend institutes regularly. If a student is observed to be irregular in attendance or remains absent frequently, they should bring such incidents to the notice of the respective parents and provide necessary counseling to the students. If such irregularity continues, they should bring it to the notice of the Principal. During Parent-Teachers meetings the importance of regularity in institutes' attendance should be discussed.
- Parents form an integral part of an educational institution. Thus teachers should speak to them in a polite and respectful manner. If some parent misbehaves, they should bring it to the notice of Principal.
- Teachers should keep away from giving private tuitions and running private coaching classes or work for any such tuition / coaching class without the permission of the management.
- Teachers should maintain confidentiality regarding question papers and other regarding institutes policies and records.
- Teachers will not collect any money without prior instruction of principal.
- Teachers reporting on duty should not be under the influence of any kind alcoholic substance and should not use tobacco or tobacco products.
- Teachers are strictly warned not to give any corporal punishment. If they do so they will have to face the consequences.
- Teachers should reach in time in the proxy periods and keep students engaged in appropriate interactive / creative activities.
- Teachers should type their own question papers. Papers should be checked judiciously and submitted in time.
- Preparation of the mark sheets and results should be done very carefully. Strict Action will be taken against the erring teacher.

4. Promoting Extra-Curricular Activities and Civility

- It is the class teacher's responsibility to ensure that children take active part in various activities, competitions etc. organized in the institutes. They should inform the parents well in advance.
- Give enough practice to the students where required. If found that the students or parents of a particular class are not taking much interest, it will be considered as negligence on the part of the class teacher.

- Teachers should ensure that students treat all their fellow students and members of the society as equal without any distinction of caste, creed, gender or religion.
- Teachers should inculcate good civic practices, modesty, austerity and civility and ensure that students treat seniors and elderly persons with dignity, respect and honour.

5. Teachers Self-Development

- Teachers should engage themselves in quality reading and creative writing including essays, articles, poems etc. in institutes' magazine as well as in newspapers, other magazines etc.
- Whenever organized, the teachers will have to attend/participate in in-service training, workshops, seminars etc as and when required.
- For teachers self-development the management will sympathetically consider any request by teacher for pursuing higher academic courses / training in relevant subjects intended to improve quality of teaching, skills and competencies of the teacher.

6. Performance Appraisal

- The management contemplates to improve the quality of education and intends to establish best practices in teaching.
- While providing opportunities to the teachers to improve themselves through quality training, computers, interactive boards, appropriate salary and benefits, the management expects best performance from each of its teachers.
- To ensure objective assessment, the management will introduce a system of performance appraisal. It will be communicated to all concerned.
- Best turnouts of students, improved results and collective general behavior of each class reflect the concerned teacher's dedication, competency and teaching skills.
- On these parameters the performance of each teacher will be regularly assessed by the supervisors, principals and designated officials of the management. Increment in salary and service benefits will be based on Teacher's Performance Appraisal Report.

V. OTHER CLAUSES COVERED UNDER THE POLICY

Professionalism

The personal and professional behavior of Employees shall confirm to the standards expected of persons in their positions, which includes:

- A commitment to and adherence to professional standards in their work and in their interactions with other Employees of the Organization.
- A commitment to maintaining the highest standards of integrity and honesty in their work.
- An adherence to ethical and legal standards to be maintained in operations / management.

- A responsibility to support the Organization in its efforts to create an open and mutually supportive environment.
- A responsibility to share information and give willing assistance in furthering the goals and objectives of the Organization.
- A responsibility to ensure that there is no misrepresentation of facts. Wherever a misunderstanding is thought to have taken place through unclear communications, it should be corrected promptly.

Integrity of Financial Information

- All such Employees have a responsibility to ensure that all transactions are recorded in Organization's accounts accurately and promptly and they must immediately report any known inaccuracies.
- Misrepresentations by any Employees that result from intentional acts that may conceal or obscure the true nature of a transaction will be treated as clear contravention of this Policy.

Protection and Use of Organization's Property

- All Employees of the Organization are responsible for protecting and taking reasonable steps to prevent the theft or misuse of or damage to Organization's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities.
- All Employees must use all equipment, tools, materials, supplies, and Employee time only for Organization's legitimate business interests.
- Organization's property must not be borrowed, loaned, or disposed of, except in accordance with appropriate Organization's policies. All Employees must use and maintain Organization's property and resources efficiently and with due care and diligence.

Acceptance of Gifts and Other Benefits

- Employees should not give or accept gifts, entertainment, or any other personal benefit or privilege that would in any way influence or appear to influence any organizational decision.
- Accepting money, gifts, entertainment, loans or any other benefit or preferential treatment from any existing or potential customer, supplier or business associate of the Organization, is strictly prohibited, except occasional gifts of modest value and entertainment on a modest scale as part of customary business practice.
- As a general principle, gifts of minor estimated value (e.g. pens, desk diaries) are acceptable.
- All other prospective offers of gifts or entertainment falling outside the foregoing guideline, but which reflect customary and transparent business practice in a particular market, may be accepted.

- However, in case of doubts, the Employee must refer the case to his/her reporting manager and/or the unit head who will decide on the action to be taken.
- It is unacceptable to directly or indirectly offer, pay, solicit or accept any kind of inducements or bribes.
- Any attempted transaction of this nature should be immediately reported to the Reporting Manager/ Unit Head.
- The funds and resources of the Organization shall not be used directly or indirectly for any such purpose.

Fraud

Fraud — or the act or intent to cheat, trick, steal, deceive, or lie — is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee. Some examples of Fraud include:

- Submitting false expense reports;
- Forging or altering checks;
- Misappropriating assets or misusing Organization's property;
- Unauthorized handling or reporting of transactions;
- Inflating sales numbers
- Making any entry on Organization records or financial statements that is not accurate and in accordance with proper accounting standards

Compliance with Laws and Agreements

All Employees shall conduct all activities in compliance with all applicable laws and regulations of the particular District, State or Country.

Health, Safety and Environment

All Employees shall comply with the organization's health and safety norms as communicated to them from time to time. Employees shall bring to the management's attention any workplace safety or health hazard.

Self-Development

Whenever organized, the employees will have to attend/participate in in-service training, workshops, seminars etc. as and when required. For employees self-development the management will sympathetically consider any request by the employee for pursuing higher academic courses / training in relevant discipline intended to improve quality of work and competencies of the employee.

Performance Appraisal

- The management contemplates to improve the quality of work and intends to establish best practices in its functioning. While providing opportunities to the employees to improve themselves through quality training, computers, appropriate salary and benefits, the management expects best performance from each of its employees.
- To ensure objective assessment, the management will introduce a system of performance appraisal. It will be communicated to all concerned.
- Improved results and collective general outcome reflect the concerned employees dedication, competency and skills. On these parameters the performance of each employee will be regularly assessed by the supervisors and designated officials of the management. Increment in salary and service benefits will be based on Supervisor's Performance Appraisal Report.

Harassment

- The Organization is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity.
- Employees are responsible for supporting the Organization in its endeavor to protect others and each other from any form of such harassments.
- In case of any kind of sexual harassment, employee can approach to the organization's Anti Sexual Harassment Committee by filing a complaint to the reporting head about the same.
- Organization shall take all steps necessary and reasonable to assist such affected Employee in terms of support and preventive action which may result into dismissal or termination of employment or any other legal action or all of the above together for the accused.

Etiquette

It is important for all the employees to observe the following etiquettes:

- It is essential to be disciplined at the workplace.
- Leave all your personal problems out the moment you step in the office. It is unprofessional to mix personal and professional life. Keep them separate.
- Follow the professional dress code. Never wear anything which shows much of your skin. Avoid wearing jeans, capris, T shirts, shorts etc. to work. Female employees should not wear revealing dresses or deep neck blouses to work.
- Never ever enter office under the influence of alcohol. It is an offence.
- As a responsible employee you have no rights to share confidential information with any of the external parties under any circumstances. Data in any form must not be leaked to anyone who bears no relation with the organization.
- Keep your cell phones on the silent mode to avoid disturbing others sitting around. Avoid long personal calls during office hours. Wearing ear buds at the workplace is unacceptable.
- Keep your workstation free of unwanted documents and files. Avoid having lunch at your desk. It creates mess.

- Learn to own your mistakes. Stick to your statements. Stay away from blame games and nasty politics at the workplace. Remember conflicts and misunderstandings lead you nowhere. It is always better to discuss issues face to face and reach to a mutually acceptable solution.
- While communicating through emails, make sure your reporting head is in the loop. It makes no sense hiding things from him. Master the art of writing emails. Emails must be self-explanatory and a clear reflection of one's thoughts.
- Respect your fellow workers. Help them whenever required. Never give them wrong suggestions.
- Treat all your fellow workers as one irrespective of their education and designation in the organization.
- Female employees must be treated with respect and dignity.
- Never take undue advantage of your position. Do not ask for personal favors from your subordinates.
- Respect each other's privacy. Do not open envelopes and other things not addressed to you
- Stay away from controversies. Do not spread rumors around. It is highly unprofessional.

Misconduct & Non-Conformance with the policy

- Non-observance of this Policy shall be construed as misconduct that could warrant disciplinary action, including dismissal in deserving cases.
- The decision in this regard will lie with the Management, including the Unit Head and concerned Manager and shall be binding on the Employees.

Accountability

It is a condition of an appointment and/ or employment that all Employees must understand and adhere to the Organization's Code of Conduct and at all times and abide by the standards, requirements and procedures laid down herein. They must:

- Commit to individual conduct in accordance with this Policy.
- Observe both, the spirit and the letter of the law in their dealings on Organization's behalf.
- Recognize Organization's responsibility to its shareholders, customers, employees, those with whom Organization deals, and to society. Assess priorities in the context of discharging these responsibilities appropriately on Organization's behalf.
- Conduct themselves as responsible members of society, giving due regard to health, safety, and environmental concerns, and human rights, in the operation of Organization's activities.
- Report any suspected breach of the law or this Policy to the Main Office

Amendments

- The Organization reserves the rights to change/amend/add/delete/modify this Policy in whole or in part, at any time without assigning any reason whatsoever.
- The Employees acknowledge that they will not be personally advised of any such change/amendment/addition/deletion/modification.
- The Employees are advised to check for any such change/amendment/addition/deletion/modification regularly.
- The Employees hereby unconditionally agree to all such changes/amendments/additions/deletions/modifications.

ACKNOWLEDGEMENT OF CODE OF CONDUCT

I hereby acknowledge that I have received and read Vanita Vishram's Code of Conduct meant for Employees and that I am fully aware of its terms. I also agree to read and comply with all policies adopted by Vanita Vishram. I understand that compliance with this Code is a condition of employment. I understand that if I fail to comply with this Code or other policies of Vanita Vishram or applicable laws, it will be addressed and I may be subject to disciplinary action, including a warning, revision of responsibilities, suspension, dismissal, termination of the employment or any other legal action. I confirm that I will comply with all provisions of the Code of Conduct.

Employees Name: _____

Signature: _____

Date: _____