



SWARRNIM STARTUP & INNOVATION UNIVERSITY

CODE OF CONDUCT FOR EMPLOYEES

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The term employee includes non-teaching staff and other staff which come under this preview. The following code of conduct applies to all of the employees mentioned below:

- **GENERAL RULES:**

- Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging and accountability
- Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be reflect good values.
- Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
- Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

- **CONFIDENTIALITY:**

- Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the institute.

Ragini
Ravindrab
hai Shah

Digitally signed by Ragim Ravindrabhai Shah:
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- **EXPLANATION:**

For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined behavior, whether directly or otherwise as:

1. Physical contact and advances;
2. Demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing any pornography; or
5. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

- **REPRESENTATIONS:**

Whenever an employee wishes to put forth any claim, or seeks redressed of any grievance, he/she must forward his/her case through proper channel.

- **INTERPRETATION:**

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.

Ragin
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serialNumber=0260a2f977309ae82dc
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