

## CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

### Our Values:

- Respect
- Integrity
- Diversity

### Achieving our Values:

To achieve this we, the employees of Chettinad Dental College and Research Institute at **all** levels are required to follow certain "**Code of Conduct**". This Code is only inclusive and not exclusive or exhaustive.

### Commitment under the Code

#### Background

Institution recognizes that employees are the pillars of our Organization, on which our institution is founded, and this **Code of Conduct** set out the certain basic guiding principles for building and maintaining good interpersonal relationship and mutualise interests amongst **all** the stakeholders.

Employees come foremost and the following **is** a set of the underlying spirit advocated by the code.

#### Mutual trust and respect very critical

- ✓ We believe in the dignity of labour and no one shall suffer any humility or insinuation by virtue of his/ her hierarchy, origin, colour, sexual orientation, personality trait or disability of any kind.
- ✓ Any attempt to do so explicitly or otherwise, by words, conduct or behaviour may amount to breach of the code. Every employee, irrespective of hierarchy to be treated humanely and with due respect.
- ✓ Any favouritism, distinction or classification made showing preference or favouritism to protect/ promote interests of certain individual or set of individuals without any reason or business purpose, may amount to discrimination and therefore a code breach.
- ✓ Employees are required to wear uniform in a presentable manner keeping in mind the image of the Institution.

- ✓ Employees should not involve in gossiping, spreading rumours or wasting time sitting with others without any official purpose.
- ✓ Employees are required to adhere to the official timings and to avail leave with prior approval.
- ✓ Women employees are to be treated with due respect, decency, modesty and absolutely professionally.
- ✓ Employees are required to work in team and to avoid working in silos.
- ✓ Employees should believe in themselves and have "positive" and "Can do" attitude in each and every work in which he /she is assigned / involved.
- ✓ While dealing with employees, external agencies, stake holders especially in cases of monetary or personal / professional interests leading to any conflict of interest should be informed to the Management. In such an event, the Management may nominate another person to deal with such cases. However, responsibility lies with the employee to keep the management informed of such conflict of interest at the first instance. Any violation of this will be a breach of this code and attract serious consequences.
- ✓ Employees are required to arrange their travel as per travel guidelines and expenses to be claimed as applicable only.
- ✓ Employees are required to ensure the Data Security of Institution system and proper internet usage as per IT guidelines.

#### Promotion of diversity and providing a conducive work environment

The organisation is committed to promoting diversity, and encourages adequate mix of people with different cultural, educational, social background and rich experience provides a collaborative work culture; leveraging competency of every individual is supplemented by each other and work in a seamless manner and enhanced performance and productivity.

#### Freedom and protection for reporting under the Code

- ✓ It is expected that every employee considers compliance of this Code as his/her personal responsibility and inform / alerts the Leadership Team with any abrasion / violation to the code, as and when it comes to the knowledge of the employee.
- ✓ An employee is guaranteed confidentiality with regard to his identity for reporting such matters and no employee shall suffer any victimisation for raising genuine issues with the Leadership Team.

Responsibility under the Code

As compliance to the above commitment on the part of the employees, the employees have following responsibility under the code-

- ✓ Raise issues which are code breaches. It is the responsibility of the employee to ensure that they do not misuse the code by raising frivolous issues, to settle personal scores / differences etc. Any such incident will be viewed seriously.
- ✓ Use the Institution assets judiciously and exclusively for assigned purposes, as if it is their personal property.
- ✓ Absolute Care to be taken in using the institution assets in personal possession, while applying them for personal use, in the course of official work e.g. mobile phone, laptop, etc.
- ✓ It is the responsibility of every employee to protect and must maintain absolute confidentiality of information which he / she get to know or acquire during the performance of his / her work. Confidential and business specific information cannot be provided to external parties without the written approval of the concerned Head of Business and the Managing Director. Confidential information means any information, which is not in the public domain.
- ✓ While in the employment of the company, devote 100% time and resources to company work and not be involved in any other vocation or a job for monetary benefit otherwise honorary, except for hobbies and pursuits done as a part of academic and cultural excellence.
- ✓ Do not use the power vested on to any individual for personal gains and shall be governed of schedule of authority and strictly adhere to process of clearances appropriately required.
- ✓ Conduct self with utmost professionalism and deal with customers and internal stakeholders with utmost sensitivity it deserves

Any clarification under this code can be sought from the Institution Authority. Interpretation given by Institution Authority is final and conclusive.

I have fully understood the code of commitment. In token of my consent and acquaintance I hereby set my signature unto this undertaking without any source of duress from any corner.

Signature of the Employee :

Date :

Name of the Employee :

Place :