

ACTS OF MISCONDUCT or CODE OF CONDUCT

ATRIA/ HR POLICY/AOM-COC/Ver1.0 Dated xx/xx/2022



Managed by A S Kuppa Raju & Bros. Charitable Foundation Trust
ASKB Campus, Anandnagar, | Bengaluru - 560 024 KARNATAKA, INDIA

DISCLAIMER:

The views, policies and guidelines expressed in this document shall be implemented within the group of ATRIA managed by A S Kuppa Raju & Bros. Charitable Foundation Trust. This document shall be updated from time to time as part of continual improvement process. Any Illegal printing and representation of this document digitally or any other means by any representative/employee of the Institution violating the integrity of the Institution's policy are liable for prosecution under Criminal /Cyber Laws of India.

Revision History

Ver No.	Change Description	Drafted & Prepared By	Approved By	Date
1.0	Initial release	C R Vinay Kumar Manager- Operations	Principal – AIT CEO- AU	

Document Name: ATRIA/ HR POLICY/AOM-COC/ver1.0 dated

ACTS OF MISCONDUCT/ CODE OF CONDUCT

Misconduct in the workplace refers to any behavior that goes against your **Code of Conduct or other policies** that directs how employees should behave at work. This might include unethical, unprofessional, or even criminal behavior that takes place within a workplace setting.

Misconduct is **wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts**. It is an act which is forbidden or a failure to do that which is required.

'Misconduct' is termed as **“A transgression of some established and definite rule of action, a forbidden act, a dereliction from duty, unlawful behavior, willful in character, improper or wrong behavior”**.

Serious misconduct is behavior in the workplace that is contrary to the continuation of ongoing employment, or that is a threat to a person or the business, often an illegal or dangerous activity.

Misconduct is when an employee's **inappropriate behavior or action** breaks workplace rules.

Without prejudice to the general meaning of the term 'misconduct', the following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as serious employee misconduct warranting severe disciplinary action(termination) as per clauses listed below:

CLAUSE 01:

Proceeding on or participating in an illegal strike or abetting the same.

CLAUSE 02:

Willful slowing down in performance of work or abetment or instigation thereof with a view to influence the employer's decisions.

CLAUSE 03:

Theft, fraud, breach of trust or dishonesty by misappropriation of funds, causing damage to the institution's premises or property of another employee within the work premises.

CLAUSE 04:

Non-observance of safety measures or interference with safety devices/ equipment or disobedience to any safety instruction by the superior.

CLAUSE 05:

Transferring or removing any file or object oneself without proper authorization.

CLAUSE 06:

Unauthorized personal use of any of the institution's asset / equipment or any other object of value.

CLAUSE 07:

Misstating to the outside world, any information relating to official matters within the institution.

CLAUSE 08:

Providing false information about personal identity, qualification, previous employment, or reference information.

CLAUSE 09:

Tardiness, Habitual neglect of work, Habitual late coming and/or absence without leave. Obtaining or attempting to obtain leave of absence on false pretext or obtaining leave of absence without authorization.

CLAUSE 10:

Assaulting, abusing or intimidating any employee, student, parent, guardian or member of the Management.

CLAUSE 11:

Demanding any form of gratification for the due discharge of one's own official stated or allotted functions.

CLAUSE 12:

Writing of anonymous or pseudonymous letters criticizing the institution or any other member of the office staff and making of false reports regarding misconduct of colleagues and superiors or making of defamatory remarks against the Employer / Management through electronic media, social networking or any other means of communication.

CLAUSE 13:

Attempting to obtain any personal benefit under false pretext or by making false statements.

CLAUSE 14:

Failure to report immediately to the next superior of any defect in equipment or of damage to any property or any injury to persons caused accidentally or otherwise in the course of performance of work by any employee.

CLAUSE 15:

Willful disfigurement, destruction, alteration, or forgery of any record / file belonging to the institution.

CLAUSE 16:

Consuming alcoholic drinks, narcotics or drugs, smoking/chewing tobacco or its products inside the work premises/campus or reporting for work while under the influence of alcohol, drugs or narcotics.

CLAUSE 17:

Refusal to accept a charge memo, order or any other communication from the Management either in person or by post or through courier.

CLAUSE 18:

Assumption of false authority in matters which are the prerogative of the Management.

CLAUSE 19:

Handling or attempting to handle any equipment, apparatus, instrument, or automobile not entrusted to the responsibility of the employee concerned.

CLAUSE 20:

Falsifying or refusing to give testimony when an accident, misconduct or other matter being duly investigated.

CLAUSE 21:

Interfering in the work of other employees and / or the Management.

CLAUSE 22:

Engaging in private or personal work within the work premises without the previous permission of the Management; acts of solicitation for profit or business or conflict of Interest.

CLAUSE 23:

Abuse of authority, threat, use of harassment or pressure upon any person within the institution to obtain illicit favors.

CLAUSE 24:

Refusing to undergo requisite training as and when required by the Management.

CLAUSE 25:

Drunkenness, fighting, riotous, indecent, or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person.

CLAUSE 26:

Any act subversive of discipline or efficiency and act involving moral turpitude committed within the premises of the institution or even outside of it if the same has a real bearing on the service of the employee.

CLAUSE 027:

Refusal to give evidence in any enquiry against any other employee charged with any misconduct.

CLAUSE 28:

Organizing, attending, or holding of unauthorized meetings within the institution's premises.

CLAUSE 29:

Threatening or intimidating any employee within the premises of the institution or outside concerning matters relating to the institution.

CLAUSE30:

Insubordination or like practice with view to frustrate instructions by the Management.

CLAUSE 31:

Obtaining copies of official documents /reports unauthorized; false fully.

CLAUSE 32:

Misbehavior during the pendency (pending or awaiting settlement) of any disciplinary enquiry.

CLAUSE 33:

Tampering with records or attendance register, academic records etc., either pertaining to oneself / or of any other employee; or students

CLAUSE 34:

Unauthorized removal or defacement of notices of the institution at the notice board.

CLAUSE 35:

Willful non-cooperation with a fellow employee to frustrate that person's proper discharge of duty.

CLAUSE 36:

Any attempt or threat to assault any employee / manager or any other person who has had any connection with the organization within or outside the premises of the institution.

CLAUSE 37:

Not disclosing / intimating to the institution any infectious or contagious disease from which the employee might be suffering should he/she be aware of the same.

CLAUSE 38:

The collection or canvassing for the collection of any fund whatsoever for the purpose not authorized by the Management within the premises of the institution.

CLAUSE 39:

Refusal on the part of the employee to offer himself/herself to be interrogated by the Management whenever necessary.

CLAUSE 40:

Refusal to sign any manual or electronic form or document or register.

CLAUSE 41:

Entertaining personal friends or relatives for sustained periods in the prohibited places without prior permission.

CLAUSE 42:

Under no circumstance shall an employee resort to manipulative, abusive, physically threatening or violent means to urge for the fulfillment of his/her demands.

CLAUSE 43:

It is the policy of the Institution that employee/staff wear their ID card in a visible manner at all times while in the campus. Any employee/staff who persistently fails to wear their ID card, or refuses to wear it, in contravention of this policy will be subjected to disciplinary action.

CLAUSE 44:

Intimate or romantic relationships with peers should be duly disclosed:

*Every employee is hereby informed that it would be **IMPROPER** on their part to enter into any intimate or romantic relationship with their peers at the workplace. However, should the Management uncover any such incidents of any intimate relationship between the employees, per Management's discretion suitable disciplinary action shall be initiated.*

CLAUSE 45:

*Sexual relationship with any student is **ABSOLUTELY AND STRICTLY PROHIBITED:***

It is also informed herewith that under no circumstance shall any employee enter into any physical, sexual or romantic relationship with any student howsoever and all such relationships shall be absolutely prohibited. Should the management come across instances or evidence of the formation of such a relationship, the management shall immediately terminate the employee concerned and shall immediately report the same to the nearest police station as well as to the parents or guardians of student concerned for initiating legal action as per law.

CLAUSE 46:

Physical proximity to a student shall always be guarded:

Every employee shall conduct him/herself in such a way that there will be no physical proximity to student except for the purpose of imparting teaching or training to the student concerned and no employee shall touch any student in an objectionable manner. Should any employee discover that another employee has been in such physical touch or contact with any student, the realizing employee shall promptly report the same to the management and in the event of his/her own failure to do so, he/she too shall be terminated promptly by the management.

CLAUSE 47:

Communication should be sanitized, careful and never rude or harsh:

Every employee who is required to interact with students shall always ensure that their communication is always sanitized, and they should never be rude or harsh under any circumstance whatsoever. In other words, employees who are required to interact with students shall always conduct themselves with politeness and courtesy and shall never be harsh or abusive under any circumstance.

CLAUSE 48:

Every employee shall at all times ensure absolute integrity and devotion towards his/her work and duty and shall do nothing that will call into question his/her loyalty or devotion to his/her place of work or to the ideals of ATRIA family.