

B V RAJU COLLEGE:: BHIMAVARAM

(Affiliated to Adikavi Nannaya University::RAJAMAHENDRAVARAM)

Staff Code of Conduct Policy

1. INTRODUCTION

- i. The purpose of this Code is to promote high standards of conduct from all staff members of the college.
- ii. All staff should make themselves aware of the Code, including the sources of advice and support available when in doubt about appropriate conduct, and the disciplinary actions that can be applied where the Code is breached.

2. EMPLOYEE RESPONSIBILITY

- i. This code of conduct applies to all employees of College. It is the responsibility of all staff to familiarize themselves with it. This code of conduct should be read in conjunction with the College Disciplinary procedures, Safeguarding Health and Safety procedures of the employee's contract of employment.

3. EXPECTED CONDUCT

Employees are expected at all times to:

- i. Treat students, other employees and College users with courtesy and respect
- ii. Comply with reasonable requirements or instructions given by the College.
- iii. Familiarize themselves with and adhere to the College policies and procedures
- iv. Carry out their duties with integrity, care and diligence
- v. Promote and protect the good reputation of the College
- vi. Preserve the confidentiality of all College information attained by them in the course of their work and avoid dealing with the media on any College issue unless specifically authorized
- vii. Continue to develop their effective contribution by participating in the College's training and development programs
- viii. Not to act in a way which is discriminatory towards individuals or groups for reasons of age, disability, gender, class, ethnicity, colour, faith, marital status
- ix. Take reasonable steps to ensure the health, safety and welfare of themselves, other employees, students and College users
- x. Avoid inappropriate physical contact unless in an emergency situation

- xi. Dress in a way which is appropriate to their position and duties
- xii. Wear their College Identity Card
- xiii. Be absent from work only when authorised or when ill
- xiv. Be punctual to demonstrate respect for others and to make best use of working time
- xv. Refrain from using offensive/filthy language
- xvi. Not to attend work or carry out duties whilst under the influence of alcohol, narcotic drugs or other psychotropic substances which prevent them from doing so competently

4. PROFESSIONAL RELATIONSHIPS

- i. The College is committed to providing a learning environment in which relationships between staff, students and other College users are cordial and professional.
- ii. Employees are in an unequal power relationship with students and must recognize professional boundaries.
- iii. They must ensure that their relationships with students or with other staff members are not of a kind that compromise or could be perceived to compromise their professional responsibilities, e.g., an undeclared personal relationship in which the staff member is assessing the student's work or has responsibility for an aspect of the management or remuneration of the other staff member.
- iv. Staff must be mindful at all times of the necessity to treat students equally, to avoid favoritism, and to exercise care in the pursuance of any relationship outside of the learning environment.
- v. Whilst in an adult learning environment the establishment of a social relationship with students can be positive, there are inherent pitfalls in maintaining professional boundaries in some activities.
- vi. Activities which give individual students privileged access to aspects of a member of staff's personal life should be approached with great caution.
- vii. Staff should also avoid situations where they are alone with students in informal settings such as student hostels.

5. PERSONAL CONDUCT OUTSIDE OF THE COLLEGE

- i. An employee's conduct in their private life becomes a matter of concern for the College where it damages the College's reputation or makes an employee unsuitable for the work for which they have been employed.
- ii. Behaviour relating to violence, dishonesty, substance abuse including alcohol, sexual offences and other serious offences are likely to come into this category.

6. GIFTS AND HOSPITALITY

- i. Employees must not accept or solicit gifts or benefits that might in any way compromise or influence them in their capacity as employees of College
- ii. Employees should be careful to ensure integrity over receipt of gifts, hospitality and benefits during the course of carrying out their duties.
- iii. Gifts or benefits that are more than of small value should be brought to the notice of the Clerk to the Departmental HODs/Principal and recorded in the confidential register of interests, in accordance with the register guidelines.
- iv. The informal exchange of gifts and hospitality between staff and students is strongly discouraged because of potential conflict of interest

7. CONFLICT OF INTEREST

- i. In discharging College business, all employees need to be aware of actual, potential or perceived conflicts which might arise between their private interests and their College responsibilities.
- ii. Actual, potential or perceived conflict of interest may arise in connection with, for example:
 - a. personal and family relationships;
 - b. staff and student relationships
 - c. financial interests and affiliations;
 - d. receipt of gifts and hospitality;
 - e. acceptance of outside professional work or secondary employment;
 - f. use of College information;
 - g. misuse of College premises, equipment and materials
 - h. external activities and public comment;
- iii. It is the responsibility of each employee to disclose to their Departmental HoDs/Principal about the details of situations that may give rise to an actual, potential or perceived conflict of interest.
- iv. Employees in responsible positions must be especially alert to the various situations in which conflicts of interest may arise in the workplace and handle such situations with common sense and in a sensitive manner.

Student Code of Conduct Policy

INTRODUCTION

- 1) College is a caring learning community which respects the rights of each individual student to enjoy a safe, positive and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members of staff.
- 2) As members of the college community, all students are expected to abide by its code of conduct.
- 3) Positive behaviour is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.
- 4) Students who do not behave in a positive way and do not abide by the college code of conduct will be subject to College Disciplinary Policy and Procedures, which outlines actions in response to breaches of this code. Procedures followed will reflect the seriousness of the breach.

2. CODE OF CONDUCT FOR COLLEGE STUDENTS

- 1) This code relates to students' conduct throughout their time at College and should be followed whilst students are both on and off college grounds, where applicable.
- 2) Students may contact any member of college staff or the college Independent Listener if they have any concerns during their time at College. Students may wish to raise matters relating to the conduct of fellow students or members of staff and should feel free to do so anonymously in writing, if required.

2.1. GENERAL CONDUCT

Students should:

- 1) Treat their fellow students, members of staff, visitors to their college, and homestay providers courteously and with respect at all times.
- 2) Follow appropriate instructions given by members of staff.
- 3) Be honest.
- 4) Positively represent the college.
- 5) Positively represent values and culture.
- 6) Avoid the use of offensive language.
- 7) Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.
- 8) Inform a member of staff if they are concerned about a fellow student.
- 9) Dress appropriately for college activities and external trips/visits and in college and homestay residences.

2.2. DISCRIMINATION

Students should:

- 1) Bullying and harassment in any form will not be tolerated at College.

2) Students should:

- Not engage in, encourage or condone bullying or harassment of fellow students or college staff, including banter that can be perceived as bullying.
- Report any incident where they feel bullying or harassment is taking place.

2.3. SECURITY

Students should:

- 1) Wear their college identity card with them at all times whilst on college grounds and show it to college staff on request.
- 2) Use their own identity card to gain entry to and exit from college premises.
- 3) Not lend their identity card to anyone else.
- 4) Not use their identity card to let other people into or out of college premises.
- 5) Report lost or stolen identity cards to a member of staff immediately and arrange for a replacement card to be issued
- 6) Not leave personal belongings unattended or unsecured on college premises.
- 7) Report suspicious packages or items to a member of staff or to Security.

2.4. HEALTH AND SAFETY

Students should:

- 1) Declare any known medical conditions to a member of staff.
- 2) Provide details of any medication they are taking and/or have with them at college to a member of staff.
- 3) Use equipment safely/in accordance with safety instructions.
- 4) Report health or safety concerns to a member of staff.
- 5) Report accidents/safety-related incidents to college staff.
- 6) Inform staff if they are injured or feeling unwell, particularly if they cannot attend college, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency.
- 7) Report to a member of staff if a fellow student needs urgent medical attention.
- 8) Sound the fire alarm in the event of a fire.
- 9) Evacuate a building in the event of a fire/fire alarm sounding/other emergency in accordance with procedure or as directed.
- 10) Not tamper with safety or medical equipment.
- 11) Not bring pets into any college building, including residences.
- 12) Not bring babies or young children onto college grounds without prior consent from the college.

2.5. WELFARE

Students should:

- 1) Follow guidance given by the college to safeguard their welfare.
- 2) Report to a member of staff any significant concerns they have about their own welfare or that of fellow students.

2.6. ALCOHOL AND ILLEGAL SUBSTANCES

Students should not:

- 1) Store, consume or be under the influence of alcohol on college grounds or at college events.
- 2) Consume alcohol at any time.
- 3) Purchase or solicit alcohol or consume alcohol in a public place.
- 4) Purchase alcohol for anyone else.
- 5) Store, attempt to obtain, purchase, share or use illegal substances at any time.

2.7. SMOKING

This relates to all tobacco products and e-cigarettes/vaping products.

Students should not:

- 1) Smoke anywhere on college grounds.
- 2) Smoke in homestay residences.
- 3) Purchase or solicit tobacco products.

2.8. CRIMINAL ACTIVITY

Criminal activity in any form will not be tolerated at College.

Students should:

- 1) Not engage in, encourage, condone or conceal criminal activity.
- 2) Seek the help of the police, college staff, the Independent Listener or an external specialist group if they become the victim of serious crime.
- 3) Report to a member of staff all criminal activity of other students or members of staff.

2.9. INTIMIDATION, AGGRESSION AND VIOLENCE

Intimidation, aggression and violence in any form will not be tolerated at College.

Students should:

- 1) Not engage in, encourage or condone intimidating, aggressive or violent behaviour.
- 2) Report to a member of staff any serious incidences of aggressive or violent behaviour of other students or members of staff.
- 3) Report to a member of staff any examples of students using intolerant language or promoting or identifying with extremist views or groups.

2.10. ATTENDANCE AT COLLEGE

Students should:

- 1) Attend all timetabled lessons, tutorials and activities unless they have received prior authorization for absence or are unwell.
- 2) Students who require time off college for legitimate reasons should request authorization for absence according to the college's *Attendance Policy*.
- 3) Students who are unwell and cannot attend college should telephone or email the college on the first day that they are unwell.

2.11. LEARNER CONDUCT

Students should:

- 1) Behave in a way that allows them and others to learn.
- 2) Arrive on time for all lessons and other events associated with their studies, and bring with them any requested materials and equipment.
- 3) Use electronic devices during timetabled activities only when permitted to do so.
- 4) Refrain from using any photographic or video-recording devices during

timetabled activities without the consent of fellow students and/or college staff.

- 5) Complete all work themselves and within the agreed deadline.
- 6) Abide by the assessment regulations set out by College and the awarding/ validating bodies for their academic programme, where applicable.
- 7) Must not plagiarize work from other sources, i.e. internet or another student.

2.12. USE OF COLLEGE RESOURCES AND FACILITIES

Students should:

- 1) Treat resources and facilities belonging to the college with respect.
- 2) Leave resources and facilities tidy/clean after use.
- 3) Not remove or alter resources and facilities without permission.
- 4) Use college resources only for their intended purpose(s).
- 5) Not leave personal information or belongings behind after using resources and facilities.

2.13. USE OF THE INTERNET

Students should:

- 1) Be vigilant about their safety when using the internet and, specifically, not provide personal details, contact information or images to, or arrange to meet, people unknown to them.
- 2) Not post images of fellow students or members of staff on the internet.
- 3) Not share any youth produced sexual imagery.
- 4) Not access private, secure or financial material on public devices.
- 5) Not access inappropriate material on public devices.
- 6) Not access or download illegal material.
- 7) Not purchase inappropriate items, or items that they are too young to purchase, online.

2.1.4. CONDUCT IN COLLEGE RESIDENCES

Students should:

- 1) Follow signing in and out protocols.
- 2) Not change their allocated bedroom without college consent.
- 3) Not allow visitors other than parents/guardians and college peers into their residence at any time.
- 4) Ensure permitted visitors abide by relevant residence regulations.
- 5) Sign permitted visitors in and out.
- 6) Ensure all permitted visitors leave the residence.
- 7) Not cover or obstruct heaters/radiators.
- 8) Not have their own items of furniture, fridge, freezer, cooking appliance, air conditioning unit, heater or electric bedding in their bedroom.
- 9) Not burn candles or other materials in their room.
- 10) Not use their own wireless router.
- 11) Refrain from photographing or video recording fellow students without their consent.
- 12) Leave bikes in designated areas only.
- 13) Report any damage they incur to college property.
- 14) Place rubbish in the bins provided and not leave litter outside residences.
- 15) Not throw anything out of windows.

16) Keep their bedroom tidy so that it can be cleaned effectively.

- 17) Be respectful of fellow students by keeping noise to a minimum and reducing noise levels when requested by fellow students or staff.
- 18) Respect the privacy of fellow students and not enter any student's bedroom without their permission.
- 19) Be respectful of fellow students when using communal areas.
- 20) Use all facilities responsibly and hygienically.

2.1.5. CONDUCT IN HOMESTAY RESIDENCES

Students should:

- 1) Homestay providers are given guidance on how to keep homestay students safe and the rules they should follow when staying in their home.
- 2) In addition, host families will set their own rules for students staying with them. Students should follow all rules set by their host family in addition to behaving in a courteous, respectful and cooperative manner at all times.

2.16. CONDUCT ON EXTERNAL TRIPS AND VISITS

Students should:

- 1) Pay attention to and follow welfare, health and safety instructions given by members of staff.
- 2) Act in a way that positively promotes the college.
- 3) Not do anything that puts others in danger