



# IAR Employee Code of Conduct

## **Purpose**

The Employee Code of Conduct forms a policy of the University and outlines IAR's expectations regarding employees' behavior towards their colleagues, managers, other internal and external stakeholders, and overall organization.

Conduct of employees has a direct impact on the harmony at work place, reputation of the University, health and well-being of colleagues, students and stakeholders and overall productivity of the organization

We promote freedom of expression and open communication. But we expect all employees to use this freedom with responsibility and follow our Code of Conduct. Employees should avoid offending, participating in disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

This code of conduct should be read in conjunction with the other policies of the University.

## **Scope**

This Code of Conduct applies to all our employees regardless of employment arrangement or rank.

## **Compliance with law**

All employees must protect IAR's legality by complying with all relevant laws. We expect employees to be ethical and responsible when dealing with our University's finances, products, partnerships and public image.

## **Respect in the workplace**

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our policies in all aspects of their work, from recruitment and job performance to interpersonal relations.

## **Protection of IAR Property**

All employees should treat our University's property, whether material or intangible, with respect and care. Employees should not misuse University equipment or use it frivolously; and should respect all kinds of incorporeal property. This includes our brand, copyright and other property. Employees should use them only to complete their duties. Employees should protect IAR facilities and other material property (e.g. IAR cars and equipment) from damage and vandalism, whenever possible.

## **Professionalism**

All employees must show integrity and professionalism in the workplace.

## **Personal appearance**

All employees must dress neatly and are expected to be well groomed as they represent a learned organization and set an example to the students.

## **Corruption**

We discourage employees from accepting gifts and favors from clients or partners. We prohibit bribery for the benefit of any external or internal party.

## **Job duties and authority**

All employees should fulfill their job duties with integrity and respect towards each other, our students and external stakeholders and the community. Supervisors and managers must not abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow their managers' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring and mutual support throughout our University.

### **Absenteeism and tardiness**

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

### **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might compromise their capability or willingness to perform their job duties.

### **Collaboration**

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

### **Communication**

All employees must be open for communication with their colleagues, supervisors or team members with courtesy and respect. Employees should not engage in unprofessional behavior by indulging in gossip and back-biting to undermine others. Such behavior damages the work environment and work culture, and will be dealt with strictly under the disciplinary procedures.

Social media should not be used to undermine other employees, students or stakeholders. These are essentially open platforms and therefore potentially can damage the reputation of individuals and of the University. Abuse of Social Media leading to harm to other IAR, its employees, students and other stakeholders will also be treated as disciplinary offence.

### **Information**

Employees should seek, access and hold information only if it is relevant to their role and responsibilities at IAR. Confidential information and copies of such information related to the work, staff, students and stakeholders of IAR should not be held by individual employees unless explicitly authorized to do so. All such information should be deposited centrally with relevant officer. No information, confidential or otherwise

should be disseminated externally without explicit prior permission from the Registrar of the University.

All employees should disclose all information generated in their job duties to their managers in a timely manner except for the information generated through research and innovation. Such information may be subject to separate policies.

### **Mutual Respect**

We expect all employees to respect each other, regardless of their level of employment, job title or their position in the management hierarchy. Discrimination based on their mother tongue, religion, caste, place of birth, skin color, gender, age, disability or physical stature will be considered a serious offence.

### **Benefits**

We expect employees to not abuse their employment benefits. This can refer to time off, discretionary leave, work related travel, IAR facilities, equipment, resources subscriptions or other benefits our company offers. Employees should not allow personal or family interests to influence professional judgement.

IAR may take disciplinary action against employees who fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. IAR may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior as required under the law.

### **Employee Declaration**

I have read and understood the IAR Employee Code of Conduct and I will abide by this code.

Name: -----

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(Signature)

(Date)