



**CODE OF CONDUCT
NON-TEACHING STAFF**

DAV UNIVERSITY JALANDHAR

Preamble:

As valued members of the DAV University community, staff members play an integral role in upholding the institution's values, fostering a culture of excellence, and contributing to the overall mission of academic and professional growth. The following Code of Conduct outlines the principles and expectations that guide the behavior and interactions of staff members (excluding administrators and teachers) within the university. By adhering to these principles, staff members demonstrate their commitment to professionalism, integrity, respect, and ethical conduct, thereby upholding the university's reputation as a center of learning and innovation.

To ensure a harmonious, respectful, and productive work environment, all staff members are expected to adhere to the following Code of Conduct:

1. Professionalism and Integrity:

- Conduct yourself with professionalism, honesty, and integrity in all interactions, both within and outside the university.
- Maintain confidentiality and discretion in handling sensitive information related to students, colleagues, and the institution.
- Avoid conflicts of interest and refrain from engaging in activities that may compromise your impartiality or judgment.

2. Respect and Collegiality:

- Treat all members of the university community with respect, dignity, and courtesy, regardless of their position, background, or beliefs.
- Foster a culture of inclusivity, collaboration, and teamwork, recognizing the diverse perspectives and contributions of others.
- Refrain from engaging in behavior that may be perceived as discriminatory, harassing, or disrespectful towards others.

3. Compliance with Policies and Regulations:

- Familiarize yourself with and comply with all university policies, rules, and regulations relevant to your role and responsibilities.
- Seek clarification or guidance from appropriate authorities if you are unsure about any policy or procedure.
- Report any violations of policies or unethical behavior to the relevant authorities in accordance with established procedures.

4. Professional Development:

- Pursue continuous professional development and learning opportunities to enhance your skills, knowledge, and effectiveness in your role.
- Stay abreast of developments in your field or area of expertise and contribute to the advancement of knowledge within the university community.
- Actively participate in training programs, workshops, and seminars organized by the university to support your professional growth.

5. Stewardship of Resources:

- Exercise responsible stewardship of university resources, including facilities, equipment, funds, and intellectual property.
- Use university resources judiciously and efficiently for their intended purposes and in accordance with established guidelines.
- Report any misuse or misappropriation of resources to the appropriate authorities for investigation and resolution.

6. Safety and Well-being:

- Prioritize the safety, health, and well-being of yourself and others in the workplace.
- Comply with all health and safety protocols, procedures, and regulations to ensure a safe working environment.
- Report any safety hazards, incidents, or concerns promptly to the relevant authorities for corrective action.

7. Communication and Collaboration:

- Maintain open, honest, and constructive communication with colleagues, supervisors, and other stakeholders.
- Collaborate effectively with others to achieve common goals and objectives, fostering a culture of mutual support and accountability.
- Respect diverse viewpoints and engage in constructive dialogue to resolve differences or conflicts in a professional manner.

8. Ethical Conduct:

- Uphold the highest standards of ethical conduct in all professional activities, avoiding any form of dishonesty, fraud, or unethical behavior.
- Adhere to legal and ethical guidelines governing your area of work, ensuring compliance with applicable laws and regulations.
- Seek guidance from appropriate authorities or ethics committees if faced with ethical dilemmas or moral uncertainties.

Disciplinary Measures

- Staff members found to have violated the Code of Conduct may be subject to disciplinary measures, which can include, but are not limited to:
- Verbal or written warnings: Staff members may receive formal warnings for minor infractions or as an initial step in the disciplinary process.
- Probation: In cases of repeated or more serious misconduct, staff members may be placed on probation, during which their behavior is closely monitored.
- Suspension: In instances of serious misconduct or failure to comply with disciplinary measures, staff members may be suspended from their duties for a specified period.
- Termination of employment: Persistent or egregious violations of the Code of Conduct may result in the termination of employment, subject to the university's policies and procedures.

Appeals Process

Staff members who believe they have been unfairly disciplined or wish to challenge a decision regarding disciplinary action may have the right to appeal. The appeals process typically involves a review by a designated committee or authority within the university, which will consider the circumstances of the case and any relevant evidence provided by the staff member.

Confidentiality

Throughout the disciplinary process, confidentiality will be maintained to the fullest extent possible, with information shared on a need-to-know basis. Staff members involved in disciplinary proceedings are expected to respect the privacy and confidentiality of all parties involved.

Conclusion

The Code of Conduct for staff members at DAV University is designed to promote a culture of professionalism, integrity, and ethical behavior. By adhering to these principles, staff members contribute to the university's mission of academic excellence, innovation, and societal impact. Violations of the Code of Conduct are taken seriously and may result in disciplinary action, in accordance with university policies and procedures, to uphold the standards of the institution.


(Registrar)

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