

**SIES College of Management  
Studies  
(SIESCOMS)**

**Ethics Policy for Faculty and Staff**

## Content

- Introduction
- Basic Values
- Our Credo
- Corporate Excellence
- Sound Governance
  - Compliance with applicable Laws of Land
  - Conflict of Interest
  - Ethical Conduct
  - Conduct of Stakeholder Relationship
  - Protection and proper use of Institute's Assets and Resources
  - Privacy and Confidentiality
  - Equal Opportunity Employer
  - Responsible Citizenship
  - Corporate Citizenship
  - Gifts and Donations
  - Sexual Harassment
  - Whistle Blower Policy
  - Anti-Plagiarism Policy
  - Interaction with Media
  - Applicability of the Code
  - Amendment, Modification and Waiver

**Introduction:**

SIESCOMS is committed to conducting all its activities with highest standards of ethics and complying with the applicable laws, rules and regulations.

At SIESCOMS we believe, good governance will encourage value creation and provide a work culture based on:

- Transparency
- Responsibility
- Accountability
- Fairness
- Open work culture
- Sensitivity to environment / society
- Industry interface
- High impact research
- Academic rigour
- Quality administration

**Basic Values:**

- Respect for individuals
- Respect for freedom
- Respect for creativity
- Quality focus in processes
- Belief in achievement
- Self-confidence to achieve to become best in the educational field
- Social sensitivity
- Conscious efforts to become a learning organization
- Ethics and values in all endeavours

**Our Credo:**

For us the credo is our commitment of managing multiple bottom lines such as:

- People
- Academic Excellence
- Environment
- Communities

The above will provide:

- Leadership through quality
- Good governance
- Social responsibility

**Corporate Excellence:**

- SIESCOMS is involved in providing value based professional education primarily at the Post Graduation level. The institute is deeply involved in education, corporate training and research activities and has close relationship with the corporate. In all these activities the institute is guided by the spirit of excellence.
- The institute benchmarks itself with standards of excellence of the best business schools in India and all its endeavours are focussed towards achieving excellence.
- The institute at all levels deploys best resources and systems in all its processes to foster the spirit of excellence.

**Sound Governance:**

- SIESCOMS believes that corporate governance not only aims to comply with the applicable rules and regulations but also goes beyond, for achieving the cannons of “True Governance”.
- The decision makers at all levels within the institute strongly believe in the principles of ethics and sound governance in all activities namely:

- Interactions with students
  - Delivery of education
  - Interaction within stake-holders
  - Any anomaly and conflict of interest
- The institute also believes that Code of Governance should not only apply to its employees of the institute but also percolate to student community.
  - To emphasize the above a well designed course on corporate governance and business ethics has been made an integral part of the course curriculum.

**Compliance with Applicable Laws of Land:**

- SIESCOMS is committed to comply with all applicable laws, rules and regulations and guidelines in all its activities applicable to all regulators (AICTE, DTE, University and other appropriate authorities).

**Conflict of Interest:**

- An employee of SIESCOMS or his immediate family member cannot directly or indirectly be a supplier to the institute.
- A candidate seeking admission or employment in the institute and who has a close relative as an employee of SIESCOMS, shall disclose this in the application form, so that the concerned employee does not play any role in the admission/recruitment process and an objective assessment is done to the candidate.

**Ethical Conduct:**

- Every employee and student of SIESCOMS shall deal on behalf of the institute with professionalism, honesty and integrity, as well as high moral and ethical standards. This includes all teaching (including evaluation) and all administrative activities.

- Such conduct should be fair and transparent and should be so perceived by the third parties.

**Conduct of Stakeholder Relationship:**

- The institute expects all its dealings with the stakeholders in a legal and ethical manner.
- The internal stakeholders (in this context shall include management, professors, staff and the students), shall not make any promise or commitments that the Institute does not intend or would not be able to honour.
- Also they will not engage, directly or indirectly, in any act, dealing or conduct which is likely to bring discredit to the Institute.
- They must uphold the highest standards of integrity and ethics in every kind of third party dealings.
- A contribution or entertainment shall not be offered to anyone in a manner that might appear to be an act of impropriety.

**Protection and Proper Use of Institute's Assets and Resources:**

- Management, faculties, staff and students shall as far as practicable protect the institute's assets from loss, damage, misuse or theft and ensure that the assets are only used for intended purposes and other purposes specifically approved by the management and must never be used for any unauthorised purposes.
- Management, faculties, staff and students shall not apply any institute's assets / resources and/or proprietary information for personal benefit and /or for the benefit of any other related party.

**Privacy and Confidentiality:**

“Confidential Information “includes all information of the institute not authorized by the management for public dissemination.”

This includes research reports, project reports, internal confidential memos, details of students, among others.

Institute believes that protection of all confidential information is essential and is committed to protecting business and personal information of confidential nature.

Confidential information shall be disclosed to persons, both internal and external, only on “need to know basis” and public disclosure shall be made with appropriate approval or as legally mandated.

**Equal Opportunity Employer:**

SIESCOMS shall provide equal opportunities to all its employees and all qualified applicants for employment, without regard to their:

- Race
- Caste
- Religion
- Colour
- Ancestry
- Marital Status
- Sex
- Age
- Nationality
- Disability

**Responsible Citizenship:**

An employee of SIESCOMS shall in his or her private life is free to pursue an active role in civic or social affairs as long as it does not affect adversely the interest of the institute in any way.

**Corporate Citizenship:**

- SIESCOMS shall be committed to be a responsible member of *the* Civil Society, not only in compliance with all relevant laws and regulations, but also always remain sensitive to the societal problems.
  
- Always make conscious efforts to bring about sustainable improvements in the quality of life of disadvantaged people in the community, so that they become self reliant.
  
- Such social responsibility will comprise of:
  - Community Health and Family Welfare
  - Vocational Training
  - Education to Meritorious Students from Economically Poor Circumstances.
  - Literacy
  - Social Entrepreneurship
  - Create a special educational drive for discussing issues of corporate and societal concern.

These activities will always remain integrated with the core focus of delivering high quality management education.

**Gifts and Donations:**

- SIESCOMS employees shall neither receive nor offer or make, directly or indirectly, any illegal payments, remuneration, gifts, donations or comparable benefits which are intended to or perceived to obtain uncompetitive favours for the conduct of its business.
  
- However, SIESCOMS and its employees may accept and may offer nominal gifts, which are customarily given and are of a commemorative nature, for special events.
  
- Publishers offer complimentary copies of books to the faculty members. These are to be used for reference purposes and enhancement of knowledge. These

books will remain the personal property of the faculty.

**Sexual Harassment:**

SIESCOMS management communicates clearly that sexual harassment will not be tolerated

- Has set up procedures for dealing internally with complaints promptly, thoroughly, and fairly.
- Provides for training programs to ensure that all employees understand what constitutes sexual harassment and the institute has plans in place for appropriately dealing with it.
- SIESCOMS have put in place a policy which has a provision for lodging complaints with someone other than an immediate supervisor in the event that supervisor is the alleged harasser. And female employees should be able to file complaints with another female if that makes them feel more comfortable.
- To prevent such hostile work environment SIESCOMS management has created a Sexual Harassment Committee which is chaired by a Lady Employee and the committee will have at least two male members.

What constitute Sexual harassment at workplace is furnished below:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal gesture
- Physical gesture or contact of a sexual nature
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of unreasonably interfering with an

individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any woman employee who is subject to this offence in workplace can approach a Lady Counsellor for a hearing and recourse. The institute will also be guided by all the regulatory / legal framework in this regards, that may be enunciated from time to time.

**Whistle Blower Policy:**

- Employees are free to report existing / probable violations of laws, rules, regulations or unethical conduct to their immediate supervisor or such other persons as may be notified by the management to the workgroups. Such report received from any employee will be appropriately dealt with by the institute.
- Internal stakeholders shall not attempt to suppress or conceal any such view or reporting.
- Confidentiality of these reporting violations shall be protected and they shall not be subject to any discriminatory actions.
- Any employee who wishes to be a Whistle Blower can directly meet the Director in person and lodge the complaint.

**Anti-Plagiarism Policy:**

The institute is totally against any type of plagiarism in its research / publication related activities and considers any type of plagiarism an act of serious offense. Because of the importance of the issue, the institute has a separate comprehensive policy against plagiarism of any type in research / publication.

**Interaction with Media:**

- All statements made to the media on behalf of the institute should be true and fair.

- Only persons duly authorized by management are allowed to interact with media on specified subjects.
- Disclosure of any information other than the statutory disclosures or those specifically authorised by the management to an outsider is prohibited. This is applicable even after the concerned person vacates the office.
- Prior management permission in writing is required for any outside publication of books, articles or manuscript which specifically relates to the Institutes activities, policies or processes.

**Applicability of the Code:**

- This is a comprehensive code and applies to all employees of SIESCOMS including faculty and non-teaching staff. However, the provisions shall apply to Adjunct and Visiting Professors to such extent as may be applicable depending on their respective roles and responsibilities.
- Management shall communicate any suspected violations of the code promptly to the authorised person. Suspected violations will be investigated by the authorized person/or Committee and appropriate actions will be taken in the event that the violation is confirmed.
- The code does not specifically address every potential form of unacceptable conduct, and it is expected that the management will apply good judgement in compliance with the principles set out in this code.
- Every employee and the student have a duty to avoid any circumstances that would violate the letter or spirit of this code.
- The Compliance Officer, as designated by the Director, will be the Principal Officer for this code. The Compliance Officer shall be consulted if there is any doubt or lack of clarity about any aspect in the code.

**Amendment, Modification and Waivers:**

This code may be amended, modified, or waived by the Director in consultation with the authorised committee, subject to appropriate applicable provisions of law, rules, regulations and guidelines.

Director

Prepared in June, 2008