



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

CODE OF CONDUCT FOR EMPLOYEES



INTRODUCTION

This report outlines the Code of Conduct established for employees at Gargaon College. A Code of Conduct serves as a foundational document to guide the behavior and actions of staff members, ensuring a positive and productive work environment. This code is designed to promote ethical conduct, professional integrity, and a commitment to the values and mission of the college.

OBJECTIVES:

The primary objectives of the Code of Conduct for Employees are as follows:

- **Promote Professionalism:** To cultivate a culture of professionalism, respect, and collaboration among all employees.
- **Ensure Ethical Conduct:** To uphold the highest ethical standards in all aspects of work, including interactions with students, colleagues, and external stakeholders.
- **Foster a Positive Work Environment:** To contribute to a positive and inclusive workplace that values diversity, equity, and mutual respect.
- **Protect College Resources:** To use college resources responsibly and efficiently, preventing misuse or waste.
- **Uphold College Policies:** To adhere to and support the policies and procedures established by the college, ensuring a consistent and fair approach to various aspects of employment.



CODE OF CONDUCT

- **Professional Conduct:** Treat colleagues, students, and stakeholders with respect, courtesy, and professionalism. Avoid engaging in behavior that may negatively impact the reputation of the college or its employees.
- **Ethical Behavior:** Uphold the highest standards of ethical conduct in all professional activities. Avoid conflicts of interest and disclose any potential conflicts promptly.
- **Confidentiality:** Maintain the confidentiality of sensitive information, including student records, financial data, and personnel matters.
- **Compliance with Laws and Policies:** Adhere to all applicable laws, regulations, and college policies. Seek guidance when uncertain about the interpretation or application of policies.
- **Workplace Diversity and Inclusion:** Contribute to a diverse and inclusive work environment that values and respects differences. Avoid discriminatory behavior and promote equal opportunities for all.
- **Use of College Resources:** Use college resources, equipment, and facilities responsibly and for authorized purposes. Report any misuse or unauthorized access promptly.
- **Health and Safety:** Comply with health and safety guidelines to ensure a safe working environment. Report any hazards or safety concerns promptly.



- **Continuous Professional Development:** Engage in professional development activities to enhance skills and knowledge relevant to the job.
- **Disciplinary Actions:** Violations of the Code of Conduct may result in disciplinary actions, ranging from counselling and warnings to suspension or termination, depending on the severity of the offense.

The Code of Conduct for Employees at Gargaon College serves as a guide to maintain a positive, ethical, and professional work environment. It is essential for all employees to adhere to these principles to contribute to the success and reputation of the college. Regular training, communication, and periodic reviews will ensure that the Code of Conduct remains relevant and effective in fostering a culture of integrity and excellence within the college community.

