



# NEW HORIZON COLLEGE OF ENGINEERING

## Compliance and Report

### Evidence Submission

Detail	Link
Code of conduct for faculty	<a href="https://newhorizoncollegeofengineering.in/wp-content/uploads/2023/02/HR-POLICIES-2019-NHCE_NEW.pdf">https://newhorizoncollegeofengineering.in/wp-content/uploads/2023/02/HR-POLICIES-2019-NHCE_NEW.pdf</a>
Code of conduct for non-teaching staff	<a href="https://newhorizoncollegeofengineering.in/wp-content/uploads/2023/02/HR-POLICIES-2019-NHCE_NEW.pdf">https://newhorizoncollegeofengineering.in/wp-content/uploads/2023/02/HR-POLICIES-2019-NHCE_NEW.pdf</a>



# **NEW HORIZON COLLEGE OF ENGINEERING**

**New Horizon Knowledge Park, Ring Road, Marathalli**

Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC

Accredited by **NAAC** with 'A' Grade, Accredited by **NBA**

## **HR POLICIES**

## **Chapter XXIV**

### **CODE OF CONDUCT**

#### **24.1 Preamble**

- 24.1.1 New Horizon College of Engineering believes that for an institution to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.
- 24.1.2 The Code of Conduct and Ethics, articulated below, embodies the Institution's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
- 24.1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institution's objectives.
- 24.1.4 The Institution's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

#### **24.2 Objective**

- 24.2.1 The Institution's prides itself on the high standards embodied in its working principles. The institution expects its employees to adhere to these in their day to day activities.
- 24.2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behaviour that the institution expects from its employees.

#### **24.3 Applicability**

- 24.3.1 All employees on regular rolls of the institution including employees on Part time are governed by this Policy.
- 24.3.2 Employees are the representatives of the institution and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

24.3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institution, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institution and its Values.

#### **24.4 Policy Guidelines of Conduct**

24.4.1 **National Interest:** New Horizon College of Engineering is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

24.4.2 **Use of the New Horizon Brand:** The use of New Horizon name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institution. No employee, third party or joint venture shall use the New Horizon Brand for any purpose without specific authorization.

24.4.3 **Quality of Services:** New Horizon is committed to deliver services of world class quality based on the requirement of its stakeholders and built to National and International standards.

24.4.4 **Equal Opportunities:** New Horizon shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

24.4.5 **Protection of Intellectual Property:** Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as “Work made for hire” and the intellectual property rights over the same shall vest with the Institution.

24.4.6 **Collaboration within New Horizon Institutions:** All New Horizon Group businesses shall cooperate with each other by sharing knowledge, infrastructure, human and management resources and making efforts to resolve disputes amicably, albeit without adversely affecting its stakeholder value.

- 24.4.7 **Confidentiality and Non-disclosure:** Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institution.
- 24.4.8 Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.
- 24.4.9 **Using equipment and consumable resources:** Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.
- 24.4.10 **Using the Internet, Intranet, and Electronic mail :** Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.
- 24.4.11 Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.
- 24.4.12 Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused.
- 24.4.13 The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.
- 24.5 Protecting Institute's assets**
- 24.5.1 **Misuse of Resources-** Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.
- 24.5.2 **Theft-** Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institution.

- 24.5.3 **Unethical Transaction:** No employee shall assist in the misuse of Institution's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers.
- 24.5.4 All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.
- 24.5.5 **Gifts and Entertainment:** Except in connection with and specifically pursuant to programs officially authorized by the institution, no employee shall accept, directly or indirectly take any money, objects of value, or favors / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institution. All employees must disclose authorized transactions of this nature to the higher authorities.
- 24.5.6 All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institution's books and records.
- 24.5.7 **Relationship with Government and Public officials:** An employee of New Horizon may occasionally contact government and regulatory officials to keep them informed about her/his operations and positions on issues. She/he is responsible for these contacts and must understand and obey the laws governing lobbying activities and reporting requirements. She / he should also be familiar with specific rules set by individual agencies or other governmental bodies.
- 24.5.8 **Public Representation:** No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institution.
- 24.5.9 **Charitable Contributions:** Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institution's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institution.

- 24.5.10 **Political Activity:** No employee shall involve in any political activity directly or indirectly.
- 24.5.11 **Regulatory Compliance:** Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.
- 24.5.12 **Third Party Representation:** Third Parties which have business dealings with New Horizon but are not members of the New Horizon Group, such as Consultants, Agents, Contractors and Suppliers are not authorized to represent a New Horizon Group without the written permission.
- 24.5.13 **Sexual Harassment and other harassment policy:** New Horizon Group recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behaviour as per the Group's policy against Sexual Harassment.
- 24.5.14 **Other Harassment:** The Group prohibits harassment of one employee by another employee or group of employees or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age.
- 24.5.15 The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another.
- 24.5.16 Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.
- 24.5.17 **Whistle Blower policy:** The New Horizon Group provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institution without fear of reprisal or victimization.

- 24.5.18 **Ethical Conduct:** New Horizon Group expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. A GMR employee is supposed to inform in case, if he deviates from the above standard.
- 24.5.19 No New Horizon employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with New Horizon Group, he must disclose the nature of such relationships and transactions beforehand.
- 24.5.20 **Dress Code:** New Horizon Group's expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.
- 24.5.21 **Substance Abuse-** To meet our responsibilities to Employees, the Group shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.
- 24.5.22 **Threats and Physical Violence-** No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.
- 24.5.23 The list of behaviours, while not inclusive, provides examples of conduct that is prohibited by this policy:
- 24.5.24 Causing physical injury
- 24.5.25 Making threatening remarks
- 24.5.26 Aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress



- 24.5.27 Intentionally damaging employer property or property of another employee
- 24.5.28 Committing acts motivated by or related to sexual harassment or domestic violence.
- 24.5.29 **No Smoking-** Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.
- 24.5.30 **Disciplinary Actions :** All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including disciplinary action against the employee who is found to violate these principles.
- 24.5.31 Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institution will recover any loss suffered by it due to violation of the provisions of this code by any employee.
- 24.5.32 Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.