



School of Management Sciences

Lucknow

**Code of Ethical
&
Professional Conduct for
Staff / Employees**

**Campus: 19th KM Stone, Kasimpur Biruha, PO-Kasimpur, Sultanpur
Road, Lucknow 226501, Ph.: 9792633331, 9506033170**

**City Office: 2nd Floor, Sky Hi Chambers, 5 Park Road, Hazratganj,
Lucknow 226001, Ph.: 0522-2238116, Fax: 0522-2237273**

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Code of Ethical & Professional Conduct

for Staff / Employees

The Institute expects its Employees to foster an environment which reflects the value of caring, learning, integrity, and respect adhering to high ethical standards while performing their duties.

The code of conduct offers guidance to its employees on the standard of dignity and professional conduct:-

- (1) Shall maintain absolute integrity at all times.
- (2) Shall maintain absolute devotion to duty at all times.
- (3) Shall maintain independence and impartiality in the discharge of official duties.
- (4) Shall not absent without sanctioned leave.
- (5) Shall maintain a responsible and decent standard of conduct in private life, such as:
 - (i) Must not indulge in bigamy except permitted in religious personal laws.
 - (ii) Must not give dowry, take dowry and demand dowry.
 - (iii) Must not neglect wife, children, and parent.
 - (iv) Must not employ child labor at home.
 - (v) Must not involve in adultery, moral turpitude.

- (6) Shall render courteous services to the public.
- (7) Shall maintain political neutrality.
- (8) Observe courtesy and consideration to Member of Parliament and State Legislatures.
- (9) Keep away from demonstrations organized by political organizations.
- (10) Refrain yourself and your family from joining any organization that involved in subversive/criminal activities. If arrested, must inform his/her superior in the office.
- (11) Shall not travel abroad without information to the Institute, and must not express any view on Indian or foreign affairs while visiting foreign countries.
- (12) Shall not express any view prejudicial to the interest of the nation & sovereignty and integrity of India; public order and morality.
- (13) Shall not take private consultancy work.
- (14) Shall not post any writing/photos on social media which disturb communal harmony derogatory to national leaders, freedom fighters.
- (15) Shall not engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing must be obtained.

- (16) Shall not engage himself/ herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India.
