

Code of Conduct for Non-Teaching Staff Members

1. Professionalism and Integrity

1.1 Upholding Ethical Standards

- Non-teaching staff members are expected to demonstrate professionalism and integrity in all their interactions within the university community and with external stakeholders.
- They should adhere to ethical standards, honesty, and transparency in their duties and responsibilities.
- Maintaining confidentiality regarding sensitive information related to students, faculty, and the institution is of utmost importance.

2. Commitment to Service Excellence:

2.1 Providing Exceptional Service

- Non-teaching staff members play a vital role in providing administrative support and services to students, faculty, and other stakeholders.
- They should strive for excellence in their work by providing prompt, efficient, and courteous service.
- Being responsive to the needs and concerns of students, faculty, and colleagues fosters a positive and supportive environment within the university.

3. Respect for Diversity and Inclusivity

3.1 Embracing Diversity

- Non-teaching staff members must respect and embrace the diversity of the university community, including students, faculty, and colleagues.
- Creating an inclusive and welcoming environment where individuals of all backgrounds feel valued and respected is essential.
- Discrimination, harassment, or any form of unfair treatment based on race, ethnicity, gender, religion, disability, or other characteristics is strictly prohibited.

4. Confidentiality and Data Protection

4.1 Handling Sensitive Information

- Non-teaching staff members are entrusted with sensitive information related to students, personnel, and the institution's operations.
- They should handle confidential information with care and discretion, ensuring that it is only accessed by authorized individuals for legitimate purposes.
- Adhering to data protection laws and regulations is essential to safeguard the privacy and security of personal information.

5. Professional Development and Training

5.1 Pursuing Continuous Learning

- Non-teaching staff members are encouraged to pursue opportunities for professional development and training to enhance their skills and knowledge.
- Staying updated on relevant policies, procedures, and best practices enables staff members to perform their duties effectively and efficiently.
- Continuous learning and skill development contribute to individual growth and the overall effectiveness of the university's administrative functions.

6. Ethical Use of Resources

6.1 Responsible Resource Management

- Non-teaching staff members should use university resources, including facilities, equipment, and funds, responsibly and ethically.
- They should avoid wastage, misuse, or misappropriation of resources and ensure their efficient utilization for the benefit of the university community.
- Transparency and accountability in financial matters are essential to maintain trust and integrity within the institution.

7. Professional Conduct Outside the Workplace

7.1 Upholding the Institution's Reputation

- Non-teaching staff members are expected to maintain professional conduct and uphold the reputation of the university even outside the workplace.
- Engaging in activities that may bring disrepute to the institution or compromise their professional integrity is unacceptable.
- Upholding ethical standards and representing the values of the university in personal and professional interactions contributes to maintaining the university's reputation.

8. Compliance with Policies and Regulations

8.1 Adhering to Policies and Guidelines

- Non-teaching staff members are required to familiarize themselves with university policies, regulations, and codes of conduct and comply with them at all times.
- Any concerns or violations of policies should be reported through appropriate channels for resolution.
- Upholding the mission and values of the university, as well as ensuring compliance with legal and regulatory requirements, is the collective responsibility of all staff members.