



**S B PATIL INSTITUTE FOR DENTAL
SCIENCES AND RESEARCH, BIDAR**



EMPLOYEE CODE OF CONDUCT

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Employee Code of Conduct template

An employee of SBPIDS is responsible to behave appropriately at work. The institution can't cover every single case of conduct, but the institution shall trust the employee to always use their best judgement. The employee may reach out to the undersigned if there are any issues or queries.

DRESS CODE

Our institution's official dress code is FORMAL DRESSING [*Business/ Business Casual*]. However, an employee's position may also conform how they should dress. If the employees frequently meet patients or colleagues, they may use a more formal dress code. The institution expects the employee to be clean while coming to work and to avoid wearing clothes that are unprofessional (e.g. workout clothes, T-Shirts, Knee-length/Jeans/Shorts/ Chappals).

CYBER SECURITY AND DIGITAL DEVICES

This section deals with all things digital, including guidelines for using computers, phones, our internet connection and social media to ensure security and protect the assets of the institution.

INTERNET USAGE

The institution's internet connection is primarily for institutional purpose only; but, the employees may occasionally use the connection for personal purposes as long as they don't interfere with their job responsibilities.

The employee must not use our internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to anyone.
- Invade another person's privacy and gain access to sensitive information.
- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise the institution's network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

CELL PHONE:

Use of cell phones at work is permissible. However, the employee's devices should not distract them from their work or disrupt the workplace. The employee is asked to follow a few simple rules:

- The cell phone may be used in a manner that benefits their work (business calls, productivity apps, calendars.)
- To keep personal calls brief and use an empty meeting room or common area so as not to disturb colleagues/patients.

- To avoid playing games on the phone or texting excessively.
- Not to use phone for any reason while driving.
- Not to use phone to record confidential information.
- Not to download or upload inappropriate, illegal or obscene material using internet connection of the institution.

Also, the employees must not use their phones in areas where cell phone use is explicitly prohibited (e.g. laboratories.)

INSTITUTIONAL EMAIL

Email is essential for work. The employees should use their institutional email primarily for work; however the employee is allowed to use institutional email for few personal reasons.

- **Work-related use.** The employees may use their emails for work-related purposes without limitations. For example, they can sign up for newsletters and online services that will help them in their job or professional growth.
- **Personal use.** The employees may use institutional email for personal reasons as long as they keep it safe, and avoid spamming and disclosing confidential information. For example, they can send emails to friends and family, and download e-books, guides and other safe content for their personal use.

Our general expectations:

No matter how the employees use their email, they are expected to avoid:

- Signing up for illegal, unreliable, disreputable or suspect websites and services.
- Sending unauthorized marketing content or emails.
- Registering for a competitor's services, unless authorized.
- Sending insulting or discriminatory messages and content.

- Spamming other people’s emails, including their coworkers.

In general, it is recommended to use strong passwords and to be vigilant in catching emails that carry malware or phishing attempts. If the employees are not sure that an email they receive is safe, they may ask the *security specialists of the institution*.

SOCIAL MEDIA

The employees may be provided practical advice to prevent careless use of social media at workplace. Use of two types of social media have been addressed: (i) using personal social media at work and (ii) representing our institution through social media.

Using personal social media at work

The employees are permitted to access their personal accounts at work. However, the employees are expected to act responsibly, in accordance with the policies of the institution and ensure that they stay productive. Specifically, the employees have been asked to:

- **Discipline themselves.** To avoid getting sidetracked by their social platforms.
- **Ensure others know that their personal account or statements don’t represent our company.** For example, please use a disclaimer such as “opinions are my own.”
- **Avoid sharing intellectual property (e.g trademarks) or confidential information.** To ask the undersigned first before the employee shares company news that’s not officially announced.
- **To avoid any defamatory, offensive or derogatory content.** The employees may violate our institutional anti-harassment policy if they direct such content towards colleagues, clients or partners.

Representing the institution through social media:

If the employees handle social media accounts or speak on behalf of the institution, they are expected to protect the institutional image and reputation. Specifically, they should:

- Be respectful, polite and patient.

- Avoid speaking on matters outside their field of expertise when possible.
- Follow confidentiality and data protection policies and observe laws governing copyrights, trademarks, plagiarism and fair use.
- Coordinate with the undersigned when they are about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason.
- Correct or remove any misleading or false content as quickly as possible.

CONFLICT OF INTEREST

When the employees are experiencing a conflict of interest, their personal goals are no longer aligned with their responsibilities towards us.

In other cases, the employees may be faced with an ethical issue. For example, accepting a bribe may benefit them financially, but it is illegal and against code of ethics of the institution. If such behavior has been noticed, the employees may lose their job and may face legal implications.

For this reason, conflicts of interest pose a serious issue for everyone. The employees are expected to be vigilant to spot circumstances that create conflicts of interest, either to themselves or for their direct reports. The employees are expected to follow institutional policies and always act in the best interests of the Institution. The employees have been directed not to let personal or financial interests get in the way of their job. If the employees are experiencing an ethical dilemma, they may speak to the undersigned and may be resolved.

EMPLOYEE RELATIONSHIPS

It is desirable to ensure that relationships between employees are appropriate and harmonious.

The employees are expected to always behave in professional manner.

FRATERNIZATION

Fraternization refers to dating or being friends with the colleagues. In this policy, “dating” equals consensual romantic relationships and sexual relations. Non-consensual relationships constitute sexual violence and the institution prohibit them explicitly.

Dating with colleagues

If an employee starts dating with a colleague, the employee is expected to maintain professionalism and keep personal discussions outside workplace.

The employees are also obliged to respect their colleagues who date with each other. The institution will not tolerate sexual jokes, malicious gossip and improper comments. If any employee witnesses this kind of behavior, it may be reported to the undersigned at the earliest.

Dating with managers

To avoid accusations of favoritism, abuse of authority and sexual harassment, faculty must not date with their direct reports. This restriction extends to every faculty above an employee.

Friendships at work

Employees who work together may naturally form friendships either in or outside of the workplace. This relationship is encouraged between peers, as it can help them to communicate and collaborate. However, the employees are expected to focus on their work and keep personal disputes outside the workplace.

EMPLOYMENT OF RELATIVES

Everyone in the institution should be hired, recognized or promoted owing to their skills, character and work ethic. The phenomena of nepotism, favoritism or conflicts of interest are not encouraged. Thus, few restrictions have been placed on hiring employees’ relatives.

In the institution, a “relative” is someone who is related by blood or marriage within the third degree to an employee. This includes: parents, grandparents, in-laws, spouses or domestic partners, children, grandchildren, siblings, uncles, aunts, nieces, nephews, step-parents, step-children and adopted children.

The employees, may refer their relatives to work with the institution. Here are the only restrictions:

- [*The employee must not be involved in a supervisory/reporting relationship with a relative.*]
- [*The employee cannot be transferred, promoted or hired inside a reporting relationship with a relative.*]
- [*The employees cannot be part of a hiring committee, when their relatives are interviewed for that position.*]

If employee becomes related to a manager or direct report after they both become employed by the institution, one may have to be transferred.

WORKPLACE VISITORS

When the employees have office visitors, they also have responsibilities. The employees should:

- Always attend their visitors (especially when they are underaged.)
- Keep their visitors away from areas where there are dangerous machines, chemicals, confidential records or sensitive equipment.
- Prevent their visitors from proselytizing their colleagues, gathering donations or requesting participation in activities in the premises.

Anyone who delivers orders, mail or packages for employees should remain at our building's reception or gate. If the employees are expecting a delivery, [*front office employees/ security guards*] the employees will be notified so that they may collect it.

SOLICITATION AND DISTRIBUTION

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our institution (e.g. religious proselytism, asking

for petition signatures). Distribution means disseminating literature or material for commercial or political purposes.

The institution does not allow solicitation and distribution by non-employees at workplace. The employees may solicit from their colleagues only when they want to:

- Ask colleagues to help organize events for another employee (e.g. adoption/birth of a child, promotion, retiring).
- Seek support for a cause, charity or fundraising event sponsored, funded, organized or authorized by the institution.
- Invite colleagues to employee activities for an authorized non-business purpose (e.g. recreation, volunteering).
- Ask colleagues to participate in employment-related activities or groups protected by law (e.g. trade unions.)

In all such cases, the employees are asked not to disturb or distract colleagues from their work.
