

SMBT




SMBT POLICY ON EMPLOYEE
CODE OF CONDUCT




SMBT | SEVABHAVI TRUST

MASTER COPY

Branch : General Administration.
Department : HR.
Policy Topic : SMBT Policy on Employee Code of Conduct.
Policy Number : ADM/HR/10.
Supersedes : Nil
Effective From : 01.12.2022.

Sr. No.	Perused by	Signature
1	Board Member	
2	Chief Officer	
3	Chief Finance Officer	
4	Chief People Officer	
5	Policy Manager	

Approved By:-


(Dr. Harshal Tambe)
MANAGING TRUSTEE
SMBT SEVABHAVI TRUST

List B, C, D, E & F.

“SMBT POLICY ON EMPLOYEE CODE OF CONDUCT”: WORKING COPY

1. Please refer to letter no. 058/SMBT/01/DIR/HR/221 dated 06.10.2021.
2. Please find enclosed the “Working Copy” of “SMBT Policy on Employee Code of Conduct”.
3. This policy comes into effect from 01.12.2022.
4. You are requested to follow the policy guidelines.
5. Above mentioned policy document is also made available in CMS software.
6. Please acknowledge.



POLICY MANAGER

Enclosure: Working Copy of: “SMBT Policy on Employee Code of Conduct”

Copy to

List A : For information, please.

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Cancels: Nil	Approved by:
See Also: Nil	MT, SMBT Sevabhavi Trust

ADM/HR/10/POL/001/R-00/Z BACKGROUND AND CONTEXT

A) Background and Context:

1. There are six institutions at Nandi hills, Dhamangaon campus & one institute at Sangamner Campus.
2. All SMBTians must follow the Employee Code of Conduct
3. We believe in the “Sarva Dharma Sama Bhava” philosophy, and therefore, we do not allow any religious or ethnic exhibition of any form or any magnitude on the campus.
4. To maintain a serene environment on campus, everybody has to observe some DOs and DON'Ts and follow the prevailing rules and regulations.
5. We need the commitment of, Employees, Staff, Consultants, and Third Party Vendors, Suppliers workforce, or any person who is working for SMBT Group of Institutions must follow campus DOs and DON'Ts and the rules and regulations.
6. This policy explicitly enumerates the non-negotiable and easy-to-follow DOs and DON'TS to be observed, as also the consequences of not following them.
7. Timely and effective communication is one of the vital components of our day-to-day management and administration of the SMBT campus. This communication is part of it.

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Cancel: Nil	Approved by:
See Also: Nil	MT, SMBT Sevabhavi Trust

ADM/HR/8/POL/001/R-00/Z SCOPE

This Policy applies to all Employees, Staff, Consultants, Third Party Vendors/Suppliers Manpower of all SMBT organizations.

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See Also: Nil	MT, SMBT Sevabhavi Trust

ADM/HR/10/ PRO/001/R-00/Z: GENERAL RIGHTS & RESPONSIBILITIES OF EMPLOYEE

1. Employees of SMBT SEVABHAVI TRUST have the right to:

- a) Be free from discrimination based on race, religion, ethnicity, political affiliation, age, sex, disability, or any other matter of personal preference.
- b) Have the freedom of expression.
- c) Freedom of assembly and association; however, such freedom should not hinder the effective conduct of their duties.
- d) Fair evaluation.

2. Employees of SMBT SEVABHAVI TRUST have the following responsibilities:

- a) To become familiar with the provisions of this Code and all the other policies of their Institute.
- b) To conduct himself/herself properly.
- c) To maintain proper behavior.
- d) To maintain strict discipline both within the institutions/unit and on the campus

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See Also: Nil	MT, SMBT Sevabhavi Trust

ADM/HR/10/ POL/001/R-00/Z: ETHICS AND CONDUCTS

1. This Code shall apply to all kinds of conduct of Employees at Institute/campus premises, including Trust/institute-sponsored activities, functions hosted by other recognized organizations, or any off-campus conduct that have serious consequences or adverse impact on the Trust/Institute's Interest or reputation.
2. At the time of Joining, each employee must sign a bond paper (stamp paper agreement) accepting this Employee Code of Conduct policy (Annex 2).
3. Failure on the part of the employee to abide by the disciplinary rules will result in punishment, and such decisions of the Institution/Committee/HOI will be final. (Please refer to Appendix "B")
4. Misconducts observed will be reported to the competent authority as per the policy deviation matrix. (Please refer to Appendix "C")

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See Also: Nil	MT, SMBT Sevabhavi Trust

ADM/HR/10/POL/001/R-00/Z: COMPETENT AUTHORITY

1. HR of the Institute will issue a notice in writing to the concerned employee about his alleged misconduct/indiscipline.
2. Employee charged shall be required to submit his/her written representation about such charge/s within 15 days of the notice.
3. If the Employee charged admits the charges in writing, the Dean / Principal/ HR of the Institute will finalize punishment, and the Employee shall abide by the disciplinary decision.
4. If the Employee charged denies the charges in writing, the inquiry will be held.
5. If the Employee fails to submit written representation within the specified time limit, the inquiry may be ex parte.
6. Dean / Principal of the Institute will issue an Inquiry authority committee (Annex A) formation order.
7. During the Inquiry, the Employee-, charged shall be required to produce documents-, if any, in support of his defense (During the inquiry period employee can/shall/ may perform his regular duties, whereas he/she will not be able to take any decision without permission of reporting head).
8. Inquiry Authority shall record findings on each misconduct or indiscipline-, and submit the report along with proceedings to the Dean / Principal of the Institute.
9. Dean / Principal of the Institute on the basis of findings shall pass punishment order.
10. Employee shall be entitled to prefer an appeal before the Appellate Authority (Annex a.1) within thirty (30) days of the receipt of the punishment order.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
1	Reporting matters of concern	Promptly report matters of concern to authorities mentioned under this policy	Hide/ignore/refrain from reporting matters of concern to authorities mentioned under this policy.
		Report matters that are true and indeed against the interest of the organization	Use the reporting mechanism to settle personal grudges and scores with colleagues / other employees.
		Participate and provide all factual and truthful information and data during investigations/inquiries of reported matters	Avoid/hide data and information or provide false information during investigations/inquiries of reported matters.
		Exercise restraint and great care while discussing matters of litigation against the organization and that which is available in the public domain only	Discuss any matter that has not been officially released by the Management
2	Honest and ethical business dealings	Be honest and ethical in business dealings with all stakeholders – Students, patients, relatives, employees, parents, vendor's contractors, consultants, associates etc.	Indulge in dishonest and unethical dealings to gain personal benefit and advantage.
		Enter only into legally valid contracts documented in templates that are vetted by the Organization's legal team	Make side agreements – verbal, written, or through electronic mail, committing things over and above the main agreement that puts the organization at commercial and legal risk.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
2	Honest and ethical business dealings	Play the role that the employees is authorized to as per the Delegation of Authority policy released by the Organization from time to time.	Deviate from the Delegation of Authority (DOA) document and assume roles that are not authorized.
		Work as per the defined scope/job description and level of responsibility without asking for any additional, unauthorized monetary or non-monetary benefit from any stakeholder for personal gain for gaining business from any customer or appointing a vendor for services or employing a person for employment whether on its rolls or otherwise.	Ask for a bribe in cash, kind, or obligation in any form from any stakeholder for gaining business from any customer or appointing a vendor for services or employing a person for employment whether on its rolls or otherwise
3	Conflict of interest	Promptly inform the Management if any of the team members who report to them are in family relations, including distant relatives.	Hide/refrain from informing the Management if any of the team members who report to them are in family relations, including distant relatives.
		Use power and authority vested by the Organization, in the interest of the Organization only and for the achievement of the goals of the organization.	Use power and authority vested by the Organization for deriving personal gains and benefits.
		Use position and authority in the right spirit, both internally and externally, putting the interest of the Organization over self.	Influence / pressurize /coerce (making compulsory to do the act) a person in the context of the Organization, whether internal or external, to make decisions that will give the employee undue advantage over others in any matter.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
4	Financial and other reporting	Provide facts and figures that are authentic to the Management.	Provide data that is untrue, manipulated, fudged, or, misleading, to the Management.
		Verify that information being provided by them is from a trusted source and that it is indeed authentic	Provide information on a 'hear-say' basis without verifying its authenticity.
		Provide data in given templates/formats and within the agreed timelines	Provide data that is not organized and presented in given templates/formats and without adhering to agreed timelines.
		Maintain all records in hard copy format or electronic format, as is required, for making the same available for internal/external audits, inspections, meetings, or producing the same for management information	Fail to maintain records in hard copy format or electronic format and fail to make available / retrieve the required data for internal/external audits, inspections, meetings, or producing the same for management information
		Take utmost care to ensure confidentiality of the records and data in their custody	Treat records and data in their custody casually and not ensure their confidentiality.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
5	Gifts from vendors and parties related to the Organization	Politely refusing gifts and favors from vendors, Employees parents, patients and/or third parties related to the Organization.	Accepting gifts or favors from vendors and/or third parties related to the Organization.
		Offer gifts and entertain stakeholders or any third parties as per DOA policy or with approval of the Management.	Offer gifts, favors, and entertain stakeholders or any third parties on their own without authority as per DOA policy or approval of the Management.
6	Alcohol consumption, drug, and narcotic substance abuse	Refrain from carrying, possessing, distributing, or consuming alcohol during working hours or during performing duties outside campus while representing the Organization for an official event.	Possession, distribution, and consumption of alcohol during working hours and/or working under the influence of alcohol, whether at the Organization's office or while representing the Organization for an official event.
		Stay free from drug and/or narcotic substance abuse while in the employment of the organization.	Undertake drug and/or narcotic substance abuse while in the employment of the organization.
		Refrain from carrying, possessing, distributing, or consuming guthkha, smoking or chewing tobacco and/or tobacco products on Organization premises.	Possession, distribution, and consumption of tobacco and / Or tobacco products on Organization premises.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
7	Respect and dignity in the workplace	Treat all its stakeholders with utmost respect and dignity	Disrespect and harm dignity of any stakeholders.
		Fair and equal treatment to any person employed/related to the organization irrespective of religion, caste, creed, education, economic level, age, gender, or sexual orientation	Harassment and/or victimization of any person employed/related to the organization on grounds of religion, caste, creed, education, economic level, age, gender, or sexual orientation.
		Ensure healthy professional and personal relations with all stakeholders by being aware of and refraining from actions that may be construed as sexual harassment	Indulge in sexual harassment on the Organization's premises or outside the organization.
		Provide equal employment and growth opportunities to all	Discriminate while providing employment and growth opportunities thereby providing an undue and unfair advantage to a few.
		Make decisions related to hiring, learning opportunities, compensation, company benefits, career development opportunities, appraisal ratings, and promotion based on performance, merit, and potential.	Make decisions relating to hiring, learning opportunities, compensation, company benefits, career development opportunities, appraisal ratings, and promotion based on prejudices and biases for or against any individual.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
7	Respect and dignity in the workplace	Respect the organization's hierarchy and authorities vested in position holders.	Bypass the organization's hierarchy and use access to seniors for personal gain, disregard authority vested in position holders and disobey instructions and orders.
		Treat everyone equally as human beings and value each one's contribution in the role they are given to perform irrespective of the position in the Organization's hierarchy.	Provide differential treatment to people on the grounds of doing a job that is perceived of lesser value as compared to others or purely under being at a lower position in the organization's hierarchy.
		Respect the freedom of every individual in following beliefs of his / her choice and hence refrain from representation and promotion of any one religion, cult, sect, or caste.	Propagate, influence, or coerce other employees or connected individuals to preach or practice beliefs about any particular religion, sect, cult, or caste.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
8	Protection of Company property and brand image	Treat the Organization's property, tangible or intangible, with utmost care and respect.	Use the Organization's property, tangible or intangible, carelessly and irresponsibly.
		Use the Organization's property including but not limited to office space, furniture, machines, utilities, lab equipment, tools, instruments, and resources provided for performing work such as laptop/desktop documents/reading or reference material, etc. carefully and without damaging.	Indulge in acts that cause damage to Organization's property including but not limited to office space, furniture, machines, utilities, lab equipment, tools, instruments, and resources provided for performing work such as laptop/ desktop, documents / reading, or reference material, etc.
		Avoid discussing Organization work-related confidential matters in public places, on social media, or with relatives and friends.	Discuss and/or publish Organization work-related confidential matters in public places, on social media, or with relatives and friends

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
8	Protection of Company property and brand image	Refrain from sharing information that is confidential and proprietary about the Organization including but not limited to information about trademarks, upcoming projects, revenue, finances, employee details, organization strategies, and any other information that has not been publicly released by the Organization.	Openly share information that is confidential and proprietary about the Organization including but not limited to information about trademarks, upcoming projects, revenue, finances, employee details, organization strategies, and any other information that has not been publicly released by the Organization.
9	Information Security	Implement 'Clean Desk' Policy.	Keep documents unattended on the work desk.
		Keep authorized work laptop/desktop / device passwords confidential.	Share work laptop/desktop/devices passwords with others.
		Lock work laptop/desktop screen when not in use with a strong password	Leave work laptop / desktop screen unlocked and without a password.
		Share information with others on a 'need-to-know basis.	Share information with others irrespective of whether they need it or not.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
9	Information Security	Refrain from storing personal information and data on work laptop/desktop.	Store personal information and data on work laptop/ desktop.
		Refrain from transferring work-related data on personal email or personal devices.	Transfer work-related data on personal email or personal devices.
		Not click pictures of confidential data and documents.	Click pictures of confidential data and documents.
		Use of Social media platforms to promote the Institutes' services or enhance the Brand Image.	Use of Social media platforms to de-promote the Institutes' services or tampered the Brand Image.
10	Confidentiality and Non-Disclosure	Maintain confidentiality of the information by not sharing with anyone unless specifically required by the Management.	Disclose confidential information to anyone outside the Company including friends, family, relatives, business or social acquaintances, customers, suppliers, or others.
		Abide by the non-disclosure agreement entered into by the Organization with outside parties / Organizations.	Violate the non-disclosure agreement entered into by the Organization with outside parties / Organizations by sharing confidential information.

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ADM/HR/10/PRO/002/R-00/Z ACCPTABLE & UNACCPTABLE BEHAVIOUR

Sr. No.	Theme	Acceptable Behavior	Unacceptable Behavior
11	Protecting the Rights of Employees and Patients	Motivating, encouraging, and working with Employees to ensure that they achieve good academic results.	Demoralizing and discouraging Employees to perform well academically due to personal biases and prejudices.
		Performing a fair and unbiased assessment of Employees during examinations	Purposefully deducting marks of Employees to impact their results negatively.
		Working on slow learners to improve their academic performance	Demoralizing and discouraging slow learners thereby impacting their possible progress.
		Being approachable and available to Employees professionally and personally for resolving their grievances and issues	Hiding, not listening to, ignoring grievances and issues of Employees
		Reporting matters of indiscipline among Employees by providing factual information and details of incidents	Hiding, not reporting, wrongly reporting matters of indiscipline among Employees
		Sharing sensitive information about patients – their ailments, treatment, etc. on a 'need-to-know basis	Mis-reporting, hiding, sharing with unrelated person's sensitive information of patients - their ailments, treatment, etc.
		Abiding by patient's rights	Violating patient's rights
12	Grooming & Hygiene	Employees should wear neat & clean Uniform only and must maintain standards of grooming & hygiene	Employees not wearing neat & clean Uniform and not maintaining standards of grooming & hygiene

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See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/PRO/001/R-00/Z MISCONDUCT ACTIONS

Sr. No.	Description	Offense	Punishment	Quantum of punishment		
1	Dress code	Wears indecent and socially unacceptable dress in the campus.	Warning &, Fine.	As per Dress Code Policy		
2	Communication	Use abusive and / or slang language	Warning, Fine.	Warning + Written Memo.	Warning + Written Memo. + Fine Rs. 2000/-.	Written Memo + refer to grievance committee
		Forge signature, use proxy signature.	Police FIR followed by legal proceedings.	Police FIR followed by legal proceedings as per IPC.		
3	Political Activity	Indulged in political activity.	Warning, Fine, Rustication.	Warning + Written Memo.	Warning + Written Memo. + Fine Rs. 5000/-.	Show Cause notice + refer to grievance committee

Sr. No.	Description	Offense	Punishment	Quantum of punishment		
4	Indulging in Quarrels and Fights	Indulged in a quarrel or a fight.	Warning, Fine, Rustication.	Warning.	Fine Rs. 25000/-.	Termination of Services.
5	Indulging in Anti-Social Activities	Indulged in an anti-social activity.	Warning, Fine, Rustication.	Warning + Written Memo.	Warning + Written Memo. + Fine Rs. 5000/-.	Show Cause notice + refer to grievance committee
6	No Vehicle Campus	Brought two wheeler (Scooter/ motor cycle etc.) or four wheeler on the campus.	Warning, Lock, Confiscate.	As per No Vehicle Campus policy		
7	Willfully Causing Damage to the Campus Bi-Cycle	Damaged the campus bi-cycle.	Fine.	Repair cost + Rs. 3500/-.	Cost of new bicycle.	Cost of two new bicycles.

Sr. No.	Description	Offense	Punishment	Quantum of punishment		
8	Employee In-Campus Residence	Changed the allotted In-Campus Stay without prior permission.	Warning, Fine.	Warning & shift back to the originally allotted In-Campus Stay	Warning & shift back to the originally allotted In-Campus Stay + Fine Rs. 5000/-	Rustication from In-Campus Stay for a term.
		Damaged the In-Campus Stay furniture and / or fixture(s).	Warning, Fine, Rustication.	Warning + cost of damaged furniture & fixture.	Warning + double the cost of damaged furniture & fixture.	Registering FIR for vandalism followed by legal proceedings.
		Dumped any material which can block the drainage line / or other waste in the commode.	Warning + Fine+ Cancellation of In-Campus Stay.	Warning + cost of the damaged commode.	Warning + double the cost of the damaged commode.	Cancellation of In-Campus Stay.
		Adopted a pet without permission	Warning, Fine.	Warning.	Warning + Fine Rs. 5000/-.	Warning + Fine Rs. 10,000/-
		Uses plastic bags and / or plastic packing material.	Warning, Fine.	As per Plastic Free Campus		

Sr. No.	Description	Offense	Punishment	Quantum of punishment		
8	Employee In-Campus Residence	Shouts slogans and / or creates noise in the In-Campus Stay. Violated the silence hour. Plays / played loud music.	Warning, Fine.	Warning.	Warning + Fine Rs. 5000/-.	Warning + Fine Rs. 10,000/-
		Parties till late night in the room or in the corridor or in common place	Warning, Fine.	Warning.	Warning + Fine Rs. 5000/-.	Warning + Fine Rs. 10,000/-
		Writes or paints on the wall(s).	Warning, Fine.	Warning.	Warning + Fine Rs. 5000/-.	Warning + Fine Rs. 10,000/-
		Wastes electricity and / or water	Warning, Fine.	Warning.	Warning + Fine Rs. 1000/-.	Warning + Fine Rs. 3,000/- + Cancellation of In-campus Stay
		Gambles in the room or in the corridor or in the In-Campus Stay premises.	Warning, Fine.	Warning + Fine Rs. 5000/-.	Warning + Fine Rs. 10,000/-.	Warning + Fine Rs. 25,000/-

Sr. No.	Description	Offense	Punishment	Quantum of punishment		
8	Employee In-Campus Residence	Celebrates the religious festival outside your room.	Warning, Fine.	Warning + Fine Rs. 5000/-.	Warning + Fine Rs. 10,000/-.	Cancellation from In-Campus Stay for a term.
9	Mess	Wastes mess food.	Warning, Fine.	Warning + Fine Rs. 500/-.	Warning + Fine Rs. 1,000/-.	Warning + Fine Rs. 3,000/-
		Behaves rudely with the mess staff.	Warning, Fine.	Warning + Fine Rs. 1000/-.	Warning + Fine Rs. 5,000/-.	Termination of Mess services
		Takes mess dining plates and cutlery to the room.	Warning, Fine.	Warning + Fine Rs. 1000/-.	Warning + Fine Rs. 5,000/-.	Termination of Mess services
10	Sports Ground	Fought on the sports ground.	Warning, Fine.	Warning + Fine Rs. 2000/-.	Warning + Fine Rs. 5,000/-.	Warning + Fine Rs. 10,000/-
		Abuses the sports equipment.	Warning, Fine.	Warning + Fine Rs. 2000/-.	Warning + Fine Rs. 5,000/-.	Warning + Fine Rs. 10,000/-
12	Substance / Drug/Alcohol abuse	Possessing/consuming/ entering the campus under the influence of narcotics and/or psychotropic and or Alcohol.	Police FIR followed by legal proceedings.	Police FIR followed by legal proceedings.		

Sr. No.	Description	Offense	Punishment	Quantum of punishment		
13	Substance / Drug/ abuse	Selling / or help in selling narcotic and/or psychotropic and or Alcoholic substances and or alcohol.	Police FIR followed by legal proceedings.	Police FIR followed by legal proceedings.		
14	Sexual Harassment	Indulged in or found indulging in sexual harassment.	Police FIR followed by legal proceedings.	As per POSH Act.		
15	Theft	Indulged in theft.	Police FIR followed by legal proceedings.	Police FIR & Termination of Services		
16	Possession of Arm(s) and / or Ammunition	Found in possession of arm(s) and / or ammunition.	Police FIR followed by legal proceedings.	Police FIR followed by legal proceedings.		
17	Instigating or inciting any religious bias and / or sentiments	Found in instigating or inciting religious bias and or sentiments on the campus.	Police FIR followed by legal proceedings.	Police FIR followed by legal proceedings.		
18	Internet facility	Found misusing internet facility.	Warning, Fine.	Warning + Fine Rs. 2000/-.	Warning + Fine Rs. 5,000/-.	Warning + Fine Rs. 10,000/-
		Found indulging in any kind of cybercrime.	Police FIR followed by legal proceedings.	Police FIR followed by legal proceedings.		

Note- Monetary Warning mentioned is minimum amount to be considered for punishment. Upper limit of Warning is at discretion of Head of the Institution.

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See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/PRO/001/R-00/Z MISCONDUCT ACTIONS

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
1	Dress code	Wears indecent and socially unacceptable dress in campus.	Faculty, Administrative officer, Employee HR section	HOI	HOI
2	Communication	Use abusive and /or slang language.	Employee, faculty, CO Office, administrative officer	HOI	HOI
3	Political Activity	Indulged in political activity.	Employee section, Administrative officer	HOI	HOI

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<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
4	Indulging in Quarrels and Fights	Indulged in a quarrel or a fight.	Employee section, security staff, Administrative officer	HOI	CO Office,
5	Indulging in Anti-Social Activities	Indulged in anti-social activity.	Employee section, CO Office, security staff, Administrative officer	HOI	HOI
6	No Vehicle Campus	Brought two-wheeler wheeler on the campus.	Security	HOI	CO Office
7	Willfully Causing Damage to the Campus Bi-Cycle	Damaged the campus bi-cycle.	Security	HOI	CO Office

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ADM/HR/10/PRO/001/R-00/Z MISCONDUCT ACTIONS

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
8	In-Campus Stay	Changed the allotted room without prior permission.	CO Office	HOI	HOI & CO Office
		Damaged the In-Campus Stay furniture and / or fixture(s).	CO Office	HOI	HOI & CO Office
		Dumped the food and / or other waste in the commode.	CO Office	HOI	HOI & CO Office
		Entertained outside visitors in the room.	CO Office	HOI	HOI & CO Office
		Adopted a pet.	CO Office	HOI	HOI & CO Office
		Uses plastic bags and / or plastic packing material.	CO Office	HOI	HOI & CO Office

Effective Date: 01.12.2022.	Page : 29 of 36
Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/PRO/001/R-00/Z MISCONDUCT ACTIONS

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
		Uses/ used electric hotplate/ water heater/ iron in the room.	CO Office	HOI	HOI & CO Office
		Kept visitor (parasite) in the room.	CO Office	HOI	HOI & CO Office
		Shouts slogans and / or creates noise in the In-Campus Stay.	CO Office	HOI	HOI & CO Office
		Violated the silence hour.	CO Office	HOI	HOI & CO Office
		Plays / played loud music.	CO Office	HOI	HOI & CO Office
		Parties till late night in the room or in the corridor or in the In-Campus Stay premises.	CO Office	HOI	HOI & CO Office

Effective Date: 01.12.2022.	Page : 30 of 36
Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/PRO/001/R-00/Z MISCONDUCT ACTIONS

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
8	In-Campus Stay	Writes or paints on the wall(s).	CO Office	HOI	HOI & CO Office
		Wastes electricity and / or water	CO Office	HOI	HOI & CO Office
		Gambles in the room or in the corridor or in the In-Campus Stay premises.	CO Office	HOI	HOI & CO Office
		Celebrates the religious festival outside your room.	CO Office	HOI	HOI & CO Office
9	Mess	Arrives late for dining.	F& B team	HOI	HOI & CO Office
		Wastes mess food.	F& B team	HOI	HOI & CO Office

Effective Date: 01.12.2022.	Page : 31 of 36
Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/PRO/001/R-00/Z MISCONDUCT ACTIONS

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
9	Mess	Behaves rudely with the mess staff.	F & B team	HOI	HOI & CO Office
		Takes mess dining plates and cutlery to the room.	F & B team	HOI	HOI & CO Office
11	Smoking	Found smoking.	Security, warden , rector	HOI	HOI & CO Office
12	Substance / Drug abuse	Possessed and / or consumed narcotic and / or psychotropic substance.	Security, warden , rector	HOI	HOI & CO Office
13	Sexual Harassment	Indulged in or found indulging in sexual harassment.	Victim	HOI	HOI & CO Office
14	Theft	Indulged in theft.	Victim	HOI	HOI & CO Office

Effective Date: 01.12.2022.	Page : 32 of 36
Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/PRO/001/R-00/Z MISCONDUCT ACTIONS

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	<u>Deviation Reporting Authority</u>	<u>Deviation report submission towards</u>	<u>Action Taking Authority</u>
15	Possession of Arm(s) and / or Ammunition	Found in possession of arm(s) and / or ammunition.	Security, warden , rector	HOI	HOI & CO Office
16	Instigating or inciting any religious bias and / or sentiments	Found in instigating or inciting religious bias and or sentiments on the campus.	Victim	HOI	HOI & CO Office
17	Internet facility	Found misusing internet facility.	Security, warden , rector, administrative officer	HOI	HOI & CO Office
		Found indulging in any kind of cybercrime.	Administrative Officer	HOI	HOI & CO Office
	Drinking Alcohol In the campus (during duty hours) / Entering the campus under the alcohol influence	Warning, Fine.	Administrative Officer	HOI	HOI & CO Office

Note: Any SMBT employee or Employee found that anyone has indulged in above offences, then he/she should immediately communicate with Employee section and accordingly Employee section will initiate further action.

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Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/FM/001/R-00/Z

Annex a

Enquiry Committee

Sr. No.	Members	Designation	Agenda	Frequency
1	HOI	Chairperson	To do enquiry of the employee & take/suggest appropriate action/s.	As and when needed
2	Trust HR	Secretary		
3	CO	Member		
4	Finance Head	Member		
5	AO	Member		
6	Nominated Member	Member		

Annex a.1

Appellate Authority

Sr. No.	Members	Designation	Agenda	Frequency
1	MT	Chairperson	To take final decision on the appeal of employee against the decision of Enquiry committee	As and when needed
2	BM	Member		
3	HOI	Member		
4	Central HR	Member		
5	Unit HR	Member		

Effective Date: 01.12.2022.	Page : 34 of 36
Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/FM/001/R-00/Z

Annex a.2

Warning Matrix

Sr. No.	Level	Mode	Actions
1	I	Oral	Up-to 3 oral warnings and or Counselling/Training/ assistance
2	II	Written	3 Show cause, 2 Memo & 1 final warning
3	III	Fine	As per employee code of conduct or decided by management
4	IV	Disciplinary Procedure	as per employee code of conduct & service rule

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Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/FM/001/R-00/Z

Annex 2

EMPLOYEE DECLARATION
(To be submitted to HR at the time of joining)

I acknowledge that I have received the SMBT Code of Conduct. I have read the SMBT Code of Conduct. I acknowledge that as a SMBT employee, I am required to comply with the guidelines described therein and failure to do so may subject me to action as per my employment. If I have a concern about a violation, or a potential violation of the SMBT Code of Conduct, I understand that there are channels available to me in my company to report such concerns. By making use of these channels when necessary, I will play my part in maintaining the high ethical standards to which we hold ourselves.

Signature: _____ Date: _____

Name: _____

Department: _____

Address:

Effective Date: 01.12.2022.	Page : 36 of 36
Cancels: Nil	Approved by:
See Also:	MT, SMBT Sevabhavi Trust

ADM/HR/10/POL/005/R-00/Z: CONCLUSION

SMBT Organizations are committed to become the most trusted and respected group of institutions in the field of health care education, healthcare training and healthcare delivery hence will adhere the each and every policy laid down by management to achieve the desired goals.

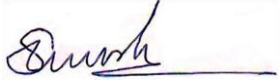




SMBT

POLICY AMENDMENTS ON STUDENT CODE OF CONDUCT POLICY



MASTER COPY

Branch : General Administration
Department : Human Resource
Policy Topic : SMBT Policy on STUDENT CODE OF CONDUCT POLICY
Policy Number : ADM/HR/7
Supersedes : Nil
Effective From : 01/12/2022

Sr. No.	Perused by	Signature
1	Board Member	
2	Chief Officer	
3	Chief Finance Officer	
4	Chief People Officer	
5	Policy Manager	

Approved By:-


(Dr. Harshal Tambe)
MANAGING TRUSTEE
SMBT SEVABHAVI TRUST

026/SMBT/01/DIR/POL/5/13

01.10.2022

List B, C, D, E & F.

“POLICY AMENDMENTS ON STUDENT CODE OF CONDUCT POLICY”:

WORKING COPY

1. Please refer to letter No. 058/SMBT/01/DIR/HR/221 dated 06.10.2021.
2. Please find enclosed the “Working Copy” of POLICY AMENDMENTS ON STUDENT CODE OF CONDUCT POLICY”.
3. This policy **AMENDMENTS** comes into effect from 01.12.2022.
4. You are requested to follow the policy guidelines.
5. Above mentioned policy amendments document is also made available in CMS software.
6. Please acknowledge.



POLICY MANAGER

Enclosure: Working Copy of: “POLICY AMENDMENTS ON STUDENT CODE OF CONDUCT POLICY”

Copy to

List A : For information, please

The Points mentioned below in the STUDENT CODE OF CONDUCT Policy will add to APPENDIX A & B.

ADM/DES/1/PRO/003/R/00/A & B – MISCONDUCT REPORT & ACTION UPON MISCONDUCT

ADM/DES/1/PRO/003/R/00/A: - Alcohol consumption, drug, and narcotic substance abuse

Do's	Don't
Refrain from carrying, possessing, distributing, or consuming alcohol in the SMBT campus/premises.	Possession, distribution, and consumption of alcohol in the SMBT Campus/premises.
Stay free from drug and narcotic substance abuse while in the SMBT Campus/premises.	Undertake drug and narcotic substance abuse while in the SMBT Campus/premises
Refrain from carrying, possessing, distributing, or consuming gutkha, smoking or chewing tobacco and tobacco products on SMBT Campus /premises	Possession, distribution, and consumption of tobacco and tobacco products on the SMBT Campus/premises

ADM/DES/1/PRO/003/R/00/B: - Alcohol consumption, drug, and narcotic substance abuse

Smoking/ consumption of Hookah in campus and or Entering the campus under the influence of tobacco (in any form).	Found Smoking/ consuming Hookah in campus and or Entering the campus under the influence of tobacco (in any form).	Warning and sending the misconduct reports to parents + Fine of Rs. 5,000/-.	Warning and sending the misconduct reports to parents + Fine of Rs. 5,000/-.	Police FIR followed by legal proceedings.	
Substance / Drug abuse	Possessing/consuming / entering the campus under the influence of narcotics and/or psychotropic and or Alcohol.	Police FIR followed by legal proceedings.	Police FIR followed by legal proceedings.		
Digital Media	Use of Social media platforms to de-promote the Institutional services or tamper the Brand Image (ex.- Videos, memes, or any social media post)	Warning, Fine.	Warning + Fine of Rs. 2000/-.	Warning and sending the misconduct reports to parents + Fine of Rs. 5,000/-.	Warning + Fine of Rs. 10,000/- or suspension from the hostel for three months (applicable to UG students).