



SMBT Sevabhavi Trust

MANAGING TRUSTEE

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MASTER COPY

Branch : General Administration.
Department : Discipline.
Policy Topic : SMBT Student Code of Conduct.
Policy Number : ADM/DES/1
Supersedes : Nil
Effective From : 01/01/2022

Sr. No.	Perused by	Signature
1	Policy Manager	
2	Chartered Accountant	
3	Chief Officer (Admin)	
4	Chief Officer (Finance)	NA
5	Director	NA

Approved By:-

(Dr. Harshal Tambe)
MANAGING TRUSTEE
SMBT SEVABHAVI TRUST



SMBT Sevabhavi Trust

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026/SMBT/01/DIR/POL/5/18

01.01.2022

List B, C, D, E & F.

“SMBT STUDENT CODE OF CONDUCT POLICY”: WORKING COPY

1. Please refer to the letter No. 001/SMBT/01/MT/POLICY/176, dated on 11th Nov. 2021.
2. Please find enclosed the “Working Copy” of “SMBT Student Code of Conduct Policy”.
3. This policy comes into effect from 01.01.2022.
4. You are requested to follow the policy guidelines.
5. Please acknowledge.

POLICY MANAGER

Enclosure : Working Copy of: “SMBT Student Code of Conduct Policy”

Copy to

List A : For information please.



POLICY SMBT STUDENT CODE OF CONDUCT

INDEX

SR. NO.	POL / PRO / TSK / FM	POL NO.	PRO NO.	TSK NO.	FM NO.
1	General Rights & Responsibilities of Student	ADM/DES/1/POL/00 1/R-00/Z	Nil	Nil	Nil
2	Ethics and Conducts	ADM/DES/1/POL/00 2/R-00/Z	Nil	Nil	Nil
3	Power of Competent Authority (Dean/Principal)	ADM/DES/1/POL/00 3/R-00/Z	Nil	Nil	Nil
4	Misconduct Report and Action upon misconduct	Nil	ADM/DES/1/PRO/001/R-00/A	Nil	Nil



POLICY SMBT STUDENT CODE OF CONDUCT

Effective Date: 01.01.2022	Page : 1 of 1
Cancels: Nil	Approved by:
See Also: Nil	MT, SMBT Sevabhavi Trust

INTRODUCTION

1. There are six institutions located at Nandi hills, Dhamangaon campus.
2. For us, once the student is admitted in any of the institutions, he or she belongs to the students' "community" and the pursuit of academics is his or her only "dharma".
3. We believe in "Sarva Dharma Sama Bhava" philosophy and therefore we do not allow any religious or ethnic exhibition of any form or of any magnitude on the campus.
4. To maintain the serene and tranquil environment on the campus, everybody has to observe some DOs and DON'Ts and follow the prevailing rules and regulations.
5. We need the commitment of, the patrons, as well as the students, in following the campus DOs and DON'Ts and the rules and regulations.
6. This policy explicitly enumerated the non-negotiable and easy to follow DOs and DON'TS to be observed, and 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 the part of it.



POLICY **SMBT STUDENT CODE OF CONDUCT**

Effective Date: 01.01.2022	Page: 1 of 1
Cancels: Nil	Approved by:
See Also: Nil	MT, SMBT Sevabhavi Trust

ADM/DES/1/POL/001/R-00/Z - General Rights & Responsibilities of Student.

1. Students of a 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 freedom of expression.
 - c) Freedom of assembly and association, however such freedom should not hinder the effective conduct of classes.
 - d) Fair evaluation.

2. Students of a 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) Conduct himself/herself properly.
 - c) Maintain proper behavior.
 - d) Maintain strict discipline both within the campus & outside of the Institution, and also in hostel



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

ADM/DES/1/POL/002/R-00/Z - Ethics and Conducts.

1. This Code shall apply to all kinds of conduct of students that occurs 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 admission, each student must sign a statement accepting this Code of Conduct policy.
3. All students must follow DO'S and DON'TS related to prevailing rules & regulation.
(Please refer to Appendix "A")
4. Failure on the part of the student to abide by the disciplinary rules will result in punishment and such decision of the competent authority will be final.
(Please refer to Appendix "B")
5. Misconducts observed will be reported towards competent authority as per policy deviation matrix.
(Please refer to Appendix "C")



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Cancels: Nil	Approved by:
See Also: ADM/DES/1/PRO/003/R-00/A	MT, SMBT Sevabhavi Trust

ADM/DES/1/POL/003/R-00/Z - Power of Competent Authority (Dean/Principal)

1. Dean / Principal of Institute will issue notice in writing to the concerned student about his alleged act of misconduct/indiscipline.
2. Student charged shall be required to submit his/her written representation about such charge/s within 07 days of the notice.
3. If the student fails to submit written representation within specified time limit, the inquiry may be held ex parte.
4. If the student charged admits the charges in writing, Dean / Principal of Institute will finalize punishment and student shall abide to such disciplinary decision.
5. If the student charged denies the charges in writing, the inquiry will be held.
6. Dean / Principal of Institute will issue enquiry committee formation order.
7. During Inquiry the student charged shall be required to produce documents, if any in support of his defense.
8. Inquiry Authority shall record findings on each misconduct or indiscipline, and submit the report along with proceedings to the Dean / Principal of Institute.
9. Dean / Principal of Institute on the basis of findings shall pass punishment order.



POLICY

SMBT STUDENT CODE OF CONDUCT

Effective Date: 01 / 01 /2022.	Page: 1 of 2
Cancels: Nil	Approved by:
See Also: ADM/DES/1/POL/003/R-00/Z	MT, SMBT Sevabhavi Trust

ADM/DES/1/PRO/003/R-00/A- Misconduct Report and Action upon misconduct

Sr No	Action By	Description Of Action
1	Victim/Observer/Deviation reporting authority of Misconduct	He/ she will inform to reporting authority/Student Section regarding Misconduct.
2	HOI	He/ she will issue notice in writing to the concerned student about his alleged act of misconduct/indiscipline.
3	Alleged Student	<p>A) He/she will submit his/her written representation towards HOI about such charge/s within 07 days of the notice and accepted charges.</p> <p>B) He/she will submit his/her written representation towards HOI about such charge/s within 07 days of the notice and denies charges.</p> <p>C) He/she will fails to submit written representation towards HOI about such charge/s within 07 days of the notice.</p>



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Cancels: Nil	Approved by:
See Also: ADM/DES/1/POL/003/R-00/Z	MT, SMBT Sevabhavi Trust

ADM/DES/1/PRO/003/R-00/A- Misconduct Report and Action upon misconduct.

Sr No	Action By	Description Of Action
4	HOI	A) As the student charged admits the charges in writing, HOI will finalize punishment as per Appendix "B" B) As the student charged denies the charges in writing, HOI will Issue enquiry committee formation order. C) As the student fails to submit written representation towards HOI about such charge/s within 07 days of the notice, HOI will Issue enquiry committee formation order.
5	Enquiry Committee	Will Conduct enquiry and Call alleged student before committee for explanation.
6	Alleged Student	He/she will produce supporting evidences before committee.
7	Enquiry Committee	Will submit enquiry report towards HOI along with recommendation of punishment as per Appendix "B"
8	HOI	He/she will finalize punishment and issue order.

APPENDIX 'A'

Do and Don'ts

Sr. No.	Description	Do	Don'ts
1	Dress Code	1. Be decently dressed when coming out of your hostel room. 2. Wear authorized dress while going for your class, library, and hospital duty.	Wear vulgar and socially unacceptable clothes in the campus.
2	Communication	Read the AETCOM book(s) prescribed by MCI.	1. Use abusive and / or slang language. 2. Forge signature or use proxy signature in any written communication.
3	Political Activity		Indulge in any political activity on the campus.
4	Indulging in Quarrels and Fights		Indulge in any quarrel and fight.

Sr. No.	Description	Do	Don'ts
5	Indulging in Anti-Social Activities		Indulge in any anti-social activity.
6	No Vehicle Campus	If possible, bring your own bi-cycle for commuting inside the campus.	Bring any self-propelled two wheeler or four wheeler to the campus.
7	Willfully Causing Damage to the Campus Bi-Cycle		Damage or abuse the bi-cycle made available for common use.
8	Hostel		1. Change your allotted room without prior permission. 2. Damage the hostel furniture and fixture. 3. Dump food and other waste in the commode. 4. Take outside visitor(s) to your room. 5. Adopt any pet(s). 6. Use plastic bags or plastic packing material. 7. Use electrical appliances viz. electric hotplate, water heater, and iron in the room. 8. Keep visitors (parasites) in the room. 9. Shout slogans and / or create noise. 10. Violate silence hours i.e. between 10 pm to 6 am. 11. Play loud music.

Sr. No.	Description	Do	Don'ts
8	Hostel		12. Party till late night in the room or corridors or anywhere in hostel. 13. Write or paint on the walls. 14. Waste electricity and water. 15. Gamble in the room or corridors or anywhere in hostel. 16. Celebrate the religious festival outside your room. 17. Leave hostel at night without out-pass. Leave campus without out-pass.
9	Mess	Follow all the "Students' Mess" rules and regulations given in the "Students' Mess" policy and procedures manual.	1. Arrive for a meal after the dining time. 2. Waste food. 3. Behave rudely with the mess staff. 4. Take mess dining plates and cutlery to the room.
10	Sports Ground		1. Fight on the sports ground. 2. Abuse the sports equipment.
11	Smoking		Smoke when in the campus.
12	Substance / Drug Abuse	Report any incidence of possession and / or consumption of any narcotic and / or psychotropic substance.	1. Possess any narcotic or psychotropic substance. 2. Consume any narcotic or psychotropic substance. 3. Trade in any narcotic or psychotropic substance.

Sr. No.	Description	Do	Don'ts
13	Ragging	Report any incidence of ragging.	Rag and / or be a mute spectator of ragging.
14	Sexual Harassment	Report any incidence of sexual harassment.	Commit any sexual harassment and / or be a mute spectator of sexual harassment.
15	Theft	Report any incidence of theft immediately on occurrence.	Steal. Theft is a cognizable offence.
16	Possession of Arm(s) and / or Ammunition	Report if anybody is in possession of any arm(s) and / or ammunition	Do not have possession of any kind of arm(s) and / or ammunition
17	Instigating or inciting any religious bias and / or sentiments	Report any incidence of instigation or incitement of religious sentiments and / or bias immediately on occurrence.	Indulge in instigating or inciting any religious bias and / or sentiments.
18	Internet facility	Use internet facility for academic purpose only.	<ol style="list-style-type: none"> 1. Indulge in any kind of misuse internet facility. 2. Indulge in any form of cybercrime.

Policy Deviation Matrix

<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 the campus.	Faculty, Administrative officer, Student section	HOI	HOI
2	Communication	Use abusive and / or slang language.	Student, faculty, warden, rector, administrative officer	HOI	HOI
		Forge signature, use proxy signature.	Academic Incharge, Student Section	HOI	HOI
3	Political Activity	Indulged in political activity.	Student section, Administrative officer	HOI	HOI
4	Indulging in Quarrels and Fights	Indulged in a quarrel or a fight.	Student section, warden, rector, security staff, Administrative officer	HOI	HOI
5	Indulging in Anti-Social Activities	Indulged in an anti-social activity.	Student section, warden, rector, security staff, Administrative officer	HOI	HOI

<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>
6	No Vehicle Campus	Brought two wheeler (Scooter/ motor cycle etc.) or four wheeler on the campus.	Security, Warden, Rector	HOI	HOI
7	Willfully Causing Damage to the Campus Bi-Cycle	Damaged the campus bi-cycle.	Security, Warden, Rector	HOI	HOI
8	Hostel	Changed the allotted room without prior permission.	warden, rector	HOI	HOI
		Damaged the hostel furniture and / or fixture(s).	warden, rector	HOI	HOI
		Dumped the food and / or other waste in the commode.	warden, rector	HOI	HOI
		Entertained outside visitors in the room.	warden, rector	HOI	HOI
		Adopted a pet.	warden, rector	HOI	HOI

<u>Sr. No.</u>	<u>Description</u>	<u>Offence</u>	Deviation Reporting Authority	Deviation report submission towards	Action Taking Authority
8	Hostel	Uses plastic bags and / or plastic packing material.	warden, rector	HOI	HOI
		Uses/ used electric hotplate/ water heater/ iron in the room.	warden, rector	HOI	HOI
		Kept visitor (parasite) in the room.	warden, rector	HOI	HOI
		Shouts slogans and / or creates noise in the hostel.	warden, rector	HOI	HOI
		Violated the silence hour.	warden, rector	HOI	HOI
		Plays / played loud music.	warden, rector	HOI	HOI
		Parties till late night in the room or in the corridor or in the hostel premises.	warden, rector	HOI	HOI

<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	Hostel	Writes or paints on the wall(s).	warden, rector	HOI	HOI
		Wastes electricity and / or water	warden, rector	HOI	HOI
		Gambles in the room or in the corridor or in the hostel premises.	warden, rector	HOI	HOI
		Celebrates the religious festival outside your room.	warden, rector	HOI	HOI
9	Mess	Arrives late for dining.	F& B team	HOI	HOI
		Wastes mess food.	F& B team	HOI	HOI
		Behaves rudely with the mess staff.	F& B team	HOI	HOI
		Takes mess dining plates and cutlery to the room.	F& B team	HOI	HOI

<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>
10	Sports Ground	Fought on the sports ground. Abuses the sports equipment.	Physical Director	HOI	HOI
11	Smoking	Found smoking.	Security, warden , rector	HOI	HOI
12	Substance / Drug abuse	Possessed and / or consumed narcotic and / or psychotropic substance.	Security, warden , rector	HOI	HOI
13	Ragging	Ragged or found ragging.	Security, warden , rector	HOI	HOI
14	Sexual Harassment	Indulged in or found indulging in sexual harassment.	Victim	HOI	HOI
15	Theft	Indulged in theft.	Victim	HOI	HOI
16	Possession of Arm(s) and / or Ammunition	Found in possession of arm(s) and / or ammunition.	Security, warden , rector	HOI	HOI

<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>
17	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
18	Internet facility	Found misusing internet facility.	Security, warden , rector, administrative officer	HOI	HOI
		Found indulging in any kind of cybercrime.	Administrative Officer	HOI	HOI

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



EMPLOYEE CODE OF CONDUCT



01.06.2014

SMBT Sevabahvi Trust has always strived to achieve the highest ethical standards in its conduct. The organization's reputation and goodwill are recognized and valued as its most important asset, which warrants the faith and trust of its various stakeholders. This Code of Conduct is designed to put these values of SMBT Sevabahvi Trust into practice formally. This Code of Conduct aims to articulate high standards of honesty, integrity, and unethical and law-abiding behavior expected of all employees while also meeting the requirements of external stakeholders and applicable laws.

A handwritten signature in blue ink, appearing to read 'Suresh', is written over a horizontal line.

Chief Officer
SMBT Sevabahvi Trust



Introduction:

1. Ethical behavior is an essential part of any employee of SMBT SEVABHAVI TRUST and is a personal responsibility that should be taken very seriously.
2. We expect each employee to be accountable for their work and behavior and to support the values, principles, and standards upon which SMBT's reputation rests.
3. This Code of Conduct establishes a set of standard expectations for employee conduct.
4. Suppose our employee is wearing clothing with a SMBT logo or driving a vehicle with the SMBT logo. In that case, everyone should be mindful that the public sees us as representing SMBT and our conduct affects SMBT's reputation and image.
5. This Code of Conduct is not intended to supersede any other applicable legal or regulatory requirements.
6. This Code of Conduct guides us to live up to SMBT's values, abide by SMBT's policies, and respect our customers' best interests.



Applicability:

1. As an employee, we must know and follow the Code of Conduct as a guideline for decision-making & conduct.
2. No matter our role, each of us is expected to lead when it is a question of ethics and accountability.
3. We all should act with responsibility and integrity in tune with our values.
4. The HR department will arrange a code of conduct orientation session annually.



Effective Date	01 /06 /2014
Cancels	Nil

VISION MISSION

- **SMBT VISION:**

To make SMBT the most respected and trusted group of institutions in the field of health care education, health care training and health care delivery.

- **SMBT MISSION:**

1. To educate and train our students to provide "fit for purpose "quality health care services to the society they will serve and, in the process, become the most trusted and respected members of the society.
2. To make our patients aware about their overall health and deploy all the measures of timely prevention, intervention and timely delivery of quality health care in the most efficient and effective manner.
3. To address "learning and growth" aspirations of our employees and also, address the education & health care needs of the society in general.



Effective Date	01 /06 /2014
Cancels	Nil

Conduct with customers.

This policy is applicable whenever an employee of our SMBT SEVABHAVI TRUST is dealing with our customers.

1. Serving customers (students, patients, employee) is the focal point of our organization.
2. Our customers deserve the highest quality service and standards in all transactions.
3. It is expected to treat our customers with value and deal with them fairly.
4. It is expected to act with integrity and do everything possible to provide quality service to our customers.
5. Making promises that any employee or SMBT Trust cannot keep should be avoided.



Effective Date	01 /06 /2014
Cancel	Nil

CODE OF PERSONAL CONDUCT

This policy applies to all employees of SMBT SEVABHAVI TRUST.

1) Honesty & Integrity:

- a. All employees are expected to demonstrate the highest standards of honesty and integrity in their conduct while representing SMBT.
- b. Each & Every employee is required to be straightforward and honest in their professional relationships.
- c. All employees should be truthful about the services, knowledge, and experience gained.

2) Respect for all:

- a. All employees are expected to demonstrate respect and trustworthy behavior in their dealings with other employees/colleagues and external stakeholders.

3) Team spirit:

- a. All employees are expected to uphold the teamwork spirit at all times.
- b. We expect Team leaders to delegate duties to their team members, considering their competencies and workload.
- c. Likewise, we expect team members to follow team leaders' instructions and complete their tasks with skill and on time.
- d. We encourage mentoring throughout our organization.



Effective Date	01 /06 /2014
Cancel	Nil

4) Absenteeism and tardiness:

- a. All employees should follow their schedules.
- b. We can make exceptions for occasions that prevent employees from following standard working hours or days.
- c. But, generally, we expect employees to be punctual when coming to and leaving work.

5) Use of Alcohol:

- a. No one should consume alcohol while on duty.
- b. All employees are expected to maintain a drug-free environment at the workplace and refrain from substance abuse of any form while performing a duty within premises or outside of it.
- c. Employees are prohibited from selling, distributing, possessing or encouraging others to use Drugs/Alcohol.

6) Free from violence:

- a. SMBT SEVABHAVI TRUST will not tolerate workplace violence in any form, either within premises or outside where Trust-related activities are carried out.
- b. All employees are expected not to indulge in workplace violence or encourage others towards it as well.
- c. All employees are prohibited from possessing weapons or dangerous items at the workplace or outside while conducting Trust activities.



Effective Date	01 /06 /2014
Cancels	Nil

7) Free from harassment:

- a. SMBT SEVABHAVI TRUST recognizes and respects the right of every employee to a harassment-free workplace.
- b. All employees are prohibited from indulging in harassment of any kind or form - whether physical, verbal, psychological, or sexual.

8) Conflicts of interest and duty:

- a. SMBT SEVABHAVI TRUST expects that all employees will conduct themselves in the best interest of the SMBT SEVABHAVI TRUST at all times.
- b. All employees should avoid conflict of interest situations.
- c. Suppose an employee intends to undertake any concurrent opportunity outside the Trust, such as consulting assignment, freelancing, directorship, or any position of responsibility, in this situation. In that case, prior approval from the Management is necessary.
- d. However, this should not create a real, potential or perceived conflict with SMBT SEVABHAVI TRUST's interest and affect employee's performance at SMBT.
- e. All employees should not use their position to influence or bypass SMBT SEVABHAVI TRUST procedures for personal gain or the personal gain of a family member, friend, colleague, or anyone else.



Effective Date	01 /06 /2014
Cancel	Nil

9) Use of Infrastructure:

- a. Every employee is responsible for using the SMBT SEVABHAVI TRUST's assets and infrastructure appropriately, ethically, safely, securely, and within the law.
- b. All employees should not transmit SMBT SEVABHAVI TRUST's propriety information like reports, files, and data to any unauthorized person, group, or organization through email or any other tool.
- c. Each of us is responsible for adequately acquiring, using, and maintaining SMBT SEVABHAVI TRUST's assets (e.g., materials, equipment, tools, real property, information, data, intellectual property, and funds) and services.
- d. Theft, carelessness, and waste harm SMBT SEVABHAVI TRUST's progress.

10) Policy & Procedure execution:

- a. Each & Every employee must comply with the execution & implementation of standard policies & procedures issued by SMBT SEVABHAVI TRUST.



Effective Date	01 /06 /2014
Cancels	Nil

11)SMBT SEVABHAVI TRUST's Records:

- a. When we do our work, we generate, receive, and use SMBT SEVABHAVI TRUST information.
- b. Information is created every day, whether computerized or on paper.
- c. SMBT SEVABHAVI TRUST records must be stored, managed, and disposed of in accordance with specific SMBT SEVABHAVI TRUST procedures.
- d. Examples of SMBT SEVABHAVI TRUST records include:
 - Maintenance records and inspection documents.
 - As-built drawings.
 - Personnel documents.
 - Reports to government agencies or other public communications.
 - Financial reports.
- e. To keep our system safe and reliable, everyone must document their work.
- f. Accurate records are an essential ingredient of SMBT SEVABHAVI TRUST operations.
- g. SMBT SEVABHAVI TRUST has an operational, regulatory, and legal record that requires retention for prescribed periods.
- h. All employees are expected to consistently retain records in an approved system of record for the appropriate period.



Effective Date	01 /06 /2014
Cancels	Nil

Code of conduct towards employees.

This policy applies to SMBT SEVABHAVI TRUST.

1) Equal employment opportunities:

- a. SMBT SEVABHAVI TRUST provides an equal opportunity and does not discriminate against any person because of their gender, caste, religion, age (within statutory limits), disability, or any other trait protected by law, concerning any terms of employment such as hiring, promotion, transfer, compensation & benefits, career development opportunities, etc.
- b. Management is expected to make employment-related decisions based only on the person's merit and not discriminate against anyone because of their characteristics/traits.

2) Open door communication:

- a. SMBT SEVABHAVI TRUST believes that the work environment should be free from bureaucracy. All employees must access other employees regardless of their position or influence in the SMBT SEVABHAVI TRUST.
- b. All Key Position managers are expected to foster an open-door communication culture in the workplace.

3) Environment, Health & Safety:

- a. SMBT SEVABHAVI TRUST is committed to providing its employees with a safe, healthy, and ergonomically sound working environment.
- b. SMBT SEVABHAVI TRUST will take all possible measures to ensure the health and safety of its employees.



Effective Date	01 /06 /2014
Cancels	Nil

4) Personal Information Privacy:

- a. SMBT SEVABHAVI TRUST is committed to protecting the personal information that employees share during employment.
- b. It is expected that employees whose job responsibilities include collecting, modifying, transferring, processing, storing, or using personal employee information will comply with the applicable data privacy laws and other internal controls that protect this personal information.



Effective Date	01 /06 /2014
Cancels	Nil

Code of conduct towards Vendors & Suppliers

This policy is applicable whenever an employee is dealing with vendors or suppliers on behalf of SMBT SEVABHAVI TRUST.

1) Fair Competition Practices:

- a. SMBT SEVABHAVI TRUST believes in somewhat competitive practices within the framework of applicable laws.
- b. All employees must ensure that they adopt fair Competition Practices in all dealings. This includes the following:
 - i. Never boycott specific customers/suppliers.
 - ii. Only use legitimate means to obtain competitive information.
 - iii. Never comment on products or services in an inaccurate or untruthful manner.
 - iv. Never misrepresent or make misleading/untruthful claims about developments in the marketplace.

2) Client- Vendor Relationship:

- a. SMBT SEVABHAVI TRUST recognizes that vendors and other business partners play a crucial role in the success of the Trust.
- b. Hence all employees must seek to maintain relationships of mutual respect and faith at all times.
- c. All contracts must be pretty negotiated and free of inaccuracy.
- d. Further, when selecting vendors to provide products or services or to work, it must be ensured that selections are made somewhat based on a proper weighing of all the facts, which include quality, safety records, technical ability, historical experience, reliability, cost, schedule and availability and not in a biased manner or for inappropriate/ illegal reasons.



Effective Date	01 /06 /2014
Cancels	Nil

Code of conduct toward Society

This policy applies to all employees of SMBT SEVABHAVI TRUST.

1) National Interest:

- a. All employees of SMBT SEVABHAVI TRUST are expected to conduct work in the best national interest and shall not be engaged in any activities that put the national interest at risk.

2) Compliance with laws & regulations:

- a. SMBT SEVABHAVI TRUST employees must comply with applicable laws, rules, or regulations.
- b. Also, encourage other officers and employees to do the same.

3) Bribery & Corrupt Practices:

- a. No employee should be engaged in corrupt practices, including offering/accepting bribes or kickbacks, giving false incentives, and indulging in personal entertainment with vendors/suppliers.

4) Environmental Protection:

- a. SMBT SEVABHAVI TRUST endeavors to protect the surrounding communities & environment, and the world.
- b. Towards this end, all employees are expected to comply with applicable environmental laws and requirements.

5) Prohibition of child labor:

- a. SMBT SEVABHAVI TRUST strictly prohibits the employment of child labor at its project sites and offices.



Effective Date	01 /06 /2014
Cancels	Nil

Classification of Misconducts.

This policy is applicable for deciding the category of disciplinary misconduct by an employee of SMBT Sevabhavi Trust.

- 1) Major misconduct is misconduct which is serious enough that it calls into question the employee's association with Trust.
- 2) Minor misconduct is a misconduct which is not serious in nature but not acceptable from the view point of maintenance of discipline in the trust campus.
- 3) Detailed Classification of Misconducts is as follows -

Sr. No.	Code of Conduct Category	Major Misconduct	Minor Misconduct
1	Honesty & Integrity	<ul style="list-style-type: none"> • Defamation of organization through any form of media. • Causing harm or disrepute by misbehavior with dignitaries or authorities during event. • Corruption/bribe. 	<ul style="list-style-type: none"> • Plagiarism- Practice of taking someone else's work or idea and presenting them as own. • Participation in any strike, Dharna or any form of protest.
2	Respect for All	<ul style="list-style-type: none"> • Abusive / racist / discriminatory comment. 	<ul style="list-style-type: none"> • Hostile demeanor.(coercing/quarralling) • Loose comment for colleagues.

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Cancels	Nil

Sr. No.	Code of Conduct Category	Major Misconduct	Minor Misconduct
3	Team spirit	<ul style="list-style-type: none"> Threatening to colleagues. Willful & persistent neglect of duty. 	<ul style="list-style-type: none"> Verbal abuse with colleagues. Disobedience of order from superior.
4	Absenteeism & Tardiness	<ul style="list-style-type: none"> Absent without prior permission for more than thirty consecutive days. Forging/punching attendance of another employee. 	<ul style="list-style-type: none"> Habitual Absent without prior permission Continuous late attendance. Habitually leaving work before time or absence from workstation. Sleeping while on duty.
5	Use of alcohol	<ul style="list-style-type: none"> Consumption/possession/distribution of alcohol/tobacco/cigarettes on duty. 	<ul style="list-style-type: none">
6	Free from violence	<ul style="list-style-type: none"> Harmful conduct using weapons. Fighting which results into injury. In a police custody for more than 48 hrs 	<ul style="list-style-type: none"> Slapping. Kicking. Punching.



Effective Date	01 /06 /2014
Cancels	Nil

Sr. No.	Code of Conduct Category	Major Misconduct	Minor Misconduct
7	Free from harassment	<ul style="list-style-type: none"> Sexual harassment 	<ul style="list-style-type: none"> Disreputation of colleagues. Verbal abuse.
8	Conflict of interest & duty	<ul style="list-style-type: none"> Misuse of position. Favors. 	<ul style="list-style-type: none"> Non compliance of assigned duties.
9	Use of infra structure	<ul style="list-style-type: none"> Destruction. Theft. Vandalism. Unauthorized access & use of property/facilities. 	<ul style="list-style-type: none"> Misuse of campus resources. Carrying unauthorized passengers, material in any trust vehicle.
10	Policy & procedure execution	<ul style="list-style-type: none"> Continuous violation Refusal to accept any form of communication issued by superior authority. 	<ul style="list-style-type: none"> Violation
11	Trust records	<ul style="list-style-type: none"> Sharing of records with outside entity without prior permission. Abuse of electronic communication. Spreading false/unverified information through email or social media causing harm to fellow colleague. 	<ul style="list-style-type: none"> Mishandling of records.
12	Vendor management	<ul style="list-style-type: none"> Unauthorized agreement/contract. 	<ul style="list-style-type: none"> Bias selection