



**BMU**  
BML Munjal University



## Code of Ethical & Professional Conduct – Staff [Non-Faculty]

**BML MUNJAL UNIVERSITY**

67<sup>th</sup> MILESTONE, NH-8, SIDHRAWALI, GURUGRAM, HARYANA-122413



BMU/RO/2023/475(b); Date: July 10, 2023

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A Not-for-Profit Initiative of the **HERO GROUP**

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# CODE OF CONDUCT

## VISION

BML Munjal University (BMU) seeks to nurture ethical leaders who are skilled, knowledgeable and have the life skills required for leading their organization to success. The university shall seek the advancement and dissemination of practically oriented knowledge benchmarked with the best global standards.

## MISSION

BML Munjal University aims to be a leading university for the quality and impact of its teaching, research, and linkages with major stakeholders. The focus of the university is to find creative solutions to problems through application of knowledge. The university aims to create a talented community of students and faculty who excel in teaching, learning and research, in a creative stimulating environment. The university will collaborate with other institutions for development of science, technology, and arts in global context.

## CORE VALUES

CARE towards people, communities, and the environment  
PURSUIT of EXCELLENCE in learning, research, and community service  
FREEDOM of thought and thought leadership  
INTEGRITY and OWNERSHIP



## Code of Conduct

Code of conduct is a business policy that outlines accepted and prohibited employee behavior. It is a collection of rules and regulations that includes what is / is not acceptable or expected behavior. It serves as a statement of what values the organization stands for and the ethical as well as business conduct that employees should possess to help achieve the organization's vision and goal.

### Why Code of Conduct is important?

It defines the values of an organization and provides to all employees, the boundaries of their behavior in relation to their duties towards the organization. A well-written code of conduct clarifies an organization's mission, vision, values, and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

### General Ethical & Professional Code of Conduct for all Employees [Non-Teaching]

The university 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.

- a) Every staff member should work within the institutional policies and practices so as to satisfy the vision and mission of the university.
- b) Staff members should deal justly and impartially with all university employees [Faculty, Non-Faculty and Students] regardless of their religion, caste, political, economic, social, and physical characteristics including skin color.
- c) Staff members must refrain from any form of unlawful discrimination based on immutable characteristics such as age/gender/sexuality/marital status in their behavior towards their colleagues, teaching staff and students.
- d) Staff members should maintain absolute integrity and devotion to duty at all times.
- e) All staff members are responsible for their attendance and leave details, and they must ensure that it is correctly updated in their muster records; Staff members must not be absent without sanctioned leave.
- f) Staff members must not travel abroad without information to the university and must not express any view on Indian or foreign affairs while visiting foreign countries.
- g) Staff members must not undertake private consultancy work.
- h) Staff members should maintain a responsible and decent standard of conduct in private life.
  - Must not indulge in bigamy except permitted in religious personal laws.

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- Must not give dowry, take dowry, and demand dowry.
  - Must not neglect wife, children, and parent.
  - Must not employ child labour at home.
  - Must not be involved in adultery, moral turpitude.
- i) Staff members should render courteous services to the public.
  - j) Staff members must not express any view prejudicial to the interest of the nation & sovereignty and integrity of India, public order, and morality.
  - k) Staff members should refrain from engaging or encouraging any such political activities that may disturb peace and harmony in the university..
  - l) Staff members should refrain themselves and their family members from joining any organization that is involved in subversive/criminal activities.
  - m) If arrested, must inform his/her superior in the office.
  - n) Staff members should avoid consumption of intoxicating drinks & drugs in office, in public place or at home.
  - o) Staff members should refrain from offering, giving, requesting, or accepting a bribe or any financial favor to influence a third party to perform their job improperly or to influence their decision, or as a reward for doing any of the above
  - p) Staff members should maintain appropriate levels of confidentiality with respect to student records and other sensitive matters and never share work related confidential information to outside networks including emails.

Apart from the points mentioned above, all the employees are expected to refrain themselves from any act which is against the mission, vision, and core values of the University.

Implementation of the Code of Conduct is an ongoing process as the University strictly follows the following Policy/Code of Conduct framework in addition to complying with other Laws applicable to it.

- **Policy on Prevention, Prohibition, and Redressal of Sexual Harassment of Employees and Students, BML Munjal University, Gurugram notified vide letter no: BMU/RO/2020|O49; dated February 12,2020: Sexual harassment, in any form, will never be tolerated at BMU. At BMU, we are completely committed to providing a workplace that is free of sexual harassment, sexual intimidation and one that is completely compliant with all regulations regarding the same. Sexual harassment, whether physical or verbal, refers to any form of sexual exploitation or any activity that suggests sexual favors will bring academic promotion, reward or will influence an employment decision; or will influence the results of an evaluation or the freedom to participate in any university activities. Sexual harassment also occurs when there is a suggestion that funding/freedom for research and academic activities will be based on the sexual favors granted. Sexual harassment also occurs when an individual is treated differently based on their gender and sexual orientation. BMU follows a zero-tolerance policy towards sexual harassment against people of the opposite gender or of the same gender. Further BMU encourages you to communicate if you see something inappropriate. If you or someone you know has been a victim of sexual harassment, please report the incident to your Dean. Penalties for sexual harassment include a referral and possible dismissal. The University will provide sexual harassment training to all faculty members during faculty orientation.**



# BMU

BML Munjal University

- **Acceptable IT Use Policies of BML Munjal University, Gurugram notified vide letter no BMU/RO/ 2019/78; dated May 02, 2019:** BMU is committed to provide IT resources to its faculty, staff, students, and visitors for the sole purpose of professional, academic, and scholarly use. All account holders are responsible for the judicious use of IT resources in the fulfillment of their duties. Account holders will also be responsible for all activity initiated from their accounts and all downloads to their accounts. Please refer to Acceptable IT Use Policies of BML Munjal University, Gurugram notified vide letter no BMU/RO/ 2019/78; dated May 02, 2019.



**Registrar**  
**BML Munjal University Gurugram**