

ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

**DAVANGERE UNIVERSITY**

Shivagangotri, Davangere-577007 Karnataka.



## **Policy Document on University Code of Conduct**

With effect from Jan 2020, Version 1.0

## **Policy on University Code of Conduct**

### **1. Preamble**

The Code of Conduct (COC) applies to these groups of people, referred to as members of the Davanagere University (DU):

Faculty, staff, and students of Davanagere University; when performing services for the University or interacting with members of the University, acting on behalf of the University, or otherwise required under contract to comply with this Code;

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#### **I. Introduction and Purpose**

##### **a. Introduction**

All members of the University are responsible for sustaining the high ethical standards of the University, and of the broader group in which we function. The University values integrity, diversity, respect, freedom of inquiry and expression, trust, honesty and fairness and strives to integrate these values into its education, research and other practices.

##### **b. Purpose**

In that spirit, this Code of Conduct (COC) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We all must be aware of and comply with the



relevant policies, standards, rules and regulations that guide our work. We are each individually accountable for our own actions and, as members of the University. All the members are collectively accountable for upholding these standards of behavior and for compliance with all applicable rules, regulations and policies.

## **II. Standards of Integrity and Quality**

DU recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with rules and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be damaging to the University. DU must strive at all times to maintain the highest standards of integrity and quality.

Each individual is required to conduct University works with the utmost honesty, accuracy and fairness. Each situation needs to be examined in accordance with this standard. No unethical practice can be tolerated, even if such practice is "customary" outside of DU or even if some of the goals it serves are worthy. Expediency should never compromise integrity.

## **III. Respect for Others**

DU is dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that University commitment is the principle of treating each University member fairly and with respect, and embracing diversity and inclusion.

The University prohibits discrimination and harassment and provides equal opportunities for all members and applicants regardless of their race, color, religious creed, origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status or any other characteristic protected by law. Where actions are found to have occurred that violate this standard the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

## **IV. Compliance with Rules, Regulations, Applicable Policies and Procedures**

Members of the DU must transact University works in compliance with applicable rules, regulations, and University policy and procedure. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of rules and regulations to the Office of the Registrar.

**a. Contractual, Grant and Other Obligations**

The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of DU to comply with the terms and conditions of the agreement and applicable rules and regulations. Therefore, only individuals who have authority delegated by an appropriate University official may enter into agreements on behalf of the University.

**b. Environmental Health & Safety, including Workplace Health and Safety**

Members of the University must be committed to protecting the health and safety of its members by providing safe workplaces. The University will provide information and training about health and safety hazards, and safeguards. University members must adhere to good health and safety practices and comply with all environmental health and safety rules and regulations.

**c. Non-University Professional Standards**

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards to guide their members. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a University member believes there is a conflict between a professional standard and University policy, he/she should contact the Office of the Registrar.

**V. Confidentiality, Privacy and Information Security**

University members receive and generate various types of confidential, regulated, proprietary and private information on behalf of the University. All members of the



University are expected to comply with all applicable rules and regulations (whether central, state, local or foreign), contractual obligations, and University policies pertaining to the use, protection and disclosure of this information. When disaffiliating from DU, members must return all sensitive University data unless an exception has been granted.

## **VI. Financial Responsibilities and Internal Controls**

Members of the University are expected to employ sound practices and exercise prudent financial management in their stewardship of university resources.

## **VII. Use of University Resources**

University resources must not be reserved for own purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. University resources include, but are not limited to:

- University systems (e.g., telephone systems, data communication and networking services),
- The DU domain for electronic communication forums,
- DU name, logo, and letterhead,
- University equipment (e.g., computers and peripherals, University vehicles), DU facilities,
- Procurement tools such as ATM cards/ online transactions and petty cash,
- University records including student, employee, donor, sponsor, and patient records, and
- The time and effort of staff, students and others at DU.

## **VIII. Conflict of Commitment/Conflict of Interest**

University members who are DU faculty and staff owe their primary professional allegiance to the University and its mission to engage in the highest level of education, research, and other practices.

A conflict of commitment can arise when a person's external activities, e.g., consulting agreements, speaking engagements, public service, personal business, etc. interfere with the person's responsibilities to the university. A conflict of commitment usually involves issues of time allocation.

Outside professional activities, private financial interests or the receipt of benefits or gifts from third parties can cause an actual or perceived conflict of interest.



Relationships between DU and its vendors or sponsors must be free of any real or perceived impropriety or favoritism. University members should not solicit any gift, and should not personally accept any material gift, gratuity or payment, in cash or in kind, from any third party seeking to do work with the University or currently doing works with the University.

In order to protect our primary mission, University members with other professional or financial interests shall disclose them in compliance with applicable conflict of commitment/conflict of interest policies and, if permitted, manage them in compliance with all controls put in place.

## **IX. Response to Governmental or Other Investigations**

DU is committed to cooperating with government investigators as required by law. If an employee receives a notice, search warrant or other similar document, before taking any action, the employee must immediately contact the Office of the Registrar. The Registrar is responsible for authorizing the release or copying of any University records or documents.

If a government investigator, agent, or auditor comes to the University, an employee should contact his/her superior and the appropriate University office before discussing University details with such investigator, agent, or auditor. If the appropriate office is unknown, they should contact the Office of the Registrar.

## **X. Reporting Suspected Violations**

Adherence to this Code of Conduct (COC) also requires that any suspected violations of applicable standards, policies, rules or regulations be brought to the attention of the appropriate cognizant office. Raising such concerns is a service to the University and does not jeopardize the University member's position or employment.

### **a. Reporting to higher UPs**

Members of the University should report suspected violations of applicable rules, regulations, government contract and grant requirements or this Code of Conduct (COC) and University policies and procedures. This reporting should normally be made initially through standard management channels, beginning with the immediate



person. If for any reason it is not appropriate to report suspected violations to the immediate person (e.g., the suspected violation is by the Senior), or the employee is uncomfortable doing so, individuals may go to a higher level of persons within their department.

#### **b. Other Reporting**

If for any reason it is not appropriate to report suspected violations through management channels within the departments, or the employee is uncomfortable doing so, individuals may go to Registrar. Every concern is treated seriously and reviewed in the appropriate manner.

#### **c. Confidentiality**

Concerns may be reported confidentially, and even anonymously, although the more information given, the easier it is to investigate the concerns. The only anonymous reporting mechanism at the University is the suggestion/ Complaint box.

#### **d. Cooperation**


All members of the University are expected to cooperate fully in the investigation of potential violations of University policy and applicable rules, or regulations.


#### **e. Non-Retaliation**

DU policy prohibits retaliation against an individual who in good faith reports or provides information about concerns or suspected violations. Retaliation is an adverse action taken because an individual has made a report or has participated in an investigation. An adverse action is any action that materially affects that individual's standing or terms and conditions of employment. False accusations made with the intent of harming or retaliating against another person may subject the accuser to disciplinary action.

#### **f. Consequences of Violation**

Confirmed violations will result in appropriate disciplinary action up to and including termination of employment or other relationships with the University. In some circumstances, civil or criminal charges and penalties may apply.

  
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