

**CODE OF CONDUCT TO BE FOLLOWED BY THE EMPLOYEES**  
**CT EDUCATIONAL SOCIETY, CT PUBLIC SCHOOL, MAQSUDAN, JALANDHAR**

Every employee shall strictly observe the following code of conduct:

- a) Maintenance of absolute integrity.
- b) Devotion to duty.
- c) Eschewing smoking, alcoholic drinks and intoxicating drugs.
- d) Wearing the dress during the duty hours as notified separately.
- e) Non participation in party politics.
- f) Non observance of untouchability.
- g) Equal respect for all religions and languages.

**MISDEMEANOR:**

The following acts and omissions shall be treated as misdemeanor for which an employee may be fined / punished by the Appointing Authority:

- a) Private use without permission of society's property.
- b) Absence without permission from place of duty during working hours.
- c) Sleeping while on duty.

**MISCONDUCT:**

The following acts and omissions by an employee shall be treated as misconduct liable for disciplinary action and imposition of a penalty:

- a) Any act which is an offence under the law, but which in the circumstances of the case is not serious enough to be reported to law enforcement authorities e.g petty theft.
- b) Damage to any property belonging to the Society.
- c) Habitual late coming or habitual absence from duty without prior permission or grant of leave in writing from the person authorized to grant leave.

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- d) Neglect of work or negligence in discharging duty, or wasting time during duty hours in frivolous activities like playing cards or listening to music, or sleeping, or loitering.
- e) Permitting any person within prohibited premises or allowing any person to enter whose entry is prohibited.
- f) Refusal to accept any communication or refusal to appear for medical examination when called upon to do so.
- g) Obtaining employment under the Society by making false statement or misrepresentation.
- h) Entering into financial dealings with or accepting any present from any contractor of the Society.
- i) Failure to report to the Head of the Department/ Institutions any illegal activity or act of misconduct or which an employee has knowledge, or which takes place in his presence.
- j) Making false allegation against any person.
- k) Seeking any other employment or carrying on any business, or taking any course of studies or appearing at any examination without prior permission of the Head of the Department/ Appointing Authority.
- l) Failure to comply with a reasonable order of superior.
- m) Making false declaration, announcement or representation.
- n) Habitual violation of rules for the maintenance of cleanliness of the Society's premises.
- o) Collection of money within the Society's premises during working hours for a purpose not approved or sanctioned by the Society.
- p) Gambling within the Society's premises.
- q) Money lending or borrowing within the Society's premises.
- r) Discourtesy or causing inconvenience and annoyance to the staff on duty.

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**GROSS MISCONDUCT:**

The following acts and omissions by an employee shall be treated as gross misconduct liable for disciplinary action and imposition of a penalty:

- a) Willful insubordination or disobedience, whether alone or in combination with others, of any lawful or reasonable order of a superior of any rule, circular, instruction or notice issued or given from time to time.
- b) Taking or giving bribe or any illegal gratification in whatsoever form.
- c) Violence or inciting violent, riotous or disorderly behavior, threatening, intimidation or coercion in connection with or relating to the Society or its institutions or any worker.
- d) Falsification of or tampering with any paper record of the Society or any of its institutions.
- e) Willful stopping or slowing down of work or instigating or abetting it, either singly or with any other employee or inciting anyone else not to work.
- f) Unauthorized possession of lethal or dangerous weapon.

**I have read the above Code of Conduct carefully and I shall abide by the same.**

Date:

**Signature of the employee**

Name:

Emp. Code:

Department:

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