



**GURU KASHI
UNIVERSITY**
PUNJAB - INDIA

Code of Ethics for Non-Teaching Employees

The non-teaching employee of the Guru Kashi University shall follow the following code of ethics:

Every employee shall:

1. Adhere to the responsible pattern of conduct
2. Maintain courtesy and shall behave well with the employees and public
3. Abide by the Act, Statute and Ordinances of the University and respect its vision, mission, practices and tradition
4. Follow decency in attire in the campus
5. Follow ethical standards and honesty
6. Maintain political neutrality
7. Promote the principles of merit and impartiality in discharging the duties
8. Maintain integrity, accountability and transparency
9. Make use of all resources economically, efficiently and effectively
10. Declare any private interests relating to his duties and take steps to resolve any conflicts in the way
11. Not place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties
12. Not misuse his position
13. Not take decisions to derive financial or material benefits for himself, his family or his friends
14. Take decisions and make recommendations on merit alone
15. Act with fairness and impartiality and not discriminate against anyone
16. Refrain from doing anything which is contrary to any law, rules, regulations and established practices of the university
17. Maintain discipline in the discharging his duties and liable to implement the orders
18. Maintain confidentiality in the performance of his official duties particularly with regard to that information, which may pre judicially affect the integrity and security of the institution, or lead to incitement of an offence or illegal or un lawful gain to any person
19. Perform his duties with professionalism and dedication to the best of his abilities.

It is stated that I shall follow the above **Code of Ethics for Non-Teaching Employee** of Guru Kashi University, Talwandi Sabo. I shall observe them in letter and spirit

Date:

Place: Talwandi Sabo

Signature of the employee

Name _____

Designation _____