

## Code of Ethics Policy



### CODE OF CONDUCT AND ETHICS POLICY

ASTHA School of Management is committed to maintaining a community that values integrity, respect, and responsibility. This Code of Conduct and Ethics Policy outlines the expectations for behaviour and conduct of all students, faculty, and staff.

#### Scope

This policy applies to all students, faculty, and staff of ASTHA School of Management, including but not limited to:

- ❖ All academic programs, including MBA
- ❖ All campus locations and online platforms
- ❖ All institution-sponsored events and activities

#### Principles

1. **Academic Integrity:** Maintain the highest standards of academic integrity, including honesty, originality, and proper citation.
2. **Respect:** Treat all members of the institution with respect, dignity, and inclusivity, regardless of background, culture, or identity.
3. **Responsibility:** Take responsibility for one's actions, including academic work, personal behaviour, and community engagement.
4. **Professionalism:** Uphold professional standards in all interactions, including communication, teamwork, and leadership.

#### Code of Ethics

As a member of the ASTHA School of Management, I will:

1. **Act with Integrity:** Be honest, transparent, and fair in all my interactions.
2. **Respect Confidentiality:** Protect sensitive information and maintain confidentiality when required.
3. **Avoid Conflicts of Interest:** Disclose any potential conflicts of interest and avoid situations that may compromise my judgment.
4. **Respect Intellectual Property:** Respect the intellectual property rights of others and properly cite sources.

5. **Promote Inclusivity:** Foster an inclusive environment and promote diversity, equity, and inclusion.
6. **Take Responsibility:** Take responsibility for my actions and their impact on the community.
7. **Maintain Professional Competence:** Stay up-to-date with my field and maintain professional competence.

#### Prohibited Conduct

The following behaviours are prohibited and may result in disciplinary action:

1. **Academic Dishonesty:** Cheating, plagiarism, fabrication, or other forms of academic dishonesty.
2. **Harassment:** Verbal, physical, or online harassment, including bullying, intimidation, or retaliation.
3. **Discrimination:** Discrimination based on race, colour, national origin, sex, gender identity, sexual orientation, age, disability, or other protected characteristics.
4. **Theft or Damage:** Theft, vandalism, or intentional damage to institution property or the property of others.
5. **Disruptive Behaviour:** Behaviour that disrupts the academic environment, including classroom disruptions, noise disturbances, or other forms of disorderly conduct.
6. **Misuse of Technology:** Unauthorized use of institution technology, including hacking, unauthorized access, or other forms of cyber misconduct.
7. **Failure to Comply:** Failure to comply with institution policies, procedures, or directives.

#### Reporting and Investigation

1. **Reporting:** Any member of the institution may report incidents of prohibited conduct to the designated authorities.
2. **Investigation:** The institution will investigate all reported incidents in a fair, impartial, and timely manner.
3. **Confidentiality:** The institution will maintain confidentiality to the extent possible, consistent with the need to investigate and take disciplinary action.

## Disciplinary Action

Disciplinary action may include, but is not limited to:

1. **Warning:** A written warning outlining the prohibited conduct and the expected behaviour.
2. **Show cause notice :** Call for explanation to reason out any uncalled for behaviour.
3. **Suspension:** Temporary suspension from the institution or specific programs or activities.
4. **Expulsion:** Permanent expulsion from the institution.
5. **Other Sanctions:** Other sanctions, such as verbal warning or counselling.

## Appeals

Individuals may appeal disciplinary decisions to the designated appeals authority.

## Acknowledgement

All students, faculty, and staff are expected to acknowledge that they have read, understood, and will comply with this Code of Conduct and Ethics Policy.

By implementing this policy, ASTHA School of Management aims to foster an environment that values integrity, respect, and responsibility.

## Approval

This policy has been approved by the Management of ASTHA School of Management, Bhubaneswar.

  
Dr. Bankim Mohanty  
Executive Director-cum-Secretary  
**EXECUTIVE DIRECTOR  
CUM  
SECRETARY  
ASTHA SCHOOL OF MANAGEMENT**