

CODE OF CONDUCT

Our code of Conduct is a set of values and qualities that guide us in the way we love to work here at SCMS. They serve as a compass every day, by directing each one of us to bring out the best in us, to become a better version of us and consistently raise the Institutional benchmarks.

The purpose of Code of Conduct is to conduct the business of the Institution in accordance with the applicable laws, regulations, and policies with the highest standard of ethics and values.

The Code does not attempt to be comprehensive or cover all possible situations. It encourages each and every employee to take positive actions which commensurate with the values and beliefs that the Institution upholds.

Ethical Conduct

All employees are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working, within and outside the Institution, at Institution sponsored events and social events, and / or at any other place, forum, seminar, meeting etc. where employees represent the Institution.

Ethical code of conduct is conduct conforming to the accepted professional standards of conduct. It is a conduct which is fair, acted in good faith, responsibly and with due care and competence.

Conflict of Interest

A conflict of interest exists where the interest or benefits of one person or entity could lead to a situation which creates conflict with the interests or benefits of SCMS Group.

In consideration of employment with the Institution or even thereafter, employees shall not disclose, divulge, make public or use for personal gain any information that they received during the course of the discharge of their duties. Employees are expected to work keeping the best interests of the Institution and prohibited from engaging in any activity which will affect their performance or responsibilities or otherwise be in conflict with the interests of the Institution.

Instances which can lead to conflict of interest can be simultaneous engagement or employment or directorship with competitors or from taking part in activities which will work against the Institution's values and principles.

A conflict of interest may arise when directly or indirectly an employee is in a position to derive a benefit for oneself or for his/her relative/acquaintance by making any decisions or influencing the same relating to the Institution or with a business associate in which a relative/acquaintance is associated. In such case, the said employee shall not involve oneself in negotiations pertaining to such transaction.

Employees are requested to disclose and discuss with their reporting authority any kind of personal interests which may conflict or affect in discharging their duties during the regular conduct of the Institution.

Institution's assets are to be used solely to pursue and achieve Institution's goals and not for personal benefit, unless approved by the concerned authority.

An employee shall not accept any offer, payment or gift from vendors, agents, service providers or consultants of the Institution which may affect directly or indirectly his decision relating to the conduct of the Institution.

Compliance with Government Laws, Rules and Regulations

Employees holding key posts must comply with all applicable governmental laws, rules and regulations. They must acquire appropriate knowledge of law relating to their duties so as to enable them to recognize potential non-compliances in their areas of operation and to know when to take advice from appropriate authorities. Violations of applicable governmental laws, rules and regulations may invite criminal and or civil liability to the individual or Institution.

Confidential Information

Any information concerning the Institution's day to day operations, its customers, suppliers, vendors etc. which is not available in public domain and to which the employee has access must be considered as confidential and held in confidence unless authorized to do so and when disclosure is required as a matter of law. No employee shall provide any information either formally or informally to the legal authorities, press, social media or any other publicity media unless specifically authorized by the academic board of SCMS Group.

All are expected to follow the provisions of this Code in letter and spirit. Any instance of non-compliance of any of the provisions shall be a breach of ethical conduct and shall be viewed seriously by the Academic Board of SCMS Group.