

**Shri Nagpur Gujarati Mandal's
VMV Comm., JMT Arts and JJP Science College,
Nagpur
(Affiliated R.T.M. Nagpur University)**



**Wardhaman Nagar, Nagpur, Maharashtra
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**Manual on
CODE OF CONDUCT FOR STUDENTS**

Code of Conduct For students

The purpose of the code of conduct and the rules of behavior is to ensure that all the students of the institute behave proper manner with due respect to teachers, fellow students and other college staff. The code of conduct holds the students responsible for the consequence of their action. (The manual includes standard procedure and practices to be followed by the student of the college pursuing various courses).

If a student or a group of students is seen by the faculty or other students violating the code of conduct, they may be subject to the disciplinary action by the college. The violation of following rules will invite penalty in the form of warning, fine, bidding parents to come to college, suspension or expulsion of the concerned student from the college.

Classroom rules

1. Students must attend the classes regularly and must ensure that they attend the lectures punctually.
2. Mobile phones are strictly not allowed in the classrooms. Mobile phones of all the students must be in switch off mode during the lecture hours.
3. Eating or Drinking is prohibited in the classrooms.
4. Students are expected not to take picture of notes, lecturer or other students in the classrooms.
5. Students are expected to maintain complete discipline in the classroom.
6. No students shall enter or leave the class room during lecture session without the permission of the concerned faculty.
7. Students must have at least 75% of attendance in the college.
8. Students should come in the classrooms in decent formal attire.
9. Students are expected to sit in the library or reading rooms during free lectures .They should not loiter in the corridor.

General rules

1. Students are responsible for maintaining peace, harmony and order in the college.
2. Students are expected to preserve and safeguard the college property.
3. Students are expected to maintain cleanliness in the campus and also support in making the institute an ecologically “GREEN “campus.
4. Students are expected to attend all the activities organized by the college from time to time for their overall development.
5. Students should wear their IDENTITY CARDS during their stay in the college premises.
6. Students should not knowingly provide false or misleading information or to the college office.

7. All kinds of tattooing, piercing, hair styling that goes against the existing social norms of acceptable and proper behavior will be referred to the discipline committee.
8. Consumption of intoxicants/psychotropic substance in any form or smoking or using chewing gum, Pan Masala is strictly prohibited.
9. Students should strictly refrain from scribbling, writing on walls, doors and furniture.
10. Students are not permitted to arrange any unauthorized celebration in the college campus.
11. Display of banners, posters within the college premises and its precincts without the permission of authority is prohibited.
12. Behavior such as sexual harassment that threatens learning, and work environment will not be tolerated
13. No student may possess or use a weapon, explosive or destructive devices.
14. Involvement in any criminal activity under Indian penal code will result in expulsion or suspension of the student.
15. Theft and negligent or intentional damage to personal or college property is prohibited. Disciplinary action will be taken against the accused student, and repair and replacement costs will be charged.
16. Students should not engage in plagiarism, cheating on exams or other dishonesty.
17. Any student who disrupts any college function intentionally shall be subject to disciplinary action.
18. Harassing juniors, ill treatment to the fellow students or any such form of RAGGING is objectionable and liable to be treated as criminal offence.

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Manual on

**CODE OF CONDUCT FOR TEACHING
AND NON- TEACHING STAFF**

Code of Conduct for Teaching Staff

The code of conduct for the lecturers ensures that lecturers behave at all times in an ethical and professional manner. Lecturers shall observe and abide by the code of conduct herein prescribed for the proper administration of the college.

1. All the faculties are expected to complete the syllabus in time. Faculties shall produce good results in the subjects handled by them.
2. Two unit tests are to be conducted in each semester. Answer books are to be valued and marks to be informed to the students.
3. Faculties shall impart value based education to the pupil.
4. Faculties shall be good counselor and facilitators. They should help, guide, encourage and assist the students to ensure effective teaching-learning process.
5. Faculties are expected to maintain decorum both inside and outside the classroom.
6. Faculties should diligently carry out other academic, co-curricular and organizational activities assigned to them from time to time.
7. All the faculties must report in time to their duties as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere.
8. Faculties must register themselves at the bio-metric and sign the attendance register every day while reporting for duty.
9. Eight days of casual leave can be availed in a calendar year.
10. All the faculties must report for duty on the reopening day and last working day of each semester.
11. Female faculties are expected to drape sarees and male faculties are expected to wear formal trousers and shirts while their stay in the college premises.
12. Faculties are expected to diligently attend to faculty development programs to update their knowledge.
13. No faculty should involve himself/ herself in any act of moral turpitude which may bring discredit to the institution or management.
14. Faculties are expected to comply with the instructions issued by the competent authority by way of circulars, notices from time to time.
15. Faculties shall not participate in any strike or demonstration either inside or outside the campus.
16. All the faculties shall be barred from using cell phones inside the class room.
17. Faculties are expected to wear identity cards inside the college premises.
18. Faculties shall not make any representation to any University in the name of college without the permission of Principal.
19. HOD's shall be responsible for all the college properties belonging to their department.
20. Faculties are expected to conduct remedial classes for slow learners of the class.
21. Faculties should be encouraged to conduct research on topic of their interest

22. All the faculties are expected to work as a team in the institution building and in upgrading the institution to the highest standards.
23. Faculties are expected to encourage the students to improve their attainments, develop their personalities and contribute to community welfare.
24. Faculties are expected to respect the right and dignity of the students in expressing his/her opinion, deal justly and impartially with the students regardless of their religion, caste or creed.
25. Faculties will treat other lecturers, whether present or not with respect and will not implicitly or explicitly criticize the work, personal habit or any other attribute of the lecturer concerned
26. Faculties shall keep themselves abreast of the development in the area of discipline.
27. All faculties shall maintain the confidentiality of the office information. Breach of this code shall warrant appropriate action against the said staff.

Code of Conduct for Non-Teaching

1. Non-teaching staff working in the college office or department should remain on duty during college hours.
2. Non-teaching staff should wear identity cards during working hours.
3. Non-teaching staff assigned to laboratories should keep the labs clean.
4. Any loss or damage to any article in the lab or class room should be reported to the HOD in writing immediately.
5. Non-teaching staff are expected to maintain a stock register of all the articles, equipment, chemicals etc.
6. Non-teaching staff are expected to maintain all attendance register and minutes of various committee meetings held in the college.
7. Absence from duty without leave, outstay after expiry of leave, leaving the institution without permission from the Principal may be treated as misconduct.
8. Non-teaching staff are expected to render their services for holding examination of the institution.
9. Non-teaching staff shall be extremely careful in handling student's behavior so that mental or physical injury to student is avoided.
10. Non-teaching staff shall not induce or influence any colleague or student to participate directly or indirectly in any violent or communal activity.

CORE VALUES

- **EQUITY-** To facilitate accessibility to holistic education to every student especially socially/economically unprivileged ones.
- **PROFESSIONAL EXCELLENCE-** To ensure skill development among the students and staff, s to enable them to face global challenges and competition by promoting lifelong learning
- **ETHICS AND DIGNITY-** To inculcate values and ethics in students through teaching and learning experience. We expect our conduct to be driven by highest ethical standards.
- **INNOVATION-** To encourage innovation/ discovery/ research/ creativity, the institution allows free access to all sources and resources such as computer lab, UGC information Centre, laboratories, language lab under the mentorship of experienced teachers
- **ACCOUNTABILITY-** To be responsible for our actions and strive for betterment/ excellence by identifying the strengths and weaknesses in teaching learning process and continuously evaluating and improving existing plans and policies

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Manual on
HUMAN VALUES AND PROFESSIONAL
ETHICS

HUMAN VALUES AND PROFESSIONAL ETHICS

VISION AND MISSION

VISION

The growth of any institute rests upon the dreams that founding fathers have established which the posterity realizes through their perseverance. As an institute our vision is to achieve EXCELLENCE in the first place and secondly apply it for the total and simultaneous growth of all sections of society. Finally our institution shall serve as a catalyst for ENLIGHTENMENT of humanity.

MISSION

The college is committed to serve the society, especially, disadvantaged and enhance the quality of life through excellence in academically and professionally relevant education and training. The emphasis is on developing right attitude and values of discipline, dedication and commitment among its members.

COURSE OBJECTIVES AND OUTCOMES

COURSE OBJECTIVES

- To enable students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity which are the core aspirations of all human beings.
- To facilitate the development of a Holistic perspective among students towards life, profession and happiness, based on a correct understanding of the Human reality and the rest of existence. Such a holistic perspective forms the basis of Value based living in a natural way.
- To highlight plausible implications of the above Holistic understanding in terms of ethical human conduct, trustful and mutually satisfying human behavior and mutually enriching interaction with Nature.

COURSE OUTCOMES

- The students identify the importance of human values and skills for sustained happiness.
- The students strike a balance between profession and personal happiness/ goals.
- The students realize/ explain the significance of trust, mutually satisfying human behavior and enriching interaction with nature.
- The students develop/ propose appropriate technologies and management patterns to create Harmony in personal and professional life

MORALS

Morals are welfare principle enunciated by the wise people, based on their experience and wisdom. Morals are guided by societal and religious standards. Morals refer to the way in which people behave in relationships and insider society.

Morality is concerned with principles and practices of morals such as: What ought or ought not to be done in a given situation?, What is right and what is wrong about handling situation? And what is good or bad about people, policies and ideals involved

VALUES

Values are the rule by which we make decisions about right and wrong , should or shouldn't and good or bad "A value is defined as a principle that promotes well-being or prevents harm.". Values are the guidelines of success – our paradigm of success

Values provide us with unique, personal and moral template that we use sub- consciously to access and judge the intentions and actions of others and ourselves, and the importance of the likely outcome of various actions and reactions.

ETHICS

Ethics is the study of the characteristics of morals. Ethics is defined as 'the discipline dealing with what is good and bad with moral duty and obligation'. Personal ethic deals with how we treat others in our day-to-day lives. Ethics also deals with the moral choices that are made by each person in his or her relationship with other persons. Professional ethics often involve choices on an organizational level rather than a personal level.

INTEGRITY

The person of integrity has convictions and commitments, but he is not an obstinate person because the person of integrity needs to get along with others. Integrity involves the discovery and communication of truth to enable others makes informed decisions. Honesty and integrity are essential for the development of trust. It leads to consistency of character and operation in different situations and contexts. An individual's personal attribute should remain consistent. He should not behave in different manner when there in nobody around. Providence is there.

WORK ETHICS

Organizational environment should foster ethical decision making by institutionalizing ethics. This means applying ethical concepts in daily action. This can be accomplished in three ways

- a) by establishing an appropriate company policy or a code of ethics.
- b) by using formally appointed ethics committee and
- c) By teaching ethics in management development program

Action to ethics has substantially improved society. It is true that ethical programmes helps maintain a moral course in turbulent times.

Indian work-ethos of life believes that all works, be it physical or mental, management, leadership, and administration have to be directed towards a single purpose- the manifestation of the essential divinity in man by working for the good of al being.

SERVICE AND LEARNING

Service is an act of help or assistance when somebody is in distress. May be social service or any assistance at personal level. For some people service-oriented attitude is in-born and others can learn to serve (service). Service could also mean a department of public employment like Civil service.

Learning means the act of gaining knowledge by study, instruction or scholarship. Moral concern involves a commitment to obtain and properly assess all available information pertinent to meeting one's moral obligation. Engineers must be well informed at every stage of the project's history.

SERVICE-LEARNING BENEFITS:

Service-Learning benefits students by:

1. Linking theory to practice
2. Deepening understanding of course materials
3. Enhancing the sense of civic responsibility through civic engagement
4. Allowing students to explore possible career paths
5. Stressing the importance of improving the human condition
6. Developing relevant career-related skills
7. Providing experience in group work and interpersonal communication
8. Promoting interaction with people from diverse backgrounds
9. Instilling a sense of empowerment that enhances self-esteem

Service-Learning benefits faculty by:

1. Providing exciting new ways to teach familiar material
2. Offering professional development challenges
3. Engaging faculty in meaningful interactions with the community at large
4. Encouraging faculty to form close, interactive, mentoring relationships with students
5. Reminding faculty of the direct consequences of their teaching for society
6. Connecting faculty across academic disciplines through a shared approach to teaching and learning process.

RESPECT FOR OTHERS

People should always be respected as autonomous (self- directing) moral agents. We use people merely as things when we do not let them make their own decision and when we harm them for our own benefit without respect for their rights. Moral reasons involved respecting persons by being fair and just with them, respecting their rights, keeping promises, avoiding unnecessary offense and pain to them, and avoiding cheating and dishonesty. They also

concern with caring for others by being sometimes willing to help them (especially when they are in distress), showing gratitude for favors, and empathizing with their suffering

CARING AND SHARING

Caring for other persons (including all living being) and sharing their sorrows and happiness is the heart of the moral life and that a morality of care leads to a refreshingly new picture of morality as centering on relationships, feelings, and connectedness rather than impartiality, justice, and fairness. The justice-oriented person in a moral dispute will ask what the fair thing to do is and then processed to follow that course of action, no matter what effect that has on others. The care-oriented individual, on the other hand, will try to find the course of action which best preserves the interests of all involved and which does the least amount of damage to the relationship involved.

HONESTY

The quality of trustworthiness- not given to lying cheating or stealing. It is characterized by sincerity and candor.

Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness
- Trustworthiness.

Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that!), it is easy to fix them. Reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does 'good' to others, are some of the reflections of truthfulness. But trustworthiness is maintaining integrity and taking responsibility for personal performance. People abide by law and live by mutual trust. They play the right way to win, according to the laws or rules (legally and morally). They build trust through reliability and authenticity. They admit their own mistakes and confront unethical actions in others and take tough and principled stand, even if unpopular. Honesty is mirrored in many ways.

The common reflections are:

- Beliefs (intellectual honesty).
- Communication (writing and speech).
- Decisions (ideas, discretion).
- Actions (means, timing, place, and the goals).

COOPERATION

Healthy competition is a powerful motive behind all kinds of success. Today's biological scientist have proved that it is cooperation and striving for excellence that lead to all round success and not mere atavistic competition which suits the sense-bound animals and not- mind-thought-based man. The pattern of non-competition is typical of all naturally co-existing species. Peaceful co-existence, not struggle is the rule. Even at the social level too much competition to keep up the higher standard of living wrought social havoc. The spirit of cut throat competition for acquiring only wealth has lead to accumulation of more and more wealth has led to accumulation of more and more wealth at the cost of law and ethics. Competition comes between similar performers. It is avoided when one can show excellence on others or when one can manifest something unique.

CHARACTER

A moral demeanor that refers to one's outward demeanor as judged by society. Positive moral character refers to one's ability to know the right and to have the courage to follow the right. Character refers to one's virtue, or how one lives by a set of moral values. A person of character is one who is known to be honest, just, fair and decent to others. A person of honor and integrity.

COURAGE:

Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self-confidence is the basic requirement to nurture courage. Courage is classified into three types, based on the types of risks, namely

- Physical courage,
- Social courage, and
- Intellectual courage.

In physical courage, the thrust is on the adequacy of the physical strength, including the muscle power and armaments. People with high adrenalin, may be prepared to face challenges for the mere thrill 'or driven by a decision to excel'. The social courage involves the decisions and actions to change the order, based on the conviction for or against certain social behaviors. This requires leadership abilities, including empathy and sacrifice, to mobilize and motivate the followers, for the social cause. The intellectual courage is inculcated in people through acquired knowledge, experience, games, tactics, education, and training. In professional ethics, courage is applicable to the employers, employees, public, and the press.

Look before you leap. One should perform Strengths, Weakness, Opportunities, and Threat (SWOT) analysis. Calculate (estimate) the risks, compare with one's strengths, and anticipate the end results, while taking decisions and before getting into action. Learning from the past helps. Past experience (one's own or borrowed!) and wisdom gained from self-study or others will prepare one to plan and act with self-confidence, succeed in achieving the desired ethical goals through ethical means. Opportunities and threat existing and likely to exist in future are also to be studied and measures to be planned.

This anticipatory management will help anyone to face the future with courage.

VALUING TIME:

Time is rare resource. Once it is spent, it is lost forever. It can't be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not.

The history of great reformers and innovators have stressed the importance of time and valuing time. The proverbs, 'Time and tide wait for nobody' and 'Procrastination is the thief of time' amply illustrate this point.

An anecdote to highlight the 'value of time' is as follows: To realize the value of one year, ask the student who has failed in the examinations; To realize the value of one month, ask the mother who has delivered a premature baby; to realize the value of one week, ask the editor of weekly; to realize the value of one day, ask the daily-wage laborer; to realize now the value of one hour, ask the lovers longing to meet; to realize the value of one minute, ask a person who has missed the train; to realize the value of one second, ask the person who has survived an accident; to realize the value one milli-second, ask the person who has won the bronze medal in Olympics; to realize the value of one micro second.

SELF-CONFIDENCE:

Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, wherein the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions. They are not influenced by threats or challenges and are prepared to face them and the natural or unexpected consequences. The self-confidence in a person develops a sense of partnership, respect, and accountability, and this helps the organization to obtain maximum ideas, efforts, and guidelines from its employees. The people with self-confidence have the following characteristics:

- A self-assured standing
- Willing to listen
- To learn from others and adopt (flexibility),
- Frank to speak the truth
- Respect others efforts and give due credit.

SPIRITUALITY:

Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development. This is said to be the great virtue of Indian philosophy for Indians. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil 'character' to blossom into values and morals.

Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

PROFESSIONAL ETHICS

Professional ethics is a codified formal system or set of rules which are explicitly adopted by a group of people

1. Professional ethics speaks about managing values and conflicts among professionals
2. Most of the ethical dilemmas faced by managers in the workplace are highly complex.
3. Professional ethics gives a programmatic approach to solve ethical problem.
4. The value of code of ethics to an organization is its priority and focus regarding certain ethical values in that workplace. Managing ethics in the workplace include everyone working as a team to help each other and remain ethical at work.
5. Professional ethics is not of recent origin. It got more attention recently because of the social responsibility movement that started in 1960's

6. Profit maximization, expanding market share, etc. can be strong influences on morality. Laws, regulations and influence behaviors to be more ethical.

Professional ethics encompass the personal and corporate standards of behavior expected by professionals

The word professionalism originally applied to vows of a religious order. By at least the year 1675, the term had seen secular application and was applied to the three learned professions: Divinity, Law, and Medicine. The term professionalism was also used for the military profession around this same time.

Professionalism is the conduct, aims or qualities that characterize or mark a profession or professional person; it implies quality of workmanship or service. Every organization knows that a professional reputation is the difference between success and failure and they seek to keep their most professional staff.

Professionalism is all about success and influence; having a reputation for excellence and being thought of as someone who exhibits professionalism under any circumstances can open doors for you either in the workplace or in your personal ambition.

Professionals and those working in acknowledged professions exercise specialist knowledge and skill. How the use of this knowledge should be governed when providing a service to the public can be considered a moral issue and is termed professional et

It is capable of making judgments, applying their skills, and reaching informed decisions in situations that the general public cannot because they have not attained the necessary knowledge and skills.

OBJECTIVES OF PROFESSIONAL ETHICS

- (a) To understand the moral values that ought to guide the profession,
- (b) Resolve the moral issues in the profession, and
- (c) Justify the moral judgment concerning the profession.

It is intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality. The prime objective is to increase one's ability to deal effectively with moral complexity in managerial practice.

Alternatively, the objectives of the study on Professional Ethics may be listed as:

(A) Improvement of the cognitive skills (skills of the intellect in thinking clearly)

1. Moral awareness (proficiency in recognizing moral problems)
2. Cogent moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious the alternative responses to issues and being receptive to creative solutions)
5. Moral communication, to express and support one's views to others.

(B) To act in morally desirable ways, towards moral commitment and responsible conduct

6. Moral reasonableness i.e. willing and able to be morally responsible.

7. Respect for persons, which means showing concern for the well-being of others, besides oneself.
8. Tolerance of diversity i.e., respect for ethnic and religious differences, and acceptance of reasonable differences in moral perspectives.
9. Moral hope i.e., believes in using rational dialogue for resolving moral conflicts.
10. Integrity, which means moral integrity, and integrating one's professional life and persona and convictions

Professional ethics are defined in terms of a number of discrete components. Typically these include:

1. Objectivity - Always strive for excellence; this is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand-out. Excellence is a quality of service which is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Loyalty- Be trustworthy; in today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Accountability- to be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad.

4. Respect- Be courteous and respectful; courteousness is being friendly, polite and well mannered with a gracious consideration towards others. It makes social interactions in the workplace run smoothly, avoid conflicts and earn respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or inconsiderate action. Continued courteous interactions are required to maintain or increase the original respect gained.

5. Honesty- Be honest, open and transparent; honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized by employers and colleagues, for it builds trust and increases your personal value to all.

6. Competent- Be competent and improve continually; competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self development is a pre-requisite in offering professional service at all times.

7. Ethical- Always be ethical; ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to "play by the rules". This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Integrity-Always be honorable and act with integrity; honorable action is behaving in a way that portrays "nobility of soul, magnanimity, and a scorn of meanness" which is derived from virtuous conduct and personal integrity. This is a concept of "wholeness or completeness" of character in line with certain values, beliefs, and principles with consistency in action and outcome.

9. Confidentiality- Be respectful of confidentiality; confidentiality is respecting the set of rules or promise that restricts you from further and unauthorized dissemination of information. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences. You gain trust and respect of those confiding in you and increase your influence within the organization.

CODE OF ETHICS AND PROFESSIONAL CONDUCT

1. Be inclusive.

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

2. Be considerate.

In every organization all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

3. Be respectful.

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

4. Choose your words carefully.

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

5. Don't harass.

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

6. Make differences into strengths.

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere.

DIFFERENCE IN MORALITY & ETHICS

Moral	Ethics
More general and prescriptive based on customs and traditions.	Specific and descriptive. It is a critical reflection on morals
More concerned with the results of wrong action, when done.	More concerned with the results of a right action, when not done
Thrust is on judgment and punishment, in the name of God or by laws.	Thrust is on influence, education, training through codes, guidelines, and correction
In case of conflict between the two, morality is given top priority, because the damage is more. It is more common and basic.	Less serious, hence second priority only. Less common. But relevant today, because of complex interactions in the modern society
Example: Character flaw, corruption, extortion, and crime.	Example: Notions or beliefs about manners, tastes, customs, and towards laws.