





# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions

It is hereby brought to the notice of all the concerned that the Trust Board has given its approval for the enforcement of the Regent Education and Research Foundation staff members Code of Conduct.

The provisions of this code shall be binding upon all the staff members of this institute and it shall be the duty of all the staff members of this institute to ensure strict compliance of this code both in letter and spirit. The provisions of this code shall come into effect on and from 2<sup>nd</sup> day of March 2023.

  
02/3/23  
GM Administration  
(RERF Group of Institutions)

  
02/03/2023  
PRINCIPAL  
(RERF Group of Institutions)

  
Principal  
Regent Education & Research Foundation  
Bara Kanthalia, P.O.-Sewli Telinipara  
Barrackpore, Kolkata- 700121

Campus : Regent Education & Research Foundation Group of Institutions

E-mail : [rerfkolkata@gmail.com](mailto:rerfkolkata@gmail.com), Website : [www.rerf.in](http://www.rerf.in)

Campus Address:

Bara Kanthalia, Barrackpore  
P.O: Sewli Telinipara, P.S.: Titagarh  
Kolkata - 700 121  
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresh Guha Street  
7<sup>th</sup> Floor, Kolkata - 700 017  
Tel.: 033-3221-3013



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### CODE OF CONDUCT FOR STAFF MEMBERS

To maintain a positive work environment and uphold the highest standards of professionalism, we expect all staff members (other than faculty) to adhere to the following Code of Conduct:

**1. Professionalism and Respect:**

- Treat all colleagues, students, and visitors with respect and courtesy, fostering a culture of inclusivity and collaboration.
- Uphold a professional demeanor and conduct while on the college premises or representing the institution outside.

**2. Punctuality and Attendance:**

- Adhere to assigned work hours and schedules, arriving on time for all duties and responsibilities.
- Obtain proper authorization for leaves and follow the institution's leave policy.

**3. Confidentiality and Data Security:**

- Maintain strict confidentiality regarding all sensitive information related to the institution, its students, and staff members.
- Ensure the security and proper handling of student records, financial data, and any other confidential information.

**4. Responsibility and Accountability:**

- Carry out assigned duties and responsibilities diligently, taking ownership of your tasks.
- Be accountable for the quality and accuracy of your work.

**5. Dress Code and Appearance:**

- Follow the prescribed dress code and maintain a professional appearance while on college premises or representing the institution.

**6. Use of Technology and Resources:**

- Utilize college-provided technology and resources responsibly and solely for official purposes.
- Refrain from using college resources for personal or unauthorized activities.

**7. Conflict Resolution:**

- Resolve interpersonal conflicts and differences through respectful communication and by seeking assistance from appropriate channels, if needed.

**8. Attendance at Staff Meetings:**

- Attend staff meetings and training sessions as required, actively participating in discussions and sharing ideas.

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### 9. Health and Safety:

- Comply with all health and safety guidelines provided by the college to ensure a safe work environment.
- Report any safety hazards or incidents promptly.

### 10. Personal Conduct:

- Refrain from engaging in behavior that may harm the reputation of the college or affect the learning environment negatively.
- Avoid any form of harassment, discrimination, or offensive language.


### 11. Compliance with Policies:

- Familiarize yourself with and adhere to all college policies and procedures relevant to your role.


### 12. Professional Development:

- Engage in continuous learning and professional development opportunities to enhance your skills and contribute more effectively to the institution's growth.

**Breach of this Code of Conduct:** In the event of any breach of this Code of Conduct, appropriate action will be taken by the college management. Depending on the severity of the violation, disciplinary actions may include counseling, warnings, suspension, or termination of employment. By adhering to this Code of Conduct, we affirm our commitment to maintaining a conducive and respectful work environment and collectively contributing to the success and reputation of Regent Education & Research Foundation.

  
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