



Quetta College of Dentistry

Quetta Cantt

Code of Conduct of Employees

Purpose

The purpose of this code is to provide a clear framework within which employees of the Quetta College of Dentistry (QCD) are expected to conduct themselves. The QCD strives to maintain a gratifying and creative work environment for its staff and conducive learning environment for its students in which honesty, integrity, and respect for fellow employees, students, patients and their families of the QCD constantly reflected in personal behavior and standards of conduct.

Principles

The QCD is an organization and its actions and behavior of its employees have an impact on the education and livelihood of many peoples, as well as on the local environment and the community. Employees are expected to have regard for the impact of their personal behavior on the QCD, colleagues, students, patients, the environment and our community at large.

The QCD takes measures to build and maintain the highest standards of confidence of all stakeholders in conduction of sound financial matters and seeks to maintain sound standards of ethical behavior. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision making is open and fair and in conformity with the Islamic principles.

This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behavior guidelines, but it is not intended to be exhaustive by continued process of evidenced based various indigenously developed reviews and research procedures.

Standards of Personal Behavior

Equality of opportunity

One of the QCD's core values is the promotion of inclusivity and valuing diversity'. The QCD seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and students, without any discrimination of gender, race or religion, geography etc, or any other factor will be supported and encouraged to perform to their potential.

Harassment and Bullying

Our strategy against 'Harassment and Bullying' is based upon proactive slogan of 'Love and Respect for all', especially dispensed by all heads/chair of various departments. This is to secure an environment in which students and members of staff are able to flourish and to achieve their full potential, the QCD is committed to ensuring that everyone is able to work and to participate in the life of the QCD



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without fear of harassment, bullying, or intimidation. Everyone in the QCD has a part to play by ensuring that their behavior, whether intentional or unintentional, does not constitute harassment. The QCD will take action against inappropriate behavior that shows a lack of respect or love for others or which leads people to feel threatened. See the full Dignity and respect at work policy statement and accompanying procedures.

There will be zero tolerance for workplace harassment. If such an offense occurs, QCD will take disciplinary action as per the workplace harassment law in Pakistan.

Health and Safety

The QCD places a high priority on providing a safe working and learning environment and will act positively to minimize the incidence of all workplace risks as required by the national legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors, and the public. The core mission of QCD's vibrant team is to focus on education, health, safety, and patient care, employing continuous improvement of standards, and the comprehensive use of risk assessments to systematically remove the causes of accidents/incidents and ill-health.

This, together with more specific aims and objectives, reflects the QCD's commitment to promote employee well-being. The QCD does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation. Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing, or authorizing relationship with each other. Employees must inform their HOD if they have a close personal relationship with another employee, a student, or a patient or patient of the QCD which could be considered by colleagues, students, or others, as impacting the way they conduct themselves at work. For more information, see the policy on relationships at work.

Performance

The QCD expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas. A set of performance indicators have been inculcated into the system to gauge the performance of the workforce, and elicit feedback, to let the faculty and staff reflect on their performance and improve, wherever deemed necessary.

Misuse of drugs

It is a disciplinary offense to be on QCD premises and/or carry out official duties when under the influence of non-medically prescribed drugs. Smoking (cigarettes/E-cig/sheesha), narcotics or any adventure drugs are strictly prohibited.



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Conduct outside work

The QCD does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social, or other conduct by employees that may jeopardize the QCD's reputation or position will be dealt with through the disciplinary procedure.

Dress code

The QCD does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Academic integrity

The QCD strives to maintain the highest standards in all the teaching and research that it undertakes, and staff must not conduct themselves in ways that may undermine the academic standards of its awards or the conduct and dissemination of its research. Please see policies and codes of practice for further details.

Consultancy work

The QCD values the undertaking of consultancy activity by staff. It recognizes that consultancy forms an important part of its function as a QCD, in particular in encouraging a close relationship with the community, including industry, business, and commerce. Consultancy can bring benefits to the QCD as well as to individual members of staff. Through its consultancy policies and practices, the QCD seeks to offer an efficient and valued service to the community, based on the excellence of its educational research provision and professional capacities. These policies are designed to support QCD consultancy activities to the benefit of all concerned. All staff proposing to undertake a consultancy must secure the approval from the relevant HOD Principal, or their nominee.

Intellectual property

Where appropriate the rights to personal benefit from inventions, discoveries, and patents are defined in the Intellectual Property policy. The QCD has put in place facilities and procedures to maximize the potential benefits of such intellectual property.



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Copyright

Subject to the following provisions, the QCD and employees acknowledge all records, documents and other papers (including copies and summaries thereof) which pertain to the finance and administration of the QCD and which are made or acquired by employees in the course of their employment shall be the property of the QCD. The copyright in all such original records, documents, and papers shall at all times belong to the QCD.

The copyright in any work or design compiled, edited, or otherwise brought into existence by an employee as a 'scholarly work' produced in furtherance of his/her professional career shall belong to the employee, 'scholarly work' includes items such as books, contributions to books, articles, and conference papers, and shall be construed in the light of the common understanding of the phrase in higher education.

The copyright in any material produced by employees for their personal use and reference, including as an aid to teaching, shall belong to the employee.

The above clauses shall apply except where agreement to the contrary is reached by an employee and the QCD. Where a case arises, or it is thought that a case may arise, where such agreement to the contrary may be necessary, or where it may be expedient to reach a specific agreement as to the application of the above clauses to the particular facts of the case, the matter should be taken up between the employee and the relevant HOD/Principal. By way of example, this clause would apply where any question of assignment of copyright or joint copyright may arise.

Financial Regulations

The QCD's financial regulations create a framework of financial controls within which the staff of the QCD must operate. These regulations are designed to protect the QCD and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

Breaches of the regulations will normally be a serious disciplinary offense.

Conflicts of Interest

The highest standards of behavior are also expected in all areas of the QCD ecosystem, especially where individuals are in positions to make decisions that may have a significant impact on others. In all such cases, decisions must be taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their



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actions could be seen as biased. See the conflict of interest policy for further information.

Access to Confidential Information

Although the QCD strives to conduct its business openly, there will be times when individuals, through their positions as members of committees, etc., become aware of confidential information, either about other individuals or in connection with the QCD's commercial/academic activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information. The non-disclosure of crucial information shall always be ensured at all levels, to prevent pilferage of info and associated losses.

Use of equipment for non-work purposes

The QCD will allow employees reasonable use of QCD equipment and facilities, provided that authorization has been obtained from the appropriate HOD/Principal, that the use does not interfere or conflict with the work of the QCD, and that any costs are met by the individual.

Use of IT equipment, Internet and Social Media

Users of the QCD's IT and the internet facilities must behave reasonably towards other users and the facilities and in public areas, they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action under relevant procedures. The regulations give examples of reasonable and appropriate behavior but are not exhaustive.

In particular, employees must not use QCD facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium, except where required for academic purposes.

Employees may use QCD internet facilities for occasional personal matters, but must not access social media for personal purposes during working hours.

Social Media Guidelines (interim)

Information Security

The QCD recognizes that information and the associated processes, systems, and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures, and structures, the QCD will facilitate the secure and uninterrupted flow of information, both within the QCD and in external communications. The QCD believes that security is an integral part of information sharing which is essential to academic and corporate endeavors and the Information Security policy is intended to support information security measures throughout the QCD.



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Data protection

The QCD holds and processes information about employees, students, and other data subjects for academic, administrative, and commercial purposes. When handling such information, the QCD, and all staff or others who process or use any personal information, must comply with the Data Protection Principles.

Raising matters of concern

Employees have a right and a duty to raise concerns that they may have about breaches of the law or propriety by the QCD. This should normally be through their HOD.

Breaches of this code

This code of conduct has been drawn up to provide a source of guidance to the QCD's employees. It is not a contractual document and can be amended at any time by the QCD. All staff must comply with both the provisions of this code and the QCD's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.