



HIT-Institute of Medical Sciences

SOP FOR CODE OF CONDUCT AND DISCIPLINE

DOCUMENT #: HRD-SOP-02

ISSUE # 02

ISSUE DATE: 14-05-2024

Standard Operating Procedure for Code of Conduct and Discipline

In Compliance with ISO 9001:2015 Standard and NAF 2019

(Clause # 8.5.1 of ISO 9001:2015 Standard and clause 9.8 of standard 9 of NAF 2019)

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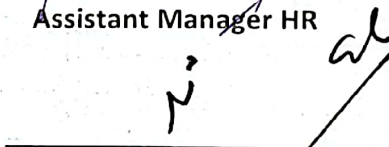
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Drafted By:


Assistant Manager HR


14th May 2024

Reviewed By:

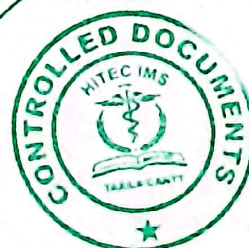

Director Adm & Ops.


14th May 2024

Approved By:


Principal

14th May 2024



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1.0 PURPOSE:

The purpose of this procedure is to: -
Streamline the decorum and discipline of employees.

2.0 SCOPE:

This policy is applicable to all the department of HITEC IMS medical College Taxila

3.0 DEFINITIONS, ABBREVIATIONS AND CONCEPTS:

HIT-IMS Heavy Industries Taxila Institute of Medical Sciences

QMS Quality Management System

SOP Standard Operating Procedure (Procedure established for individual department for guidance)

PMC/PMDC Pakistan Medical Commission/ Pakistan Medical & Dental Council

NUMS National University of Medical Sciences

HEC Higher Education Commission

PMF Punjab Medical Faculty

HOD Head of Department

F Forms

R Register

4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 Dir Adm & Ops

4.2 AM HR





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5.0 PROCEDURE

5.1 **Illegal gratification and bribe.** An employee demanding or getting illegal gratification or bribe for any official work shall be liable for dismissal from service.

5.2 **Public demonstration in honor of an employee.** No employee shall attend a meeting / address / gathering in the office of over three persons of unofficial nature unless specifically allowed by the Administration HITEC-IMS. No demonstration or a joint petition shall be allowed. No employee shall plead the case of another employee in any forum.

5.3 **Intimation of involvement and conviction in a criminal case.** If an employee is involved as an accused in a criminal case or is convicted, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the administration immediately or, if he is arrested and released on bail soon after such release.

5.4 **Unauthorized communication of official documents or information.** No employee shall communicate directly or indirectly any official document or information to any platform/employee.

5.5 **Radio broadcasts or television program and communications to the press or unauthorized person.** No employee shall, except with the previous sanction of the Principal, participate in a radio broadcast or television program.


5.6 **Taking part in politics and elections.** No employee shall take part in, subscribe in aid of, or assist in any way, any political movement or election in Pakistan.

5.7 **Propagation of sectarian creeds, etc.** Propagation of sectarian creeds is strictly prohibited.

5.8 **Membership of political association.** No employee shall accept membership of any political association or organization.

5.9 **Use of political or other influence.** No employee shall bring political or other influence, directly or indirectly, to bear on HITEC-IMS regarding any claim concerning



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his employment.

5.10 **Loan**. No loan facility will be available to any employee. It is also reiterated that taking loan from fellow employees will also be discouraged

5.11. **Use of communication equipment / social media**. All use of IMS equipment (including computers, phones, copiers, printers, FAX machines, etc.) whether hired or owned, as well as telephone, and Internet communications, must be consistent with conventional standards of ethical and proper professional conduct. Technologies may not be used to create, forward or display messages or images that would commonly be deemed offensive or disruptive, including political, commercial, ideological, religious or philanthropic communications as well as sexual and sex-related photographs, graphics, audio and video materials. All communication undertaken electronically is of a public nature, and an appropriate one should always be used. Use of IMS computers, email, internet access, phones, FAX and copiers is intended for work-related purposes. Policies/SOPs issued by the IT branch and Student Affairs branch should also be adhered to in true letter and spirit. Backup will be taken of computer hard drives on at least a quarterly basis, and prior to Termination of any employee, to safeguard IMS data and documents. This will be coordinated by the IT branch. IT branch will maintain record of all electronic equipment of IMS including personnel cell phone details of all employees.

5.12. **Disciplinary Actions**. Violation of SOPs and policies by any employee, regardless of their position, will lead to an appropriate disciplinary action based upon the gravity of the infraction and its impact on the activities, employees and reputation of IMS. "Appropriate" action will be determined by the HOD in consultation with senior management, depending upon the gravity of the infraction and the performance history of the employee. As Per the seriousness of the case and the nature of the employee's conduct and performance to date, a disciplinary action may entail an oral or written reprimand, suspension from duty with or without pay, or termination following an



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enquiry; grave offenses may be cause for legal action. Generally, an employee must be given the opportunity to provide an oral or written explanation or justification before the disciplinary action is taken. Only the Principal/Director Administration & Operation may authorize the suspension or termination of an employee, or the engagement of a law enforcement agency. Employees should report any suspected violations to their immediate supervisor/ HoD or to a higher level of management as appropriate. Reporting such issues is seen as a benefit to IMS and all its employees since these types of issues reflect poorly on the image and reputation of IMS and its employees. Any such report will be treated confidentially and will be investigated carefully and thoroughly by a designated IMS representative (Disciplinary Committee). Where it is found that an employee has violated the IMS code of conduct or their behavior has been found to be unprofessional, inappropriate or unethical, IMS will take appropriate disciplinary action up to and including termination of employment.

5.13 Unacceptable Activities.

5.13.1 CONDUCT

- 5.13.1.1 Willful or negligent violation of HITEC-IMS Policies and Procedures, Personnel Rules and Regulations.
- 5.13.1.2 Failure to carry out a direct order from a supervisor, except where the employee's safety may reasonably be jeopardized by the order.
- 5.13.1.3 Engaging in a conflict of interest activity.
- 5.13.1.4 Violation or neglect of safety rules or contributing to hazardous conditions.
- 5.13.1.5 Unauthorized removal or use of any college property.
- 5.13.1.6 Insubordination, including refusal or failure to perform assigned work.
- 5.13.1.7 Making malicious, false, or derogatory statements that may damage the integrity or reputation of the college or its employees.
- 5.13.1.8 Leaving the work area during work hours without permission from the supervisor/superior.



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5.13.2 PERFORMANCE

5.13.2.1 Inefficiency, incompetence, or negligence in the performance of duties.

5.13.2.2 Refusal or inability to improve job performance in accordance with written or verbal direction.

5.13.2.3 Refusal to accept reasonable and proper assignments from an authorized supervisor.

5.13.3 ATTENDANCE.

5.13.3.1 Being absent without authorized leave (AWOL).

5.13.3.2 Any activity contradictory to the law and constitution of Pakistan.

6.0. RELATED DOCUMENTATION

Sr. #	Document name	Document Number	Retention Period
1	NAF Standards for Medical & Dental Colleges in Pakistan	HITEC-IMS-EXT-01	Till amendment by regulatory authority

