



ST. XAVIER'S COLLEGE

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Code of Conduct for Support Staff

Introduction:

The Support staff at St Xavier's College (Autonomous), Kolkata plays a vital role in supporting the overall functioning and success of the institution. This Code of Conduct outlines the expectations and standards of behavior for all Support staff members to maintain professionalism, collaboration, and a positive work environment.

- 1. Professionalism:** Support staff members are expected to demonstrate professionalism in all aspects of their work. This includes punctuality, reliability, and a commitment to fulfilling job responsibilities with integrity and diligence.
- 2. Respect for Colleagues:** All staff members are to treat their colleagues with respect and courtesy. Discrimination, harassment, or any form of disrespectful behavior based on race, gender, ethnicity, religion, or other protected characteristics will not be tolerated.
- 3. Confidentiality:** Maintaining confidentiality is crucial in all aspects of the work. Support staff members must respect the privacy of colleagues, students, and any sensitive information related to the College operations.
- 4. Communication:** Effective communication is essential. Support staff members should communicate clearly, promptly, and professionally with colleagues, supervisors, and other members of the College community.
- 5. Cooperation and Teamwork:** Collaboration and teamwork are vital for the smooth functioning of the College. Support staff members are encouraged to work together, support one another, and contribute positively to a collaborative work environment.
- 6. Conflict Resolution:** In the event of conflicts or disagreements, support staff members are encouraged to address the issues in a professional and constructive manner. Engaging in gossip or creating a hostile work environment is not acceptable.
- 7. Workplace Safety:** Support staff members must prioritize the safety of themselves and others in the workplace. This includes following safety protocols, reporting hazards promptly, and actively participating in any relevant training programs.
- 8. Professional Development:** Staff members are encouraged to pursue professional development opportunities that enhance their skills and contribute to their personal and career growth.
- 9. Use of Resources:** Support staff members are expected to use College resources responsibly and efficiently. Any use of College property or resources for personal gain or in violation of College policies is strictly prohibited.

Support staff members at St Xavier's College (Autonomous), Kolkata agree to abide by this Code of Conduct and contribute to creating a positive, respectful, and collaborative work environment. Any questions or concerns regarding the code should be directed to the appropriate College authorities.

St Xavier's College (Autonomous), Kolkata reserves the right to amend or modify this code as deemed necessary, and staff members will be informed of any changes promptly.

Principal
Principal
St. Xavier's College
(Autonomous)
Kolkata-16