

# K.K University

Berauti, Nepura, Bihar Sharif, Nalanda, 803115, Bihar



## K.K University Integrity Policy, 2024

*Runkh*

Pro Vice Chancellor  
KK University  
Berauti, Nepura, Bihar Sharif  
Nalanda - 803115 (Bihar)

**INDEX**

<b>Item No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Introduction	1
2.	Applicability	1
3.	Definitions	1-2
4.	Values	2
5.	Evaluation and Revision	2
6.	Code of Conduct	2-8
7.	Conclusion	8



**Pro Vice Chancellor**  
KK University  
Berauti, Nepura, Bihar Sharif  
Nalanda - 803115 (Bihar)

## K.K University Integrity Policy, 2024

This Policy will be known as K.K University Integrity Policy, 2024 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in this regard.

### 1. Introduction

Integrity cannot be guaranteed solely by establishing a set of rules of conduct. Attitude and the genuine desire to do things properly are equally important aspects of integrity. Integrity may be viewed as having both a hard side and a soft side. The hard side includes internal and external regulations, while the soft side encompasses the organizational culture at K.K University. Integrity within an organization involves being open and respectful towards one another, avoiding deception, and ensuring that management sets good examples through exemplary conduct.

In addition to adhering to the Integrity Policy, the University employees are required to comply with legal requirements and uphold common social norms and values. This Policy offers guidance to employees in their professional activities. While the University does not aim to control employees' private behavior, it is important for employees to understand that even in private moments, they may be seen as representatives of K.K University, particularly when traveling for work. As such, employees are expected to act appropriately and exercise common sense. All these are being incorporated in the form of K.K University Integrity Policy, 2024.

### 2. Applicability

This policy applies to all employees, associates, interns, volunteers and apprentices/trainees at K.K University.

### 3. Definitions

- a) **'University'** means K.K University.
- b) **'University Leadership'/ 'University Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Deans/the Principals/Directors/HoDs, the Registrar or any other authority so designated by this Policy.
- c) **'Campus'** means K.K University campus.
- d) **'Staff' or 'Employee'** refers to all individuals who have been appointed or engaged on full time/part time basis by the University to fulfill specific roles or tasks in exchange for wage /compensation/salary/honorarium.
- e) **'Associate'** refers to all individuals who have been associated with the University to fulfill specific roles.
- f) **'Interns'** refers to students or recent graduates of K.K University who gain practical experience and skills by working on projects and tasks under the supervision of university staff.
- g) **'Volunteer'** refers to a person who renders service to the University on a voluntary basis.



## K.K University Integrity Policy, 2024

- h) **'Apprentice/Trainee'** refers to an employee who is a learner and who is paid a stipend during the period of his/her training.
- i) **'Reprimand'** refers to a formal expression of disapproval or criticism given to someone for their actions or behavior, usually in a professional or organizational context. It's intended to correct the behavior without imposing severe penalties.
- j) **'Suspension'** refers to the temporary removal of an employee from their job duties as a disciplinary measure.

### 4. Values

The University leadership is driven by a core set of values that shape the interactions with clients, partners, employees, and the broader community. These values are Inclusion, Transparency, Independence, and Sustainability. They reflect our commitment to creating an inclusive environment, conducting our operations with openness and honesty, maintaining our autonomy in decision-making, and ensuring that our practices are sustainable and beneficial for future generations.

- a. **Inclusion:** The University is committed to empowering and promoting the inclusion of everyone, thereby enhancing equity and equality. By fostering a diverse and inclusive environment, we ensure that every individual feels valued and respected.
- b. **Transparency:** The University is committed to being transparent and strive to share all necessary information to ensure successful collaboration, informed decision-making, and accountability. This openness helps build trust and fosters a culture of honesty and integrity.
- c. **Independence:** The University acts independently, guided by its own values and judgment. The decisions and actions are not influenced by religion, politics, ethnicity, or any external groups or classes. This independence ensures that the University remains true to its principles and operate with integrity.
- d. **Sustainability:** The University is dedicated to sustainable development and adopt a multi-stakeholder and long-term perspective, ensuring the actions benefit current and future generations. This commitment reflects the goal of creating lasting, positive impacts on the environment and society.

### 5. Evaluation and Revision

New employees are informed about the Integrity Policy during their employment conditions interview. This policy will be periodically reviewed and updated to ensure its relevance to the organization's needs and realities. Any changes to the policy will be binding for all recipients from the moment the updated document is notified.

### 6. Code of Conduct

#### A. Professionalism

- a. **Integrity and Reputation:** Employees will uphold the integrity and reputation of the University by ensuring that their professional and personal conduct consistently aligns with University's

## K.K University Integrity Policy, 2024

values and standards. This commitment helps maintain the trust and respect of our clients, partners, and the wider community.

- b. Public Confidence:** Employees will strive to maintain and enhance public confidence in the University by being accountable for their professional and personal actions. They must manage the authority associated with their position with appropriate restraint, demonstrating responsible and ethical behavior at all times.
- c. Cultural Sensitivity:** While adhering to the Code of Conduct and other internal regulations, employees must also be sensitive to and respectful of local laws, customs, and cultures. This applies even if the norms and values in those cultural contexts differ from the Code of Conduct, as long as they do not contradict international human rights norms and humanitarian laws. Employees are encouraged to seek (and will receive) support and advice from University authority if needed.
- d. Substance Use:** Employees will not work under the undue influence of alcohol, illegal substances, and/or intoxicating substances on University premises or during business trips. This ensures a safe, productive, and professional environment for everyone.

### B. Mutual Respect, Non-discrimination and Child Protection

- a. Respect and Dignity:** Employees will treat all individuals with respect and dignity. They will actively challenge any form of harassment, discrimination, intimidation, exploitation, or abuse, ensuring a safe and inclusive environment for everyone. This commitment helps foster a culture of mutual respect and integrity within the University.
- b. Positive Working Environment:** Employees will contribute to a working environment characterized by mutual respect, integrity, dignity, and non-discrimination. This commitment ensures that everyone at the University can work in a supportive and inclusive atmosphere where every individual is valued.
- c. Ethical Conduct:** Employees will ensure that their relationships and behavior are neither exploitative nor abusive or corrupt in any way. This commitment helps maintain a safe, respectful, and ethically sound environment within the University.
- d. Respect for Rights:** Employees will respect the rights of all people, including children's rights. They will not engage in any form of sexual abuse or exploitation of individuals of any age. This commitment upholds the fundamental rights and dignity of every person and reinforces University's dedication to ethical and humane conduct.
- e. Professional Boundaries:** Employees will not engage in sexual relations with students. This policy ensures a professional and respectful environment, maintaining the integrity and trust essential to the educational setting.
- f. Prohibited Relationships:** Employees will not engage in sexual relations with beneficiaries of University's work. This policy recognizes the inherent unequal power dynamics and the potential for such behaviors to undermine the integrity and credibility of University's work, ensuring that all interactions remain professional and respectful.

## K.K University Integrity Policy, 2024

- g. Prohibition of Exchanges:** Employees will not exchange offers of employment, goods, or services for sex or sexual favors. They are also prohibited from engaging in any forms of humiliating, degrading, or exploitative behavior. This ensures that all professional interactions remain respectful and ethical, safeguarding the dignity and well-being of all individuals involved.
- h. Reporting Misconduct:** Employees will use their best efforts to report any such behaviors or malpractice in the workplace, as mentioned above, to the University authority. This ensures that any unethical or harmful actions are promptly addressed and that the University maintains a safe and respectful working environment for everyone.

### C. Conflict of Interest

- a. Avoiding Conflicts of Interest:** Employees will perform their duties and conduct their private lives in a manner that avoids any potential conflicts of interest with the work of the University. This ensures that their professional responsibilities are carried out with integrity and without any bias or undue influence.
- b. Declaration of Conflicts:** Employees will declare any conflicts of interest in matters of official business that may impact the work of the University. This includes, but is not limited to, contracts for goods or services, employment or promotion within the University, and relationships with partner organizations or beneficiary groups. This transparency helps maintain the integrity and trust in the University's operations and decision-making processes.
- c. Personal Views and Activities:** Employees will ensure that their personal activities, views, and opinions are not perceived as the official position of the University. This distinction helps maintain the integrity and neutrality of the organization, preventing any potential misunderstandings or conflicts.
- d. Gift Policy:** Even when giving and accepting gifts is a normal cultural practice, employees must reject monetary gifts or inappropriate gifts from beneficiaries, donors, suppliers, and other persons, if these gifts are offered due to their association with the University. When cultural practices do involve gift-giving, employees must ensure that such gifts are within reasonable limits, report them to the University authority, and, where appropriate, hand them over to the University. This ensures transparency and prevents any potential conflicts of interest.

### D. Confidentiality and use of University Facilities

- a. Resource Responsibility:** Employees will be accountable for the use of information, equipment, money, and resources that they have access to due to their association with the University. This responsibility ensures that all assets are used ethically, efficiently, and in alignment with the University's values and objectives.
- b. Confidentiality:** Employees will exercise discretion when handling sensitive or confidential information. This ensures that such information is protected and only shared with authorized individuals, maintaining the trust and security of the University's operations.

## K.K University Integrity Policy, 2024

- c. **Duty of Confidentiality:** Employees have a duty to maintain confidentiality regarding any information that comes to their knowledge through their position and profession. This obligation arises naturally from the nature of the matter at hand or has been expressly imposed on them. This ensures that sensitive information is handled with the utmost care and discretion, protecting the privacy and integrity of University's operations and stakeholders.
- d. **External Communication:** Employees must seek authorization from University authority before communicating externally to the press in University's name, unless it is not reasonably possible. By ensuring all external communications are coordinated, the University maintain a consistent and accurate public image.
- e. **Accountability for Resources:** Employees will appropriately account for all the University money and property, such as office equipment, computers, including the use of internet, email, and intranet. This ensures that all resources are used responsibly and transparently, maintaining the trust and integrity of University's operations.

### E. Internet, E-mail use and Data Privacy and Security

- a. **Internet and Email Use:** The internet system, which employees access through their KKU computer, and the email system are primarily available for business use. Employees should use these resources mainly for work-related duties. However, occasional and brief personal use is permitted, provided it does not disrupt normal daily activities or the technical infrastructure.
- b. **Internet Restrictions:** Employees are not allowed to gain unauthorized access to non-public sources on the internet or visit websites that contain racist, discriminatory, insulting, pornographic or offensive material, unless work-related. Additionally, employees are prohibited from downloading or installing such content on IT equipment provided by the University.
- c. **Content Monitoring:** Content monitoring of IT equipment will only occur for compelling reasons. If employees are suspected of violating policy rules, monitoring may be conducted by the University for a fixed, short period and is limited to internet and email traffic data. Employees will be informed in advance about email content monitoring, unless it is not reasonably possible or might compromise the investigation. In such cases, employees will be informed as soon as the investigation is concluded.
- d. **Data Processing Consent:** Employees consent to University holding and processing data related to them for legal, personnel, administrative, and management purposes. This ensures that the University complies with relevant legal and regulatory requirements while managing and protecting employee data responsibly.
- e. **Data Sharing Consent:** Employees consent to the University making their data available to administrative, tax, or governmental authorities, solely for the purpose of complying with legal and contractual obligations. This ensures that the University meets its legal responsibilities while protecting the integrity and confidentiality of employee information.

## K.K University Integrity Policy, 2024

### F. Personal data

- a. **Consent and Privacy Notices:** Employees will obtain the consent of the data subject, provide privacy notices, and explain the reason for processing data. This ensures transparency and respects the privacy rights of individuals, in line with legal and ethical standards.
- b. **Written Consent for Media:** Employees will obtain the written consent of individuals identifiable in photos, videos, audios, and other formats for their use in hardcopy and online media. This consent must be obtained using the appropriate form. This ensures respect for individuals' privacy and rights when using their images or recordings.
- c. **Data Minimization:** Employees will not collect or request data beyond what is necessary for a specific task or project. They will ensure that the data is processed in a manner that is consistent with the specified purpose(s). This principle helps protect individuals' privacy and ensures that data is used responsibly and ethically.
- d. **Data Accuracy and Retention:** Employees will ensure that data is accurate, updated when necessary, and not kept longer than needed. This commitment ensures the reliability of the information and adherence to data protection regulations by minimizing unnecessary data retention.
- e. **Data Handling and Incident Prevention:** Employees will handle data in their possession with utmost care to minimize the risk and impact of an incident. This commitment ensures that data is managed responsibly, reducing the potential for breaches or misuse.
- f. **Secure Data Storage:** Employees will store data within the University's secure environment, ensuring it is available only to those who need to use or analyze it. This practice protects the data's integrity and confidentiality, maintaining a secure and efficient workflow.
- g. **Password Protection:** Employees will protect access to zip files and cloud services with a password when sending data. They will share the passwords with the recipient of the data in a separate email or by phone. This measure ensures that data is securely transferred and accessed only by authorized individuals.
- h. **Data Removal from Cloud:** Employees will remove the data from the Cloud as soon as the recipient has successfully stored the data. This practice ensures the security and privacy of the data by minimizing the risk of unauthorized access.

### G. Safety and Security

- a. **Health, Safety, and Welfare:** Employees will make their utmost effort to protect the health, safety, security, and welfare of all the University employees, interns, volunteers, beneficiaries, contractors, and students enrolled in the University courses. This commitment ensures a safe and supportive environment for everyone involved with University's programs and activities.
- b. **Risk Assessments:** Employees will undertake and act on appropriate risk assessments. This commitment ensures proactive identification and management of potential risks, safeguarding the health, safety, security, and welfare of everyone involved with the University.



## K.K University Integrity Policy, 2024

### H. Bribes and other Illegal Behaviors

- a. **Promotion of Ethical Values:** Employees will promote human rights, protect the environment, and oppose criminal or unethical activities. This commitment ensures that University's activities align with ethical principles and contribute positively to society and the environment.
- b. **Environmental Protection and Sustainability:** Employees will use their best efforts to protect the natural environment and work in a sustainable manner. This commitment ensures that the University's activities minimize environmental impact and promote sustainability, contributing positively to the planet's health.
- c. **Prevention of Criminal and Unethical Activities:** Employees will actively contribute to preventing all forms of criminal or unethical activities. This commitment ensures that the University operates with integrity and adheres to the highest ethical standards, creating a safe and reputable environment for all stakeholders.
- d. **Notification of Criminal Charges:** Employees will notify University authority if they face any criminal charges during their association with the University that may impede their ability to perform the duties of their position, subject to national legislation. This ensures transparency and allows the University to manage any potential impacts on its operations effectively.
- e. **Anti-Bribery Policy:** Employees will not condone the payment of bribes or accept a bribe of any kind. This commitment ensures that the University maintains high ethical standards and operates with integrity, preventing any form of corruption within the organization.
- f. **Remunerations and Gifts Policy:** Employees will not accept or demand direct or indirect remunerations, attendance fees, or commissions, other than those contractually agreed upon between the University and the funder. They will also not accept inheritances or testamentary gifts from persons with whom they only come into contact by virtue of their position at the University.
- g. **Handling Gifts:** Any gifts that may obligate (or appear to obligate) employees are to be accepted on behalf of the University and handed in to University authority, who will decide if the employee can keep the gift. This ensures transparency and prevents any potential conflicts of interest.

### I. Misconduct Investigation and Disciplinary Action

In the event employees are suspected of misconduct under this policy, an investigation will be conducted by the University to determine whether a violation occurred. During the investigation, employees will be invited to provide any relevant information. If the violation is confirmed, employees will face disciplinary sanctions, without prejudice to potential civil and criminal sanctions. Depending on the severity of the misconduct, sanctions may include:

- a. A reprimand
- b. A written warning in the personnel file
- c. A suspension

## **K.K University Integrity Policy, 2024**

- d. An immediate dismissal
- e. Police reporting

Employees will be informed by registered mail about the investigation's outcome and any disciplinary sanctions.

### **7. Conclusion**

The K.K University Integrity Policy, 2024 underscores our unwavering commitment to maintaining the highest standards of ethical behavior, transparency, and accountability. By adhering to these principles, we ensure a safe, respectful, and productive environment for all members of our community. Each employee, student, and associate plays a crucial role in upholding these values, fostering an atmosphere of trust and integrity that strengthens our institution and its mission. Together, we can continue to create a positive impact, both within our university and in the broader society. Thank you for your dedication and compliance with this policy.

*Runk*