

LYCEUM CAMPUS

CODE OF CONDUCT OF ACADEMIC STAFF

1. Introduction and Purpose of the Code

The Lyceum Campus is an institution of higher education, dedicated to the highest ethical standards in pursuit of its mission (www.lyceumcampus.lk). The Code of Conduct is a shared statement, of the individual and collective commitment of members of the Lyceum Campus academic community, to upholding the ethical, professional, and legal standards we use, as the basis for our daily and long-term decision making and actions in the Campus.

For the purpose of this document, the term 'academic staff /community' is used to refer to full-time and visiting professors, Librarian, lecturers of all grades, Library staff of staff grades, instructors, researchers and visiting academics. It will also include academic members in managerial and supervisory positions.

Academic staff are expected proceed in their daily duties, in a manner that upholds the dignity of their profession, and to exhibit a commitment to learning, and enthusiasm for teaching and a concern for the well being of students, staff, Lyceum Campus and the broader society in which all exist.

It is essential that all stakeholders can have confidence, that Lyceum Campus maintains high standards of integrity and ethical behaviour.

Lyceum Campus values integrity, honesty, and fairness, and strives to integrate these values into its teaching, research and business activities.

The following are the primary principles that Campus expects academic community members to uphold. They have been formulated, with regard to the common features of activities performed by academic and professional employees, independent of individual disciplines.

The Code sets out the expectations of academic community, with respect to their accountability for their conduct, and for upholding high standards of professional and personal behaviours outlined in this Code.

2. Scope

The Code of Conduct of academic staff is primarily applicable to the ‘academic community’, as defined in the Introduction to this Code.

It covers all circumstances when staff are performing work, duties or functions of the Campus, as well as related activities such as work related functions, travel, conference, and any circumstances when a member is representing the Campus.

3. Standards of Conduct

The following are the primary standards, that the Lyceum Campus expects its academic community members to uphold.

3.1 Commitment to become Excellent in Core Functions

An academic, with teaching, research and innovation and outreach activities as key functions of a teacher, is expected to perform multiple roles with core functions such as:

- Curriculum and course planner;
- Course material developer;
- Information provider & learning facilitator;
- Mentor & counsellor;
- Assessor/examiner;
- Curriculum evaluator;
- Researcher and innovator;
- Extension worker;

- Academic and institutional manager and
- Institutional planner and builder.

Therefore, the academic community must be committed to achieving excellence in all the core functions, by acquiring knowledge and skills, and being up to date in the following key areas:

- Strive to being up-to-date with advances and changes in the body of knowledge and professional standards;
- New trends, curriculum, and course planning, and course material development;
- Pedagogy with adoption of more student-centered approach;
- Assessments and examination ;
- Student mentoring and counselling;
- Research, innovation and dissemination;
- Outreach activities and community engagement;
- Institutional governance and management of institution;
- Strategic planning, implementation and monitoring.

3.2 Maintain Standards of Integrity and Quality

In order to ensure that the Campus can dedicate itself fully to its mission, Lyceum Campus strives to maintain the highest ethical standards, in teaching and research that it undertakes. Ethical conduct is the fundamental expectation for every academic. In practicing and modeling ethical conduct, academic members are expected to:

- Perform their duties diligently, impartially, and conscientiously, to the best of their ability;
- Act with integrity, utmost honesty, accuracy and fairness, transparency, and impartiality in their dealings with colleagues, students and members of wider community;
- Treat members of the public, students, and other staff members, with courtesy and sensitivity;
- Provide all necessary and appropriate directions/assistance to others when requested/required;
- Being up-to-date with advances and changes, in the body of knowledge and professional and ethical standards, relevant to their area of expertise; and

- Comply with any relevant legislative industrial, and administrative requirements and campus rules, policies and procedures.

3.3 Be Fair and Respectful for others

The Lyceum Campus is an institution dedicated to the pursuit of excellence, and facilitation of an environment that fosters equity, diversity and inclusion. Central to this institutional commitment is the principle, that the academic community has a responsibility to:

- Create a fair, inclusive and safe working environment, where equity and diversity is valued, whilst promoting and supporting principles of diversity and inclusion, at every level of the Campus;
- Ensure that decision making is fair ,equitable, and is conducted without bias;
- Provide equal access to programmes, facilities, and employment, regardless of their race, religion, sex , age, sexual orientation, gender and others.

3.4 Manage Responsibly

The Lyceum Campus entrusts the academic members, who supervise or instruct employees or students with significant responsibility.

Managers, supervisors, instructors, and advisors are expected to:

- ensure access to, and delivery of, proper training and guidance on applicable workplace, and educational rules;
- Ensure compliance with applicable laws, rules, policies, and Codes;
- review performance conscientiously and impartially;
- foster intellectual growth and professional development;
- promote healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns;
- ensure that approval from the supervisor has been obtained, for activities undertaken during normal working hours and/or if they are in conflict with normal employment at the Campus; and

- ensure that staff are present at work as required, and be absent from the workplace only with prior authorization.

3.5 Respect the use of Resources and Property

The resources and property are assets, in which all campus community members have a vested interest, as they specifically support the Campus's mission.

More specifically, these consist of real property, personal property, and intellectual property, which includes Campus equipment and tools, communication systems, assets and solutions, technology, databases containing personal information, patents, and vehicles. It also includes the time and effort of the faculty, staff and students and others.

Academic community members are expected to:

- Use Campus property, equipment, finances, materials, electronic and other systems, and other resources efficiently and only for legitimate Campus purposes, in accordance with good practice;
- Report damaged or defective equipment soon after detection, for appropriate action by the Campus authorities;
- Prevent waste and abuse;
- Follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls; and
- Engage in appropriate accounting and monitoring.

3.6 Promote Culture of Compliance with Laws and applicable Policies and Procedures

The campus, through the established policies and procedures, seeks to ensure that the Campus community members carry out their responsibilities, duties and obligations, consistent with legal and regulatory requirements, and conduct themselves in the best interests of the campus.

It is the responsibility of each academic member to comply with the applicable standards and requirements.

Managers and supervisors are responsible:

- For knowing the legal and regulatory requirements that pertain to their areas of oversight and responsibility;
- For determining and ensuring that each community member, has adequate knowledge of the applicable laws and regulations to perform their work correctly;
- To make sure that they receive appropriate training on an ongoing basis; and
- For communicating requirements, evaluating performance, and monitoring compliance.

Academic staff members are expected to:

- Acknowledge and contribute to the Lyceum Campus's Corporate Plans objectives;
- Comply with all Campus's policies and procedures;
- Carry out their duties in an efficient and competent manner;
- Be proactive to prevent and detect any compliance violations;
- Report suspected violations to supervisors or other university officials;
- Ensure reports of violations within the area of responsibility are properly resolved, including disclosure to sponsors, or other state or federal authorities, as appropriate; and
- Refrain from retaliating against another academic member for reporting suspected compliance violations.

3.7 Respect Intellectual/Academic Freedom

Lyceum campus maintains, and affirms that members of the academic community shall enjoy full freedom, in their teaching learning and research.

Within the legal framework of national and Lyceum Campus Rules, Regulations, and Codes on Quality and Standards, academic community has the freedom to:

- Teach, discuss, research, and disseminate and publish results of individual's research;
- With students, to engage in intellectual inquiry, to express opinions and beliefs, and to contribute to public debate in relation to individual's subject of study or research;
- Express opinions in relation to higher education;
- Participate in professional or representative bodies; and
- Researchers have the right, to independently develop their own topic, and their own approaches and methods.

However, if opinion is outside the area of specialization, they may do so as an individual, but not as a staff member from Lyceum Campus.

Academic freedom is not protected where it contains derision, defamation, or communication contrary to the policies of the Campus.

3.8 Ethically conduct teaching and research

Academic community members are committed, to fulfilling ethical obligations to the university and to the larger global community, as they seek knowledge and understanding. Academic community members are expected to:

- Propose, conduct, and report research with integrity and honesty;
- Protect people and humanely treat animals involved in research or teaching;
- Learn, follow, and demonstrate accountability, for meeting the requirements of sponsors, regulatory bodies, and other applicable entities;
- Faithfully transmit research findings;
- Protect rights of individuals and university intellectual property;

- Ensure originality of work, provide credit for the ideas of others upon which their work is built, and be responsible for the accuracy and fairness of information published; and
- Fairly assign authorship credit, on the basis of an appropriate array of significant intellectual contributions, including conception, design, and performance, analysis and interpretation, and manuscript preparation and critical editing for intellectual content.

3.9 Declare Conflicts of Interests and Conflict of Commitment

Lyceum campus academic staff owe their primary professional allegiance to the Campus, and its mission to engage in the highest level education/business practices.

Therefore all decisions and actions taken by members of the academic community, in the conduct of campus business , research and teaching, must be done in a manner that promotes the best interests of the Campus.

A conflict of commitment can arise when a person's external activities eg. consulting agreements; speaking engagements, public service; personal business etc. interfere with responsibilities to the Campus. Outside professional activities, private financial interests, or the receipt of benefits from third parties can cause actual or perceived *conflict of interests*.

Thus academic community members:

- Should assure that there are no private interests that could influence, or appear to influence, judgements made during the course of their duties;
- Assure that judgements made in the course of their duties, are not unduly influenced by any conflict of interest, caused by personal, sexual, or financial relationships;
- Seeking or accepting gifts, benefits and/or hospitality, which may compromise or influence them in the performance of their duties is unacceptable;
- If a gift is part of a social, cultural, or ceremonial practice, then it remains the property of the Lyceum Campus;
- Have an obligation to address the appearance of conflicts of interest and commitment, and if they arise, to disclose them; and

- Withdraw from deliberations, voting, or other decision making processes where a conflict of interest exists or might arise.

3.10 Maintain Confidentiality, Privacy and Information Security

Academic community members receive and generate various types of confidential, proprietary and private information, on behalf of the campus. They are the custodians of many types of information. The public right to access, and the individual's right to privacy, are both governed by laws and the Campus policies.

It is imperative, that all members of the academic community comply with all applicable rules laws and regulations, third party contracts and campus policies pertaining campus's disclosure of this information.

Every academic member should be aware of, and comply with the following:

- Access to confidential information should be limited, to those who require it to discharge their duties;
- When confidential information is received, campus community members have a responsibility to maintain, retain, and safeguard this information, and use it with consideration and ethical regard for others;
- Follow document preservation, disclosure retention guidelines, and maintain data security using electronic and physical safeguards;
- Non public information regarding the campus must not be divulged to an outside party or to those within the campus except for legitimate business, research or academic purposes;
- A community member's obligations regarding confidential information, continues after their employment, academic or other relationship with the campus ends; and
- When dis-affiliating from the Campus, members must return all sensitive Campus data.

3.11 Ensure Healthy and Safe Environment

Each academic community member has a shared responsibility to ensure safe, secure, and healthy environment for all Campus students, faculty staff, volunteers, and visitors. The Campus should display information about health and safety hazards.

Academic community members are expected to:

- Adhere to health and safety policies and practices., complying with all environmental health and safety laws, regulations, and related campus policies;
- Attending required training, and reporting unsafe conditions;
- Follow safe workplace practices, including participating in applicable education sessions using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
- Maintain security including securing university assets and facilities;
- Report suspicious activities; and
- Protect the environment, including careful handling of hazardous waste and other potentially harmful agents, materials, or conditions, storage, use, shipment and disposal of all materials.

3.12 Cooperate fully with Investigations

All community members must commit to cooperate fully with any audit, inquiry or investigation, undertaken by government investigators, or internal auditors ,as required by law. Thus:

- If an employee receives a search warrant, or other similar documentation, the employee must immediately contact the Registrar; and
- If a government investigator, agent or auditor comes to the campus, an employee should contact his/her supervisor and the Registrar's office before discussing with such investigators.

3.13 Signatory Authority Delegations

Accepting government contract, including sponsored project funding, may create a legal obligation on the part of the Campus. This requires compliance with the terms and conditions of the agreement, as well as with applicable laws and regulations. Therefore:

- Only those members, possessing authority delegated by the President of the Campus, may enter into agreements or contracts on behalf of Campus; and
- Campus community members who do not have this delegated authority cannot sign agreements.

3.14 Additional Responsibilities for Managers and Leaders

Managers and leaders of staff at the Campus have additional responsibilities for setting the culture, directions and work environment for their staff. As such, there is a higher level of accountability and responsibility under the Code.

These responsibilities include:

- Upholding, as a role model, the values and ethical values of the Campus, as outlined in this Code;
- Supporting staff in understanding their responsibilities under the Code;
- Exercising ethical judgement, and being fair and consistent in decision making, when there are reports of staff not complying with this Code;
- Encouraging staff to speak up if they see something that goes against this Code, and ensuring that they are treated fairly and respectfully, when they raise an issue; and
- If staff become aware of actual or potential breaches of this Code, they should be advised to raise concerns or allegations with their supervisors/managers/Head of Department/Dean of Faculty.

3.15 Consequences for Violating this Code of Conduct

Contravention of this Code may involve misconduct or serious misconduct, depending upon the seriousness of the breach.

Where the Campus has cause to believe that conduct has been impacted, or compromised, by such actions or behavior, or that this Code has otherwise been breached, appropriate disciplinary action may follow.

Provisions are in place to initiate a preliminary inquiry, which aims at establishing *prima facie* case against the individual. If the recommendation arising from preliminary inquiry, is to proceed with a formal inquiry, the Council of the Campus will proceed with a formal inquiry, and based on the finding and recommendations, the formal inquiry may lead to imposition of punishment, ranging from simple warning to demotion or dismissal from the service.

3.16 Misconduct

Following are some of the offences the Campus considers misconduct. This list is not exhaustive.

- Serious insubordination;
- Failing to comply with the directions on any notice boards, endorsed with the authority of the President, CEO/Registrar/Deans;
- Bribing, or attempting to bribe, other members of the community, by offering gifts, or services in return for a personal favour;
- Misrepresenting, or withholding information, criminal conviction, qualifications or other relevant information;
- Removing without authority, any property of the campus;
- Threatening, threatening to assault, or assaulting, any members of the community;
- Theft, deliberate malpractice, deception, cover up of deficiencies or falsification of documents or accounts;
- Serious breach of financial regulations;
- Bringing the Campus into serious disrepute;
- Deliberate unauthorized disclosures to a third party, of any confidential information or intellectual property;

- Submission of falsified claims for overtime expenses, advances, or allowances, or other fraudulent acts;
- Falsely reporting or recording sick absence;
- Acts of discrimination, bullying, harassment or victimization of employee, students or visitors to the campus which compromises that person's dignity;
- Downloading of inappropriate material from the internet;
- Serious breach of the health and safety procedure, failure to wear safety equipment;
- Plagiarism;
- Reporting for work, or being at work, while under the influence of alcohol , drugs, or any illegal substances;
- Incapacity to work, due to being under the influence of alcohol or illegal substances;
- Consuming, or supplying ,or possessing illegal drugs;
- Using or dealing in illegal substances on campus premises; and
- Wilful damage to property belonging to the campus, its students, customers, visitors or fellow employees.

Category	Administration & Management
Type	Code of Conduct
Approved By	President
Effective Date	29.08.2022
Last Approved Revision	
Sponsor	Registrar
Responsible Officer	Deputy Registrar