

10. STANDARD OF CONDUCT AND DISCIPLINE:

- a) All employees of the Institutions at all times have to maintain high standard of conduct and shall always behave in a sober manner, tempered with kindness, friendliness and understanding with all fellow employees. They are to refrain from gossiping, loud talking or any other behaviour that could be disturbing the patients or co-workers.
- b) Employees should always be neatly dressed in clean clothes while on duty. Employees, who have been provided with equipments and / or are required to wear uniforms according to the nature of their work, must wear them or use them only while on duty.
- c) All employees shall carry out their daily duties faithfully under the direction of their immediate superiors and shall obey the instructions and directions, whether written or oral, given to them from time to time. Insubordination and/or willful disobedience of orders of superiors shall be considered as serious misconduct.
- d) Employees shall observe the instructions put up on the notice boards or communicated to them from time to time by their Superiors or Departmental Heads. Such orders

shall be deemed to have been served on the employees for whom they are intended to and hence, every employee shall make himself familiar with the day to day communications displayed on the notice boards of the Institutions.

- e) Employees are required to accept any work, normally falling under the category of employment assigned to them by the Employer/Administrator/Asst. Administratos/Dean/Principal or the Departmental Head/Superior, besides the main routine work allotted to the particular post held by them, keeping in mind that the Institutions are service-oriented, established to serve the suffering humanity and needs the dedicated work of all employees to realize its goals. Such work within working hours will not entitle them for any extra remuneration.
- f) Every incident out of the ordinary or any emergency arising in the Institutions shall be immediately reported to their respective Superiors.
- g) All employees using instruments, equipments and other appliances shall replace them in their proper places, and every breakage and/or damage caused shall be reported immediately to their immediate superior in the Institutions.
- h) Every employee is expected to take sufficient care of the property, stock of medicines and materials, instruments, equipments etc. of the Institutions. Where damage or loss is caused to them by the negligence of/or misuse by the employee, he is liable to make good such loss or damage to the Institutions, besides being liable to be penalized, according to the nature of damage or loss.
- i) No article, except personal belongings, shall be brought in or taken out by an employee from the premises of the Institutions without the permission of the Employer. Any pilferage will be considered as misconduct.
- j) All employees are required to wear their identity card while on duty and produce them when called for.