

Model Code of Conduct for Administrative and Other Staff

- All staff members should display the highest possible standards of professional behaviour, they should be punctual and disciplined towards their work.
- All staff members must refrain from any form of unlawful discrimination relating to gender and sexuality age, marital status in their behaviour towards their colleagues teaching staff and students.
- Support staff will demonstrate courtesy, respect, patience and willingness to help in all their interactions with students, teachers, guardians, administrative personalities, general public in any context.
- All staff must apply professional and ethical standards while in their activities.
- They should maintain a supportive environment for working and learning.
- Demonstrate a concern for the appropriate use and maintenance of all equipment and stationerys provided by the college for various use.
- Ensure that college services such as photocopying and postage are used only for college purposes.

Every staff member shall maintain the appropriate levels of confidentiality with respect to students and staff records and other sensitive matters