

## **Employee Handbook Updates - Leave Policy & Code of Conduct**

### **EMPLOYEE WORKING DAYS/HOURS AND LEAVE BENEFITS:**

**Effective from April 1, 2025, for Teaching Staff**

#### **1. Scope**

The scope of this document is to cover the working hours and different types of leave available for employees of IILM in India and the procedures to apply for the same.


**The leave policy is subject to change as per the University guidelines from time to time.**

The leave types covered in this document are:

- a) Earned Leave
- b) Casual Leave
- c) Medical Leave
- d) Maternity Leave/Paternity Leave

#### **2. Working Days**

The University follows a five-day work week with a minimum of 42.5 hrs reporting hours. However, the campus activities shall happen all 7 days a week. Employees may have the flexibility to choose their working week of any 5 days a week, i.e. between 'Monday to Friday' or 'Tuesday to Saturday'. Those working on a Sunday or a holiday can avail compensatory days off in lieu of working on Saturdays/Sundays/holidays thereof within 30 days. The compensatory leave that will accrue is one day for working 5 or more hours and half a day for working less than 5 hours.

 IILM Gurugram working hours are between 8:30 am and 6:00 pm every day.

#### **3. Responsibility**

The Reporting Manager of the employee is responsible for approving/ rejecting the leave/s applied by an employee. It is the responsibility of the Human Resource personnel to enter/ delete the names of the new and ex-employees into and from the Software/ Database system accurately and monitor the system periodically.

- Towards the end of December every year, IILM issues a circular regarding holidays for the next year.
- The Faculty and non-faculty of IILM can apply for different types of leaves subject to the condition that leave cannot be claimed as right.
- IILM due to exigencies may refuse or revoke already sanctioned leave.
- Leave may not be granted to academic staff during middle of the academic term except on medical grounds

- For the purpose of all leave, calendar year begins on 1st January and ends on 31st December

Leave is earned by duty or services and cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non-adherence to this will tantamount to misconduct and will be seriously viewed.

#### 4. Type, Entitlement and Accrual for Full Day Track/ Full Time Employees

Type of Leave	Annual Entitlement	Maximum Accrual
Earned Leave (EL)	30	40
Casual Leave	12	0
Medical Leave	15	15
Maternity Leave/Paternity Leave	As described below	

#### Leave Details for Employees on Track –

Track	Leave %	EL	CL	ML	Maximum Accrual	CALENDER HOLIDAYS	RISTRICTED HOLIDAYS(RH)
4 DAYS	80%	24	10	12	EL – 32 ML - 12	YES	NO
3/2 DAYS	NIL	0	0	0	0	YES	NO

#### 5. Earned Leave (EL)

Once an employee is confirmed after the probation period i.e (Six months) from the joining date, they will receive 15 ELs in a block of six months. This will be credited to their account at the end of every month. If an employee completes their probation (i.e Six (6) months) during a given month, EL at the end of the month will be credited on a prorated basis depending on when in the month the employee's probation period (i.e Six (6) months) ends. During the probation period (i.e Six (6) months) an employee is not eligible for any EL. Accumulation of ELs is permitted till it reaches a limit of 40 after which no further accumulation will occur. Encashment of ELs are NOT permitted at the time of termination/resignation of service or retirement. ELs can be adjusted in the notice period on approval from the Competent Authority.

- For every 12 days faculty and non-Faculty staff earns one day leave. In a calendar year 30 days will be earned leave. Earned Leave can NOT be encashed. Upon Maximum Accrual of Earned Leave, if the earned leave is not availed of or is not adjusted against the notice period, the same shall be deemed to have lapsed.
- ELs cannot be taken in driblets. At any time minimum earned leave to be availed should not be less than five days.
- In case of full time Faculty with a confirmed tenure, the earned leave accumulated at the end of tenure can be adjusted against notice period on approval basis. If the tenure is not renewed or is renewed by mutual consent, the accumulated leave can be carried forward for the renewed tenure.
- If a Faculty at the end of the tenure decides to leave IILM and has a credit of earned leave which is full number plus fraction, the fraction will be counted as full day for adjustment. The same rule applies for non-academic staff also.

- If a Faculty or non-academic staff is removed/dismissed/service terminated on any particular day with immediate effect, the day on which this order is executed will also be counted for computation of earned leave.
- If a Faculty is sent abroad for training under Faculty Development or sent abroad on faculty exchange programs, and in the contingency of that Faculty not returning to IILM after the conclusion of the program which will be deemed as voluntary withdrawal from service, then the entire earned leave credit is confiscated by IILM.
- If a faculty or non-academic staff desires to avail 40 days at a stretch, a notice of minimum two months may be given.
- Earned leave cannot be combined with any other category of leaves.

#### **6. Casual Leave (CL)**

All employees will receive 1 CL per month including during the period of probation. 6 CLs will be credited to the employees' accounts in advance for the next 6 months on January 1 and July 1 of each year. For employees who join at any given time during a year the number of CL to be credited will be prorated at the rate of 1 CL per month for the time remaining till the next CL crediting date. CLs can accumulate during a calendar year but lapse at the end of the calendar year. No encashment of CL is permitted.

- Sundays or holidays either prefixing or following cannot be counted as casual leave
- Casual leave cannot be combined with leave of any other description.
- Minimum Admissible Casual leave is for half a day.
- Casual leave can be taken on tour but no allowances will be paid for that day. Casual leave can be taken for a continuous stretch of a maximum of three days

#### **7. Restricted Holidays**

Academic and non-academic staff are allowed to avail two restricted Holidays in a calendar year.

#### **8. Medical Leave**

Once an employee is confirmed after the probation period (i.e Six (6) months), they will receive 15 MLs per year. This will be credited to their account in advance for the year on January 1 of each year. For employees who join at any given time during a year the number of MLs to be credited will be prorated at the rate of 15 MLs per year for the time remaining till the next ML crediting date. During the probation period, an employee is not eligible for any ML. Accumulation of MLs is permitted till it reaches a limit of 15 days, after which no further accumulation will occur. No encashment of MLs is permitted.

For medical leave of more than 3 days at a stretch, a recognized Doctor's certificate is essential to get the leave granted or a discharge certificate in the case of hospitalization.

- In one year, 15 days of medical leave with full pay is credited.
- To avail medical leave, a medical certificate from a Registered Medical Practitioner is a prerequisite.
- Medical leave and earned leave CANNOT be taken together in a sequence. In case of a contingency, the Reporting Head might allow at his discretion, taking ELs and MLs together. In such a case, first the earned leave is debited and thereafter medical leave is debited.

#### **9. Maternity leave**

- All female employees who have worked for Six months (including the probation period) in the twelve months immediately preceding the date of her expected delivery, are eligible for maternity leave with full salary.
- All women employees of the organization are eligible for 26 weeks of maternity leave for the birth of their first two children. Such leave may commence upon delivery of the child or a maximum of 8 weeks before the estimated delivery date. Provided that the employee shall take the leave in such a manner that it extends for 6 weeks immediately following the date of her delivery.
- For the third child - Maternity benefit is limited to 12 weeks
- The intended date of commencement of such leave must be communicated at least two weeks in advance.
- Maternity Leave can be taken for 26 weeks at a stretch or part thereof by female faculty or staff on full pay.
- For miscarriage or Medical TERMINATION OF pregnancy 6 weeks of leave in one year under this category is allowed with full pay, irrespective of number of children up to two upon submission of proof.
- Maternity Leave can be combined with Earned Leave to be taken in a sequence. In such a contingency, first Maternity Leave is debited and thereafter earned leave is debited.
- Maternity Leave and earned leave can be taken in permutations and combinations so far Pay is concerned. For instance, maternity Leave on full pay and earned leave on half pay.
- For availment of Maternity Leave, the Female marital status is not considered.
- Single females, conjugally separated females, divorcee, estranged females are eligible.

#### **10. Adoption Leave**

A woman employee who legally adopts a child below the age of 5 years or a Commissioning Mother shall be entitled to Maternity Benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother.

#### **11. Paternity leave**

Male academic and non-academic staff can avail 15 days of paternity leave in a year within six months of a child's birth or adoption. They can avail this leave for up to two children. This leave is applicable only after the employee has completed the probation period of six months and has worked for at least 80 days in the preceding 12 month from the date of delivery

#### **12. Leave without Pay (LWP)**

Any non-medical leave taken by an employee after exhausting all CLs/ELs will be treated as LWP. Any medical leave taken after exhausting all MLs will be treated as LWP.

#### **13. Taking Leave**

Weekends and declared holidays falling within the leave period will be counted as leave.

Any leave that is to be taken should be communicated to the supervisor/reporting officer in advance. For leave of 1 day the communication should be at least 3 days before. For leave between 2 to 5 days at least

1-week advance notice should be given. For leave of more than 5 days, at least 2 weeks advance notice should be given.

In the case of emergencies where the leave is not planned, information must be given on the morning of the day the leave is being taken. This information can be to the supervisor through a phone call, email or a text message. If leave is taken with no communication whatsoever to the supervisor then 5 days leave without pay will be charged for each day of uninformed leave taken.

In case of new joiners, all leave will be credited based on the following criteria

- For employees joining between **1st to 15th** of the month, **they will be entitled to full leave for that month**
- For employees joining between **16th to 25th** of the month, **they will be entitled to half leave for that month**
- For employees joining after **25th** of the month, **will be entitled for no leave for that month (i.e joining month)**

#### **14. Study Leave**

Study leave for a maximum period of two years may be available on recommendation of the Reporting Head and approved at the discretion of the Management only after the employee has completed four years of service post the probation period. During the period of study leave the employee will not be entitled to draw any salary, but his/her position will be maintained on return after the leave period. The employee will also not be automatically entitled for promotion as a result of receiving any advanced degree during the course of study leave.

#### **15. Sabbatical leave**

- To avail this leave Full time tenured faculty must have a minimum of 5 years' service.
- The maximum period of sabbatical leave is 12 months without pay.
- Sabbatical leave is sanctioned for conducting research, writing books, children education, and other purpose subject to approval of the competent authority.

#### **16. Calendar Holidays**

National holidays, festivals, and others will be given as per the standard norms of IILM. These will be published before the beginning of the year. These shall include gazette and restricted holidays.

## **EMPLOYEE LAPTOP POLICY:**

### **17. Policy for Issue of Laptop for Official Use**

#### **17.1 Laptop Allocation:**

- Every faculty/ staff (detailed as below in Table A) at IILM will be issued one laptop at the time of joining for official use.
- Ownership / Accountability of the laptop will be with the faculty/staff. In the case that the laptop is issued as a shared resource it shall be with the head of the concerned department.

#### **17.2 Laptop Requisition:**

- The HR department will initiate Laptop Requisition form, to IT dept.
- For the Laptop request to be processed, approval from the Admin Head of the University is to be acquired in the same mail.
- On approval, procurement will be done based on the below table , after finalization of the lowest relevant quotation from at least three different suppliers.

#### **17.3 Laptop Usage:**

- It is mandatory for dedicated Laptop users to sign Laptop Usage Agreement to adhere with the software policy of the University.
- The Reporting Manager needs to sign Laptop Usage Agreement for Laptop issued as a shared resource.

### **18. Upgradation Policy:**

Upgradation of all ICT equipment including Laptop, Desktops, Lab equipment, Printers, cameras, screen etc. shall be done every three years subject to review and recommendation by the ICT department and after approval of the Reporting Head.

### **19. Annual Retreat/ Offsite**

The University can at it's discretion organize an annual off-site/retreat for its employees in order to cater to the recreational needs. Apart from recreation, strategic discussions, roadmap to the future and employee feedback /suggestions are also discussed in such meets.

### **20. Free Use of Guest House Facilities**

Employees who are required to stay back on campus for University related activities are entitled to free use of the Guest House subject to approval/intimation to the Administration Department. The Administration department is the custodian of all such requests and facilities. Employees using the Guest House are expected to maintain strict decorum and follow the rules and regulations set by the Administrative Department in this regard.

## **21. EMPLOYEE CONDUCT**

### **Code of Conduct**

All employees are expected to behave in a manner that befits a professional workplace and not indulge in practices that are damaging to the organization and other employees. While not intended to list all forms of behaviour that are considered unacceptable in the workplace, the following are examples of misconduct that may result in disciplinary action, including termination of employment. The consequences of failure to adhere to the code of conduct is entailed in detail under “Dismissal” further in the policy.

- Theft or inappropriate removal or possession of organization owned property working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
- Fighting or threatening violence in the workplace Boisterous or disruptive activity in the workplace
- Violation of safety or health rules
- Smoking in the workplace
- Any form of harassment of other employees , students or other staff
- Excessive absenteeism
- Unauthorized disclosure of confidential information

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive.

## **22. ON THE JOB**

### **22.1 Attendance, Punctuality and Dependability:**

As IILM depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her supervisor or the Human Resources Department as far in advance as possible if he/she expects to be late or absent. This policy applies for each day of his/her absence. An employee who fails to contact his/her immediate supervisor or the Human Resources Department may be considered to be absconding or have voluntarily resigned. A careful record of absenteeism and lateness is to be kept by the employee's supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

### **22.2 Drug and Alcohol Abuse**

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled Substance while on University premises is strictly prohibited. These activities constitute serious violations of University rules, jeopardize the University and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal along with all other legal actions available to IILM in this regard. Additionally, IILM reserves the right to require an employee to undergo a medical evaluation under

appropriate circumstances.

### **22.3 Appearance and Conduct**

IILM expects employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress. The University requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of IILM require that employees maintain proper standards of conduct at all times. Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the University's customers, or who violate any of the University's policies, are subject to appropriate disciplinary action, up to and including discharge. All instances of misconduct should be referred to the Human Resources Department immediately.

### **23.3 Violence in the Workplace**

The University strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Human Resources Department. All complaints will be fully investigated. The University will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

### **23.4 Accidents and Emergencies**

Maintaining a safe work environment requires the continuous cooperation of all employees. The University strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues. All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on IILM premises. Employees should contact their supervisor, the nearest supervisor, in the event of an accident or emergency.

### **23.5 Open Door Policy**

IILM promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. IILM is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

### **23.5 Internal Complaint Procedures**

To foster sound employee-employer relations through communication and reconciliation of work-related problems, IILM provides employees with an established procedure for expressing employment related concerns. In situations where employees feel a complaint is in order, the following steps should be taken: If an employee believes that he/she has a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate supervisor. If the situation is not resolved within five working days from the time the complaint is discussed with the employee's immediate supervisor, barring extenuating circumstances, it should be brought to the attention of the next level supervisor or a representative in the Human Resources Department with written documentation. The Institute will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.

### **23.6 Solicitations and Distributions:**

Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time. Persons not employed by IILM may not solicit IILM employees for any purposes on Institute premises.

### **23.7 E-Mail and Internet Policy**

- Every IILM employee is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.
- The E-mail system is the property of IILM. It has been provided by IILM for use in conducting Institute business. All communications and information transmitted by, received from, or stored in this system are Institute records and property of IILM.
- The E-mail system is to be used for Institute purposes only. Use of the E-mail system for personal purposes is prohibited.
- Employees have no right of personal privacy in any matter stored in, created, received, or sent over the IILM mail system.
- IILM, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee.
- Even if employees use a password to access the Email system, the confidentiality of any message stored in, created, received, or sent from the IILM E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish IILM's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to IILM as E-mail files may need to be accessed by the Institute in an employee's absence.
- Even though IILM has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of IILM management.
- IILM's policies against sexual or other harassment apply fully to the Email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.
- The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.
- The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from IILM management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the management.
- Employees are reminded to be courteous to other users of the system and always to conduct

themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on IILM letterhead.

- Because E-mail records and computer files may be subject to discovery in litigation, IILM employees are expected to avoid making statements in E-mail or computer files that would not reflect favourably on the employee or IILM if disclosed in a litigation or otherwise.
- Any employee who discovers misuse of the E-mail system should immediately contact the appropriate authority/immediate supervisor/ Reporting Head /HR.
- Violations of IILM's Email policy may result in disciplinary action up to and including discharge.
- IILM reserves the right to modify this policy at any time, with or without notice. Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, our customers and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.
- If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability. Your use of the Internet is governed by this policy and the E-Mail Policy.

#### Disclaimer of liability for use of Internet

- i. IILM is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.
- ii. Duty not to waste computer resources. Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.
- iii. No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Institute and may only be used for business purposes.
- iv. Monitoring computer usage. The Institute has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

- v. Blocking of inappropriate content. The Institute may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Institute networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to Institute blocking software.
- vi. Prohibited activities. Material that is fraudulent, harassing, trolling, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violate IILM'S equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in IILM'S computer. Employees encountering or receiving this kind of material should immediately report the incident to their supervisors or the Human Resources Department. IILM'S equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.
- vii. Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission.
- viii. Accessing the Internet. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to IILM'S network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Institute's network.
- ix. Virus detection. Files obtained from sources outside the Institute, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Institute's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-Institute sources, without first scanning the material with Institute-approved virus checking software. If you suspect that a virus has been introduced into the Institute's network, notify the Help Desk immediately.
- x. Sending unsolicited e-mail (spamming). Without the express permission of their supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.
- xi. Amendments and revisions. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions. Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability. Use of the Internet via IILM'S computer systems constitutes consent by the user to all of the terms and conditions of this policy.

## **24. Employer Information and Property**

The protection of IILM business information, property and all other Institute assets are vital to the interests and success of IILM. No IILM related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of IILM) may, therefore, be removed from the Institute's premises. In addition, when an employee leaves IILM, the employee must return to the Institute all IILM related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

### **24.1 Use of Institute Equipment and Computer Systems**

The Institute provides equipment and materials necessary for you to perform your job. These items are to be used solely for the Institute's purposes. Employees are expected to exercise care in the use of Institute equipment and property and use such property only for authorized purposes. Loss, damages or theft of Institute property should be reported at once. Negligence in the care and use of Institute property may be considered grounds for discipline, up to and including termination.

The Institute's equipment, such as telephone, postage, facsimile, copier machine etc., are intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Institute should be reported immediately to your supervisor or accounting so that reimbursement can be made.

Upon termination of employment, the employee must return all Institute property, equipment, work product and documents in his or her possession or control.

### **24.2 Internal Investigations and Searches**

From time to time, IILM may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so. Whenever necessary, at the Institute's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., briefcases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate. The Institute will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so.

## **25. Reference Checks**

All inquiries regarding a current or former IILM employee must be referred to the Human Resources Department. Should an employee receive a written request for a reference, he/she should refer the request to the Human Resources Department for handling. No IILM employee may issue a reference letter to any current or former employee without the permission of the Human Resources Department. Under no circumstances should any IILM employee release any information about any current or former IILM employee over the telephone. All telephone inquiries regarding any current or former employee of IILM must be referred to the Human Resources Department. In response to an outside request for information regarding a

current or former IILM employee, the Human Resources Department will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former IILM employee, or his/her employment with IILM, will be furnished unless the employee authorizes IILM to furnish this information in a writing that also releases IILM from liability in connection with the furnishing of this information or IILM is required by law to furnish any information.

## **26. Smoking Policy**

In order to comply with government regulations, IILM has prohibited smoking throughout its workplace. Employees are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise his/her rights under the smoking policy. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge. Any questions regarding the smoking policy should be directed to the Human Resources Department.

## **27. Tape Recording Policy**

It is a violation of IILM policy to record conversations with a tape recorder or other recording device unless prior approved. Any such recording has to be approved by the Reporting Head / Administration. The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed. Violation of this policy will result in disciplinary action, up to and including immediate termination.

## **28. EXIT AT IILM**

### **28.1 Resignations**

When an employee decides to leave for any reason, his/her supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. IILM often finds during this conversation that another alternative may be better. If, however, after full consideration the employee decides to leave, then:

A confirmed employee may resign from the services of the University by giving notice for the period specified in the appointment letter or by payment of salary for the notice period. Earned leave available with the employee may be adjusted in the notice period. The notice period may be reduced at the discretion of the management after discussion with the employee.

During probation period and / or extended period of probation, every employee is liable to be terminated at any time without any notice or assigning any reason(s) thereof.

### **28.2 Dismissals**

Every IILM employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in IILM'S employment. IILM may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the University (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. The following guidelines may be applied at the discretion of IILM'S management

**Immediate Dismissals / Misconduct** Any employee whose conduct, actions or performance violates or

conflicts with IILM'S policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of University records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance or work Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of IILM.
- In possession of weapons in the premises.
- Unauthorized possession, use or copying of any records that are the property of IILM
- Unauthorized posting or removal of notices
- Excessive absenteeism or lateness.
- Marring, defacing or other willful destruction of any supplies, equipment or property of IILM
- Failure to call or directly contact your supervisor when you will be late or absent from work.
- Fighting or serious breach of acceptable behaviour
- Violation of the Alcohol or Drug Policy
- Theft Violation of the University 's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy.
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours.
- Sleeping on duty
- Possessing drugs, Alcohol and other banned substances.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive. In the event of dismissal for misconduct, all benefits end at the end of the month. Discipline other than Immediate Termination All employees are expected to meet IILM'S standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the University's policies and procedures. If an employee does not meet these standards, the University may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to

encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the University 's policies and procedures and/or other disciplinary problems.

### **28.3 Written Warnings**

The supervisor should discuss the problem and present a written warning to the employee in the presence of

a Human Resources representative. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments should be placed in the employee file in the Human Resources Department. Employees who have had formal written warnings are not eligible for salary increases, bonus awards, promotions or transfers during the warning period.

### **29. Post Resignations / Termination Procedures /Exit Interview**

Human Resources is responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and for arranging the return of University property including:

- Laptop
- Picture Identification Card
- Office keys
- University manuals
- Insurance ID cards
- All passwords for Files and Computers Any additional University -owned or issued property
- Employees leaving the University must return office keys, corporate credit cards, etc., before their final paycheck can be issued. This final paycheck will be issued during the next normal pay period. If there are unpaid obligations to the University, the final paycheck will reflect the appropriate deduction.
- Signing Full and Final Settlement Document

### **30. Retirement**

Faculty and staff will retire from services of the University on attaining the age of superannuation fixed at 65 years and 60 years, respectively. However, the employee might be given extension of service at the discretion of the top management.

### **31. Joining Formalities**

All employees at the time of joining are required to furnish the following

- a. Accepted Offer letter
- b. Latest resume which was submitted at the time of interview.
- c. 2 latest passport size photographs
- d. Copies of educational certificates (attested)- } Originals should be shown and will be returned after verification.
- e. Copies of experience certificates (attested) – } Originals should be shown and will be returned after verification.
- f. Relieving certificate from the last employer.
- g. PAN No. issued by the Income Tax Department.
- h. Aadhaar card



- i. Any other document/paper as required by the management.
- j. Medical Fitness Certificate from a registered medical practitioner
- k. Copy of Health Insurance (If existing)
- l. Self-Health Declaration (attached herewith)

**Note: This policy is subject to change as per the University guidelines from time to time.**