

Code of Ethics at Jag School of Transformative Skills

A. General

1. The Institute develops and promotes practices relevant to its mission to provide high quality learning opportunities to students.
2. The Institute recognizes its obligations to students, employees, employers, suppliers, other educational institutions and the wider community.
3. The reputation of the Institute and the trust and confidence of those with whom it deals is one of its most vital resources, the protection of which is of fundamental importance.
4. The Institute demands and maintains the highest ethical standards in carrying out its activities.
5. In its dealings with individuals, the Institute adheres to the principles of natural justice.
6. The Institute encourages a culture of openness aimed at ensuring that matters connected with the operation of the Institute can be discussed in a transparent manner with staff and students. It has adopted procedures which enable concerns to be raised (sometimes known as ‘whistleblowing’) on a confidential basis, where that is appropriate, both inside, and if necessary outside, the organization.
7. The Institute is committed to securing equality of opportunity for all staff and students.
8. The Institute has an internal committee for ‘prevention of sexual harassment at work place / Academic Institution’ for employees and students.

B. Students

1. The Institute believes that respect, openness and honesty in dealing with its students or prospective students are a prerequisite for success, and an important statement of the values it offers.
2. The Institute does not deliberately give inadequate or misleading information on its learning programmes or other services.
3. In all advertising and public communications, the Institute avoids untruths, concealment and overstatement about its programmes and achievements.
4. The Institute avoids recruitment practices which involve the offer of improper financial or other inducements to students.
5. The Institute makes all reasonable attempts to deliver learning programmes and support services to meet the individual needs of students, efficiently and effectively to accepted quality standards, and takes steps to rectify any shortcomings in the services delivered.
6. Learning support, information, advice and guidance offered to students is impartial and in the best interests of the students.
7. The Institute publishes a charter setting out what students and others can expect of the Institute and details of its complaints and appeals procedures. It deals with all students with equal care and respect. Any complaint by any individual student or parent may be first taken up by the respective class mentor. If it is unresolved, it may be raised to the Dean. In case further escalation is required, Dean may set up a committee comprising faculty, mentors and advisors to the board of Governors of the Institute.

8. The Institute has zero tolerance to any kind of ragging in its campus and in case of any incidence will refer the issue to the law enforcement authorities.
9. The Institute has zero tolerance towards drug abuse / consumption of alcohol and any incident reported will be referred to the law enforcement agencies.
10. The Institute ensures that complaints are dealt with fairly, openly and efficiently.
11. The Institute publishes a student involvement strategy which sets out how it encourages students to participate in Institute life and to express their views openly and honestly.
12. Within the requirements of the law and in accordance with the Data Protection Act 1998, the Institute maintains the confidentiality of information on individual students.

C. Educational Partners

1. The Institute competes and collaborates honestly with other educational institutions offering similar learning opportunities.
2. The Institute does not seek to damage the reputation of competitors either directly or by innuendo.
3. The Institute provides information on individual students and other institutions engaged in providing for the learning needs of the student in accordance with agreed procedures, within the requirements of any other legal requirements.
4. The Institute does not seek to acquire information regarding competitors by unfair or disreputable means.
5. The Institute does not engage in unfair or restrictive practices in regard to the recruitment or retention of students.

6. The Institute consults with partners who might be affected on any significant proposals for change in the learning programmes or services it offers.

E. Management and Staff

1. The Institute has adopted a Code of Conduct for its employees
2. The staff Code of Conduct forbids employees from soliciting or accepting inducements in respect of any matter connected with the operation of the Institute.
3. The Institute respects the freedom within the law of staff to question and test received wisdom, and to put forward new ideas or controversial or unpopular opinions, without placing their employment in jeopardy. Communication in the Institute allows for staff involvement, and open and honest expression of views.
4. The Dean of the Institute is responsible for the propriety of financial decision making, and advises the Finance Committee of any requirements in respect of matters before it.

F. External Relationships

1. The Institute recognizes that it has a responsibility to the community it serves and takes steps to ensure that information on its activities is made widely available.
2. The Institute is responsive to its community and within the framework of its own mission statement seeks to provide programmes and services relevant to the needs of individuals and employers.
3. The Institute provides timely and accurate information on individual students to employers or other providing sponsorship, and any other relevant legal requirements.

G. Compliance and Verification

1. The Institute requires all its employees to adhere to its Code of Conduct for staff.
2. The Institute has created mechanisms by which employees and students can express genuinely held concerns about behaviour or decisions they perceive to involve serious impropriety, and

have them investigated, with every reasonable assurance of confidentiality as appropriate.

3. The Dean of the Institute is responsible for monitoring adherence to the Code of Conduct by members of the Institute, investigating alleged breaches and reporting them in accordance with agreed policy.
4. The Dean of the Institute is responsible for ensuring that breaches of the Code of Conduct by members of staff are investigated and appropriate action is taken.
5. The Institute auditors may be asked to report on any practice which appears to breach the code.
6. The Code of Ethics is available both on the Institute intranet and the Institute website.