



CTS College Employee Code of Ethics and Conduct

Dear Employees,

CTS College of Business and Computer Science (CTS) is proud of our reputation as a school that strongly values integrity, respect, and customer service excellence. This reputation enables us to produce successful students, maintain the confidence of the employers that hire them, and retain the highest quality students. Without your contribution our reputation and success would not have been possible.

To reiterate what you already practice, CTS's Employee Code of Ethics and Conduct outlines the general ethical standards that all of our employees are expected to live by. While this code does not address all ethical concerns that you may face during your employment, I hope it will give you the information you need to make ethical decisions on a daily basis.

Thank you for helping us in our commitment to an institution that sets a positive example for our students and community. Please feel free to contact me should you require any clarification.

Sincerely,

Mr. Ravi Ragoonath
Academic Director



Introduction

This Employee Code of Ethics and Conduct details the expected behaviour and practices for employees of CTS College of Business and Computer Science. We are committed to a quality institution and reputation that values integrity, respect, customer service excellence and a strong commitment to the highest ethical standards. These principles apply to employee interactions with students, management, coworkers, government and regulatory agencies and the general public. This Code applies to CTS College, its governing body and all employees contracted or full time. All employees must be familiar with this Code and adhere to its guidelines.

This Code is not a comprehensive guide of all ethical issues that employees may face, but merely highlights specific problems. In dealing with ethical problems not detailed in this Code, employees are expected to use common sense and their best moral judgment. This policy may be modified or updated at any time. We welcome employee suggestions on changes in this Code.

1. Compliance with Applicable Laws and Regulations

CTS College employees must observe all laws, rules, and regulations of government agencies and authorities. If local law exists that is either contradictory or stricter than this policy, employees must apply the law.

2. Punctuality and Attendance

CTS College employees must strive to adhere to stipulated hours of work and/or class times. Lecturers should be present and in class at the stipulated start time. Lecturers should refrain as best as possible from cancelling classes unnecessarily, frequently or at the last moment.

In case of emergency where a Lecturer shall not be able to attend class the office must be notified as soon as possible, and arrangements made with Administration to conduct compensatory class as soon as possible. Additionally, lecturers shall not postpone lectures when students are continuously absent and are to inform the office of irregularities.



3. Conflicts of Interest

CTS College employees must avoid having a personal interest or relationship with students outside of the school environment. Any relationship or interactions that may give rise to an actual or perceived conflict of interest should be discussed with the Academic Director.

Conflicts of interest may include, but are not limited to, the following situations:

- Having a personal, social, or romantic relationship with a student or prospective student.
- Accepting cash from students.
- Obtaining a personal financial benefit in any sale or loan of company property.
- Performing services for students outside those consistent with the normal operations of the college.
- Using or disclosing any confidential information gained during employment for ones own personal benefit or the benefit of others.

4. Discrimination, Harassment and General Conduct

CTS College prohibits discrimination and harassment of students or employees whether or not the incidents occur on the school's premises and whether or not the incidents occur during business hours. The college strongly prohibits deliberate harassment based on race, color, religion, sex, national origin, age, or disability.

Workplace Violence

The college does not tolerate workplace violence including threats, threatening behavior, harassment, intimidation, assaults or similar conduct.

Weapons Policy

Employees may not carry firearms or other weapons on the premises unless obtaining prior permission.

Illegal Drugs and Alcohol Policy

Employees must not distribute, possess or use illegal or unauthorized drugs or alcohol on the property.



5. Communication Policy

Internet and Electronic Mail Policy

Employees must not abuse the free use of internet provided to them. Excessive use of **You Tube, social media sites** and other non work related sites is strictly prohibited. Employees may use the internet to send and receive electronic mail solely for work purposes. The college's electronic mail system is a company resource, and CTS reserves the right to read, view and copy any email communications. **Any fabrication or intentional misrepresentation of email content is strictly prohibited and can result in immediate termination of services.**

Employees can use the following guidelines on the use of internet and email resources.

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
- The equipment, services and technology used to access the Internet are the property of CTS College and the college reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language or images.
- All sites and downloads may be monitored and/or blocked by the college if they are deemed to be harmful and/or not productive to business.
- The installation of any unauthorized software is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via CTS's email domain.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the company or anyone else.
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization.



6. Use of Resources

Equipment and Supplies

All equipment and supplies purchased by the college remain CTS's property, including but not limited to office supplies, office furniture, fax machines, computers, software, hardware, supplies and equipment, and may not be used by employees for personal reasons.

Political Activity

CTS College encourages employees to participate in the political process on their own time. Employees may not use the college's resources, reputation or assets to support a political candidate.

Non-work Related Interests

CTS College employees may not use the school's name or facilities to promote non-work related interests of the employee or of third parties without prior consent of the Academic Director or Administrative Director.

7. Books and Records

Accurate and Complete Business Records

Employees must act in good faith not to misrepresent records or to misrepresent in any internal or external correspondence, memoranda, or communication of any type, including telephone or electronic communications.

Financial Reporting

All of the college's funds, assets, liabilities and receipts must be recorded in accordance with generally acceptable accounting procedures.

Proper Maintenance of Records

The college must maintain documents in accordance with all applicable laws and regulations and must store all documentation in accordance with the stipulated procedures and timeframe.

Cooperation with Auditors

Employees must cooperate fully with internal and outside auditors during examination of the college's records, procedures and operations.



8. Privacy and Confidentiality

Confidential Information

Employees must exercise care to avoid disclosing non-public, internal or proprietary information related to CTS College or its students to unauthorized persons, either within or outside the school environment during employment or afterwards, except as such disclosure is legally mandated or approved by CTS.

9. Compliance with the Code

All employees must be familiar with this code and adhere to its guidelines. If questions arise please contact the Academic Director. All managers must take reasonable care to assure that their respective employees or lecturers are complying with these guidelines.

Reporting Actual or Suspected Violations of the Code:

Requirement to Report Actual or Suspected Violations of the Code: Employees must report any actual or suspected violations of this Code to their respective manager.

Non-Retaliation Policy: Employees will not be retaliated against or subject to any form of reprisal for raising a good faith concern under this policy or participating in an investigation into any such concerns. Retaliation is a serious violation of this Code and should be reported immediately.

Investigation of Alleged Violations of the Code: All inquiries, complaints, and reports will be promptly investigated. Employees are expected to cooperate in the investigation. Reasonable measures will be taken to preserve confidentiality of the claim and the identity of anyone who reports a suspected violation or participated in the investigation. If you are unsure whether a violation has occurred, CTS encourages you to seek advice before acting.

Policy Toward Violations of the Code:

CTS College adopts a zero-tolerance approach to violations of this code, failure to report actual or suspected violations of the code, or retaliation against whistleblowers. Employees that are found to have violated this code or retaliated against whistleblowers will have their employment with the college terminated.



10. Acknowledgement Form for Code of Conduct and Ethics

I have read and am familiar with CTS College's Employee Code of Ethics and Conduct. I will strive to comply with and enforce the policies in this Code in its entirety.

I understand my responsibility to promptly report any incident of misconduct or perceived misconduct that I may experience or witness. By signing this acknowledgement I am indicating that I have read and will abide by the Employee Code of Ethics and Conduct.

Employee Signature

Employee name (printed)

Ravi Ragoonath

Date