

CODE OF CONDUCT FOR STAFF

(Beyond Learners Private Limited)

Beyond Learners Private Limited (hereinafter referred to as the “Institute”) operates through structured administrative and operational systems to support its academic activities. The Institute is committed to maintaining ethical, transparent, and efficient functioning across all levels of administration.

This Code of Conduct defines the roles, responsibilities, and expected standards of behaviour for Staff Members associated with the Institute.

Applicability and Scope

The provisions of this Code of Conduct shall apply to all Staff Members of the Institute in the course of performing their assigned duties. This Code sets out the general standards of conduct and professional expectations to be followed within the administrative and operational framework of the Institute. It shall be read in conjunction with the established procedures and applicable law governing such activities.

The following provisions shall govern the conduct and professional responsibilities of Staff members associated with the Institute and are intended to ensure adherence to the standards, procedures, and applicable legal requirements relevant to such engagement.

1. Staff Members are engaged to perform administrative, operational, and support functions within the Institute and shall discharge their duties in accordance with institutional requirements.
2. The Staff Member shall perform duties with honesty, diligence, and accountability and shall ensure efficient and ethical functioning of the Institute.
3. The Staff Member shall maintain respectful and appropriate conduct in all interactions with students, parents, teachers, and other stakeholders.
4. The Staff Member shall maintain confidentiality of all institutional data, student records, and operational information and shall not disclose or misuse such information.

5. The Staff Member shall not misuse his/her position, authority, or access for personal gain or in any manner detrimental to the interests of the Institute.
6. The Staff Member shall comply with applicable laws and shall adhere to the established procedures and standards of the Institute.
7. The Staff Member shall remain accountable for the performance of assigned duties within the institutional framework, while the Institute shall ensure that administrative and operational systems function in accordance with established procedures and applicable law.
8. The Staff Member shall promptly report any irregularity, complaint, or incident affecting the functioning or reputation of the Institute.
9. The Staff Member shall act in a manner that upholds the reputation, trust, and integrity of the Institute.