

Code of Ethics and Work Conduct at C.D.A College

The Code of Ethics and Work Conduct at C.D.A College has as its primary goal the promotion and assurance of a perfect working environment where professionalism and mutual respect prevail.

It also aims at strengthening the values and standards on which the College has been operating for 46 years. In addition, it is a reference point of the way the professional duties of all the administrative and academic staff are carried out.

C.D.A College believes in its staff and invests in it in any way and at any cost. The family but at the same time professional environment that one can encounter at C.D.A College is one of the main characteristics of the organization.

The perfect and professional behavior of all the staff of the College elevates and strengthens its overall work. Mutual respect, cooperation, consistency, quality, transparency and meritocracy are the main pillars of the Code of Ethics and Work Conduct at C.D.A. College.

Staff Conduct

All staff members must conduct themselves in a manner that not only reflects credit to the College, but also sets forth a model worthy of emulation by students. All staff members will be expected to carry out their assigned responsibilities, with conscientious concern.

Essential to the success of College operations and the instructional program are the following specific responsibilities, which will be required of all personnel

- Faithfulness and promptness in attendance at work
- Support and enforcement of Management policies and administrative regulations with regard to students
- Diligence in submitting required reports promptly at the times specified and
- Care and protection of College property

Staff Ethics

An effective educational program requires the services of men and women of integrity, high ideals, human understanding. All college employees are expected to maintain high standards in their school relationships. These standards include the following

- Maintaining just and courteous professional relationships with students, parents, staff members, and others
- Maintaining their efficiency and keeping up with the developments in their fields of work
- Placing the education and welfare of students as the first concern of the college, which will require that appointments to positions and promotions be based solely on merit
- Directing any criticism of other staff members or of any department of the College toward the improvement of the College. Such constructive criticism is to be made directly to the particular college administrator who has the administrative authority to improve the situation and then to the General Director, if necessary and
- Using properly and protecting all College properties, equipment, and materials

Academic Freedom

C.D.A. College adheres in principle to the American Association of University Professor's Statement on Academic Freedom, and it is its policy to defend academic freedom against any encroachment. The College, as a center of learning, depends upon the free search for truth and its free exposition. The College has adopted the following statement on academic on academic freedom

Faculty members of C.D.A. College are entitled to full freedom in research and in the publication of the results subject to the adequate performance of their academic duties. However, research for pecuniary return needs to be approved by the General Director.

Faculty members are entitled to freedom in the classroom to discuss their subject, but should not introduce controversial material, which has no relation to the subject.

The faculty are members of a scholarly profession and officers of the institution. When they speak or write as citizens, they will be free from institutional censorship of discipline, but their special position in the community imposes special obligations. As learned and humane folks they should remember that the public might judge their profession and their institution by their utterances. Hence, they will at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make effort to indicate that they are not speaking for the institution.

Faculty members who feel that their academic freedom has been infringed may make a written request to the General Director that an investigation is made of them case.

The request should set forward in a clear and concise manner the events and circumstances upon which the charge is based.

The General Director may refer the question to the Disciplinary Committee.

Staff Complaints and Grievances

It is the intent of administration to practice effective procedures in resolving differences that may rise among employees and between employees and administrators reduce potential areas of complaints and grievances and establish and maintain recognized channels of communication between the staff and administration. In this context, a grievance will be defined as:

A disagreement involving the work situation in which an individual or group of individuals believe that an injustice has been done because of lack of policy, or because of a policy that is unfair, or of a deviation from or of misapplication or of misinterpretation of a policy.

No employee of staff group will suffer a reprisal or reduction in status as a result of having presented a grievance for review. All employees are urged to resolve their grievance with their immediate supervisor before ultimately appealing to the General Director.

Hearings at all levels will be:

- Conducted in the presence of the administrator who made the ruling, which is the subject of the grievance, and in the presence of any other staff member personally involve
- Held only after due written notification to all persons involved
- Free from interference, coercion, restraint, discrimination, or reprisal and
- Held in private, with only the persons involved present.

Abide and comply with the Code of Ethics and Work Conduct of C.D.A College.

Everyone is expected to abide by and comply with the **Code of Ethics and Work Conduct of C.D.A College**. All College staff are expected to maintain confidentiality regarding intra-college matters.

It is expected that none of the College Staff will use the College property for their own benefit unless they are licensed by the College Management. Conscious use of

material (e.g. computers or a network) that will be used to insult the College is prohibited. The retransmission or use of material which includes personal data of staff or students and is governed by the Personal Data Law is prohibited.

Smoking is prohibited in all enclosed areas.

Diligence and efficiency in the workplace

The administrative and academic staff must represent the College with ethics, integrity and dedication and participate in all activities that concern the common good of the College community.

The staff of the College must:

1. have as a primary goal the education and well-being of students.
 2. Maintain excellent professional relationships with students and staff.
 3. Support and comply with management regulations regarding students.
 4. Participate actively and constructively in the College.
 5. Respect and value students.
 6. Protect the property of the College.
 7. Attend the meetings of the College.
 8. Assist in academic coordination and development.
 9. Offer students' academic advice and professional guidance.
 10. be aware of any developments in the field of his specialty.
 11. Be willing to help, suggest innovations that will aim to improve the College's academic standards as a whole.
- The Management of the College must implement measures to prevent exploitation or any other malicious act which will be related to the material and intellectual property of the College.
 - To have control of information or photos that can be republished in social networking sites or even media.

- Only authorized persons may collect personal data of the College community and only within the framework of the law and the instructions issued from time to time by the Personal Data Commissioner of both the State and the Organization.
- Equipment belonging to the College (e.g. computers) should not be moved outside the College unless authorized by the competent authority and in the event of termination of employment the entire logistical property of the College should be returned.

References:

1. Κώδικας δεοντολογίας και καλής πρακτικής Εθνικού και Καποδιστριακού Πανεπιστημίου Αθηνών - https://www.uoa.gr/fileadmin/user_upload/PDF-files/anakoinwseis/simantikes/2018/160218_kwdikas_deontologias.pdf
2. Κώδικας δεοντολογίας Πανεπιστημίου Θεσσαλίας: http://www.uth.gr/static/miscdocs/Kwdikas_Deontologias_backup.pdf
3. Κώδικας Δεοντολογίας Εργασιακής Συμπεριφοράς - <https://ucy.ac.cy/legislation/volumea/7.10.html>