

CODE OF ETHICS

Vision

An institution of excellence in education, research and services with an inclusive environment for people of all abilities to achieve their full potential.

Objectives

1. Provide the best **inclusive** and **integrated** educational environment for PwD (and people of all abilities) to access higher education, to enable them to have successful and fulfilled lives.
2. Create and prepare a pool of **world-class professionals** in select liberal arts, science and technology, and in disability studies and services - researchers, practitioners, educators, rehabilitators.
3. Carry out **cutting-edge research** in disabilities: in prevention, screening and detection, early intervention, assistive technologies, education, rehabilitation, and integration into society.
4. Provide **prevention, screening, detection, extension** and **outreach programs**, and key **intervention models** in disability services on and off campus.
5. Provide leadership in formulating **policies for PwD**.
6. Inspire and be a **catalyst** for other institutions in the field of higher education, specifically in disability studies, rehabilitation sciences, and disability services; set and ensure compliance to standards of excellence in education in such institutions seeking affiliation for programs in disability studies and rehabilitation sciences.

Purpose

Code of Ethics provides guidelines for the conduct for all the students and staff at National Institute of Speech and Hearing, Trivandrum. Members are expected to be models of academic excellence and personal integrity. This code expresses these ideals and expectations.

- To ensure high professional and ethical standards in all our activities with a view of best interest for its stakeholders.
- To promote these ideals because they are committed towards the social wellbeing
- To ensure no student/employee will be misguided by a sense of loyalty or profitability to ignore moral decency or disobey any applicable law.

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1. To Work Towards Clients Welfare

- To ensure high professional and ethical standards
- Maintaining confidentiality
- Do not misrepresent his/her professional qualifications.
- Always act in the best interest of your client (correct information to the client, appropriate referrals)
- To accept responsibility in making decisions consistent with the safety, health, and welfare of the public
- To disclose promptly factors that might endanger the public or the environment
- Informed choices

2. Punctuality

- Employee attendance at work is expected to be punctual.
- Instances of lateness should be explained by the employee concerned to his/her higher authority, who will monitor the situation and take action as appropriate in accordance with the institutions capability or disciplinary procedure.
- It is the responsibility of management to approve any variations (including any short-term variations) to an individual's normal hours of work. Individuals should not vary their normal hours of work without prior approval.
- Absence should be intimated in advance, unless a last minute emergency and the record for the absence should be submitted to the concerned authority.

3. Ownership of Responsibility

- Work undertaken should be completed with responsibility
- Owning up to your words, actions and deeds no matter the outcomes

4. Equality

- To treat fairly all persons
- Do not engage in acts of discrimination based on race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression
- To assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

5. To Resolve Conflict of Interest

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- To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist
- To be honest and realistic in stating claims or estimates
- To seek, accept, and offer honest criticism of the work, to acknowledge and correct errors, and to credit properly the contributions of other

6. Encroachment of Others Rights

- To avoid injuring others, their property, reputation, or employment by false or malicious activities
- Give due acknowledgement to the contribution of others
- Do not involve in plagiarism

7. Documentation of Professional Work

- Document the professional work appropriately to ensure accountability and meet legal or organizational requirements.
- Should recognize and acknowledge the clients' rights to access documented information about themselves.
- Information should be documented in a manner that is sensitive and comprehensible given the person's abilities.
- Create, maintain, disseminate, store, retain and dispose of records and data relating to their research, practice and other work in accordance with legal requirements, organizational policy and this Code of Ethics

8. Will not to be Involved in Illegal Activities

- To reject bribery in all its forms
- Not to pass/sanction any bill based on your personal relationships
- Not to use substances that will be harmful for human being

9. To Work Towards Improving Our Skills

- To improve the understanding of theoretical and clinical knowledge, its appropriate application, and potential consequences
- To maintain and improve our competence and to undertake tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations
- To attend workshops, seminar, conferences etc to upgrade our existing knowledge



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- Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

10. Research and Publication

- Obtaining approval prior to conducting research, from relevant committees, boards or organizations.
- Design, implement and report research adhering to the professional standards and research protocols of the approving committee, board or organization
- Resolve any ethical issue that is unclear via consultation with appropriate committees, boards or organizational management.
- Plan and conduct research in a manner consistent with Federal and State laws and regulations as well as professional standards governing the conduct of research