

Policy for Ethical Organizational Culture for Good Governance

This policy is titled “Policy for Ethical Organizational Culture for Good Governance” of the university.

1. Introduction

The ICFAI Foundation for Higher Education, a deemed-to-be-University, is committed to fostering a holistic ethical organizational culture that upholds values of diversity, honesty, integrity, respect, and fairness. This policy outlines an approach to developing, promoting, and maintaining ethical standards throughout the institution.

2. Development of Clear Ethical Values

- **Consultation Process:** Developing ethical values will involve a comprehensive consultation process with stakeholders across the University community, including faculty, staff, students, and administrators. Feedback will be solicited through surveys, focus groups, and Seminars, Workshops and meetings to ensure the values reflect our institutions's diverse perspectives and priorities.
- Once developed, the ethical values will be enshrined in a publicly available strategic document, such as the University's mission and vision statement or a dedicated code of ethics. This document will outline the principles, standards, and expectations that guide ethical behavior within the University.
- **Integration into Policies and Practices:** The ethical values will be integrated into University policies, procedures, and practices to ensure consistency and alignment across all aspects of University operations. This integration will be facilitated through regular reviews and updates of relevant policies to reflect evolving ethical considerations.
- **Communication and Awareness:** Efforts will be made to communicate the ethical values effectively to all members of the University community through various channels, including orientation programs, training sessions, newsletters, and the University website. Regular reminders and reinforcement of these values will be provided to maintain awareness and commitment among stakeholders.

3. Training Based on Ethical Values

- **Customized Training Modules:** Training programs will be developed based on the specific ethical values identified by the University. These modules will be customized to address the unique needs and responsibilities of different groups within the University community, such as faculty, staff, administrators, and student leaders.
- **Delivery Methods:** Training sessions will be delivered through various methods, including in-person workshops, online courses, webinars, and interactive simulations. The training content will be engaging, relevant, and interactive to enhance learning and retention.
- **Ongoing Education:** In addition to initial training, ongoing education, and professional development opportunities will be provided to ensure that University community members stay informed about ethical issues and best practices. This may include guest lectures, seminars, panel discussions, and conferences on topics related to ethics and integrity.
- **Assessment and Evaluation:** The effectiveness of the training programs will be regularly assessed through participant feedback, knowledge assessments, and surveys. Based on the results of these evaluations, adjustments, and improvements will be made to enhance the impact and relevance of the training.

4. Ethical Compliance

- **Establishment and Structure:** Ethical Compliance will be monitored as a centralized resource within the University administration. Professionals monitoring with expertise in ethics, compliance, and legal affairs will report directly to senior leadership.
- **Functions and Responsibilities:** The professional monitoring will be responsible for developing, implementing, and overseeing policies and procedures related to ethical conduct and compliance. This includes providing guidance and support to University community members, conducting investigations into ethical violations, and recommending corrective actions and sanctions as necessary.
- **Training and Awareness:** The ethical compliance team will be key in delivering training and educational programs on ethical issues and compliance requirements. It will promote awareness and understanding of ethical standards through outreach initiatives, communications campaigns, and educational materials.
- **Collaboration and Coordination:** The ethical compliance team collaborates closely with other University departments and units, such as human resources, academic affairs, research, and student affairs, to ensure a coordinated approach to ethical compliance and risk management.

5. Internal Reporting System and Grievance Procedure

- **Confidential Reporting Mechanism:** A confidential reporting mechanism, such as an online portal or designated contact person, for individuals to report ethical violations and concerns anonymously if desired, will be established. The Ethical Compliance Team or another designated authority will promptly and thoroughly investigate reports.
- **Protection of Whistleblowers:** Whistleblowers who report in good faith will be protected from retaliation or adverse consequences. Confidentiality will be maintained to the greatest extent possible, and measures will be taken to safeguard the identity of whistleblowers throughout the investigation process.
- **Fair and Transparent Grievance Procedure:** A formal grievance procedure will be established for staff members to address employment-related matters, such as discrimination, harassment, wrongful termination, or unfair treatment. This procedure will provide a fair and transparent process for resolving disputes, including opportunities for mediation, arbitration, or formal hearings, as appropriate.
- **Documentation and Follow-up:** All reports of ethical violations and grievances will be documented, tracked, and followed up on in accordance with established procedures. Regular reporting on the outcome of investigations and actions taken will be provided to relevant stakeholders to promote transparency and accountability.

These detailed elaborations provide a comprehensive framework for each of the four points outlined in the policy, ensuring clarity, effectiveness, and accountability in implementing the University's ethical organizational culture.

6. Implementation and Review

- The implementation of this policy will be the responsibility of all University departments and units, under the guidance of University leadership.
- Policy and associated procedures will be reviewed periodically to ensure their effectiveness and relevance.
- Feedback from the stakeholders will be solicited and incorporated into updates to the policy as necessary.

7. Conclusion

IFHE is committed to creating and maintaining an ethical organizational culture that fosters integrity, respect, and accountability. By implementing this policy, IFHE aims to uphold its core values and promote a community where all members value and practice ethical conduct.