

KONERULAKSHMAIAH EDUCATION FOUNDATION

(Deemed to be University)

**Green Fields, Vaddeswaram, Guntur District,
Andhra Pradesh, India. PIN: 522302**



HANDBOOK
ON
CODE OF CONDUCT
FOR
BOARD OF MANAGEMENT

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REGISTRAR

Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWAREM-522 302.
Guntur District, Andhra Pradesh.

I) Code of Conduct for Members of Board of Management, KLEF(Deemed to be University)

The Code of Conduct for Members of the Board of Management of KLEF university for the Advancement of Learning (the “Code”) applies to all members of the Board of Management of KLEF University and to all members of committees established by the KLEF University, whether or not the members of such committees are Board of Management("Member" or "Members").

The Code is a mechanism for managing conflicts of interest, whether real or perceived, and for providing guidance to Members in the performance of their functions in an independent and objective manner, serving the University’s best interests and the accomplishment of its mission. The Code also promotes public confidence in the University’s commitment to integrity, impartiality and transparency in governance.

1. General Duties and Obligations of the Members during Their Term in Office

During their term of office, the Members:

- 1.1** Shall carry out their functions with integrity, independence, and good faith, and shall act in the best interests of the University.
- 1.2** Shall act responsibly and fairly with the care, diligence, loyalty, and prudence of a reasonable individual.
- 1.3** Shall carry out their functions in such a way as to maintain confidence in the University.
- 1.4** Shall make every reasonable effort to avoid real or perceived conflicts of interest.
- 1.5** Shall respect the confidentiality of information received in the performance of their duties as well as the confidentiality of the deliberations in which they participate.

2. Specific Duties of Members during Their Term of Office

Without limiting the generality of any of the foregoing, but subject to provision 2.5, the members, during their term of office:

- 2.1** Shall not assist any person or any organization in its dealings with the University when such intervention may result in real or perceived preferential treatment to that person or organization by the University.

2.2 Shall not use, for their personal benefit or advantage, or for the benefit or advantage of any family member, or any other person or organization, any information acquired in the exercise of their office that is not otherwise generally available to the public.

2.3 Shall not use, directly or indirectly, any facilities or services of the University, nor allow them to be used, for purposes other than expressly approved by the University; and

3. Duties and Obligations of Members after Leaving Office

After leaving office, the Members:

3.1 Shall respect the confidentiality of information received in the performance of their duties, as well as the confidentiality of the deliberations in which they participated

3.2 For a period of two years, shall not make use of any information obtained in their capacity as a Member that is not generally available to the public, in order to derive there from a benefit or advantage for themselves or that of any family member, or any other person or organization.

3.3 For a period of two years, shall not give advice nor act in the name of or on behalf of someone else in negotiations with or in regard to contracts with the University.

4. Management of Conflicts of Interest

4.1 Members are expected to have primary responsibility in the identification and management of their own conflicts of interest.

4.2 In order to manage one's conflict, a Member must endeavor to identify what is, or could be, a real or perceived conflict of interest. The Registrar shall serve as a resource person to all Members in helping to identify conflicts of interest.

5. Compliance

Where a situation of real or perceived conflict of interest arises, the Member shall follow the steps outlined below.

5.1 Disclosure of Conflict of Interest

5.1.1 Where a situation of real or perceived conflict of interest not declared in the Declaration arises, Members shall make a full written disclosure of the conflict to the Registrar as soon he/she is aware of it, or verbally to the Chair of the meeting where the conflict arises. The disclosure of a conflict of interest will be retained by the Registrar and communicated to the Board Chair and the Nominating and Governance Committee. The disclosure and resolution of any conflict of interest will be recorded in the minutes of the body in question.

5.2 Withdrawal from Deliberations and Abstention from Voting

A Member shall resolve the conflict in the best interests of the University by abstaining from voting and, at the Member's discretion or at the request of the Chair, withdrawing from the Board's or Committee's deliberations for which the Member has a conflict of interest. In the event that a Member is uncertain whether a situation constitutes a real or perceived conflict of interest, the Member is expected to voluntarily recuse herself/himself until such determination is made.

5.3 Resignation as Member

Any Member may, of her/his own accord or at the suggestion of the Chair of the Board or the Chair of the Committee to which the Member belongs, resign her/his position as a Member if her/his role as a member of a body, firm, or organization doing business with the University serves as a real or perceived source of continuing conflict of interest in a substantial and ongoing way such as to impede her/his role as a Member.

6. Breach of code of conduct

Where an allegation of conduct in breach of this Code is reported (by a Member about her/himself or another Member) every effort will be made to resolve the matter informally in collaboration with the Registrar. If however there are reasonable grounds to believe that a Member has breached the standard of conduct as set out in this Code and no such informal resolution is possible, a Committee shall be struck constituted to inquire into such allegations, composed of three (3) members, chosen by the Nominating and Governance Committee in consultation with the Chair of the Board, the Chancellor and the Principal. The Registrar shall serve as Secretary to the Ethics Committee.

7. Sanctions

Should a Member be found to have failed to comply with the duties and obligations stipulated in the present Code, the Chair of the Board of Management shall have the power to issue a warning, to suspend the said Member for a period of time, or, in serious cases, to ask the Member to resign.

8. Dissemination of this Code and Reporting

8.1 The Registrar shall provide a copy of this Code to each Member in conjunction with the distribution of the annual Declaration; and shall promote, disseminate, and implement this Code.

8.2 The Registrar shall report annually to the Nominating and Governance Committee on the promotion, dissemination and implementation of the Code and on any cases necessitating the striking of an Ethics Committee.
