

Kulswami Medical Foundations

# **ANANTRAO KANASE HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL**

(Recognized by –Central Council of Homoeopathy, New Delhi & Affiliated to Maharashtra University of Health Sciences, Nashik)  
Alephata, Tal-Junnar, Dist -Pune , Pin-412411, Phone :-7028196080,,E-mail-akhmcr@hotmail.com Website – www.akhmc.org

**Dr.Gholap K.V. M.D (Hom.)**

**(Principal)**

## **Code of Conduct**

### **Handbook of**

### **A.K.H.M.C College & Hospital, Alephata**

This chapter contains the following section

- . Disciplinary Measures.
- . Policy Statements :-
  - Alternative action.
  - Sexual harassment.
  - Smoke – free policy.
  - Drug free work place policy.
  - Patients rights.

A.K.H.M.C. College code of conduct is intended to help employees by defining & protecting the rights & safety of all persons including employees, Students, Patients & Visitors. General rules of conduct are considered essential to the safety & well – being of those at A.K.H.M.C. College. It is not for the purpose of restricting the rights & activities of employees. Employees working at a AKHMC affiliate are bound by the code of conduct where they work.

Common sense, good judgment & appropriate Personal behavior are the responsibility of every college member. The following are the examples of conduct that are considered serious & may result in disciplinary action up to and including discharge.

Falsification of employment records or other college records.

- 1) Excessive absenteeism or lateness.
- 2) Unauthorized absence from the work place during working hours.
- 3) Sleeping during working hours.
- 4) Refuse to follow supervisor's instruction.
- 5) Threatening, intimidating, coercing , or fighting with another college member, student or patient.
- 6) Discriminatory action against applicants, employees, students or patients because of race, color, religion, sex, age, material status, disability.
- 7) Insubordination.
- 8) Sexual Harassment.
- 9) Use of abusive language.
- 10) Unauthorized use or unauthorized possession of intoxicants on work premises or reporting to work under influence of alcohol or other intoxicants.
- 11) Possession of a weapon on work premises.
- 12) Negligence or deliberate destruction or misuse of college or hospital property or property of another college member.
- 13) Unauthorized possession or use of college or hospital records or disclosure of information contained in such records to unauthorized persons.
- 14) Illegal conduct on work premises.
- 15) Smoking in unauthorized area.

## **Disciplinary Measures :-**

For Individuals to work efficiently & effectively together, certain standards of performance & conduct must be maintained. When employee do not observe these standards they will be subject to certain disciplinary measures.

When an employee's performance is found to be unsatisfactory or there are infraction of rules of conduct, the following progressive discipline step's be taken.

- 1) Verbal Warning.
- 2) 1<sup>st</sup> written warning.
- 3) Final Written Warning ( With or without Supervisor ).
- 4) Termination.

For actions of a very serious nature, the employee may be warned or discharged immediately, depending on the nature or seriousness of the action. An Employee hired on a temporary basis or a newly hired employee still in the probationary period of employment, can be discharge for misconduct or poor performance or for no cause without following the disciplinary procedure.

## **Policy Statements**

The college is committed to abiding not only by the letter but also by the spirit of all legislation geared to providing employees with a work environment that is gird quality of work life. In this section, because of their singular importance. We are highlighting our commitment to certain policy areas. If you are concerned that these, or any other policy areas are being violated, you should contact the respective committee member & principle Of AKHMC.

## **Affirmative Action**

A.K.H.M.C. College recognize its legal & moral responsibility to assure equal employment opportunity to all qualified individuals. The college affirmative action plan supports this commitment by specifying objectives & procedures to ensure fair employment practices.

We therefore, reaffirm our policy, as adopted by the trustee members, to prohibit discrimination in all our personal action regarding the recruitment & selection of individuals, training, promotion & all other terms & Condition of employment without regard to race, color religion, sex, age, national origin, marital status, disability status.

Local managing committee as per Maharashtra University of Health Science Act, 1998 is responsible for establishing, developing, implementing & monitoring our Affirmative Action Plan.

## **Sexual Harassment**

A.K.H.M.C. College is committed to providing all of our employees an environment free from conduct consisting harassment & to disciplining any employee who violates this policy.

Sexual harassment may include explicit sexual proposition, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender specific traits, foul or obscene language or gestures, visual material & physical contact. Such as Patting, Pinching or brushing against another's body.

A.K.H.M.C. College policy is to investigate all such complaints thoroughly & promptly. To the fullest extent possible, the college will keep complaints & the terms of their resolution confidential. If investigation confirms including such discipline up to & including immediate termination of employment, as is appropriate.

## **Smoke – Free Policy**

The purpose of this policy is to reaffirm A.K.H.M.C. College special responsibility as an academic health center to protect faculty, Employee, students & the general public from the harmful effects of smoking, to promote health & safety & to ensure compliance with applicable codes & regulations establishment by various local, city, state & federal regulatory agencies.

It is the policy of A.K.H.M.C. College to maintain a smoke – free environment at all of its owned premises to provide information to faculty, employees & Students, Patients or potential health hazards of smoking and of the availability of smoke free programs.

**No smoking is permitted in any buildings of A.K.H.M.C. College & Hospital in Prohibited area subject to this policy & regulations.**

## **Drug – Free Workplace Policy**

A.K.H.M.C. College recognize its special responsibility to ensure. A drug – free work environment because of its commitment to excellence in medical education & healthcare.

The work – related effects of drug abuse compromise both work performance & the safety of employee, students & patients .

The unlarufol manufacture, distribution, dispensation, possession or use of a controlled substance on college premises or while conducting college business of college premises is prohibited.

The college recognize that chemical or drug dependaury is an illness that poses major health & safety problems. Faculty & staff needing help in dealing with such problems are strongly encouraged to participate in dray counseling & rehabilitation program. All request for addition information should be directed to local college committee.

- It is policy of A.K.H.M.C. College to prohibit the unlorufol possession, use or distribution of illicit drug & the abuse at alcohol by faculty & employees on college premises or as a part of any activities of the college.

- Abuse of alcohol & ollicit drug use are associate with a number of substantial health risks affecting the performance of employees both at work & home .

- Cocaine & crack an result in death or respiratory failure, stroke or seizures, lung & voice damage. These drugs cause impaired performance by decreasing attention, causing poor judgment & mood swings.

- Any college subject it caught in such r send rehabilitation for rehabilitation in college / Hospital centre or liable to take disciplinary measures against him.

- A.K.H.M. College strongly encourages faculty and employees needing help in dealing with drug or alcohol dependence to participate in drug counseling and rehabilitation center in AKHMC & Hospital (Suman Rehabilitation center)

## **Patients Rights**

Since many of our employees are involved with care of sick, particularly in our hospital. It is important that we reiterate the 'Patients Bill Of Rights posted conspicuously through out the hospital

Communication, respect and trust among patients and hospital personnel are necessary for good patient care.

The purpose for which a hospital exists is to provide the medical care and treatment required by patients in providing this care it is necessary that the inherent rights of each patient are observed by all employees.

Each patient should receive equitable and humane treatment at all times and all circumstances regardless of race color , sex, national origins age , disability or the source of payment for care.

The rights of privacy should be safe guarded. This involves prevention of interrogation by individuals from outside agencies not directly connected with the hospital, protecting the individuals right to privacy of his / her body and preserving the confidentiality of disclosures regarding the patient history, present condition or course of treatment.



# **Code Of Conduct Committee Members**

**A.K.H.M. College & Hospital**

- 1) Principle - Dr. K.V. Gholap**
- 2) Vice Principle - Dr. Nilesh Thorat**
- 3) HOD Gyn/Obs Dept. - Dr. S. C Kanase**
- 4) HOD Medicine Dept. - Dr. C. A. Kanase**