

## **CODE OF CONDUCT FOR MONITORING COMMITTEE**

## Goals

Our goal is to achieve Excellence, Integrity, Compassion, Service and Diversity

The Monitoring Committee has been entrusted with the following functions:

- ✓ Collaborate with the Compliance Committee in promoting the dissemination of knowledge and compliance with the code in each group of the Institute.
- ✓ Establishing the appropriate communications channels to ensure that any student and employee can seek or provide information regarding compliance with this code, ensuring the confidentiality of complaints always processed.
- ✓ Interpreting the regulations procured from the Code and supervising their implementation.
- ✓ Ensuring the accuracy and fairness of any proceedings commenced, as well as the rights of persons reportedly involved in possible breaches.
- ✓ Gathering data on levels of compliance with the Code and imparting the specific related indicators.
- ✓ Maintain a two-way communication with the Compliance Committee, especially in reference to inquiries or complaints received through the Ethics Channel. In particular, any complaint which is criminal in nature received by the Compliance Committee, which translates into the existence of indications of actions that may violate the basic principles of the Code of Conduct of the institute, should be transferred to the Monitoring Committee of the institute. As stated in the Code of Conduct, the Committee may value the opening of an investigation file.
- ✓ To maintain records of the Grievances rectified/reported/referred and submit the same to the IQAC Committee.

If any of the members of the Code of Conduct Monitoring Committee has a conflict of interest in dealing with a specific matter, said member must be withdrawn from all formalities related to the matter in question.



