

December 2017

**General Code of Conduct - Do's and Don'ts**

In the classroom

<b>Do's</b>	<b>Don'ts</b>
<ol style="list-style-type: none"> <li>1. Treat everyone equally, regardless of gender or classroom performance.</li> <li>2. Call on and choose students without bias.</li> <li>3. Report harassment, whether you are the victim or a witness.</li> <li>4. Intervene when you witness harassment, by distracting the harasser.</li> </ol>	<ol style="list-style-type: none"> <li>1. Remark on someone's appearance or answers in class.</li> <li>2. Put down weak students or pick on their grades publicly.</li> <li>3. Bring out or expose sexually explicit content or images in front of someone uncomfortable.</li> <li>4. Sit too close, invading the other person's personal space.</li> <li>5. Touch or grope another person.</li> </ol>

In the common areas

<b>Do's</b>	<b>Don'ts</b>
<ol style="list-style-type: none"> <li>1. If there is an untoward incident, tell friends you trust.</li> <li>2. If you witness harassment, check on the person who has been harassed and report the incident.</li> <li>3. Avoid being shirtless, nudity and exposure of private parts in the hostel.</li> <li>4. Maintain a distance when you are doubtful about how will be received.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stare at others for a long time.</li> <li>2. Stalk.</li> <li>3. Make unwanted sexual remarks.</li> <li>4. Make physical contact without explicit consent.</li> <li>5. Spread rumours.</li> <li>6. Harass couples, including secretly photographing them or making suggestive remarks.</li> <li>7. Publicly view sexually explicit material.</li> </ol>

### Off-campus

Do's	Don'ts
<ol style="list-style-type: none"> <li>1. Be mindful of personal space to the extent possible. This applies to:               <ol style="list-style-type: none"> <li>(a) Entering a person's room;</li> <li>(b) Touching;</li> <li>(c) Sexual contact.</li> </ol> </li> <li>2. Familiarise yourself with the code of conduct wherever you work.</li> <li>3. Request that meetings be held in locations that are not isolated.</li> <li>4. Do report to CMI if that organisation does not have a code or a policy to protect you.</li> <li>5. Report harassment you witness to CMI.</li> <li>6. Note that Internet activity—anonymous and signed—lacks explicit consent.</li> <li>7. Provide late evening transport to go off-campus.</li> </ol>	<ol style="list-style-type: none"> <li>1. Sit too close to another person on the institute bus.</li> <li>2. Accompany someone without her consent.</li> <li>3. Stalk.</li> <li>4. Talk loudly in a public place about sexually explicit matters.</li> </ol>

### In the hostel

Do's	Don'ts
<ol style="list-style-type: none"> <li>1. Ask and explicitly get consent before touching or entering personal space.</li> <li>2. Keep handshakes and professional communication brief and firm.</li> <li>3. Avoid personal comments.</li> <li>4. Recognise, report and document harassment.</li> <li>5. Call out the offenders, keep witnesses and break the tension in the workplace.</li> <li>6. Take professional opinions seriously irrespective of gender.</li> </ol>	<ol style="list-style-type: none"> <li>1. Expose obscene images of private body parts in the hostel.</li> <li>2. Use personal information about someone to undermine their safety and comfort in the hostel.</li> <li>3. Stalk.</li> <li>4. Stare, in the name of their personal liberty.</li> </ol>

In work groups

Do's	Don'ts
<ol style="list-style-type: none"> <li>1. Confine work-related group activities to office hours.</li> <li>2. Maintain an appropriate distance between the group members.</li> <li>3. Use similar titles and modes of address for all group members.</li> <li>4. Pay equal attention to all group members.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wander away from the topic at hand.</li> <li>2. Make personal comments.</li> <li>3. Sit too close to other persons.</li> </ol>

In faculty interactions with students

Do's	Don'ts
<ol style="list-style-type: none"> <li>1. Listen, without letting academic performance affect your attention, if someone wants to talk to you about something. Value every opinion.</li> <li>2. Intervene when someone gets personal.</li> <li>3. Review lecture notes to eliminate prejudice.</li> <li>4. Report sexual harassment that you notice.</li> <li>5. Have both male and female faculty advisors.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make personal comments.</li> <li>2. Drag the personal into the professional.</li> <li>3. Analyse the personal reasons of a student.</li> <li>4. Single out a student.</li> <li>5. Seek or foist physical contact.</li> <li>6. Contact people outside the classroom or campus without an academic reason or emergency.</li> <li>7. Try to meet a student or teacher alone repeatedly.</li> <li>8. Take photographs during class without permission.</li> </ol>