

Date: 28.07.2023

**Certified True Extract of the Code of Conduct of Employees for  
Offences Related to Dishonesty**

I hereby certify that the following is a true extract of the **Code of Conduct of Employees for Offences Related to Dishonesty**.

**1.4.4 Offences Related to Dishonesty :**

Disciplinary cases involving the following offenses must be reported to the Human Resources.

**Bribery or Corruption**

Giving or receiving or attempting to give or receive any bribe or inducing or attempting to induce any person to perform any corrupt act.

**False Evidence**

Deliberately giving untrue, erroneous or misleading information or testimony whether verbally or in writing.

**Forgery and uttering**

Falsifying or changing any documentation with fraudulent intent or attempting to do so. Uttering or attempting to utter Fraudulent or false statements or documents.

Page 1 of 2

### **Misappropriation**

Applying or attempting to apply to a wrong use or for any unauthorized purpose, any funds, assets or property belonging to BS Abdur Rahman Crescent Institute of Science and Technology.

### **Theft of or unauthorized act**

Possession of BS Abdur Rahman Crescent Institute of Science and Technology property Stealing or attempting to deprive BS Abdur Rahman Crescent Institute of Science and Technology permanently of its rightful owner. Being in possession or disposing of BS Abdur Rahman Crescent Institute of Science and Technology property without due authorization.

### **Fraud**

The unlawful taking of a misrepresentation with intent to defraud, which causes actual or potential prejudice to another party.

### **Breach of Trust**

Actions or conduct of an employee that cause a reasonable suspicion of dishonesty or mistrust and for which there exist extraneous evidence to prove a breakdown in the relationship of trust between the concerned employee and BS Abdur Rahman Crescent Institute of Science and Technology. This will include a situation where the conduct of the employee has created mistrust, which is counterproductive to BS Abdur Rahman Crescent Institute of Science and Technology's commercial activities or to the public interest, thereby making the continued employment relationship an intolerable one.

  
**REGISTRAR**

Page 2 of 2