

**CODE OF CONDUCT FOR CONSULTING DOCTOR, WHOSE SERVICE WILL BE AVAILABLE AT THE BANK'S PREMISES**

- 1) Every Medical Consultant shall observe, comply with and obey all orders and directions which may from time to time be given to him by HRM Department under whose jurisdiction, superintendence or control he may for the time being be placed.
- 2) Every Medical Consultant shall maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Bank's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.
- 3) Every Medical Consultant shall serve the Bank honestly and faithfully and shall use his utmost endeavour to promote the interests of the Bank and shall show courtesy and attention in all transactions.
- 4) No Medical Consultant shall take an active part in politics or in any political demonstration or stand for election as member for a Municipal Council, District Board or any Legislative Body.
- 5) No Medical Consultant shall become or continue to be a member or office-bearer of, or be otherwise directly or indirectly associated with, any trade union or a federation of such trade union or resort to, or in any way albeit, any form of strike or participate in any violent, unseemly or indecent demonstration in connection with any matter pertaining to his/her terms and conditions of contract.
- 6) No Medical Consultant may contribute to the press anything relating to the affairs of the Bank without the prior sanction in writing from the Bank or publish any document, paper, or information which may come into his possession in his capacity as Medical Consultant of the Bank.
- 7) A Medical Consultant shall not solicit or accept any gift from any employee.
- 8) A Medical Consultant shall not absent from his duties without the permission from the Bank and making alternate arrangement acceptable to the Bank during his absence. Such alternate arrangement shall not exceed five days at a time.
- 9) A Medical Consultant shall not outsource his service to the Bank.
- 10) A Medical Consultant will not charge/collect fee from individual employee of the Bank. He will not advise the employees of the Bank to visit him at his/her private hospital/dispensary.
- 11) A Medical Consultant will –
  - a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may, for the time being, happen to be;
  - b) not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his duties at any time is not affected in any way by the influence of such drink or drug;
  - c) refrain from consuming, in a public place, any intoxicating drink or drug;
  - d) not appear in a public place in a state of intoxication;
  - e) not use any intoxicating drink or drug to excess.



**Explanation :** The term "public place" would include clubs even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, public conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise".

12) No Medical Consultant shall indulge in any act of harassment of any woman employee at work place.

**Explanation :** For this purpose, " Harassment" shall include such unwelcome determined behaviour, whether directly or by implication as :-

- a) Physical contact and advances,
- b) demand or request for favours,
- c) Coloured remarks,
- d) any other unwelcome physical, verbal or non-verbal conduct.

13) The contract is liable to be terminated if a Medical Consultant is arrested for debt or on a criminal charge or is detained in pursuance of any process of law.

14) Medical Consultant shall not give, solicit or receive nor shall offer to give solicit or receive, any gift, gratuity, commission or bonus in consideration of or return for the referring, recommending or procuring of any patient for medical, surgical or other treatment. He shall not directly or indirectly, participate in or be a party to act of division, transference, assignment, subordination, rebating, splitting or refunding of any fee for medical, surgical or other treatment.

15) No Medical Representative will be allowed to visit the Consultancy during the stipulated hours. All sample medicines received from Medical Representatives during the visits to the Bank will be deposited in the Bank for use of its employees/.

16) The contract is liable to be terminated in case a Medical consultant commits a breach of the code of conduct of the Bank mentioned above or the terms and conditions of the contract accepted by him/her, displays negligence, inefficiency or indolence, or knowingly does anything detrimental to the interests of the Bank or in conflict with its instructions or is guilty of any other act of misconduct.

