



ABBHEY ROAD INSTITUTE

Abbey Road Institute Mumbai

Code of Conduct

Last updated: October 2025

Issuer: Abbey Road Institute Mumbai (trading name of A R INSTITUTE LLP, India)

1. Purpose and Scope

- 1.1. This Code sets binding standards of professional conduct for all ARI Mumbai employees, visiting/guest faculty, contractors, interns, volunteers, adult students (18+), applicants and visitors (“Persons”) engaged in ARI activities on campus, off-site and online.
- 1.2. This Code operates alongside ARI’s Safeguarding Policy; POSH (Anti-Sexual Harassment) Policy; Anti-Bullying Policy; Student Handbook & Disciplinary Policy; and Privacy & Data Protection Policy.

2. Dignity, Non-Discrimination, Accessibility

- 2.1. Every person shall be treated with dignity and respect. Harassment, bullying, intimidation, degrading or humiliating treatment, and retaliation are prohibited.
- 2.2. ARI shall provide reasonable accommodations and accessible reporting pathways consistent with the Rights of Persons with Disabilities Act, 2016 (including protection from abuse/exploitation and non-discrimination).

3. Safe Learning and Working Environment

- 3.1. Persons shall maintain professional boundaries at all times. Staff-student romantic or sexual relationships are prohibited.

Abbey Road Institute Mumbai

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- 3.2. Sexual harassment is prohibited. Workplace sexual-harassment complaints by women employees/interns/trainees are governed by ARI's POSH Policy and ICC process; student sexual misconduct is addressed under ARI's Safeguarding/disciplinary procedures.
- 3.3. Violence, threats, stalking, unlawful possession of weapons, and use or distribution of illegal substances are prohibited. Alcohol is prohibited in academic sessions and restricted at ARI events per event terms.

4. Professional Integrity

- 4.1. Conflicts of interest must be disclosed promptly and managed as directed by ARI.
- 4.2. Bribery, facilitation payments, kickbacks and fraud are prohibited.
- 4.3. Intellectual property, copyright and licensing terms applicable to course materials, studios, and third-party content must be honoured.

5. Digital Conduct and Data Protection

- 5.1. Official communications with students and staff must use ARI-approved channels.
- 5.2. Personal data must be collected and processed lawfully, minimally and securely, consistent with the Digital Personal Data Protection Act, 2023 and ARI's Privacy & Data Protection Policy.
- 5.3. Unauthorised recording or distribution of classes, client sessions or personal information is prohibited, save as expressly permitted by ARI and applicable law (including mental-health confidentiality).

6. Health, Safety and Studios

- 6.1. Persons shall comply with health and safety directions and instructions issued for studios, labs, workshops and events; equipment may be used only by authorised users.
- 6.2. Tampering with safety systems (e.g., CCTV, access control, fire safety) is prohibited.

7. External Representation and Social Media

- 7.1. Public statements on behalf of ARI require prior authorisation.
- 7.2. Personal social-media use must not disclose confidential information, personal data, or content that could reasonably harm the safety, reputation or operations of ARI or others.

8. Reporting; Protection from Retaliation

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- 8.1. Suspected misconduct, safeguarding concerns, or breaches of this Code must be reported through ARI's reporting routes. Good-faith reporters and witnesses are protected; retaliation constitutes misconduct.
- 8.2. In emergencies, Persons shall contact ERSS 112.

9. Enforcement

- 9.1. Violations of this Code may result in disciplinary action (including suspension or dismissal/expulsion), civil claims and/or criminal referral, as applicable.