



SUPPORT

(Society for Upliftment of People with
People's Organization and Rural Technology)

CODE OF CONDUCT

July , 2023

Prepared by: HR & Operation Team

Approved by: Board

CODE OF CONDUCT

HO :- SUPPORT, D.V.C Colony, Behind Hanuman Mandir Dist - Hazaribagh, Jharkhand, Pin Code-825301
State: Jharkhand

Introduction

By their conduct, all employees contribute to the organization's integrity and enhancement of public confidence. Employees are responsible for familiarizing themselves with applicable policies and seeking guidance from their supervisor when they are unsure about a situation.

Application

This policy applies to all full-time, part-time and contract positions including short-term contracts in which an independent contractor is hired to fulfil specific requirements.

Principles

In all aspects of their conduct, employees are to consider the spirit and intent of the policy and are not to use agents or others to achieve what they should not directly. Certain principles apply:

- avoid conduct which might appear to present a conflict between the best interests of the organization and private interests,
- identify, declare and discuss real, potential, or perceived difficulties in meeting standards of conduct,
- develop a plan to resolve any possible conduct violations.

As an SUPPORT, Hazaribagh employee I will:

Uphold the integrity and reputation of SUPPORT, Hazaribagh by ensuring that my professional and personal conduct is consistent with SUPPORT, Hazaribagh's values and standards

- I will treat all people fairly with respect and dignity
- When working in an international context or travelling internationally on behalf of SUPPORT, Hazaribagh, I will be observant of all local laws and be sensitive to local customs
- I will seek to ensure that my conduct does not bring SUPPORT, Hazaribagh into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed

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Alcohol and Drugs - I will not work under the influence of alcohol or use, or be in possession of, illegal substances on SUPPORT premises, During duty or accommodation (other than those prescribed by a doctor).

Not engage in abusive or exploitative conduct: -

1. I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
2. I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance
3. I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
4. I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
5. I will not physically assault a child or vulnerable adult
6. I will not emotionally or psychologically abuse a child or vulnerable adult
7. Ensure the safety, health and welfare of all SUPPORT, Hazaribagh staff members and associated personnel (volunteers, partners, suppliers and contractors)
8. I will adhere to all legal and organisational health and safety requirements in force at my location of work
9. I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
10. I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with SUPPORT, Hazaribagh

1. I will ensure that I use SUPPORT, Hazaribagh assets and resources entrusted to me in a responsible manner and will account for all money and property
2. I will not use SUPPORT, Hazaribagh IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism

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3. I will not use SUPPORT, Hazaribagh IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse
4. Any changes to computer software or hardware are under the direction of the Chief Accounting Officer/Operating Officer. Under no circumstances should employees load unauthorized software onto any PC, or network. Employees are to use, copy, and distribute third party software only as stated in each specific license agreement.
5. More than incidental use of the Internet for personal use during working hours is unacceptable. This includes browsing, downloading or forwarding offensive or inappropriate materials from the Internet. E-mail, the LAN, voicemail services and other media are the property of *SUPPORT, Hazaribagh T*, and are to be treated as any other resource.

Attendance

If unable to report for work, employees must notify their supervisor no later than one hour before their regular starting time, in order that alternate arrangements can be made to cover their area of responsibility. Employees should indicate when they expect to return, or when they will next contact their supervisor. The organization may consider an employee to have abandoned their job, if for more than three consecutive working days, they do not report for work when expected, contact the organization, or provide a satisfactory reason for the absence.

Confidentiality

Employees must be cautious about discussing, electronically transmitting, disposing of, or leaving confidential information where others can see it. Confidential records are to be secured with passwords and physical locks. Employees should not discuss confidential information with friends, family or others who do not have an official need to know. Confidential information includes, but is not limited to:

- personnel records and payroll information, including home telephone numbers client information and donor lists
- personal information about volunteers financial information

Display of Materials

Employees should ensure that any words, pictures, emblems, symbols, posters, tee-shirt slogans or other displayed materials are not offensive to colleagues; this conduct is also discussed in the Harassment Policy.

Duty of Care

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Each employee has a general duty of care towards the organization's assets, including records and information. Misuse or negligence of these assets may include: approval or incurring an expense which is clearly inconsistent with policy failure to establish or adhere to basic financial controls failure to ensure the security of the organization's assets.

Off-Site Use of Equipment and Property

Equipment, files and records may be used away from the workplace, if authorized by the supervisor. Please note that use of equipment by unauthorized people, such as family members, friends or others is not allowed.

Ownership of Work

All information and material collected, conceived or developed while performing work for *SUPPORT, Hazaribagh* is the property of the organization, unless otherwise agreed to by the Executive Director or designate and the employee.

Personal Business

Employees are expected to limit the conduct of personal business during working hours.

As well, employees are not to use organizational resources to send personal mail, send or receive personal e-mail, or charge personal long distance telephone calls.

Employees are not to use organizational resources without permission while engaging in outside professional or commercial activities. For other than incidental use, employees should reimburse the organization for any supplies or materials used.

Personal Loans

Personal loans or advances can be made to staff at the discretion of the President & CEO or designate. Travel advances are not considered personal loans and are discussed in the policy on travel expenses.

Political Activity

Employees in Jharkhand, India or in their country of citizenship are entitled to engage in political activities as they see fit, but must not imply that their candidacy or support for a political process has been in any way endorsed by the organization.

Non-nationals in host countries should not engage in any political activity in the assigned country or in any other foreign country while under contract to *SUPPORT, Hazaribagh, Jharkhand*.

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Public Information and Records

Annual report and audited financial statements are in the public’s interest and are available to any employee or public member who requests it. Within the confidentiality guidelines, employees should ensure that information given to the public is complete, understandable and truthful.

The accuracy of personnel, donor and other administrative records is critical to providing the quality of service and ensuring continuing trust in our services. It is a violation of policy to misrepresent the organization, omit statements of fact, or to falsify any record or report.

Disciplinary Action

Employees who violate this policy may be subject to disciplinary action. As per the Management decisions and other policy instructions and guidelines.

PERSONAL DECLARATION

I confirm that I have read, understood and shall abide by the Code of Conduct principles for the entire period I am working or associated with, and or represent, SUPPORT, I understand that violation of any of the above code of conduct can, depending on the degree of severity, result in immediate disciplinary action which can include dismissal.

I will raise through appropriate channels any matter which appears to break the standards contained within this Code of Conduct.

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Signature

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Job title

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Name in block letters

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Date

❧❧ Thanks ❧❧

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