

Code of Conduct Policy



Samagra Sikchhan Evam Vikas Sansthan



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SSEVS Code of Conduct Policy

Purpose

This Code of Conduct outlines the ethical principles, standards, and behaviours expected from all individuals affiliated with SSEVS. It ensures the integrity of our operations and helps maintain trust with the communities we serve, our donors, stakeholders, and the public.

Scope - This Code applies to:

Board members, staff (full-time, part-time, temporary), volunteers, interns, research scholars, contractors and consultants, partner organizations or representatives acting on behalf of SSEVS. All individuals must comply with this policy when representing SSEVS in any capacity.

Commitment

To adhere to this policy in every way.

Ensuring regular attendance and punctuality at work. Absenteeism and tardiness disrupt work flow and causes undue hardship for other staff.

Maintaining regular work hours and informing their immediate project coordinators in case of unplanned absence from work.

Keeping their appearance and presentation clean, tidy and appropriate for the work place.

Performing their duties to the best of their ability with care, competence and efficiency.

Harassment and discrimination

SSEVS ensures equal employment opportunity without discrimination or harassment based on race, colour, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.

“Harassment” for the purpose of this policy refers to a wide spectrum of offensive behaviour aimed at bothering, continually causing worry to another person, in the course of his/her employment/consultancy in a mala fide manner.

Categories of harassment in the course of employment/consultancy may include:

Bullying: Physical and psychological harassing behaviour perpetrated against another person, by one or more staff directly or through others, through: deliberately wrongly blaming for mistakes, making unreasonable demands, excessively harsh criticism, breaking rules arbitrarily, threatening job loss, causing delay in legal dues.

Psychological/Group psychological harassment: This humiliating or abusive behaviour lowers another person's self-esteem or causes him/her torment. This can take the form of verbal comments, actions or gestures. Falling into this category are harassments such as workplace mobbing, and gang stalking which is a form of community mobbing and organized stalking combined.

Caste Based Harassment: The targeting of persons because of their caste. The harassments include words, deeds, and actions that are specifically designed to make the target feel degraded due to their caste.

Religious harassment: Verbal, psychological or physical harassment is used against targets because they choose to practice a specific religion.

Stalking: The unauthorized following and surveillance of an individual, to the extent that the person's privacy is unacceptably intruded upon, and the victim fears for his/her safety. A person who, without lawful authority, wilfully or maliciously engages in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated or harassed, and that actually causes the victim to feel terrorized,

Hate speech: comments provably false or irrelevant which have the effect of stirring up hate towards a particular person or group

Sexual harassment: According to The Supreme Court definition, sexual harassment is any unwelcome sexually determined behaviour, such as:

- o Physical contact and advances
- o A demand or request for sexual favours
- o Sexually coloured remarks
- o Showing pornography
- o Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

*(It includes such unwelcome sexually determined behaviour through action, speech, phone calls, text messages and e-mails (whether directly or by implication as).

Any case of Sexual Harassment of women will be dealt under POSH Policy adopted by SSEVS.

Equality and diversity

Ensuring we create a more equal, just, and sustainable workplace. As part of SSEVS, it is expected that staff will demonstrate this by accepting that:

We are an equal opportunities employer and respect diversity at the workplace.

We refrain from making any comments or remarks on any employee's caste, creed, sexuality, gender different ability, community or family status.

We make available all employment opportunities to staff without prejudice including to those employees with disabilities or life-threatening illness (cancer, heart diseases, HIV/AIDS).

We speak in the language that is understood by most of the team members

We are aware of the Prevention of Sexual Harassment (POSH) for Women at Workplace and adhere to its provisions.

Mutual respect

We respect the dignity, rights and views of others including different values, beliefs, cultures and religion.

We value the contribution of the people we work with and encourage contributions from all team members

We do not use verbally abusive language, gestures or bullying and coercive behaviour.

We do not show violent behaviour at work or deliberately causing physical injury to other staff, partners and/or organization's property.

We will not possess sale and usage of alcohol, illegal drugs or intoxicants and other addictive substances while at work- or work-related business.

Integrity

We maintain the highest moral, ethical, and legal standards and abide by following:

Disclose and take reasonable steps to avoid any conflict of interest in line with the organization's Conflict of Interest policy.

Provide correct and true information in response to a request for information.

Avoid improper use of roles, duties, status, power or authority, in order to gain, or seek to gain personally or professionally, a benefit or advantage for self or for any other person.

Not engage in misappropriation of funds, unfair dealings, or fraud of any nature

Avoid misuse of official infrastructure for personal benefit.

Avoid any fraud with the intent to cheat, trick, steal, deceive or lie, which is dishonest and in most cases criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil/criminal action against the concerned defaulter.

Transparency, bribery and corruption

SSEVS seeks to discharge its functions in a transparent manner. As part of SSEVS staff are expected to demonstrate this through:

Reporting official misconduct, including fraud and corruption. This includes reporting suspected wrongful acts as laid out in the Whistle Blowing Policy.

Declining acceptance of gifts, lavish entertainment or other benefits from partners, or donors or beneficiaries or any other stakeholders. Acceptance of small gifts, not valued higher than INR 250/- such as pens, desk dairies, calendars, etc. may be accepted.

It is unacceptable to directly or indirectly offer, pay, solicit or accept any kind of inducements or bribes. Any attempted transaction of this nature should be immediately be reported to the director@ssevs.org & for details, please refer Anti-Fraud, Anti-Corruption & Anti-Bribery Policy.

Declaration of interest

No SSEVS staff member will be involved in the award of any contract, project, and employment or will promote any other organization or person if they have any financial or personal interest, in such activity. Staff are required to declare such interest to his/her Program Manager or Secretary in writing for determining whether there is a potential clash of interest or not.

Political affiliation

SSEVS does not discourage to exercise his/her right to access the political participation or political affiliation but during the tenure of his/her employment, political affiliation is not allowed but the concerned staff can cast his/her vote during the state or any other election and also can attend the Gram Sabha by taking the leave.

Any staff member elected or appointed to political office may be required to resign immediately from SSEVS. SSEVS' name must not be used by anyone in seeking political office.

Religious affiliation

No SSEVS staff member should be involved in supporting any particular religious group or community and should behave in an impartial and non-partisan way under all circumstances.

Confidentiality and integrity of information including financial information

Staff is required to use SSEVS information in a responsible manner and not disclose any confidential information without prior permission from Program Mangers or Secretary.

Before making any statement, or broadcast, or publishing any article disclosing details of their experience with SSEVS, staff in SSEVS across any district or states should contact the Program Manager or Secretary. This remains effective even after staff have demitted employment with SSEVS.

SSEVS will not disseminate outside the organization any information relating to staff without their prior consent unless required doing so by law. Staff should not keep unsubstantiated personal comments on files.

Intellectual property

Intellectual property is a generic term that includes inventions, creative writings and designs. If these items are created as part of a staff member's normal course of employment, then, as a rule, they belong to SSEVS. Legal advice should be sought to obtain the correct interpretation of intellectual property, before any exceptions are agreed.

Assault/threatening behaviour

Physical or verbal assault by a staff member on any person on SSEVS premises, or with people in the workplace and people associated professionally with SSEVS, whilst carrying out SSEVS business will be construed as gross misconduct necessitating appropriate disciplinary action, leading to dismissal if warranted.

Indulging in unlawful activities

While on SSEVS work, staff will not be allowed on the premises whilst under the influence of alcohol or non-medically prescribed drugs, or any other addictive substances. In the state (Bihar) where consumption of alcohol is prohibited by law, Staff will follow such legal provisions. Being in possession of or using illegal substances whilst on SSEVS premises or carrying out SSEVS business will be dealt with according to existing provisions of the law. Gambling is not permitted as per Indian law and staff indulging in such activity will be proceeded against as per law.

Personal conduct

Personal Conduct of staff should not bring disrepute to the organization and all staff are requested to keep this in mind.

Staff facing the criminal charge

SSEVS requires staff who are facing any criminal charges, to inform the program manager/secretary of these without delay, regardless of whether the staff member feels the matter is relevant or not. The program manager will then take advice from the secretary as to how to proceed in each case. Failure to inform the program manager will invite disciplinary proceedings.

Personal gifts (including money) and hospitality

In line with the Code of Conduct, staff will not use their employment with SSEVS to obtain personal gain & not be obligated to anyone with whom SSEVS does projects, e.g. govt officials, beneficiaries, donors, other stakeholders etc. Staff may only be permitted to keep small non-valuable items such as pens, diaries, calendars, etc. up to a maximum value of INR 250/- only

Personal legal liability

In normal circumstances, SSEVS cannot indemnify staff for the personal consequences of committing criminal, negligent, irresponsible or malicious actions. However, even if a civil action is taken against SSEVS staff then also SSEVS would not support the same staff in anyway.

Employment or consultancy outside SSEVS

Staff will not be allowed to take up any other paid employment, even if part time, whilst in employment with SSEVS

Safeguarding

For this, please refer the Safeguarding Policy of SSEVS

Use of SSEVS facilities and resources

Staff must ensure that they use SSEVS funds and resources entrusted to them in a responsible manner and strive to ensure value for money. They must account for all money and property for which they are given responsibility in the course of their employment.

Use of SSEVS time

Apart from authorized leave and sickness absence taken in accordance with agreed procedures, staff should spend all of their SSEVS working time carrying out the duties for which they were employed.

All absence should be approved by the appropriate level authorized to do so and must be informed simultaneously to program manager/secretary.

In exceptional circumstances such as public transport strikes, adverse weather conditions, petrol shortages, security issues etc., staff will make every effort to get to work and to consider all possible alternative means of travelling to work but if this is not possible, staff may have to avail 'work from home' status and should be approved by the program manager/secretary.

Use of stationery and equipment

Stationery must be used responsibly and prints taken only when essential. As an environmentally conscious organization, all staff must strive to be responsible in their use of stationery.

Private correspondence

Normally, private correspondence should not be addressed to SSEVS. No staff is allowed to use the SSEVS emails for the personal correspondence.

Siddharth Kumar



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