# SHRAMAJIVI MAHILA SAMITY

# **Code & Conduct**

#### 1. OBJECTIVE

To provide guidance to all employees of Shramajivi Mahila Samity on how and in which manner should they conduct themselves while at work.

#### 2. SCOPE

The Code of Conduct is applicable to all employees of SMS.

#### 3. TERMS AND CONDITIONS

At SMS, employees are expected to maintain the highest standard of conduct at all times. Their personal appearance, their actions, and the impressions they make both during and after office hours are important to their growth and to the enhancement of the reputation of the employee and the organization. It is therefore expected that they would conduct themselves as per the high standards of social and corporate citizenship. Any lapse in this regard may call for disciplinary action as per the existing norms of the organization.

The circumstances of conduct as set out below, although not exhaustive, are intended to cover situations that may occur. In case an employee encounters any circumstance, which is not covered hereunder or in case of any doubt, he should seek guidance from the Human Resource Department and act accordingly.

#### i. Personal Conduct

Working in a team would require some alignment of individual habits to create a mutually conducive work environment. It is every employee's responsibility to refrain from the following:

| ☐ Use of abusive language with friends/colleagues;                                    |
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| □ Loud talking disturbing work in the office;   |
| □ Sending unsolicited mails.  |
| Every employee is expected to treat clients and colleagues with respect and courtesy. |

#### ii. Conflict of Interest

As a part of the SMS family, employees are expected not to engage themselves, directly or indirectly, either honorary or on remuneration, in any service, trade, business, vocation, or occupation (including an agent of any organization) or in any advisory capacity. All employees have to abide by the Conflict of Interest Policy (documented separately under Core Values and Policies).

#### iii. Confidentiality

The CSO owns certain exclusive proprietary information which is valuable. Misuse or unauthorized disclosure of any confidential information would constitute an act injurious to CSO and the unauthorized disclosure or use of any confidential information may adversely affect the CSO's progress, position, and goodwill.

By signing the Offer & Appointment letter at the time of joining the company, employees are bound by confidentiality and non-solicitation agreement to refrain from disclosing any information that is of confidential nature. This shall apply while the employee is in the employment of the company and also post separation until such information becomes part of the public domain.

# iv. Compliance with Rules & Regulations

The employees are expected to follow the following rules and regulations. In case an employee is found to be not observing the same the company would apply the disciplinary policy.

Employees are expected to adhere to all rules/policies/instructions/notices applicable.

Employees are discouraged from making false complaints, statements and representation to anybody that is likely to bring the company into disrepute, disrespect or defamation in the eyes of the public or in the eyes of law.

Employees are expected to be absent only when their leave has been sanctioned and are not allowed to overstay beyond sanctioned leave.

Employees are expected to receive/ accept official communication.

Employees are not expected to distribute or exhibiting of newspapers, handbills, pamphlets or posters of any kind inside the company premises without the written sanction of the management.

Employees should not raise false grievances.

### V. Protection against sexual harassment at the workplace

Employees have to be aware of the laws and provisions that POSE (THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION, AND REDRESSAL) ACT, 2013) and attend the training provided by the organization. Shramajivi Mahila Samity is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias, and sexual harassment. The CSO also believes that all employees of the organisation have the right to be treated with dignity. Sexual harassment at the workplace or other than a workplace, if involving employees, is a grave offense and is, therefore, punishable. This policy has been framed to meet the requirement of

sexual Harassment of women in the workplace (for prevention, Prohibition and Redressal) Act 2013. This policy applies to all employees, contract workmen, trainees, apprentices, consultants, etc. Sexual harassment includes any such sexually colored remarks or behavior either explicitly or implicitly.

#### VI. Child Protection Policy

The Child Protection Policy applies to everyone working for or associated with SMS. It encompasses the whole of SMS and includes without limitation.

- 1. Staff at all levels: in the office, in a field, or elsewhere.
- 2. SMS Associates: these include board members, Volunteers. Community volunteers, consultants.

Also, the staff and/or representatives of the partner organization and local governments who have been brought into contact with children or are party to SMS child-sensitive data while working for or with SMS.

3. SMS Visitors: - (e.g. donors, journalists, media, researchers, celebrities, etc) who may come into contact with children through SMS are also bound by this policy.

Employees or their families will not violate the rights of children under the age of 18 years under the Child Protection Act.

# VII. Environment and Climate Change

• SMS Employees must ensure that their work on environmental protection with their awareness of environmental issues within the organization and with the community. SMS's mission is to establish a strong link between research and its effective use in the process of development, for poverty alleviation, sustainable resource use, and participatory conservation. The path to accomplishing this mission goes through our work at grassroots levels for the conservation of valuable habitats and biodiversity, through establishing meaningful

partnerships, networking initiatives, participation, and sharing benefits with communities. Our programs are designed to strike a balance between environment & development. SMS aims to maintain a balance between the conservation of biodiversity, forests, ecosystems, and the use of natural resources for the development of people. SMS staff will be engaged in creating a link between research in the field of conservation and its actual use in action for conservation on the ground. People living in forests and depending on them for their livelihood are also under threat. SMS staffs take up the responsibility of awareness to the community to save the forests and provide solutions for the same.

#### VIII. Gifts

The organization as a matter of policy discourages its employees to take the clients out for dinner/ drinks and give them gifts.

SMS does not support the action of employees securing material benefits from any institution/individual for the purpose of securing projects or for any other benefits. If any employee is found resorting to such means, then legal action would be taken by the organization.

The organization strongly prohibits its employees from offering bribes to any authorities/institutions and hence would not support such acts of misconduct.

Likewise, any gifts received by any person from a client, vendor, or any other party must be brought to the notice of the management and handed over to the organization. The only exceptions are diaries, calendars and planners.

#### IX. Fraud

Employees should produce genuine and authentic bills to seek reimbursements for travel, food, medical, petrol, etc. If found guilty strict action will be taken, including termination from the services of the organization. Employees should provide accurate personal information regarding the name, age, father's name, qualifications, previous service any other personal data sought at the time of confirming the employment to SMS or thereafter.

All employees have to abide by the Anti-Fraud and Anti-Corruption Policy.