

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;
- 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

