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## Code of Conduct

In order to meet our objectives, the organisation must establish its reputation as an NGO of integrity and respect. As members of a team that brings assistance to needy communities, we represent the organisation in our work and life. The code of conduct outlined below is designed to help us understand how important it is to maintain professional practices and an ethical lifestyle.

The organisation's code of conduct is based on global ethical work practice and is a base requirement expected from a person employed/ associated with the Association. Non-compliance to the code of conduct will attract severe consequences.

### **Scope of the Code**

The code of conduct covers all full-time, part-time workers and consultants with the EduWeave Foundation. All areas where the organisation works are covered by the code.

In circumstances where conditions relating to locally employed staff conflict with this code such circumstances must be discussed with the Director/Programme Heads.

#### **1. Professional Ethics, Neutrality and Impartiality**

Employees with the EduWeave Foundation are expected to perform their duties from a position of neutrality and impartiality.

Employees are encouraged to review significant international documents such as the UN Declaration of Human Rights etc.

#### **2. Equal opportunities employer**

The EduWeave Foundation shall provide equal opportunities to all its employees and all qualified applicants for employment, without regard to their race, caste, religion, colour, ancestry, marital status, sex, age, nationality, disability, veterans' status and sexual orientation. Questions about the candidate's plan for getting married and having a family are strictly forbidden.

#### **3. Employees shall be treated with dignity**

The EduWeave Foundation shall maintain a work environment free of sexual harassment, whether physical, verbal or psychological. Employees are expected to behave according to accepted international standards and laws with regard to sexual conduct. Employees must also comply with the laws and prohibitions. Regardless of the laws or lack of such laws the EduWeave Foundation forbids sexual relationships of any type with any person under the age of 18 years. However, employees are encouraged to maintain open and professional relationships with each other. Differences in culture, religion and politics should be respected. While it is to be expected



that friendships will develop between staff such relationships must not interfere with programme objectives.

Sexual relationships with programme beneficiaries, their family members or persons employed by businesses contracted to the EduWeave Foundation are never permitted.

#### **4. Transparency in dealing with people**

The employee of the EduWeave Foundation shall be transparent in its dealing with its contacts and with the other members of the community. Where there are issues with respect to employee performance or behaviour, direct, honest & timely feedback shall be given without hedging.

#### **5. Respect for culture and customs**

The employees of the EduWeave Foundation will respect the culture, structures and customs of the communities they work with. The EduWeave Foundation encourages employees to develop comprehensive relationships with members of the local community. The overall success of our work will be significantly enhanced through positive local relationships.

Employees are encouraged to join local cultural, community groups.

Involvement in local political movements or leadership in community activities that might compromise the EduWeave Foundation objectives should be avoided.

Local employees are members of the community and will have relationships with many community activities.

In the context of such relationships such employees are encouraged to ensure that their personal activities are not seen as being the official position of the EduWeave Foundation.

Managers will assist in this process if required.

#### **6. Alcohol and Drugs**

Employees are never permitted to work while under the influence of any drug related substance, legal or illegal, that affects the ability to perform their duties.

No such substances are permitted on agency property, offices or in vehicles.

Working under the influence of alcohol is considered gross misconduct and Workers affected by alcohol during work periods will be dealt with in accordance with disciplinary procedures.

#### **7. Gift, donation and bribes**

The EduWeave Foundation and its employees shall neither receive nor offer or make directly or indirectly, any illegal payments, bribes, remuneration, gifts, donations or comparable benefits with the intention to obtain business or uncompetitive favours for the conduct of its business.



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Employees may not accept gifts and shall specifically ensure that their expenses are not being paid for by the partners / members of the community and business organizations where the EduWeave Foundation is having a work relationship.

#### **8. Abuse of Power**

Employees are not to use the power of their position for their own benefit or for the benefit of family members or friends.

Kickbacks, bribes or other forms of personal enrichment are not permitted in any circumstances.

Employees are not permitted to receive personal gifts of money, materials or services from beneficiaries or sub-contractors.

In situations where contracts to provide services for the EduWeave Foundation are being facilitated by staff all such contracts are to be fair, equitable, written and signed by all parties.

#### **9. Public representation of the EduWeave Foundation**

The EduWeave Foundation honours the information requirements of the public and its stakeholders. In all its public appearance, with respect to disclosing organizational & business information to public constituencies such as the media, the financial community, employees and other stakeholders, the EduWeave Foundation shall be represented only by specifically authorized employees. It will be the sole responsibility of these authorized representatives to disclose information on the EduWeave Foundation.

#### **10. Secularism at work**

The employees of the EduWeave Foundation shall not demonstrate any religious, caste, language, regional, and gender, disability or colour bias in their working. No such work will be undertaken where the basic premise is/or seems to be associated with any of these biases.

#### **11. Protecting the EDUWEAVE FOUNDATION's assets**

The assets of the EduWeave Foundation should not be misused but employed for the purpose of conducting the business for which they are duly authorised. These include tangible assets such as equipment and machinery, systems, facilities, materials, resources as well as intangible assets such as proprietary information, relationships with customers and suppliers, etc.

#### **12. Integrity of data furnished**

Every employee shall ensure, at all times, the integrity of data or information furnished by him/her to the organization.



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## Reporting

Every employee of the EduWeave Foundation shall, in his/her official conduct, comply with all applicable laws and regulations, both in letter and in spirit, in all the territories in which s/he operates. Any employee/ beneficiary shall promptly report to the management if any actual or possible violation of the code or an event s/he becomes aware of that could affect the business or reputation of the EduWeave Foundation.

You can write an email to [info@eduweavefoundation.org](mailto:info@eduweavefoundation.org) to report the incident.

Amita Kaushik

Director,

EduWeave Foundation

For Eduweave Foundation

Director