



CBM INDIATRUST Code of Conduct

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Objective

CBM's work is based on principles and culture. The Code of Conduct states CBM's commitment to these principles and culture defines conduct which is ethical, legal and consistent with the organisation's values, mission and professional standards. The Code of Conduct guides and protects all CBM personnel.

The code of conduct complements CBM India Trust policies, manuals and operational procedures, etc. which with all employees are expected to comply.

Implications of the Code of Conduct

Employees will

- Read and understand CBM INDIA TRUST Policies, Manuals, operations procedures and formats, etc and if required ask for guidance.
- Obey all the local, state and national laws applicable in the places of work or official travel.
- The code of conduct forms part of the contract of employment; in accepting appointment, employees will perform their duties and to regulate their conduct in line with this Code.
- Employees are required to sign the code of conduct to indicate their acceptance of the provisions.

CBM INDIA TRUST will

- Take action against unacceptable behaviour, including disciplinary action, termination of employment or criminal prosecution.
- Review the code of conduct from time to time

Scope of the Code

- The code of conduct covers all full-time, part-time and volunteer workers, interns, advisors, consultants, expats/co-workers, etc. with CBM India Trust.

- All locations where CBM India Trust works are covered by this code of Conduct.
- Some parts of this Code of Conduct may apply to suppliers, vendors and other associates of CBM.
- In case of any circumstances where conditions relating to locally employed staff conflict with this code such circumstances must be discussed with the respective CBM Management.

The Code of Conduct

Employees take personal responsibility.

- For their actions and the resulting outcomes.
- To behave with honesty and integrity
- Besides following these standards personally, take responsibility to maintain these standards by others, co travellers, guests or visitors in CBM premises, hotels or offices during CBM conducted programmes, or when using CBM vehicles, other assets and other CBM property.
- Practice disability inclusion.
- Follow the organisations health, safety and security rules, practices and policy.
- Follow the Information Technology (IT) policy
- Follow the organisations Anti- sexual harassment policy
- Follow HR policies, including leave, attendance and punctuality policies.
- Follow CBM Child & Adult at risk safeguarding policy

Integrity,

CBM opposes and does not take part in wrongdoing, corruption, bribery, other financial impropriety, or illegal acts in any of its activities. CBM ensures accountability and transparency to its donors and stakeholders.

Employees will

- provide accurate and complete information whenever required by an authorized person.

Employees will not:

- Falsify records or giving false information to other associates, partners or to employees should be avoided.
- Take part in any financial impropriety or bribery.
- Take part in theft, misappropriation or inappropriate removal or possession of any assets, funds.

Conflicts of Interest and Abuse of Power

Conflict of interest arises when individuals have personal interests that may interfere with or appear to interfere with the independent exercise of judgement in organisation dealings.

Employees will:

- Ensure contracts for services for CBM are fair, equitable, written and signed by all parties.
- Employees must inform the organization if they become aware of a potential conflict of interest. CBM will try to ensure that staff will not be disadvantaged by the process of enhancing neutrality and fairness.

Employees will not:

- Use their position for their own benefit or take Kickbacks, bribes or other forms of personal enrichment
- Receive personal gifts of money, materials or services from beneficiaries, partners, or others they deal with.
- Favour relatives, friends or one's ethnic group, state or region to the exclusion of other qualified persons for employment.
- Favour relatives, friends or one's ethnic group, state or region when dealings with partners, suppliers, vendors, contractors, employees and other business associates.
- Sign contracts with private entities or non-profit entities in which they have an interest.

Dress and Cultural

Employees will

- Dress appropriately and maintain personal hygiene suitable to the work environment respecting local customs and policy.
- Show respect and adherence to cultural norms and law of the place or country.
- avoid any behaviour/attire which may be considered offensive or jeopardise their own or other's safety.

Performance and Work

Employees will

- Take personal responsibility for performing assignments consistently with CBM India Trust organization structure, Job descriptions and Key performance objective.

Employees will not

- Spend time on personal activities during working hours
- allow private interest to impact work responsibilities

Use of material, equipment and information

Employees will

- take personal responsibility for office assets.
- Treat CBM India Trust information and resources as organizational assets and protect these.
- Keep CBM information, pictures, graphics, or similar materials strictly confidential as this is considered CBM property.

Employees will not

- use office equipment or office vehicle for private purposes without prior authorization.

- Divulge confidential information, or data, personnel related information to externals without request and approval of the management, during or outside employment with CBM.

Harassment, intimidation and physical or verbal abuse

Discrimination, harassment or bullying (grouping/mobbing) will not be tolerated at CBM India Trust. Management staff hold a specific responsibility to ensure this environment free of discrimination, abuse, intimidation and harassment.

Employees will

- communicate with respect and in a non-discriminatory manner
- Maintain an environment that prevents harassment, sexual exploitation and abuse.

Employees will not:

- discriminate against another staff member, partner organization staff member, or any individual on the basis of race, gender, religion, color, nationality, ethnicity, language, disability, sexual orientation, marital status, socio-economic status, or any other feature.
- Engage in behaviour such as inappropriate language, threatening behaviour, violence or physical harm. Such behaviour will not be tolerated.

Alcohol, drug and possession of weapons

CBM India Trust maintains a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other lethal materials. Employees are strictly prohibited to use /possess/work under the influence of alcohol or illegal drugs in office or during any official activity or influence others to use alcohol or illegal drugs.

- CBM will also respond to complaints of alcohol or drug abuse from family members, co-workers or the public which damages CBM values and name.

- CBM will not allow its staff or visitors into its premises or to participate in CBM activities under the influence of alcohol or illegal drugs.
- CBM will not support alcohol or drug use during official programs/ retreats/ travels.
- CBM does not allow any person/staff in possession of any weapons, firearms and explosives to enter the organisation premises or to participate in CBM activities.

Travel, safety and security

It is the responsibility of every staff, Advisor, consultant, co-worker, intern, volunteer, etc. to read, understand and adhere to Manual and standard operating procedures for Travel, and Safety and security.

Employees will:

- Follow CBM India Trust code of conduct while traveling

Sexual behaviour & Sexual harassment

CBM India Trust does not ignore or tolerate sexual harassment in any form. It is mandatory to abide by the “Anti-Sexual Harassment Policy”.

- Every employee, advisor, co-worker, visitor, other stakeholder should adhere to the Child & Adult safeguarding policy and code of conduct
- Every employee, advisor, consultant, co-worker, Visitor, other stakeholder should adhere to the Anti-sexual harassment policy and code of conduct.
- Employees, advisor, consultant, co-worker, Visitor, other stakeholder must report concerns regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, via CBM’s established reporting mechanisms.
- Requesting sexual favours or paying for sex while on duty, including travel is not acceptable.
- Employees, advisor, consultant, co-worker, Visitor, other stakeholder shall not engage in transactional sex including

preferential or intimate relationships with community members, or whom they are serving or working with.

Personal relationships between staff members

The HR policy clarifies the position regarding employment of relative and developing personal relationships between staff members.

- Sexual relationships between any CBM worker or visitors, beneficiaries or other associates are not acceptable.
- CBM generally refrains from any involvement in which the private lives of the individuals. However, there may be some circumstances in which it becomes necessary for CBM to intervene and caution where there is a conflict of interest or a negative impact on job performance or on the organizational image and reputation.

Integrity towards our environment.

- As a responsible employee, CBM is dedicated to protecting human health, natural resources and the Global environment.
- We are committed to actions to restore and preserve the environment.
- We are committed to reducing waste and pollutants, conserving resources, recycling

Reporting and Incident Management

Not every situation can be addressed specifically in the code. you are expected to apply the principles outlined in the Code of Conduct in exercising judgement when faced with questions or issues that do not present obviously correct answers or approaches. If you are still uncertain, you should seek the advice and direction from the respective Line Managers or Human Resources Manager.

If you become aware of or suspect any violations of the Code of conduct (or related policies, supplemental codes, compliance manuals, other duties owed to CBM) by any employee, you have a responsibility to report it immediately to the respective Line Managers/HR Manager/ ICC/RD/ CBM IO Germany.

When incidents of violations are observed or reported, action will be taken based on the procedure for Misconduct and Disciplinary Action as detailed also in the Human Resources Policy. A detailed investigation will be conducted and a fair hearing and opportunity to be heard will be given to the employee in question

To ensure reporting without any fear of consequences, discretion and professionalism will be exercised at all times.

The copy is saved in PDF format under HR folder/policies.