

Code of Conduct CBM INDIA TRUST

Contents

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|--|---|
| 1. Purpose | 1 |
| 2. Agreement to the code of Conduct | 1 |
| 3. The Code of Conduct | 1 |
| 4. Reporting and Incident Management | 3 |
| 5. Roles and Responsibilities | 4 |
| 6. Policy Development and Revisions..... | 4 |

1. Purpose

The code of conduct defines standards of behaviour for CBM India Trust Staff, volunteers, associates, and consultants. It applies to behavior at work and off-duty at all locations and while traveling on duty.

2. Agreement to the code of Conduct

The code of conduct is part of the employment contract, and other contracts. Signing the contract shows that you accept the code of conduct and agree to follow it and linked policies, below. It is non-negotiable. Staff must read and understand the code of conduct and policies.

- Safety and security rules, practices and policies.
- Information Technology (IT) policy
- Anti- sexual harassment policy
- HR policies, including leave, attendance and punctuality policies.
- CBM Child & Adult at risk safeguarding policy
- Prevention of corruption and fraud policy
- CBM India Trust will take action against unacceptable behaviour, including disciplinary action, termination of employment or criminal prosecution.

3. The Code of Conduct

CBM personnel are expected to be honest. CBM India Trust does not allow corruption, bribery, safeguarding abuses, personal misconduct, or illegal acts in any of its activities. In addition staff must follow national laws.

General behavior:**Staff must:**

- Respect people with disability and actively include them.
- Treat others with respect, Do not discriminate because of caste, gender, ethnicity, religion, sexual orientation or socio economic status;
- Respect Indian law, culture; dress in an appropriate way for India, and be neat and clean whether in the office or traveling for work.
- Work as assigned and complete work tasks without reminders and whether or not supervised; not to do personal work during office hours;
- Keep information and data of CBM confidential and do not share CBM or confidential information with outsiders without approval.
- Take care of CBM's assets, equipment , money and property. Reduce waste and be careful with use of water and electricity. Do not use office equipment of vehicles for private use without permission Do not damage CBM or third party property through action or negligence

Follow these rules yourself, and make sure others you are traveling or working with such as visitors or guests do the same.

Harassment, physical or verbal abuse , or sexual harassment

- Bullying and discrimination Inappropriate language, threatening behaviour, or physical violence to anyone is not tolerated.

Sexual harassment

CBM India Trust does not ignore or tolerate sexual harassment in any form. It is mandatory for Every employee, advisor, consultant, co-worker, Visitor, other stakeholder to abide by the “prevention of Sexual Harassment Policy”.

Sexual behavior and Protection of vulnerable persons

Every employee, and any should read and follow the Child & Adult safeguarding policy.

- Sexual exploitation and sexual abuse by any CBM employee or CBM visitor constitute acts of gross misconduct and are, therefore, grounds for termination of employment and legal action;
- Sexual relations with and exploitation of children is (under the age of 18) is illegal.
- Sexual activity between any CBM employee and a child by Indian law. CBM will take disciplinary action, termination of employment and legal action and inform the police .
- Paying for sex or sexual activities with money is prohibited and is a reason for termination of employment; requesting sexual favours or paying for sex while on duty, including travel is not acceptable.
- Sexual relationships between any CBM employee or visitor and beneficiaries are not acceptable and will not be tolerated and are a reason for termination;
- Putting a child or vulnerable adult in dangerous situations is forbidden
- Employing children as personal house help is forbidden.

If you are aware of another employee sexual abuse or exploitation of a beneficiary by a fellow CBM employee, you must report such concerns via CBM's established reporting mechanisms

]Fraud and corruption:

CBM does not allow corruption, bribery, or any illegal activities . These are given in detail in the prevention of corruption and fraud policy

Do not:

- give false information or make false records to managers / team members or outsider.
- Take part in any bribery or corruption.
- Steal or remove CBM property or money.
- Damage CBM or third party property intentionally or carelessly.
- Conflict of interest – do not give contracts/ consultancy for personal benefit or companies you are associated with.
 - Contracts for goods or services for CBM must follow purchase and vendor selection process. .
 - Inform CBM if they have a personal interest in a contractor or supplier
- Do not take gifts of money, items, or services from beneficiaries, partners, or vendors or suppliers.
- Do not favour your relatives, friends or your own group/ caste/ community / state for jobs or services

Personal relationships between staff members

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

- CBM does not interfere in peoples private lives except if there is a conflict of interest or effect on the job or the organizational image and reputation.

Alcohol, drug and possession of weapons

- Staff or visitors are not allowed to bring Illegal drugs, alcohol, firearms, explosives, or dangerous materials into the office. Alcohol or drug use during official programs/ retreats/ travels is not allowed and staff should not come to work under the influence of alcohol or illegal drugs.
- Visitors and participants in meetings and programmes under the influence of alcohol or illegal drugs will not be allowed.
- 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.

4. Reporting and Incident Management

- If you become know about any violations of the Code of conduct by any employee, you have a responsibility to report it immediately to the respective Line Managers/HR Manager/ ICC/managing trustee.
- When incidents of violations are observed or reported, a fair investigation will be done and action taken.

5. Roles and Responsibilities

| Role | Responsibility |
|--|---|
| Board of Trustees | <ul style="list-style-type: none"> • Review of the policy • Approval of the code of conduct |
| Executive Director and Senior management | <ul style="list-style-type: none"> • Reviewing and recommending policy revisions to the Board of Trustees • Investigation and Disciplinary Action if needed |
| Policy Owner: Director People and Culture | <ul style="list-style-type: none"> • Maintaining records in personal files |

6. Policy Development and Revisions

| Date | Adoption /Change | Whom |
|------|------------------|-------|
| | Approved | Board |
| | | |