



## Employee Code of Conduct

### **Mahila Mandal Barmer Agor**

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## **1. Introduction**

Mahila Mandal Barmer Agor is a grass roots organization working in Barmer, Jaisalmer, Jalor, Jodhpur, Nagor, Pali, Sirohi & Ajmer district since 1985, registered under Societies Registration Act 1958 in Barmer of Rajasthan. It's focus of development are Persons with Disabilities, Skill Development, Road Safety, Women Empowerment, Livelihood, Gender equality, Education & literacy, Health & Hygiene, Water and Sanitation and Agriculture and Dairy. We work for Disadvantaged, Backward, Exploited, Poor, Isolated and Minorities.

### **Vision**

"To establish a society with equal rights for men and women"

### **Mission**

"To bring Consciousness, Awareness and uplift villagers, Person with Disabilities & minorities on their fundamental rights through education, peoples support and participation and organization's efforts."

### **Strategy**

"Promoting to all especially for Feminine, Person with Disabilities and to provide them basic rights, to eliminate social evils from root like exploitation, killing infant girl, Early & unmatched marriage through organisation's effort and people's support".

### **The main objectives**

- To improve the social, political, educational, Economic condition of deprived, Person with disabilities and minorities.
- To fight against the social evil prevalent in the society.
- To generate awareness on basic rights of minorities.
- To work against exploitation of girls and Person with Disabilities in the community.
- To create awareness for protection of Water resources.
- To strengthen the Panchayati Raj System for developmental activities.
- To create income generation activities for Women.
- To support villagers for betterment of education especially for girls and vulnerable.

### **Thematic area of intervention**

- Persons with Disabilities
- Skill development
- Road Safety
- Livelihoods
- Women Empowerment
- Education and Literacy
- Health and Hygiene
- Water and Sanitation
- Disaster Response
- Agriculture and Dairy

## **2. Honesty, Integrity and Fair Play**

The Organization and its staff are fully committed to the principle of honesty, integrity and fair play in the intervention to it all stakeholders. All staff should ensure that the operations, implementation, procurement or staff recruitment, are dealt with in an open, fair and impartial manner.

This Code of Conduct sets out the basic standard of conduct expected of all staff and the Organization's policy on matters like acceptance of advantages and conflict of interest of staff in connection with their official duties. This Code also applies to temporary and part-time staff employed by the Organization.

## **3. Equal Opportunity for All Employees**

The Organization is an equal employment opportunity employer. Employment opportunities are available regardless of race, colour, sex, religion, national origin, age, disability or other legally protected status. This Principle applies to all aspects of the employment relationship, including recruiting, hiring, training, work assignment, promotion, transfer, termination, and wage and salary administration.

## **4. Safety, and Health Practices**

The Organization is committed to an injury-free and illness-free workplace that is operated in an environmentally sound manner in compliance with all relevant laws and regulations that protect worker safety and the environment. Employees should perform work in a safe manner.

## **5. Governance and anti-corruption**

The Organization has zero tolerance for corruption. All employees must never offers to provide anything of value directly or indirectly to government officials and donor/partners and stakeholders to secure an undue advantage. The Organization prohibits payment, offers of payment as well as anything of value directly or indirectly with the purpose of in uencing or obtaining undue business or personal advantage.

Third parties will only be contracted to perform tasks which aid implementation/operational/beneficiary interest provided: fees to be paid are reasonable; all arrangements are clearly documented; arrangements are in compliance with Organization's policies.

## **6. Financial Reporting**

All transactions of the Organization must be duly recorded so as to permit preparation of clear financial statements in conformity with generally accepted accounting principles. No false or misleading entries may be made in the books and records of the Organization for any reason, and no employee may engage in any arrangement that results in such a prohibited act.

No undisclosed or unrecorded fund or asset of the Organization may be established for any purpose. No payment on behalf of the Organization (including those by cash) may be done without adequate supporting documentation or made with the intention or understanding that any part of such payment is to be used for any purpose other than as described by the documents supporting the payment.

From time to time, the Organization may publish or inform of policies on financial reporting, disclosure and compliance to reinforce the financial reporting expectations in this Code. All employees at any level are expected to implement and strictly follow these policies.

## **7. Restrictive Agreements with Third Parties**

The Organization does not condone activities that seek to gain an unfair advantage. No individual may engage in any activity which violates any valid restrictive agreements entered into by that individual for the benefit of a third party, and no individual may, directly or indirectly, use or disclose any confidential information or secrets of a third party that the individual obtained while employed by or associated with such third party.

## **8. Government Contracts and Services**

The Organization is committed to complying with all applicable laws and regulations relating to government (public procurement) contracts and services and to ensuring that its reports, certifications and declarations to government officials are accurate and complete and that any deviations from contract requirements are properly approved.

## **9. Acceptance of Advantages**

It is the policy of this Organization to prohibit all staff from soliciting or accepting any advantage from any persons having business dealings with the Organization (stakeholders). Employees who wish to accept any advantage from such persons should seek advice and permission from the responsible/concern authorities.

Any gifts offered voluntarily to the staff in their official's capacity are regarded as gifts to the Organization and they should not be accepted

without permission. By default, staff should decline the offers if the acceptance could be perceived as against the interest of the Organization, or that of society, or lead to complaints of bias or impropriety.

## **10. Conflict of Interest**

A conflict of interest situation arises when the “private interests” of the staff compete or conflict with the interests of the Organization. “Private interests” mean both the financial and personal interests of the staff or those of their connections including: family members and other close affiliates; personal friends; the clubs and societies to which they belong; and any person to whom they owe a favour or are obligated in any way.

Staff should avoid using their official’s position or any information made available to them in the course of their duties to benefit themselves, their affiliates or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived Conflict of interest with the Organization. Failure to avoid or declare any Conflict of interest may give rise to criticism of favouritism, abuse of authority or even allegations of corruption.

In particular, staff involved in the procurement process should declare Conflict of interest if they have beneficial interest in any Organization which is being considered for selection as the Organization supplier of goods or services.

When called upon to deal with matters of the Organization for which there is an actual or perceived Conflict of interest, the staff member should make a declaration in writing to the governing body or top management of the organization. He should then abstain from dealing with the matter in question or follow the instruction of the governing body or top management who may reassign the task to other staff.

## **11. Misuse of Official Position**

Staff who misuses their official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favour or leaking information to his/her relative's Organization with a view to giving away an undue advantage.

## **12. Handling of Classified or Proprietary Information**

Staff is not allowed to disclose any classified or exclusive information to anybody without authorization. Staff who have access to or are in control of

such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest. It should also be noted that unauthorized disclosure of any personal data may result in a breach of the applicable legislation on privacy.

### **13. Property of the Organization**

Staff given access to any property of the Organization should ensure that it is properly used for the purpose of conducting the Organization's objectives. Misappropriation of the property for personal use or resale is strictly prohibited.

### **14. Compliance with the Code**

It is the personal responsibility of every staff member to understand and comply with the Code of Conduct. Every member of the staff shall sign a declaration of Principle to this purpose. The management or other mandated employee will keep declarations of Principle.

Higher ranked employees should ensure that their subordinates understand and comply with the standards and requirements stated in the Code. Any doubts of interpretation or problems encountered, as well as any suggestions

When facing a potential unethical behaviour the staff member should ask her/himself the following questions:

- a. Is it in accordance with the Organization's practices and policies?
- b. Is it legal?
- c. What do my colleagues/Manager/HR Director/Management think
- d. How would I feel about telling someone else what I had done
- e. How would our client react?
- f. How would the Organization feel if this was reported in the National newspaper?
- g. To what extent will this effect the environment?

Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.

### **15. Sanctions**

The Organization can take prompt and appropriate remedial action in response to violations of the Code. Any employee who engages in conduct

prohibited by the Code as determined by the top management will be subject to discipline actions and sanctions in accordance with the law.

Once a complaint has been placed, the ethics respective authority will initially analyze it and s/he may meet privately with the applicant to understand the facts surrounding the issue. Following a fact-finding phase, an investigative meeting could be held with the employee alleged of the violation, to further ascertain the facts and receive observations. The decision should be issued in writing (date and signed), indicating a summary of the facts, reference to the specific violation and motivations. The sanction may be under the form of:

- Warning;
- Private or public letter of reprimand;
- Transfer to other tasks or unit;
- Suspension from duties;
- Termination or removal.

## **16. Reporting**

Employees have a responsibility to promptly report to the Organization any violation of the Code. The Organization shall put in place an appropriate mechanism (i.e. complaints/suggestion boxes, telephone, emails, etc.) as to allow employees to address communications to the Management with the highest degree of trust and confidentiality.

Employees will not be disciplined or retaliated against in any way for reporting violations in good faith. Retaliation against any employee for reporting policy violations, or for testifying, assisting or participating in any manner to inspections is strictly prohibited. Any employee who believes he or she has been subjected to or has witnessed retaliation must immediately report the alleged retaliation to the Management.