



# ASEEMA CHARITABLE TRUST CODE OF CONDUCT POLICY

Aseema Charitable Trust

G3 Josephine Apartments, Ground Fl, Chimbai Road, Bandra West, Mumbai 400050



## CODE OF CONDUCT POLICY

|                             |                          |
|-----------------------------|--------------------------|
| <b>Ownership</b>            | <b>Operations</b>        |
| <b>Forum where approved</b> | <b>Board of Trustees</b> |
| <b>Date of Approval</b>     | <b>April 2022</b>        |

### **BACKGROUND:**

Aseema Charitable Trust (Aseema/Organisation) is a Mumbai based non-governmental organization with a mission to equip children from marginalized communities with high quality, value based education enabling development of their limitless potential. In Mumbai, Aseema works in partnership with the Municipal Corporation of Greater Mumbai (MCGM) to create centres of excellence within the public education system. In each of these schools, Aseema supports the MCGM by providing teachers who are oriented to Aseema's child friendly approach, making the learning environment stimulating and safe and creating a culture that respects the child and promotes learning.

### **PURPOSE:**

Aseema Charitable Trusts's (Aseema/Organisation) Code of Conduct aims at providing some simple guidelines which will help staff in performing their duties effectively. It also provides a platform to resolve conflicts at workplace and offers guidance in the use of official information, equipment and facilities. It helps staff to act in a way that promotes a healthy work environment and a positive image of the organisation. It encourages staff to show courtesy, consideration and maturity in their dealings with the children, colleagues, parents, volunteers and all our well-wishers.

### **POLICY:**

#### **Personal Conduct:**

Consistent with Aseema's culture, philosophy and principles, a member of staff is required to:

- Be respectful, and caring towards the children.
- Comply with Aseema's Education Approach.
- Promote a positive image of Aseema within the community and well-wishers.
- Provide the highest possible standard of service.
- Carry out work in an efficient and effective manner.
- Respect colleagues, volunteers, support staff and parents.
- Maintain impeccable levels of honesty and integrity.
- Carry out actions complementing Aseema's vision, mission, focus, and decisions and policies.
- Refrain from any kind of substance abuse.

### **Fair and Equal Treatment**

All decisions made by staff member during the course of carrying out his/her responsibilities must be honest, frank and impartial.

### **Confidentiality**

Every staff member is required to maintain an appropriate standard of confidentiality in their work. Any disclosure of confidential information made outside the course of duty will be treated as a serious offence which may result in appropriate disciplinary action. Confidential information should not be used to gain any benefit to a staff or any other person or body, and should remain confidential.

### **Dress Code**

All staff members engaging with Aseema (teaching as well as non-teaching) are requested to dress modestly. While there is no stipulated dress code, formal or semi-formal attire is preferred during working days. Wearing jeans, face scarf and revealing dresses is **STRICTLY** prohibited.

Staff members are expected to dress appropriately when accompanying children on field trips or outings. Staff members may wear casual clothes **ONLY** on non-instructional days, when children are not attending school.

All Mumbai and Igatpuri Support staff will be provided two sets of prescribed uniforms every year. For new support staff joiners uniforms will be provided only after completion of six months.

ID cards are issued to all the employees by HR. All staff are advised to wear the ID card when in school premises.

## **Theft**

The organization is committed to maintaining high standards of integrity and therefore any misconduct, even in the form of taking school/office materials home for personal consumption, will be seriously dealt with, as these practices amount to theft.

## **Personal Phone Calls**

Personal phone calls during school hours at times can be accepted. However, this must be restricted to break times. Mobile phones should remain switched off or kept on silent mode or in personal lockers during class time. Any teacher found talking on the mobile during class hours will be viewed seriously and suitable action will be taken which will affect his/her appraisal ratings.

## **Visitors**

Other than instances of emergency, personal visitors are not to be encouraged at the work place. In an emergency, personal visitors should be met within an area where other staff members will not be distracted and the meeting should be kept as brief as possible.

## **Housekeeping**

Every staff member is required to take interest and initiative to ensure that their work environment is maintained and looks clean at any point in time.

- All staff members are expected to keep their classrooms/work areas neat and clean in order to promote an organized work environment.
- The School Administrator may be requested to provide maintenance equipment as required.
- Personal belongings must be placed in lockers or a specified area to enable tidiness and ease of cleaning. Used plates, cups, etc. must be returned to their designated place to facilitate cleaning. No leftover food should be kept in the school.
- Staff members need to adopt to self-help as far as possible.
- Hygiene standards must be maintained for use of restrooms.
- Separate dustbins should be used for dry or wet waste, to facilitate effective recycling.
- All school or office furniture, fixed movable assets and other equipments (computers, printers, speakers, music systems. etc) must be cleaned and put in their appropriate place on a weekly basis. The inventory for each section

must be handed over to the concerned authority (head/school administrator) twice a year.

- Attention should be given to the use of electricity, water and other resources.
- Lights and fans must be switched off when not in use.
- In case one is the last person to leave the premises, he/she must ensure that the area is locked on departure and ensure that no one is left behind.
- Any maintenance requirements/problems must be recorded in the specified register and brought to the notice of the School Administrator. Instances of inadequate cleaning by the support staff should be brought to the notice of the School Administrator and must be entered in the register for necessary action.

## **CONSEQUENCES:**

Non adherence of organizational policies would include serious offences like harassment including sexual harassment, substance abuse, physical violence, child abuse, criminal activities/ conviction, non-disclosure of conflict of interest, dual employment without proper approval, breach of confidentiality policy and any other policies laid down in this document and/or laid down by the organization from time to time.

Serious deviations include, but is not limited to theft, fraud, misappropriation of funds and property, corruption (i.e. giving or accepting bribes or kickbacks in the form of money, services, gifts or discounts), abuse of administrative rules and procedures for monetary gain, misuse/damage of Aseema vehicles, property and assets, physical violence against individuals engaged with Aseema.

### **Violence at Work Place**

Cordial relations need to be maintained at the workplace. Any instances of abuse - Physical or verbal will be dealt with extreme severity.

### **Breach of Code of Conduct**

In broad terms, a staff whose conduct does not comply with the Code of Conduct will be treated as one who has breached the Code.

The principle underlying procedures for managing breaches of the Code of Conduct are:

- a) Taking action in cases of suspected misconduct which is primarily aimed at protecting the integrity and values of the organisation thereby maintaining confidence in our work.

- b) It must be noted that the organisation follows a zero-tolerance policy for corporal punishment and any kind of sexual abuse.
- c) In the instance when breach of conduct is brought to the supervisor's notice, it will be treated on the basis of the gravity of the issue. An instance of serious misconduct will be dealt with by a Disciplinary Committee which will administer procedures that are fair and reasonable, striking an appropriate balance between the needs of staff and the needs of the organisation, keeping the best interests of the children in mind.  
The Disciplinary Committee will comprise of the respective employee's Supervisor, HR representative and Trustee.
- d) Not all breaches of the Code of conduct will necessarily be the subject to formal action.

Depending on the seriousness of the conduct, staff's employment history and an assessment of whether the incident is likely to be an isolated one, the supervisor may consider counselling or a warning to be more appropriate. Other actions, such as issuance of memos, specific training, varying the staff's duties or line of reporting, may also be considered. For a serious breach of conduct, the Committee may recommend termination of employment without any notice or honorarium in lieu of notice.

**REVIEW:**

This policy is subject to annual review or as and when required.