

Code of Conduct and Ethics For IGSSS Members at Workplace

All the members of IGSSS (Board of Governors, employees, volunteers, interns, consultants and those who are representing / carrying out the work of IGSSS) are bound with Code of Conduct and Ethics.

If you notice any violation, please mail your complaint on e-mail id: wecare@igsss.net and / or at the following postal address:

Indo-Global Social Service Society (ATTN: WE CARE)
28, Institutional Area, Lodi Road, New Delhi, 110003

All the complaints will be investigated in confidence,

Code of Conducts

Members are expected to:

1. Values

- 1.1. Act in alignment with the IGSSS' vision, mission and goals.
- 1.2. Ensure that dignity of each human being is respected and valued in all interactions.
- 1.3. Demonstrate organisational values – Equity, Justice, Inclusion, and Diversity in their work.
- 1.4. Be guided by the organisational principles of Integrity, Transparency and Accountability.
- 1.5. Ensure that their work is not harming the environment in anyway.

2. Compliances

- 2.1. Conform to the laws of India. No member of IGSSS shall break the law while carrying out their duties with the organisation.
- 2.2. That programmes and activities do not affect prejudicially, the sovereignty and integrity of India; or the security, strategic, scientific or economic interest of the State; or the public interest; or freedom or fairness of election to any Legislature; or

friendly relations with any foreign State; or harmony between religious, racial, social, linguistic or regional groups, castes or communities.

- 2.3. Members comply with all the policies of IGSSS like HR policy, Child Safeguarding policy, Gender Policy, Prevention of Sexual Harassment at Workplace Policy, Information and Technology guideline, Communication policy. Partnership Policy, and any other policy as circulated time to time.

3. Working with the Community and Partners

The members of IGSSS will always behave in a manner that reflects our commitment to bring uplifting and liberating transformation to the people and communities we work with. This must be seen in all our interactions within and outside IGSSS. We will act responsibly as stewards of resources, knowledge and the goodwill of all we work and engage with.

Our language, behaviour and actions will be gender sensitive, culturally tolerant, communally unbiased and at no time promoting or encouraging any form of discrimination on the grounds of sex, sexual orientation, gender, caste, race, religion, age, community, and/ or physical challenges.

- 3.1. Make continuous efforts in reaching out to the most marginalised communities in the projects.
- 3.2. Act as a facilitator and base our actions on the belief that all people and communities have a right to play an active and influential part in shaping decisions that affect their development.
- 3.3. Follow “Do No Harm” principles in anticipating and responding to intended/unintended consequences of the actions.
- 3.4. Be a steward of resources.
- 3.5. Work with partners on the principles of equity, justice and accountability by facilitating mutual respect and recognition of each other’s skills, knowledge, capacities and differences.
- 3.6. Exercise due care and understanding in participating in political/religious/ cultural events such that the image of IGSSS is not associated with any community / cultural group, religion or political group/ party and that the sentiments, feelings of those we work with are not hurt or slighted in any manner.

4. Conduct at Workplace

- 4.1. Abstain from intake of alcohol or drugs during working hours or within office premises.
- 4.2. Refrain from carrying arms and explosives in the workplace.
- 4.3. Not indulge in sexual harassment, sexual misdemeanours to any colleague

- 4.4. Treat IGSSS' property, whether material or intangible, with respect and care. The equipment is not to be misused or used frivolously.
- 4.5. Do not abuse employment benefits which will include time off, insurance, facilities, subscriptions or other benefits as offered by IGSSS.
- 4.6. Refrain from physical violence and verbal abuse towards staff, partners, and communities.

5. Financial Integrity, Accountability and Transparency

- 5.1. Comply with IGSSS' zero tolerance policy towards misappropriation of funds and property, fraud, providing false information, accepting any form of gratification, and abuse of administrative rules and procedures for monetary gain.
- 5.2. Avoid accepting gifts or hospitality from clients, communities or partners.
- 5.3. Discourage and abstain from participating in any ostentatious display organized by community, partners, etc. to celebrate or acknowledge visits/presence/achievements.

6. Communication

- 6.1. Not disclose any confidential information relating to the organisations work to any outsider, nor defame IGSSS or a colleague.
- 6.2. Take permission before sharing organisation's work for publication or dissemination to any person, group or agency.
- 6.3. Agree that any report, document, tape recordings, speeches, photographs, manuals, plans, model programme designs, proposals, research materials, charts, audio-visual presentation and other training material or devices, articles or manuscripts, or public relations materials or any other products requested by the organisation as part of employee's job will remain, in their entirety, as the exclusive property of the organisation.

7. Conflict of Interest

- 7.1. Not get into commercial dealings on behalf of IGSSS with parties in whom they, their friends, families or colleagues have a direct financial interest or connection, or indulge in any dishonesty with its funds and work, or act in a way which will procure undue enrichment for ourselves or others.
- 7.2. Not exercise their authority as conferred by IGSSS in eliciting favours of any kind from staff or external stakeholders / parties.
- 7.3. Disclose conflict of interest in advance of any official work and follow organisational guidelines as prescribed in HR manual.

8. Working with Colleagues

- 8.1. Respect the dignity of all colleagues, particularly women, transgender, person with disabilities and other marginalized groups.
- 8.2. Not discriminate, harass or victimize any one and conform with the equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.
- 8.3. Be friendly and collaborative and demonstrate behaviour of trust and mutual respect.