

MODEL CODE OF CONDUCT POLICY AT CRACR&PD

1. FOR WHOM IS THIS POLICY APPLICABLE?

- Founding Members of CRACR&PD
- Advisors
- Employees/ Consultants
- Nodal Officer
- Vendors or Agents
- Associates or Associate organizations
- Volunteers
- Interns
- Suppliers
- Any other person by whatever name and designation associated with CRACR&PD

2. WHO IS RESPONSIBLE FOR IMPLEMENTING THIS POLICY?

The Founding trustees of CRACR&PD are responsible for implementing this policy. However, each of the above-mentioned persons are equally responsible for following the code of conduct /policy.

3. WHAT ARE THE NON-NEGOTIABLE IN THE CONDUCT POLICY?

CRACR&PD have established healthy work ethics and high standard of performance for it-self. There is Zero Tolerance for-

- i. Child abuse and exploitation
- ii. Violence against children
- iii. Corruption
- iv. Bribery
- v. Sexual Harassment at Workplace
- vi. Discrimination on grounds of Gender, Caste or Religion
- vii. Breach of Confidentiality

4. CODE OF CONDUCTS, BUT NOT RESTRICTE EXPECTED FROM ALL ASSOCIATED WITH CRACR&PD ARE AS FOLLOWS-

- i. Punctuality
- ii. Respect for all associated with the organization
- iii. Timely submissions of reports/documents
- iv. 95% attendance at office, meetings, seminars etc.
- v. Media Interaction: Only Founding Members of CRACR&PD, authorized by the Board of Trustees, time to time, can interact with media.

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5. PROCESS TO MONITOR THE POLICY-

i. Constitution of an Ethics Committee-

- The Ethics Committee thus constituted shall be responsible for review and amendments to this policy
- Redressal of all complaints/ quarries raised
- Awareness/training to all
- Compliance across the organization.

The Ethics Committee shall consist of three members, two of them being Founding Members, one of them will be a woman and the third member shall be the External.

ii. Record Keeping

Everyone associated with the organization and the organization Founding Trustees shall keep updated and complete records of all its financial dealings.

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- All accounts, invoices and other documents relating to dealing with third parties such as clients, suppliers and business contacts should be prepared and maintained with the strict accuracy and confidentiality. No accounts should be kept “Off book” to facilitate to conceal improper payments

6. HOW TO RAISE A CONCERN?

The organization can display good conduct only when each and every person associated with the organization follow the code of conduct not only in professional life but also in social life, any such violation must be reported to the Ethics Committee at the official email of the organization- [ethics.info @cracr&pd.org](mailto:ethics.info@cracr&pd.org)

- ## 7. DISCIPLINARY ACTION-
- In case of deviation to this policy and or if an employee is accused of any violations and upon investigations conducted by the Ethics Committee, he/she will be subjected to disciplinary action including termination or legal actions. Those who are in knowledge of such an act, ignores to report to Ethics Committee or is being benefitted in some way shall be subjected to the same disciplinary action as mentioned above.