



ISHANYA

Journey to Inclusion

ISHANYA INDIA FOUNDATION (IIF)

EMPLOYEE CODE OF CONDUCT POLICY

EFFECTIVE DATE: 2 February 2021

Date of Policy Approved By the Board: 1st February 2021



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POLICY BRIEF & PURPOSE

Our Employee Code of Conduct Organization's policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors, and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes, and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

SCOPE

This policy applies to all our employees regardless of employment agreement or rank.

POLICY ELEMENTS

Employees of Ishanya India Foundation are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:

1. COMPLIANCE WITH LAW

All employees must protect our Organization's legality. They should comply with all environmental, safety, and fair dealing laws. We expect employees to be ethical and responsible when dealing with our Organization's finances, products, partnerships, and public image.

2. RESPECT IN THE WORKPLACE

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment, or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

3. PROTECTION OF ORGANIZATION'S PROPERTY

All employees should treat our Organization's property, whether material or intangible, with respect and care.

Employees: Shouldn't misuse Organization's equipment or use it frivolously.

Should respect all kinds of incorporeal property. This includes trademarks, copyright, and other property (information, reports, etc.) Employees should use them only to complete their job duties.

Employees should protect Organization's facilities and other material property (e.g. Desktops, laptops, projectors, phones, printers) from damage and vandalism, whenever possible.

4. PROFESSIONALISM

All employees must show integrity and professionalism in the workplace.

5. PERSONAL APPEARANCE

All employees must follow our dress code and personal appearance guidelines.

6. CORRUPTION

We discourage employees from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

7. JOB DUTIES AND AUTHORITY

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

8. ABSENTEEISM AND TARDINESS

All employees should follow their work schedule & standard working hours on a day-to-day basis. Exceptions can be made for occasions that prevent employees from following standard working hours or days, but, generally, we expect employees to be punctual when coming to and leaving from work. Any Exceptions need to be discussed on a case-to-case basis. Please refer to your appointment letter for details regarding standard working days/hours.

9. CONFLICT OF INTEREST

We expect employees to avoid any personal, financial, or other interests that might hinder their capability or willingness to perform their job duties. In the event of any such conflict knowingly or unknowingly, you are expected to bring it to the notice of the management immediately and a suitable resolution will need to be discussed.

10. COLLABORATION

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

11. COMMUNICATION

All employees must be open for communication with their colleagues, supervisors, or team members.

12. BENEFITS

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions, or other benefits our Organization offers.

13. POLICIES

All employees should read and follow our Organization's policies. If they have any questions, they should ask their managers or Human Resources (HR) department.

14. DISCIPLINARY ACTIONS

Our Organization may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion.
- Reprimand.
- Suspension or termination for more serious offenses.
- Detraction of benefits for a definite or indefinite time.

IIF may also take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.