

Conduct and Confidentiality Code - REACHA

Policy Statement

- The success of REACHA depends not only on the competence of its management, staff/consultants, and volunteers (hereafter referred as 'team members'), but also upon its reputation for honesty, integrity, confidentiality and lack of bias in conducting its affairs.
- This document describes basic policy and standards concerning such ethical conduct.
- Each team member at REACHA is expected to adhere to these standards of conduct and disciplinary code.
- Action will be taken in an event if these principles are breached.

Section 1: Purpose of the Policy

- REACHA'S team members (which may also include persons/associates/consultants that engage with REACHA in its projects, while the project is underway) shall conduct themselves ethically, honestly and with integrity in all dealings.
- They shall be fair and principled in their official interactions with other team members and external parties and at all times act in good faith.
- They shall act with due recognition of their official position of trust with respect to the organization, fellow workers, donors, beneficiaries and their families.

Section 2: Scope of the Policy

The scope of this policy adopted by REACHA covers the responsibility of:

- National Governing Board (NGB) Members
- All associates/team members of REACHA within REACHA office premises or on field duty or at project partner offices and /or elsewhere as part of REACHA work.

Section 3: Optimum Utilization of Resources

- REACHA'S team members must see to it that REACHA'S resources are not used for any purpose other than that intended.
- Team members have an obligation to manage REACHA'S resources prudently, with a responsibility to those who provide these resources, namely donors of all kinds.
- Team members are responsible for safeguarding the tangible and intangible assets of REACHA that are under their control; REACHA'S resources may not be converted to such persons' private use.

Section 4: Accuracy in Record keeping and Reporting format

- The records, data, and information owned, used and managed by the organization must be maintained in an accurate and complete format.
- The accuracy and reliability of financial reports is of utmost importance. Team members must record, allocate and charge costs accurately and maintain supporting documentation as required by established policies and procedures.
- All reports, vouchers, bills, invoices, payroll information, personnel records and other essential records must be prepared with care and honesty and submitted as desired.

Section 5: Grants and Contracts

- Team members requesting funding from government agencies, corporations, foundations and/or other granting organizations or individual donors have an obligation to make full, accurate, and honest representations concerning relevant information submitted to or requested by such persons
- Accurate and complete records, including supporting documentation as required by such persons, of the uses to which funds are put must be maintained.

Section 6: Confidentiality

- Team members may have access to confidential information in the course of their daily work. This information may relate, among others matters, to donors, staff and other stakeholders. All team members must safeguard such confidential information.
- This includes ensuring that confidential documents, in either paper or electronic form are not left unattended; refraining from engaging in discussion of confidential information in forums where the information may be overheard; and otherwise protecting the privacy of such information.
- All team members must protect their computer passwords so as to obviate chances of their misuse by unwanted and undesirable elements and also refrain from providing their access to unauthorized persons.

Section 7: Conflict of Interest

- Team members should avoid improper conflicts of interest that might compromise the integrity and objectivity of the organization.

Examples of situations involving potential conflicts of interest include:

- working for REACHA and as an outside vendor to REACHA simultaneously;
- Using information that the organization considers privileged or confidential for the benefit of a person or entity outside the organization;

- Utilizing discounts allowed to the organization for personal gain; soliciting for oneself or for a third party anything of value from any person or entity in return for any business or service provided by the organization, unauthorized reaching out to Media (Press, electronic or any other);
 - Engaging in any conduct which is not in the best interest of the organization, directly or indirectly entering into any form of instigation/ agitation with any of the fellow employees /colleagues or partner organizations' staff;
 - Entering into any personnel related divisive conduct at/or outside workplace with respect to business of the organization, without adequately informing in advance to their Superiors or the Human Resources Department but influencing engagement or engaging any person for short term /medium term/long term working wherein the said person has been personally known to the team member and/or related to the team member in a personal capacity.
- Team members shall be required to take all necessary steps to ensure compliance with these guidelines and to bring problem/emergency areas to the attention of senior management for review.
 - Violations of any of tenets of this set of *conflict of interest guidelines* shall be construed to be a material breach of conduct and shall be dealt strictly in accordance with extant disciplinary rules and procedure of the organization.

Section 8: Zero Tolerance for Kickbacks

- No member of the team shall seek anything of value in return for exercising his or her decisions or actions in a particular way on any organization matter.
- Team members should not accept any material gift or other payment, in cash or in kind, from a vendor currently doing business with the organization or seeking to do so.
- Team members may not seek or receive discounts or rebates on goods and services offered to them in their private capacity by vendors to REACHA that exceed those generally available to other customers. Exceptions to this general provision include unsolicited gifts of a nominal value given at holidays, birthdays, weddings and other commonly recognized social occasions.

Section 9: Obligation to Report Suspected Violations

Team members are obligated to report suspected violations of these working standards promptly to their Director/Chief Functionary who is then obliged to report the matter to the Department of Human Resources. In investigating claims of inappropriate activities, care will be taken to maintain confidentiality and due process.

Section 10: Consequences of Violations

- Material violation of this code or related organization policies and procedures shall be dealt fairly by the organization and appropriate action will be taken.
- REACHA's appraisal and disciplinary practices and procedures may carry disciplinary consequences up to and including dismissal from engagement without notice.

Section 11: Supervisor's Obligation

Individuals who supervise others should ensure that their direct reports have received adequate instruction and explanation with respect to their obligations under this Code.

Section 12: On Departure from REACHA

- On leaving any role at REACHA a team member shall render unto REACHA all properties and information attributable to REACHA.
- Team members agree, not to disclose sensitive or private information concerning REACHA, beneficiaries, donors or other team members of REACHA or any other such information at any time to any person or persons outside the organization.
- No team member will use and/or part with any information which comes in his/her knowledge and/or possession during his/her engagement/association with REACHA to anyone without prior permission of the Organisation.
- No team member leaving REACHA shall take up any assignment with REACHA's donors/clients/partners or any of their subsidiaries for a period of 2 years after the end of the period of current engagement. Team member should also refrain from promoting self / any other individual / any organization while delivering the engagement.
- Breach of the above points may lead to legal action by REACHA.

Section 13: Data Security and Back up

All team members are responsible for backing up and keeping secure their computer data on a regular basis as per REACHA's related policies and will give a copy of the same to the IT/Admin Department.

Basis feedback from REACHA Management/NGB/team members/requirement of work, the Chairman may make suitable changes to the above Policy, with due acceptance of the CA.

Agreement

I have read, understood and accepted the above Conduct and Confidentiality Rules.

Signature..... (To be signed by REACHA staff/team member)

Date.....

