

Navneet Foundation Code of Conduct

1. Introduction

Navneet Foundation is committed to creating positive, lasting change through quality education, child development, and social welfare initiatives. In pursuing our mission we must uphold the highest standards of ethical and professional behaviour. This Policy shall be applicable to all employees, members of the Board, volunteers, interns, consultants, contractors, partner staff, and any other individuals engaged by, representing, or working in association with Navneet Foundation

This Code of Conduct ("the Code") sets out the principles, standards, and behaviours expected of everyone associated with the Foundation. It provides guidance in resolving ethical dilemmas, describes what the Foundation expects from its people, and explains the consequences of misconduct.

Nothing in this Code supersedes national laws. Where local laws, customs, or practices differ, we follow the higher standard that best protects human rights, dignity, and integrity.

2. Purpose and Scope

- **Purpose** – To safeguard our people, beneficiaries, partners, assets, and reputation, and to ensure our work is carried out with integrity, transparency, and accountability.
- **Scope** – The Code applies at all times, in every location and circumstance, including during travel, online engagement, and personal activities that may reflect on the Foundation.

3. Our Core Values

1. **Integrity** – We act honestly and transparently.
2. **Respect & Dignity** – We treat everyone fairly and without discrimination.
3. **Inclusion & Equity** – We champion diversity and equal opportunity.
4. **Commitments to Learning** – **We continuously improve** our knowledge and practice.
5. **Responsibility & Accountability** – We own the consequences of our actions.
6. **Compassion** – We work with empathy for those we serve.
7. **Stewardship** – We use resources wisely for maximum positive impact.

4. Standards of Behaviour

4.1 Uphold Integrity and Reputation

- Conduct yourself professionally at all times, whether on duty or off duty, in person or online.
- Manage the authority and influence that comes with your position responsibly and with humility.

- Do not work under the influence of alcohol, illegal drugs, or any intoxicants that impair judgement. Possession or use of illegal substances on Foundation premises, vehicles, or accommodation is prohibited.

4.2 Treat All People with Respect and Dignity

- Create a workplace and programme environment free from harassment, bullying, discrimination, intimidation, exploitation, or abuse.
- Safeguard children (<18 years) and vulnerable adults. Sexual activity or exploitative behaviour towards them is strictly forbidden.
- Do not engage in sexual relations or exploitative exchanges (money, goods, employment, or services) with beneficiaries or anyone who is the subject of unequal power dynamics.
- Report any safeguarding concerns or misconduct promptly via established confidential channels. No retaliation will be tolerated.

4.3 Avoid Conflicts of Interest

- Disclose any financial, personal, family, or other interests that could influence—or appear to influence—your decisions or the Foundation’s work.
- Decline cash gifts and inappropriate hospitality. Token gifts may be accepted only where culturally appropriate, of modest value, and promptly declared.
- Never solicit or accept bribes or facilitation payments.
- Ensure assistance, contracts, or employment are never provided in return for personal favour or advantage.

4.4 Stewardship of Information, Money, and Assets

- Use Foundation resources—including funds, equipment, vehicles, data, and intellectual property—only for authorised purposes.
- Maintain strict confidentiality of sensitive or personal information.
- Obtain proper authorisation before speaking or publishing externally on behalf of the Foundation.
- Accurately record and account for all financial transactions, following internal controls.

4.5 Health, Safety, and Security

- Follow all health, safety, and security procedures. Conduct and cooperate in risk assessments.
- Act to minimise risk to yourself, colleagues, partners, and beneficiaries.
- Immediately report accidents, hazards, or security incidents.
- Operate vehicles and machinery responsibly and only if licensed and authorised.

4.6 Human Rights, Environment, and Legal Compliance

- Support and uphold internationally recognised human rights.
- Work in ways that respect and protect the natural environment and promote sustainability.

- Oppose, and do not participate in, any criminal, fraudulent, or unethical activities.
- Inform the Foundation of any relevant criminal convictions before or during employment that could affect your role.

4.7 Responsible Use of Technology and Social Media

- Use email, internet, and social platforms responsibly and in accordance with the Acceptable Use Policy.
- Protect beneficiary privacy and dignity when sharing stories or images. Obtain informed consent and avoid identifying vulnerable individuals without permission.

4.8 Representation and Branding

- Use the Foundation's name, logo, and branding only for authorised purposes and in ways that uphold its reputation.

5. Reporting Concerns

- Suspected breaches of this Code, wrongdoing, or unsafe practices must be reported immediately to your line manager, HR, or via the confidential whistle-blowing channel (see Whistle-Blower Policy).
- Reports will be handled fairly, promptly, and confidentially.
- Retaliation against anyone who raises a concern in good faith is prohibited and will result in disciplinary action.

6. Disciplinary Action

Failure to comply with the Code or related policies may lead to disciplinary measures up to and including dismissal, termination of contract, and, where appropriate, legal action.

7. Implementation, Training, and Review

- All personnel must read, understand, and sign this Code on induction and re-confirm annually.
- Managers are responsible for ensuring compliance and providing support.
- The Code will be reviewed at least every three years—or sooner if required—to remain relevant and effective.

8. Supporting Policies and Procedures

This Code is supported by (but not limited to) the following policies, which are binding on all personnel:

1. Child protection Policy
2. Conflict of Interest Policy
3. Corruption Bribery Policy
4. Data Protection Policy

5. Disability Policy
6. Finance and Accounting Policy
7. Grievance Redressal Policy
8. Human Resource Policy
9. Monitoring, Evaluation and Quality Policy
10. POSH Policy
11. Whistle-Blower (Disclosure of Malpractice) Policy

This policy has been approved by trustees of Navneet Foundation at its meeting held on 29th August, 2025.