



SUKHAM GOGIRL HUMANITARIAN FOUNDATION

Code of Conduct



CODE OF CONDUCT

1. OBJECTIVE

- 1.1** This code of conduct lays down the expectations and standards for the volunteers and external tutors engaged with Sukham GoGirl Humanitarian Foundation (“**Organisation**”). As an individual engaged with the Organisation, you are aware of your critical role in the Organisation’s mission to impart training and support to the beneficiaries. This document therein reinforces the Organisation’s commitment to teach the beneficiaries, along with ensuring their safety, care, protection and welfare.
- 1.2** Through this code of conduct, the Organisation requires every individual engaged in an external capacity to impart training to the beneficiaries, to uphold the highest standards of ethics, morality, integrity and respect. This document also aims to ensure that all the volunteers and external tutors are informed regarding the manner in which they are supposed to conduct themselves and are self-equipped to adhere to the standards. As part of the Organisation’s commitment to build positive discipline, this code of conduct endeavours to reinforce and educate the individuals of their responsibilities in maintaining discipline and order in the Organisation.

2. GUIDING PRINCIPLES

- 2.1** This code of conduct is governed by the principles of:
- (a) Non – discrimination;
 - (b) Strict no tolerance to any manner of abuse of the students;
 - (c) Integrity;
 - (d) Moral and ethical conduct;
 - (e) Student welfare;
 - (f) Positive role modelling and mentorship; and
 - (g) Professional conduct.

3. CODE OF CONDUCT

- 3.1** All volunteers and external tutors shall conduct themselves in a manner which is conducive to encourage a safe and supportive learning environment to the students of the Organisation. Volunteers and external tutors are expected to carry out the organisational activities in a proficient manner and exercise discretion on the most appropriate action(s) bearing in mind to work towards the best interests of the Organisation and the students. The individual should therein act as a positive role model, demonstrating behaviour that promotes learning and personal growth.
- 3.2** Positive discipline: The principle of positive discipline advocates that every individual carries with them the moral consciousness of what is proper and what is not. Following this principle, the Organisation regards the volunteers and external tutors as responsible individuals and therefore places a high level of trust and confidence that the individuals are capable of behaving in a morally and an ethically sound manner. Positive discipline is a way of inculcating and, at the same time, gaining the commitment of every individual to demonstrate the acceptable standards of

behaviour aligned with the Organisation's strict commitment of welfare of the students.

- 3.3** No discrimination: The individual must ensure that no discrimination / harassment is caused to the students on the basis of their name, caste, gender, age, religion, physical appearances and the like. The individual should ensure that no differential treatment is showcased to students on account of any of such characteristics.
- 3.4** Individual responsibility: Integrity is a matter of character. Each individual must be committed to the idea that the Organisation in its endeavour to impart education to the students, meets the highest ethical standards of conduct. Admittedly, no set of guidelines for ethical conduct covers every occasion. However, the lack of a guideline covering a specific situation does not reduce an individual's responsibility to function with the highest ethical, moral and professional standards of conduct. Each individual is responsible for acknowledging the consequences of his/her/their actions.
- 3.5** Specific obligations: The individual engaged by the Organisation must ensure that all interactions with the students are undertaken in the most dignified and sensitive manner, i.e., no inappropriate conduct must be showcased by the individual. The primary goal of each individual should be to ensure student protection and welfare, in all their interactions with the student. In no instance, should the individual violate the dignity of the student or interact with the student in a manner which makes the student feel uncomfortable or unsafe. The individual must treat all students with respect and courtesy, along with being patient and considerate to acknowledge the diverse background of the students.

In addition to the above, the individual must ensure that a teaching environment must always be in the nature of respecting and encouraging the students to learn better and speak openly, regarding any grievances / concerns, irrespective of whether the same pertains to the teachings or if it pertains to the demeanour bestowed by other individuals, towards the student.

The individual should also ensure that their language and/or conduct does not raise any questions vis-à-vis the intent of the individual, i.e., it should not provide an opportunity to create controversy regarding any inappropriate conduct, which may be required to be assessed in great scrutiny.

- 3.6** Data collected during the engagement period: The Organisation has a strict policy with respect to the retention / possession of any data, information, personal information of the children / other individuals (*including sensitive information such as photographs of the children*), by any tutor / volunteer, once their engagement period with the Organisation has concluded. No individual is permitted to store, disseminate, publish or transmit by any means (*electronic or otherwise*) any such personal data of the children and other individuals that they interact with, during their course of the engagement period with the Organisation. Further, the individual must also confirm to the Organisation that all data collected during the engagement period has been submitted to the representatives of the Organisation and no data is in the possession of the individual, upon conclusion of their engagement period.
- 3.7** Abuse of the students: The Organisation has a strict no tolerance policy against any manner of abuse of the students, be it verbal, physical or mental abuse. The

individual should ensure that their conduct is such that no mental or physical harm is caused to the students (even in the form of corporal punishments) and instead the students feel content and satisfied with the learnings and the education imparted. No behaviour should be undertaken by the individual which may be deemed to be abusive, offensive, overtly or sexually provocative.

- 3.8** Personal relationship: The Organisation strictly prohibits the individuals from engaging in any manner of personal relationship with the students. This shall also include instances of the individuals reaching out to the students concerning the teachings in the classes. All individuals must maintain professional boundaries with students, thereby avoiding any form of favouritism or inappropriate relationships. No social contact must be initiated by the individual on a personal level with the student, through any medium – online or offline, unless the same has been approved by the representatives of the Organisation. Additionally, the individual must also not share their personal details with the students and encourage them to informally reach out for any concerns / queries, beyond the formal scope of the Organisation, unless approved / informed to the Organisation. Further, the individual must also not give any gifts / provide assistance above and beyond the formal scope of work agreed with the Organisation, which may be perceived as inappropriate. Do note that this obligation is applicable on the individual even if the parents / guardians of the students request for a personal interaction, outside the premises of the Organisation.
- 3.9** Recourse mechanism: Whenever individuals have a question or concern or are unsure about what the appropriate course of action is, the individual shall talk to the relevant representative of the Organisation and the relevant representative or manager / reporting authority at the branch / centre where the respective classes are being conducted (*as applicable*). They may have the information the individual needs or may be able to refer the matter to an even more appropriate source.
- 3.10** Breach of code of conduct: In case it is reported that the individuals have breached the code of conduct, it is the discretion of the Organisation to undertake appropriate actions vis-à-vis such breach, which may also include immediate termination of the engagement with such individuals (without any compensation payable in this regard) or legal proceedings.

UNDERTAKING

I acknowledge that I have read and understood and agree to abide by this Code of Conduct for volunteers / external tutors engaged with Go Girls Organisation. Further, I agree that any criminal activities or civil suits filed against me with respect to my conduct during the period of my engagement with the Organisation, shall remain my sole responsibility.

Individual's Name:

Signature:

Date:
