

CODE OF CONDUCT POLICY

SAMABHAVANA believes in its Vision, Mission and Values and that every individual is entitled to all the rights and freedom to co-exist, work, gain knowledge, study and enjoy equal treatment in a secure and healthy environment at Samabhavana.

Workplace Environment:

- Foster a safe, inclusive, and diverse workplace that is free from discrimination, harassment, and violence.
- Promote teamwork, open communication, and a healthy work-life balance.
- Professionalism and Accountability:
- Perform duties with professionalism, competence, and accountability.
- Take responsibility for one's actions and decisions, and learn from mistakes.
- Behavior to others must be non-discriminatory in line with the Equality of Opportunity.
- All individuals must respect the rights of others to a quiet, clean and orderly, safe, working environment.
- Behavior to others must not be threatening, aggressive, abusive, or disruptive.

Health & Safety Regulations must be followed at all times.

- Individuals should not put themselves, or others, at risk through inappropriate behavior.
- Individuals must respect property, materials and equipment in work area.
- No Profanity or Fighting- the Samabhavana is a Zero Tolerance Organization.
- No illegal substances are allowed in the work area and the vicinity of the work premises such as supari, pan, gutka, tobacco of any kind and any other such substances that are deemed illegal under IPC and Bombay police act.
- No person shall make any indecent / lewd remarks or gesture.
- Sexual overtones and solicitation of any kind will not be tolerated in the premises, building and vicinity of the office.
- Alcohol will not be consumed on the during work hours.
- Staff and visitors under the influence of alcohol or any other substance are not allowed in place of work.
- Smoking & spitting is not allowed in place of work.

All persons who are employed by the Samabhavana or are visiting Samabhavana or who otherwise have business with Samabhavana are prohibited from carrying concealed weapons on their person or in their vehicles or concealed within their immediate control. The above persons are also prohibited from carrying or possessing any type of deadly weapon, edged weapon, dangerous instrument or martial arts weapon, These items include, but are not limited to: all firearms, any kind of explosive materials, sheath knives, boot knives, swords, pocket knives or folding knives with a blade length greater than three (1) inches, crossbows, long bows, compound bows, sling shots, any instrument under the circumstances of use that could cause death or serious injury, numb chucks, throwing stars, darts, throwing knives and related martial arts weapons.

Mobile phones must be on silent mode in work and in the other areas that may cause disruption or annoyance to others.

Respect and Integrity:

- Treat all individuals with respect, regardless of their position or background.
- Uphold high standards of honesty, fairness, and ethical behavior.
- Avoid conflicts of interest and ensure transparency in all dealings.
- Ensure Compliance with Laws and Regulations.
- Adhere to all applicable laws, regulations, and legal requirements.
- Maintain accurate records and ensure their confidentiality and security.

Code of Ethics:

- Integrity:
- Act with integrity and honesty in all professional and business interactions.
- Refrain from engaging in any form of corruption, bribery, or unethical practices.

Fair Competition:

- Compete fairly and honestly in the marketplace.
- Avoid engaging in anti-competitive practices such as price fixing or market manipulation.

Stakeholder Focus:

- Prioritize stakeholder satisfaction and provide products and services that meet their needs.
- Avoid misrepresentation, deceptive practices, or false advertising.

Environmental Responsibility:

- Promote environmental sustainability and minimize the impact of business activities on the environment.
- Comply with applicable environmental laws and regulations.
- Comply with the EHS Policy of Samabhavana.
- Ensure to reduce carbon footprints.

Anti-Corruption Code of Practice:

- Prohibition of Corruption:
- Prohibit all forms of corruption, including bribery, extortion, embezzlement, and facilitation payments.
- Ensure zero tolerance for corruption within the organization.

Confidentiality and Data Protection:



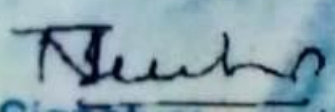
- Safeguard confidential information and protect the privacy of stakeholders and our donor partners.
- Use of personal data responsibly and in compliance with applicable data protection laws.

Conflicts of Interest:

- Identify and manage conflicts of interest that may arise in the course of business activities.
- Disclose any potential conflicts of interest to the appropriate authority.

Use of Company Resources:

- Use company resources, including equipment and information systems, responsibly and for legitimate purposes only.
- Avoid unauthorized or excessive use of company resources.
- Don't Print documents until and unless very critical.

		
PRESIDENT	SECRETARY	TREASURER