



Code of Conduct Policy

The Code of Conduct policy affirms Gender at Work's belief in an inclusive and fair society. It clarifies the appropriate and acceptable standards of behaviour expected of all employees. Our work and operations are grounded in upholding human rights. As such, our employees are required to contribute to the goals of the organisation while observing the highest standards of integrity and fair dealing. Any (un)intentional unlawful and unethical organisational practices stand to undermine the reputation of Gender at Work India.

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, beneficiaries, partners, consultants, and vendors. The Code of Conduct does not replace any existing legislation in India and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain high standards of integrity and professionalism.
- Be responsible and scrupulous in the proper use of Gender at Work's information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with other employees, beneficiaries, contractors, partners.
- Avoid apparent conflict of interests, promptly disclosing it to Gender at Work's Executive Director, any interest which may constitute a conflict of interest.
- Promote the interests of Gender at Work.
- Perform duties with skill, honesty, care and diligence.
- Abide by the policies, procedures and lawful directions that relate to your employment with Gender at Work.
- Avoid the perception that any organisational decisions may be influenced by offering or accepting gifts
- Under no circumstances may employees offer or accept money, especially with respect to any proposal to provide grants or funds to Gender at Work in lieu of any bribe.
- Any employee who, in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Gender at Work expects cooperation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any employee in breach of this policy may be subject to disciplinary action, including termination. Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Executive Director. This policy will be regularly reviewed by Gender at Work and any necessary changes will be implemented by the Executive Director.