



CODE OF ETHICS AND CONDUCT POLICY (CODE)

Disclaimer – “The policies mentioned and formulated below is based on general principles and guidelines to be followed in a work-oriented environment and any resemblance to other patented or copyrighted material is purely co-incidental. The content of this policy belongs to its respective owners.”

SGBS Unnati Foundation (Unnati) stands committed to maintaining the highest levels of integrity, fairness and responsibility. Our Code of Ethics and Conduct guides us each day as we strive to meet our obligations to ourselves, all our employees, volunteers, interns, vendors, board members and our stakeholders.

This code is developed along the values and ethics of Unnati in order to respect the rights, safety and wellbeing of every stakeholder of Unnati. While this Code of Ethics and Conduct outlines the standards of conduct expected from every stakeholder of Unnati, it is by no means a substitute of our good behaviors and values.

THIS CODE OF ETHICS AND CONDUCT POLICY ALONG WITH VOLUNTEERS AND INTERNS POLICY, MEDIA POLICY, POSH POLICY FORMS THE ENTIRE GUIDANCE PRINCIPLE THAT SHOULD BE ADHERED TO BY EVERY STAKEHOLDER AT UNNATI.

1. PURPOSE:

The main goal of this code of conduct is to provide guidelines for all stakeholders of Unnati on how to behave, in relation to their everyday interactions with everyone within and outside Unnati during the course of their term with Unnati. All are strongly encouraged to read this Code of Conduct, to observe the core ethical values and adopt appropriate professional conduct at every stage of their employment.

2. SCOPE:

This policy applies to all stakeholders at all locations including management, employees, volunteers, trainees/interns, students and staff (permanent & temporary) on contract or any other person at their workplace or at sites of stakeholders, schools and colleges.

3. DEFINITIONS:

- a. **Stakeholders:** Any person associated with Unnati as employee, volunteer, trainee/intern, management, student and staff (permanent & temporary) on contract or any other person directly or indirectly rendering services to or on behalf of Unnati either directly or indirectly or through vendor organization.
- b. **Conduct:** General behavior expressed in words, actions, reactions or inactions. The manner in which a person behaves, especially in a particular place or situation.
- c. **Ethics:** Moral principles that govern a person's behavior.
- d. **Complaint:** an expression of discontent, regret, pain, censure, resentment, or grief; lament; fault finding.
- e. **Complainant:** a person, group, or company that makes a complaint, as in a legal action.



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f. Workplace:

- All offices or other premises where the Unnati office is present.
- All vocational trainings held at any other site away from the Unnati premises.
- Any colleges, placement offices, sites of stakeholders, social, business or other functions where the conduct or comments may have an adverse impact on the workplace or workplace relations.

CODE OF CONDUCT AND ETHICS FOR VOLUNTEERS, TEACHERS:

Conduct with the students, colleagues and other stakeholders within the Premises/ Class

1. You must seek to promote the intellectual, physical, moral and social development of all the learners.
2. You must be approachable to all the students who wish to seek help or advice. However, you should maintain a formal, professional distance and atmosphere inside and outside the classroom while doing so.
3. You should avoid inappropriate physical contact and any other intimacy. This shall also include inappropriate social media communication. Only Unnati approved network communication sites and media of communication shall be allowed. The content of communication should not be of personal nature but of a professional nature.
4. You must not take undue advantage of the trainer-student relation for own personal benefits by providing private tuitions for the students for any payment; either monetary or in kind.
5. The safety and well-being of the students is to be of utmost concern for every trainer. However, all concerns to be shared or discussions that take place must happen within the professional atmosphere. [For example, do not step out of the classroom if any student has some concern or issue to share with you.]
6. You are expected not to stigmatize or discriminate against a student on the basis of race, sex, religion, caste, ethnicity, language or disability, or other such protected statuses and any such discriminatory behavior will require strict disciplinary action against you. You are also expected to maintain the conducive learning environment by making sure that none of the students indulge in any such behavior within premises.
7. You must not use any profane or abusive language, gestures or attitudes with the students, and take care to ensure that students do not use such language in the class at all.



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8. You have the responsibility to observe, with reasonable effort, the students for any unusual behavior or systems that could indicate an underlying health or social problem, and to refer the same to the appropriate authority/person in charge.
9. Physical, verbal, emotional and sexual abuse or harassment of any of the students will not be tolerated at any cost and any such action will be referred to the Complaints Committee in place.
10. You must not take any student(s) out for unauthorized meetings, e.g. Coffee meetings, picnics etc.
11. You must not break the confidentiality of others with a student i.e. talking about other employee's/students confidential matters to a student.
12. You must not show any preferential behavior towards any one student over the others, without legitimate reason. This includes but is not limited to: giving a student more attention within the classroom environment, thus ignoring other students, providing an advantage over others in terms of quality of education, opportunities, interaction etc., singling out any student with/without the presence a group of students [Example: Taking a selfie only with one student] etc.
13. Reporting on duty under influence of alcohol or any other drugs is a serious offence and will lead to disciplinary action.
14. You have the duty of care to report any behavior of misconduct carried out by another trainer to the appropriate higher authority [HR manager or supervisor].
15. You cannot accept any gifts, favors or bribes from any person within or outside Unnati as a representative, during the term of your service at Unnati.

CODE OF CONDUCT FOR STUDENTS:

Conduct with the peers, faculties, other stakeholders of Unnati within the Premises/ Class

1. Every Student shall observe discipline at Unnati and will accordingly contribute, to the best of their abilities, to the ambience and values of the organization.
2. Unnati is committed to providing the youth with equal employment opportunities without regard to race, color, religion, sex, caste, disability, or any other protected status, with respect to training, facilities provided, recruitment opportunities and under other terms and conditions. Every stakeholder of Unnati is expected to treat everyone with integrity, respect, equality and without any discrimination.
3. Each student should respect the faculty members and other such staff members of Unnati.



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4. All students who have availed the Hostel facilities, as well as other employees, must respect the hostel staff and treat them with respect and dignity.
5. Students must treat each other with respect and dignity and a spirit of brotherhood and cooperation to create and maintain a conducive atmosphere for learning.
6. Any conduct by students, either verbal, non-verbal or physical, which has the effect (or intention) of teasing, treating or handling any other student with malicious intentions, exploitation of students, physical abuse, or any such act that will prevents, disrupts or disturbs the regular activity of other students will amount to ragging, and will require strict action against such perpetrators.
7. Unnati values people from diverse backgrounds, working to create an open atmosphere of trust, honesty and respect. harassment or discrimination against any other student or employee on the grounds of race, colour, religion, caste, gender, disability, or other such protected status, is unacceptable and will not be tolerated at Unnati.
8. Students must not abuse/threaten/assault any faculty member or any other such employee.
9. Students should take care not to indulge in the willful breakage, defacement, damage or theft of any property, infrastructure, equipment or facilities provides that belongs to Unnati.
10. Students are advised to attend all the classes that are part of the prescribed curriculum of this 50-day course.
11. Students must take care not to use profane and abusive language and disruptive behavior that is dangerous to the self or others during class hours.
12. Students must take care to adhere to all the rules and regulations, and, to the best of their abilities, follow instructions provided by the trainers.
13. Those students that have availed the Hostel services for the duration of this course must abide by all the rules and regulations that govern the Hostel facilities, at all times.
14. Use of prohibited substances in Unnati or any such misbehavior under influence of alcohol, cigarettes or any other drugs is a serious offence and will not be tolerated by the organization, and it can lead to strict action taken against the students.
15. Unnati is committed in creating and maintaining a community in which students, teachers and other employees interact and work together in an environment free of violence, harassment and discrimination on the basis of sex, gender or amongst the same sex members. Sexual harassment against any individual in the Unnati building or outside will not be tolerated and will result in strict disciplinary action or any other action deemed to be fit as penalty.



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16. If students are posting personal opinions to any form of social media, they are to make it clear that these are personal views solely and do not reflect Unnati or its views and ethics in any way.
17. Breach in the code of conduct would be followed with investigation, counselling, provisions of warning and or any other such measures that are deemed to be fit, as penalty.

ADMINISTERING:

The Human Resources function is responsible for administering the Code of Ethics and Conduct is responsible for submitting reports to the Board of Unnati.

REPORTING AND INVESTIGATIONS:

Report your concerns to your manager or to Human Resources manager verbally followed by an e-mail within 15 days of experiencing or noticing any breach in the conduct of any stakeholder of Unnati.

A complaint shall be submitted in writing to [---\(insert mail id of Unnati where such complain can be lodged\)](#) preferably within 15 days of noticing or experiencing a misconduct. If the respondent is direct supervisor of the complainant, or person influencing the career growth of the complainant, the reporting structure will be changed till the time the enquiry is completed.

The complaint shall have to be in writing and can be in form of a letter, preferably within 15 days from the date of occurrence of the alleged incident, sent in a sealed envelope. Alternatively, the complainant can send complaint through an email. The employee is required to disclose his/her name, department, division and location they are working in, to enable the HR to contact them and take the matter forward.

If an allegation is received and an investigation required, the HR manager will review the findings and determine the mode and timeline of investigation.

HR manager shall keep the Board and the complainant informed of the status of inquiry and outcome.

In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

AMENDMENTS / MODIFICATIONS TO OUR CODE:

To retain necessary flexibility in the administration of policies and procedures, Unnati reserves the right to change, add to, or eliminate any of the policies described in this manual. Unnati's policies are reviewed annually to determine whether revisions may be required due to changes in the law or regulations or changes in Unnati's service environment. The Board of Directors must approve any changes made to this Code of Ethics and Conduct policy. All such changes and amendments to policies will be communicated by HR Manager through electronic mail or any other mode of communication. These policies will be updated on the website of Unnati.



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ACKNOWLEDGEMENT

Code of Ethics and Conduct along with other policies form part of the voluntary, internship, employee, contract agreement with Unnati. All stakeholders are required to acknowledge that they have read, understood and abide by the policies of Unnati. You must remember that under no circumstances does your failure to read our policies, sign an acknowledgement exempt you from your obligation to comply with our policies.

DISCIPLINARY ACTIONS

If you violate Code of Ethics and Conduct policy, Unnati will take appropriate disciplinary action. We take violations of this Code, Unnati policies and applicable laws seriously appropriate disciplinary action will be taken from corrective action, up to and including termination of services or internship at Unnati.

Disciplinary actions may include a verbal or written warning; suspension with or without pay; loss or reduction of benefits; or, for the most serious offenses or repeated misconduct, termination of employment. Any disciplinary action depends on the nature, severity and frequency of the violation. It may vary depending upon local law. Please understand that those who violate the laws or regulations mentioned in the Code of Ethics and Conduct Policy could expose themselves and Unnati to substantial civil damages and criminal penalties.

GENERAL

UNNATI will take all measures to resolve the issues in a peaceful and amicable manner within the framework of internal policy and legal norms as applicable within the Jurisdiction in which it is operating. UNNATI also ensures confidentiality of all such matters.

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DATED: 18 May 2025

AUTHORIZED SIGNATORY

FULL NAME: I A Padmanabhan alias Ramesh Swamy

DESIGNATION: Director