

# सुजाग्रति समाज सेवी संस्था मुरैना म0 प्र0

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## Code of Conduct and Behaviour at Workplace Policy



**Sujagriti Samaj Sevi Sanstha  
Morena, Madhya Pradesh**

## 1. Introduction

Sujagriti Samaj Sevi Sanstha (hereafter referred to as "Sujagriti") is committed to ensuring that all employees, volunteers, partners, and associates uphold the highest standards of ethical and professional behaviour. This policy outlines the expected conduct and behaviour at the workplace and in all settings where Sujagriti work or representation occurs.

## 2. Purpose

The purpose of this Code is to:

- Promote integrity, transparency, and accountability.
- Ensure a safe, respectful, and inclusive work environment.
- Prevent misconduct, including abuse, harassment, and exploitation.
- Strengthen Sujagriti's reputation and trust with the communities it serves.

## 3. Scope

This Code applies to:

- All employees, whether permanent, temporary, full-time, or part-time.
- Volunteers, interns, consultants, and contractors.
- Board members and any other representatives of Sujagriti.
- Partners and affiliates when representing or working with Sujagriti.

## 4. Core Principles

All representatives of Sujagriti must:

- Act with honesty, integrity, and fairness.
- Treat all individuals with dignity and respect.
- Ensure actions contribute positively to the mission and goals of Sujagriti.
- Avoid any behaviour that may bring Sujagriti into disrepute.

## 5. Expected Standards of Behaviour

### 5.1 Professionalism

- Perform duties responsibly, efficiently, and to the best of one's ability.
- Follow organizational policies, procedures, and lawful instructions.

### 5.2 Respect and Inclusion

- Promote a workplace free from discrimination, bullying, and harassment.
- Respect cultural, religious, gender, and other forms of diversity.

### 5.3 Conflict of Interest

- Avoid situations where personal interests conflict with those of Sujagriti.
- Declare any actual or perceived conflict to the appropriate authority.

#### 5.4 Use of Resources

- Use Sujagriti's assets and resources responsibly and only for official purposes.
- Protect organizational property from misuse, theft, or damage.

#### 5.5 Confidentiality

- Respect the confidentiality of sensitive organizational and personal information.
- Do not disclose information without proper authorization.

#### 5.6 Safeguarding

- Adhere to Sujagriti's safeguarding policies.
- Never engage in any form of sexual exploitation, abuse, or harassment.

### 6. Unacceptable Behaviour

Includes but is not limited to:

- Physical or verbal abuse.
- Sexual harassment or misconduct.
- Discrimination on the basis of gender, caste, religion, disability, or other grounds.
- Fraud, theft, or corruption.
- Substance abuse at the workplace.

### 7. Reporting and Accountability

- All personnel have a duty to report violations of this Code.
- Reports can be made to supervisors, HR, or designated safeguarding officers.
- Sujagriti will ensure confidentiality, fairness, and protection against retaliation for whistleblowers.

### 8. Disciplinary Action

Violations of this Code may result in disciplinary action, including:

- Verbal or written warnings.
- Suspension or termination of employment/association.
- Legal action, if applicable.

### 9. Review and Acknowledgement

All personnel must:

- Read, understand, and sign this Code as a condition of employment or engagement.
- Participate in periodic training and refresher sessions.
- Acknowledge updates or revisions as required.

Approved by:

**Zakir Hussain, President**

Name.....  
Head of the Organization  
**President**  
Sujagriti Samaj Sevi Sanshodhan  
Morena (M.P.)