

1. Code of Conduct

1.1 Policy Statement:

AADHAAR is a social development organization primarily focused on environmental issues, education, Governance and economic development of the communities. Thus, employees of this organization, dedicated to serve the communities in which they live and continuously represent the vision of AADHAAR in all their activities. AADHAAR has developed a code of conduct to assist all employees in understanding of why it is important conduct themselves in a professional and ethical manner. It is extremely important to understand the set standards by AADHAAR in terms of maintaining and promoting a positive image of the organization and most importantly, demonstrating respect for the rights of the people.

1.2 Introduction:

The success of AADHAAR hugely depends on complex relationships with the villager, communities, their families, donors, governments and the general public at large. AADHAAR's success over the years is due in part of its reputation for honesty, integrity and excellence in the conduct of its activities as the organization committed to improving the lives of the poor communities and youths. Code of conduct outlines the standard of conduct which guide the action of the organization and its employees.

AADHAAR expects employees to comply with the rules and regulations governing its operations and further to maintain the highest standard of honesty and integrity in their conduct of such operations with regards for AADHAAR's name as a Development Organization. AADHAAR provides code of conduct that must be observed by its employees. It is expected that each employee will:

- Respect the rights and dignity of the children and communities with whom we work and always act according to the best interest of the communities.
- Be loyal with the organization and not pursue personal gain or direct or indirect advantage in such dealings.
- Be honest and respectful in dealings with communities participating in AADHAAR's programs, donors, government and all other employees in the organization.
- Avoid any behaviour that might be seen as less than honourable or which may reflect badly on the organization.
- Be law abiding citizens and at all times observe the laws and regulation of jurisdictions in which they are based.

No statement for code of conduct can offer a complete guide to cover all possible situations that might be encountered by the employees of the organization. AADHAAR therefore expects that its employees will discuss all the questions arising time to time and seek advice from their superiors, as necessary.

Violation of the code may result in disciplinary action up to and including termination with or without notice to the employee, based on the severity of the infraction and the totality of the circumstances. AADHAAR may take any other necessary action; if needed.

Employees must not be paying or accepting any bribe, kickback or other unlawful payment or benefit to secure any concession, contract or other favourable treatment while official work and/or negotiations.

2. Whistle Blowing Policy

2.1 Purpose:

This policy covers the steps to take when the organization has identified or observed conduct in the organization that contravenes the code of conduct.

This policy is applied whenever AADHAAR/ its staff observes or identifies any fraud, negligence or illegality. In this situation, AADHAAR must be able to raise legitimate issues in an open and honest way without fear. Corrective actions are to be taken rapidly to produce effective results.

The whistle blowing policy draws particular attention to AADHAAR's policies on fraud, illegal acts, unlawful gains and so on as follows:

- Sexual abuse or other physical or mental harm deliberately caused to a child, community member, staff member or any other individual associated with AADHAAR.
- AADHAAR ensures zero tolerance towards fraud. Any action that enables someone to receive direct or indirect benefit whether financial or not, at the expense of the organization, is regarded offensive.
- Favouritism and bias is considered when genders are treated unequally in any respects.

2.2 Procedural Adherence:

- If one observes or identifies evidence that indicates child abuse, fraud or any other breach of code of conduct, shall be reported to immediate supervisor of the particular employee.

If the complainant is not satisfied with the actions taken, he can appeal to the Chief Executive Officer/Secretary of AADHAAR or in case extraordinaire, a letter can be written to the Board president. Anyone who victimizes and employee for raising a legitimate concern or tries to deter someone from raising a legitimate concern will be subject to disciplinary action.

3. Child Protection Policy

3.1 Purpose:

As an organisation committed to safeguard the rights of children along with other issues, AADHAAR is committed to promoting the rights of children including their right to be protected from harmful influences, abuse and exploitation. AADHAAR takes active measures to ensure children's right to protection are fully realised. AADHAAR expects that its employees and others who work with AADHAAR have children's best interest at the heart of their involvement with AADHAAR.

The aim is to create child safe environment, both internally and externally, where children are respected, protected, empowered and active in their own protection, and where staff are skilled, confident, competent and well supported in meeting the protection responsibilities.

3.2 Definitions under the Child Protection Policy:

- A child is defined as any person under the age of 18 years.
- Child abuse is defined as all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child and includes any actions that result in actual or potential harm to a child.
- Child protection, within the scope of this policy, is defined as the responsibilities, measures and activities that AADHAAR undertakes to safeguard children from both intentional and unintentional harm.

3.3 Scope of Child Protection Policy:

Child Protection Policy applies to everyone working for or associated with AADHAAR.

3.4 Responsibilities under the policy:

- Never abuse/exploit a child or act/behave in any way that may harm a child.
- Report any child abuse and protection concerns they have in accordance with applicable law procedures.
- Respond to a child who may have been abused or exploited in accordance with law.
- Cooperate fully in any investigation of concerns and allegations.
- Contribute to an environment where children are respected and encouraged to discuss their rights and concerns.
- If a legitimate concern about suspected child abuse is raised, which proves to be found on investigation, disciplinary actions will be taken by AADHAAR.

4. Internet and Email Usage Policy and Guidelines

4.1 Introduction:

This policy sets out the obligations and expectations on employees of the Organization including contractors and temporary staff, who use the Organization's IT facilities for internet and email purposes. IT facilities are provided to assist with day-to-day work. It is important that they are used responsibly, are not abused, and that individuals understand the legal professional and ethical obligations that apply to them.

4.2 Authorisation:

No person is allowed to use Organization IT facilities who has not previously been authorized to do so by the Organization IT Department / Line Manager. Unauthorized access to IT facilities is prohibited and may result in either disciplinary action or criminal prosecution.

4.3 Legislation:

All users shall comply with the relevant legislation. This includes the following:

- Use of the internet for personal reasons (e.g., online banking, information surfing) must be limited, reasonable and done only during non-work time such as lunch-time.
- The telephone/ fax shall normally be operated by the person assigned to the duty and used for office purposes. Personal calls using cell phones or landline phone must be of minimum duration and should be having genuine cause. Outgoing and incoming calls shall be of the minimum duration.

5. Staff Development

5.1 Organizational Development Programme:

AADHAAR is committed to have continuous organizational development programs for the staff at all levels. Staff members from various departments can be encouraged to continuously engage in knowledge sharing as part of the exercise. AADHAAR being as an organization working with local talent emphasizes on team work and knowledge sharing for the purpose of organizational development.

5.2 Training and Development:

Specific training needs shall be identified by the individual or by the supervisor, especially during the performance appraisal. AADHAAR believes that motivation and willingness are the pillars on which individual development is based. Generally, senior staff helps and trains the lower staff as per the needs and requirements of training to be provided to employees.

Short term training programs and workshops will be held to develop the technical skills of individuals.