

# CODE OF CONDUCT

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Document Owner – Lead People Wellbeing

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## PURPOSE

As each team member is expected to adhere to a **certain set of standards** that we believe are absolutely essential to **maintain a social conduct** at the workplace. **The code of conduct represents these professional standards and behaviour expected from the employees, freelancers, partners and other relevant stakeholders in the organization.**

The Code, however, cannot possibly address every situation we face at work. Therefore, the Code is by no means a substitute for our good judgment, upon which the value system of Agrasar depends. **We must remember that each of us is responsible for our own actions and that the ethical choice is always the best choice.**

## APPLICABILITY

The code of conduct will be applicable to **each and every employee of Agrasar whether temporary or permanent. All the interns and volunteers will also fall under the jurisdiction of the code of conduct.**

Each new employee will have access to this code of conduct as a part of the HR policy, so that s/he can adhere to it with full knowledge and information.

Further, the code will be available on a google drive which will be shared by all employees. **The policies described in the code may be modified from time to time and the changes will be updated in the drive. The employees are expected to keep themselves updated and adhere to all the rules and policies.**



## **OUR CORE VALUES**

Agrasar's culture and ethos are grounded in the values of justice, transparency, fairness and ethics. They are decided in a participatory manner and strongly believed and practiced by each member of the team.

### **Justice**

Justice refers to the philosophical approach and operational system by which fairness is managed within the organization. Justice is extremely critical in order to encourage workplace motivation, focus, engagement with ownership.

### **Compassion**

Agrasar's vision entails compassion in all its interaction whether external or internal. Fairness means that all the team members are treated with equity, individuality, based on their preferences, needs and varied contributions. Consistency refers to treating everyone equally, at all times and in all situations.

### **Transparency**

Agrasar shall engage in honest communication with external stakeholders such as funding partners and other investors. It will have a transparent and participatory decision-making process which in turn increases the prospect that the decision will be accepted as well as implemented by the team members with full ownership.

### **Ethical behaviour**

By ethical behaviour we primarily refer to honesty, integrity, confidentiality, informed consent, fidelity and responsibility. It covers our primary stakeholders, team members, funding partners and other stakeholders. The organization will have an objective manner of dealing with grievances.

### **Shared Vision**

A shared vision and mission of the organization and various programs shall be developed. It is imperative to reach a stage wherein all team members must have homogeneity in responses to questions - What do we do? Why do we do what we do? What is the impact of our work? Each and every member within the organization shall have enriching and comprehensive role as per their competence and aptitude.

### **Respect and humility**

Team members should acknowledge each other's strengths and limitations to work in a complementary manner with each other. We should have a willingness to help each other whenever the need arises.

### **Process Clarity-**

The employees must at all times comply with the applicable laws and regulations of the community. Agrasar will not condone the activities of employees who have achieved results through violations of the aforementioned law or engaged in unethical professional dealings.

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## THE CODE OF CONDUCT

For all further references, the workplace would include the office centers as well as the community space that the employees visit and work with during their field visits.

### Bribery and Corruption

1. The employees shall not engage in the activities of bribery, illegal acts, Gambling etc at any time.

### Professionalism

1. All team members shall at **all times be humble and respectful in their approach** when interacting with the people of the community.
2. Agrasar shall observe a **strict policy of No smoking** within the workplace to ensure the safety of all employees and not expose them to harmful working environment.
3. The employees shall **not be allowed entry** into the office premises if they are found arriving at office **under the influence of alcohol**. Additionally, the employees shall **not consume alcohol at the workplace**.
4. Any **unruly behaviour** with any colleague including but not limited to using **foul language, physical violence or any unprofessional activity** shall attract severe action on case-to-case basis ranging from **deduction in salary, suspension** or in severe cases termination of services
5. Any form of **verbal or non-verbal behaviour implying sexual harassment** shall not be tolerated and shall attract enquiry under **the prevention of sexual harassment at workplace policy** of organization by the posh committee.

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6. Any **derogatory remarks related to caste, religion or culture against fellow employees are strictly prohibited** and shall attract severe action from the management if found guilty.
7. The employees shall **not engage in circulating or accessing inappropriate material** at the workplace.
8. All employees **shall respect the religious freedom** of their fellow colleagues.
9. All employees shall **protect the company's legality. They shall comply with all environmental, safety and fair dealing laws.** The employees shall be ethical and responsible when dealing with company's finances, products, partnerships and public image.
10. All employees shall treat the company's property, whether material or intangible, with respect and care. **Employees shall never misuse company equipment or use it frivolously.**

### **Punctuality**

1. The employees **shall record their attendance diligently** and ethically in the attendance register present at the respective office center.
2. Employees shall follow their schedules. Exceptions can be made for occasions that prevent employees from following standard working hours or days. But, generally, **employees are expected to be punctual when coming to and leaving from workplace.**
3. The employees **shall adhere to the timelines given for projects** set by their immediate mentor/superiors. The employees shall ensure that in doing so there is **no compromise with the quality of submissions.**

### **Integrity**

1. The employees shall **perform their duties conscientiously, honestly and in interest and benefit of organization.**



2. The employees once appointed to positions of power or authority, shall **demonstrate behaviours with high moral values and integrity. The employees shall never misuse their power of authority.**
3. All employees should fulfil their job duties with integrity and **respect toward community and various other stakeholders.**
4. In case the organizations require submission of any personal documents of employees for any purpose, the **employees shall ensure that within the best of their knowledge the documents shall be valid and legally correct.**

### **Grievance Redressal**

1. Employees that might experience conflicts are expected to exercise proper **mechanism of grievance redressal laid down in the HR policy of Agrasar.**

### **Intellectual Property Protection**

1. Employees shall respect and **protect all kinds of intellectual property of Agrasar. This shall include trademarks, patents, copyright and other property (information, reports etc.)** Employees shall use them only to complete their job duties.

### **Conflicts of Interest**

1. The employees shall **not get involved in situations that might lead to potential personal, financial or other conflict in interests that might hinder their capability or willingness to perform their job duties.** In case such a situation arises. The employees shall take prior permission before getting involved.

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### **Additional Policies**

1. The employees shall follow the **guidelines for availing leaves or any other urgent absence as per the Agrasar HR policy**. Any uninformed absence after the 5<sup>th</sup> day shall lead to strict action that may attract disciplinary action ranging from deduction in salary, suspension or in severe cases termination of services.
2. Team members shall be **responsible for the safe-keep of the assets, issued against their name. In case of damage / loss**, the organization shall replace the items, and **recover the expenses incurred for the same from the concerned team member**.

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