

# **SASY – EMPLOYEES CODE OF CONDUCT**

## **August 2019**

### **Purpose:**

The Employee Code of Conduct (ECC) of SASY outlines standards of personal and professional conduct to provide harassment and discrimination free environment for all its employees to have a pleasant working atmosphere for ensuring productive results.

### **Scope:**

The ECC provides clear guidelines and standards for an appropriate behaviour of all employees.

### **Process:**

This ECC provides a framework for appropriate behaviour for all employees to perform their duties and obligations that have been sought by the management and other stake holders like Government and organisations who journey along with SASY.

This ECC is meant to follow the organisational values of equality, mutual respect, dignity, justice, liberty and democratic norms which are in consonant with National and Internal Human Rights policies, practices and procedures.

Any doubt or clarification arises on this; the Staff has to take it up with the Management.

### **1. Secretary/Director is responsible:**

- To share the Objectives, Policies and Programs of SASY
- To inform the ECC to all employees
- To inform them of their overall roles and responsibilities of all Staff
- To make them understand their individual duties and behaviours
- To equip them with training and orientation to work as a Team respecting each other

### **2. Employees responsibilities:**

All employees have a personally responsible:

- For their own performance to fulfil their duties
- To move with the fellow staff members with dignity and mutual respect
- To work with a Team spirit
- To comply with the ECC
- To keep up integrity and honesty for SASY and for whom it works

- To promote a positive and safe working atmosphere for producing effective results.
- To be punctual in their attendance and to follow the norms and procedures for availing leave or holidays

### **3. Personal behaviour:**

Employees are expected to perform their duties in a responsible and professional manner with honesty and sincerity by keeping normal ethical standards.

### **4. Natural justice, fairness and equity:**

Any complaint by a Staff against a fellow staff or management or any other person with whom SASY interacts, a fair and prompt investigation would be in place, upholding the principles of natural justice and also the norms of ECC.

### **5. Use of facilities and equipment:**

Employees are expected to use the property, goods, services and infrastructure of SASY with utmost care and efficiency, only for the purpose of SASY. For the usage of private purpose, the Staff should get the permission of Secretary/Director

### **6. Privacy and use of personal and official information:**

Employees have a duty to maintain the confidentiality, integrity and security of official information for which they are responsible and they are not expected to share information of any sort, to any outsiders which will be dealt by SASY seriously, even to consider such act as an offense, liable to be pursued under the law of the Land.

### **7. Records management:**

Employees must not remove or place or share or destroy any document of SASY from the office without the permission of the Secretary/Director. This will be viewed seriously enabling penal action against such a lapse.

### **8. Information technology:**

Employees must not access information which they are not authorised to access or use, and must not allow any other person to access for any reason which includes email accounts, passwords and confidential codes if any,

### **9. Conflict of interest:**

If an employee becomes aware of the potential for conflict of interest then he/she must notify the same to the Secretary/Director and get it resolved to proceed further of his/her work or involvement

## **10. Gifts and Hospitality offered:**

If an Employee was offered a gift or hospitality, it must be shared with the Secretary/Director and be submitted to them as if they are the properties of SASY.

## **11. Friends and Relatives:**

Employee must not bring in their Friends or Relatives to the affairs of SASY for any benefit or favour

## **12. Financial interests:**

Employees should avoid any financial involvement or undertaking, that could directly or indirectly compromise or undermine SASY and its performance

## **13. Use of official information:**

While employees can contribute to public debate on social issues, the employees may only disclose official information, with due regard to confidentiality and the wellbeing of SASY. Any information to be shared with Media or Court or with Govt Officials, the employees must get the permission and clearance from Secretary/Director.

## **14. Alcohol and substance of abuse or misuse:**

Employees should not be under the influence of alcohol or other narcotic substances while they are at work or at work functions, the places of their work and the office premises of SASY and in the field area.

## **15. Smoking:**

Smoking is prohibited in SASY office, premises and vehicles and in field areas.

## **16. Bullying**

Bullying between Employees, which includes verbal abuse, shouting, excluding or isolating behaviour, deliberately withholding information vital for effective work performance, giving employees impossible assignments, physical abuse will not be entertained by SASY.

## **16. Discrimination:**

Discrimination of any sort based on race, caste, colour, gender, otherwise abled, migrated, religion, place of birth, language etc is unacceptable and any Employee who practices or propagates such discrimination will not be accepted by SASY and dealt with, according to the law of the land.

## **17. Harassment:**

Harassment in any type of behaviour within the staff or with anyone affiliated to SASY or in the field area will be viewed seriously and such Staff will be dealt with the law of the land

## **18. Professional development:**

Employees must continually strive to improve their professional competence, enhance their knowledge and encourage the development of their skills and competence of associates.

## **19. External employment:**

SASY will not restrain employees from working outside business hours provided that the employees do not undermine or compromise the work of SASY but certainly without any conflict of interest.

## **20. Ownership of products and copyright:**

All products, literary, dramatic, musical, cinematographic and artistic works, computer programs, material in written or other format, discoveries, inventions and improvements in relation to such matters, together with all copyright and intellectual property created, authored, discovered, developed or produced by the employee for the purpose of, or in the course of, the employee's employment will remain the property of the SASY and will not be used by the employee other than for the purpose of SASY's involvement.

## **21. Public conduct and media contact:**

Employees making comments in a public forum on any matter relating to the work and involvement of SASY should obtain permission from Secretary / Director of SASY.

## **22. Misuse:**

Employees must not deliberately misuse equipment, assets, or the services of SASY or its other employees.

## **23. Confidentiality:**

Employees must not discuss or release to any unauthorised person and/or anyone outside of the Shire, any confidential or sensitive information relating to the SASY and/or its operations.

## **24. Grievance handling:**

It is expected that as a first step, employees will attempt to resolve the issues between themselves. Where this is not appropriate or does not result in a

satisfactory resolution a more formal procedure as outlined in the Grievance – Resolving Issues and Concerns Policy can be applied.

The dispute resolution process will operate within the following principles: Confidentiality, Impartiality, Promptness, Sensitivity, Courtesy and Respect

Disputes may be resolved in a formal or informal manner. Where possible, as a first step and with the agreement of both parties, the dispute may be resolved informally. If the dispute is not resolved at the informal level then the formal process provides graduated steps for further discussion and resolution at high levels of authority. A formal resolution requires a thorough investigation to be undertaken, and the process documented.

Appropriate managers will investigate a complaint or allegation of behaviour that is contrary to these standards. Investigations will be carried out with sensitivity and fairness and maintain confidentiality.

## **25. Breaches of the Code:**

SASY is committed to the standards set out in the Employee Code of Conduct. Where a breach of the Code has been identified by SASY a response to the breach may result in:

- Counselling
- Disciplinary action
- Termination of employment
- Suspension; or
- Laying of criminal charges or civil action.

## **26. Email:**

Staff may only use e-mail and web browsing for work related purposes and that all e-mail and web access logs will be monitored for compliance with the staff position. As SASY has responsibility for its computer systems and networks, it has the right to make directions as to its use.

## **27. Dignity of Women and Children:**

Staff are expected to move with Women and Children with dignity and due respect and any of their act found to be outraging their modesty or dignity will be viewed seriously and such Staff will be liable for punishment under the relevant civil and criminal laws of the Land.

## Employee Code of Conduct

### Statement

By signing this statement, I declare that I acknowledge and agree to abide by this SASY Employee Code of Conduct.

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(signature)

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(print name)

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(insert date)

The original signed statement should be placed in the employee's personnel file and a copy should be provided to the employee.