



R.N. Malhotra
Anna R. Malhotra
Charitable Trust

Divya Malik Lahiri

Managing Trustee,
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STAFF MEMBER CODE OF CONDUCT

Every staff member employed at or by the **R N Malhotra Anna R Malhotra Charitable Trust**, herein after referred to as the **Trust** shall conscientiously fulfil the duties and responsibilities of his or her position. The conduct of every member during work hours or at any time while representing the cell/department, project and the Trust shall uphold the credibility and reputation of the Trust.

Conflict of Interest

- All staff members are prohibited to engage in activities or relationship that conflict with the Trust's interest or adversely affect the Trust's reputation.
- Staff members must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties.
 - Prohibited actions for a staff member or a member of the staff member's immediate family include the following acts:
 - To accept or solicit a gift, favour, or services from an individual, business, or other party involved in, or that could potentially be involved in a contract or transaction with the Trust or its affairs.
 - To accept, agree to accept, or solicit money or other tangible or intangible benefit in exchange for the exercise of official powers.
 - To accept employment, compensation or engagement in any business or professional activity that might require disclosure of Trust's confidential information.
 - To accept other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties; or
 - To handle their own or a family member's personal transactions, including personal use of email, computers, and other actions detrimental to the Trust property or interests.
 - No employee can for temporary or permanent basis work in another organisation in any capacity.

Acceptance of Compensation, Entertainment, Gifts, Favors and Gratuities

- No staff member shall solicit or accept any compensation, gift, gratuity, favour, entertainment, reward, or any other item of monetary value for services rendered other than what is due to the organization. In case such compensation is offered, the person will immediately bring this to the notice of the Administration.
- The word Administration used in this order specifically includes the Board of Trustees of this Trust.

Nepotism

- No staff member (including any appointing authority or his or her designee) shall hire, supervise or be in a direct line of supervision over a member of his or her immediate family, significant other, roommate, or any close relative, as of the effective date of this rule. The agency or department will have six (6) months to comply. Any exception regarding existing staff member and allowing the staff member(s) to remain in the present position(s) shall be submitted to the Administration for approval.

Solicitation and Distribution

- Staff members may not solicit or distribute any non-job-related material of any kind to anyone.

Outside Employment

- No staff member is allowed to moonlight or take outside employment or engage in other business activities as this conflicts with the interests of the Trust and with the responsibilities of the concerned staff, save with express written approval of the Managing Trustee.
- All outside employment or business activities will be considered incompatible with a staff member's duties, and unless, as in the case of voluntary work/leisure time activities that are honorary that have been approved and specially discussed with the Administration, shall be considered to create an actual or apparent conflict of interest. The spirit of this clause is that any activity that conflicts with the interests of the Trust is prohibited.
- Violation of the outside employment policy can lead to corrective action, up to and including dismissal.

Alcohol and Tobacco Policy

- The Trust's Board has a special concern about the use and abuse of alcohol and tobacco because these can affect a staff member's productivity and efficiency, jeopardizes the safety of the staff members, co-workers, and the public; and send out wrong signals to students who form a large part of the community we work with.
- Accordingly, the Trust strictly enforces the following rules:
 - The consumption, possession or storage of alcoholic beverages and other intoxicants on Trust premises is prohibited. This includes any place by extension, where Trust work is conducted, including off-office hours.
 - The serving of alcohol or other intoxicants at Trust functions is prohibited.
Off-the-job use of excessive alcohol or other intoxicants or drugs of this nature that adversely affects a staff member's job performance or of the others or jeopardizes the safety or property of staff members is prohibited. Staff members are prohibited from reporting to work under the influence of alcohol and such intoxicants and drugs. Such staff members can be acted against including immediate removal from service.
 - The same applies to tobacco and other intoxicants. The consumption, possession or storage of tobacco and tobacco-related products on Trust premises is prohibited. This includes any place by extension, where Trust work is conducted, including off-office hours.

Electronic Communications Policy

- To better serve our end-users and give our talented workforce the best tools to perform their jobs, the Trust provides all new means of communication and information exchange.
- Staff members who have access to email, telephone, voice mail, fax machine, external electronic bulletin board, and the internet, etc. should use these services for official business only, to make communication more efficient and effective.

Prohibited Communications

Electronics media shall not be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene
- Defamatory or threatening or
- Engaged in any purpose that is illegal or contrary to the Trust's policies or business interests.
- Use of the name of the Trust for the personal use of social media by any employee is also prohibited, unless expressly approved in writing by the Administration of the Trust.



Even personal comments of the staff members on the social media or otherwise should not create a controversy, which will adversely affect the reputation of the Trust. Therefore, the staff members must exercise restraint and not post anything that could create a controversy.

Reporting Violations

- Any alleged violation of ethical conduct, in letter and spirit, and stated or unstated, should be reported to the management by team leaders.

Discipline

- The purpose of discipline is to make it possible for all of us to work more creatively and be more productive. Discipline also creates a level playing field within the Trust for all members, regardless of position, status or gender. And we do expect everyone in the Trust to exercise self-discipline in all matters, stated or otherwise. In the case of any indiscipline or infraction, the Trust would be constrained to take action, the type and severity of which will depend on the gravity of the infraction. The degree of disciplinary action shall be reasonably related to the seriousness of the offence and the past record of the staff member. The disciplinary action taken will be consistent with the rules.
- Disciplinary action may be taken for other inappropriate conduct not specifically identified in this rule.

Progressive Discipline

- In order of increasing severity, the disciplinary actions which an appointing authority or designee may take against a staff member for violation of career service rules, stated and generally understood, include:
 - **Verbal Reminder:** A conversation to address and correct the behaviour or performance.
 - **Written Warning:** Formal documentation of the concern and expectations for improvement.
 - **Termination/Lay Off:** Ending employment, with documented reasons.
- Wherever practicable, discipline shall be progressive. Any measure or level of discipline may be used in any given situation as appropriate. This rule should not be interpreted to mean that progressive discipline must be taken before a staff member may be dismissed.
- The general principle is that punishment will be harder for more serious offences and infringements than for lesser ones.
- In those cases when the discipline deemed appropriate is suspension without pay, the suspension shall be for at least a whole work week or multiples of whole workweeks or part thereof.

Discipline and Termination

- Cause for dismissal.

The following may be causes for dismissal of a service staff member. A lesser discipline other than dismissal may be imposed where circumstances warrant. It is impossible to identify within this rule all conduct which may be cause for indiscipline. Therefore, this is not an exclusive list.

- Gross negligence or wilful neglect of duty.
- Theft, destruction, or gross neglect in the use of Trust property and or property of any agency or entity having a contract with the Trust; theft of property or materials of any other person while the staff member is on duty or on Trust premises.
- Dishonesty, including but not limited to:
 - Altering or falsifying official records or examinations.
 - Accepting, soliciting a bribe; lying to superiors or falsifying records with respect to official duties, including work duties, disciplinary actions, or false reporting of work hours.
 - Using official position or authority for personal profit or advantage, including kickbacks; or any other act of dishonesty not specifically listed in this paragraph.
- Refusing to comply with the lawful orders of an authorized supervisor or refusing to do assigned work which the staff member is capable of performing.
- Threatening, fighting with, intimidating, or abusing staff members for any reason.

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- Failure to report for assigned shift and failure to notify immediate supervisor of work.
- Engaging in a strike, sabotage, or work slowdown.
- Divulging confidential information from official records to unauthorized individuals.
- Conduct which violates the stated or understood rules of conduct of Trust.
- Failure to meet established standards of performance in two successive rating periods.
- Conduct violative of the spirit of this order, not specifically identified herein, may also be cause for dismissal.
- Failure to meet established standards of performance including either qualitative or quantitative standards.
- Abuse of sick leave or other types of leave or violation of any rules relating to any forms of leave rules.
- Failure to maintain satisfactory working relationship with co-workers, other Trust staff members, government school teachers/ staff or the public.
- Failure to observe departmental regulations.
- Wilful carelessness in performance of duties and responsibilities.
- Unauthorized operation or use of any vehicles, machines, or equipment of the Trust.
- Neglect in care or use of Trust Property.
- Unauthorized performance of work by outsiders.
- Failure to comply with the instructions of an authorized supervisor.
- Conduct which is against the letter and spirit of these orders though not specifically identified herein, may also be a cause for progressive discipline.

Intimation of Change in Address/Mobile No.

- It is the responsibility of the staff member to ensure that official personnel records of the Trust reflect the staff member's current mailing address, current residence address and telephone number at all times.
- When staff member goes on short/long leave, earned or emergency, we request her/him to leave all telephone numbers, emails etc. that will facilitate our reaching them, in case of an emergency.



S. N. Malik

Life Trustee



Divya Malik Lahiri

Managing Trustee

**For R N MALHOTRA & ANNA
R MALHOTRA CHARITABLE TRUST**

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