

Code of Conduct & Ethics Policy DEVI Sansthan, Lucknow

1. Purpose

DEVI Sansthan is committed to upholding the highest standards of integrity, professionalism, and ethical behavior in all its activities. This Code of Conduct & Ethics Policy establishes principles and expectations for all employees, board members, volunteers, consultants, and stakeholders associated with the organization. It ensures that all activities align with DEVI Sansthan's mission and values, fostering a culture of respect, transparency, and accountability.

2. Scope

This policy applies to all individuals representing DEVI Sansthan in any capacity, including full-time and part-time employees, board members, interns, consultants, volunteers, and external partners working with the organization.

3. Core Values & Principles

All individuals associated with DEVI Sansthan are expected to uphold the following values:

- **Integrity:** Acting honestly and ethically in all interactions.
- **Transparency:** Being open and accountable in decision-making processes.
- **Respect:** Treating all individuals with dignity and fairness.
- **Equity & Inclusion:** Ensuring non-discriminatory practices and promoting diversity.
- **Responsibility:** Demonstrating commitment to DEVI Sansthan's mission and the communities it serves.

4. Professional Conduct

4.1 Workplace Behavior

- Maintain a respectful, safe, and inclusive workplace environment.
- Avoid harassment, discrimination, or any form of misconduct.
- Follow all organizational policies and applicable legal requirements.



4.2 Conflict of Interest

- Disclose any financial, professional, or personal interests that may conflict with DEVI Sansthan's work.
- Refrain from using one's position for personal gain or favoritism.

4.3 Confidentiality

- Protect sensitive information related to DEVI Sansthan, its beneficiaries, and partners.
- Ensure that confidential data is not misused or disclosed without authorization.

4.4 Financial Integrity & Accountability

- Adhere to financial policies and use resources responsibly.
- Avoid fraud, corruption, or mismanagement of funds.
- Report any suspected financial irregularities immediately.

5. Ethical Conduct in Community Engagement

- Act in the best interests of the communities DEVI Sansthan serves.
- Engage respectfully with stakeholders, including beneficiaries, donors, and partners.
- Ensure programs are implemented with honesty, cultural sensitivity, and without exploitation.

6. Compliance with Laws & Policies

- Adhere to all national and international laws governing nonprofit operations.
- Follow DEVI Sansthan's internal policies and ethical standards.
- Report any violations of laws, policies, or ethical concerns to designated authorities within the organization.

7. Reporting Misconduct & Whistleblower Protection

- Any individual who witnesses unethical behavior or policy violations should report it to the designated Ethics Officer or Board of Directors.
- DEVI Sansthan ensures protection against retaliation for whistleblowers who report concerns in good faith.
- Complaints will be handled with confidentiality, fairness, and prompt resolution.



8. Consequences of Violations

- Violations of this policy may result in disciplinary action, including termination of employment, legal consequences, or other corrective measures.
- Any form of corruption, discrimination, harassment, or unethical conduct will not be tolerated.

9. Policy Review & Amendments

This policy will be reviewed periodically by the Board of Directors to ensure it remains relevant and effective. Amendments may be made as needed to align with best practices and legal requirements.

Approved by: Governing Board of DEVI sansthan



Nixon Joseph
Group Director
DEVI Sansthan

