



An Initiative of TATA TRUSTS

Reviving Green Revolution Cell

Code of Conduct

Version 1: October 10, 2016



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FOREWORD

The Reviving Green Revolution Cell (RGR Cell) has been registered as a Society in March 2008 under the Societies Registration Act 1860 with philanthropic oriented support of Sir Ratan Tata Trusts & Allied Trusts with the aims at effective diversification in agriculture to ensure sustainable agricultural production, enhance the income of farmers and to help the agricultural related institutes like the Punjab Agricultural University, State Departments of Agriculture or any other such public institutes for revival of the economy of agriculture sector in the country.

The RGR Cell Code of Conduct is a set of principle that guide and govern the conduct of RGR Cell and its employees in all matters relating to operations. First elucidated in 2016, the Code lays down the ethical standards that RGR Cell employees have to observe in their professional lives, and it defines the value system.

The Code is intended to be a contemporary and relevant guide for our times. It cannot, however, provide an answer to all possible questions or ethical dilemmas that may arise at the workplace. RGR Cell colleagues who feel uncertain about the appropriate professional conduct in any situation must seek guidance from the designated persons in their organization and utilize appropriate channels or platforms identified in the Code.

Our success and the enormous equity enjoyed by the RGR Cell brand owe in large measure to the integrity and professional commitment of our colleagues and our partners. Consequently, we must not only comply with the laws and regulations that govern our Organization, but strive to go beyond and set an example of Organization conduct that meets the highest ethical standards.

Each RGR Cell colleague has the ability to make a vital difference to the quality of life of the communities we serve. This Code represents our individual and mutual commitment to discharge our responsibilities through the most sustainable and ethical means, and our shared determination to reinforce the RGR Cell reputation of Leadership with Trust.

Dr. B.S. Dhillon
Chairman

Date: October 10, 2016



A. OUR VALUES

RGR Cell has always been values-driven. The five core values that underpin the way we conduct our project activities are:

UNITY

We must work cohesively with our colleagues across the organization, and with our partners around the country, building strong relationships based on tolerance, understanding and mutual cooperation.

INTEGRITY

We must conduct our programmes / initiatives organizational activities, with honesty and transparency. Everything we do must stand the test of public scrutiny.

RESPONSIBILITY

We must continue to be responsible and sensitive to the countries, communities and environments in which we work, always ensuring that we put our best efforts for what we intend to achieve with our initiatives what comes from the people goes back to the people many times over.

UNDERSTANDING

We must be caring, show respect, compassion and humanity for our colleagues and partners around the country, and always work for the benefit of the communities we serve.

EXCELLENCE

We must constantly strive to achieve the highest possible standards in our day-to-day work and in the quality of the services we provide.

These universal values serve as the foundation for the RGR Cell Code of Conduct. They find expression within the value system of RGR Cell



B. SCOPE AND PURPOSE OF THIS CODE

1. This Code sets out how we behave with:
 - our employees, or those who work with us;
 - our partners, including donors and service providers, consultants, intermediaries programme / project beneficiaries;
 - the communities and the environment in which we operate;
 - our other associates;
 - our financial stakeholders;
 - the governments of the country in which we operate; and
2. In this Code, “we or us” mean our organization, our Executive Director, Program Officers, employees and those who work with us, as the context may require.
3. The term “our organization” in this Code typically means RGR Cell intends for this Code to apply to, and / or to whom RGR Cell has issued this Code.
4. This Code sets out our expectations of all those who work with us. We also expect those who deal with us to be aware that this Code underpins everything we do, and in order to work with us they need to act in a manner consistent with it.

Remember:

It is our commitment to protect our reputation and our brand equity by adhering to the values and principles set out in this Code. By doing so, we strengthen our unique culture and identity.



C. OUR CORE PRINCIPLES

1. We are committed to operating our organization conforming to the highest moral and ethical standards. We do not tolerate bribery or corruption in any form. This commitment underpins everything that we do.
2. We are committed to good organizational citizenship. We treat social development activities which benefit the communities in which we operate as an integral part of our organizational plan.
3. We seek to contribute to the economic development of the communities of the states and regions we operate in, while respecting their culture, norms and heritage. We seek to avoid any project or activity that is detrimental to the wider interests of the communities in which we operate.
4. We shall not compromise safety in the pursuit of commercial advantage. We shall strive to provide a safe, healthy and clean working environment for our employees and all those who work with us.
5. When representing our organization, we shall act with professionalism, honesty and integrity, and conform to the highest moral and ethical standards. In the regions we operate in, we shall exhibit culturally appropriate behaviour. Our conduct shall be fair and transparent and be perceived as fair and transparent by third parties.
6. We shall respect the human rights and dignity of all our stakeholders.
7. We shall strive to balance the interests of our stakeholders, treating each of them fairly and avoiding unfair discrimination of any kind.
8. The statements that we make to our stakeholders shall be truthful and made in good faith.
9. We shall not engage in any restrictive or unfair trade practices.
10. We shall provide avenues for our stakeholders to raise concerns or queries in good faith, or report instances of actual or perceived violations of our Code.
11. We shall strive to create an environment free from fear of retribution to deal with concerns that are raised or cases reported in good faith. No one shall be punished or made to suffer for raising concerns or making disclosures in good faith or in the public interest.
12. We expect the leaders of our organization to demonstrate their commitment to the ethical standards set out in this Code through their own behaviour and by establishing appropriate processes within their teams / programmes.



13. We shall comply with the laws of the country in which we operate and any other laws which apply to us. With regard to those provisions of the Code that are explicitly dealt with under an applicable law or employment terms, the law and those terms shall take precedence. In the event that the standards prescribed under any applicable law are lower than that of the Code, we shall conduct ourselves as per the provisions of the Code.

Remember:

“Good faith” means having a reasonable belief that the information you have provided is truthful. It does not mean having ‘all the evidence’ about the potential violation or case reported.

D. OUR EMPLOYEES

Equal opportunity employer

1. We provide equal opportunities to all our employees and to all eligible applicants for employment in our organization. We do not unfairly discriminate on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability or any other category protected by applicable law.
2. When recruiting, developing and promoting our employees, our decisions will be based solely on performance, merit, competence and potential.
3. We shall have fair, transparent and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of this Code. These policies shall provide for clear terms of employment, training, development and performance management.

Q&A

A job requirement entails extensive travel. One of the candidates has excellent relevant experience and qualifications. However, this candidate is a single parent. As a result, I feel such a situation would significantly hinder this candidate’s ability to cope with the job requirement. What should I do?

In accordance with the Code, the decision to recruit an employee should be based upon merit. We cannot make a presumption that the candidate would not be able to meet the travel requirements of the job. All eligible candidates should be provided with equal opportunity to demonstrate or justify that they can cope with the travel requirements of the job. Being a single parent cannot be a ground to be discriminated against at any stage of recruitment or ongoing employment in our organization.

Remember:

We do not tolerate harassment in any form and therefore we expect every employee to discourage such misdemeanors in the workplace.



Dignity and respect

4. Our management / leaders shall be responsible for creating a conducive work environment built on tolerance, understanding, mutual cooperation and respect for individual privacy.
5. Everyone in our work environment must be treated with dignity and respect. We do not tolerate any form of harassment, whether sexual, physical, verbal or psychological.
6. We have clear and fair disciplinary procedures, which necessarily include an employee's right to be heard.
7. We respect our employees' right to privacy. We have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest or adversely affects our reputation or organization's interests.

Human rights

8. We do not employ children at our workplaces.
9. We do not use forced labour in any form. We do not confiscate personal documents of our employees, or force them to make any payment to us or to anyone else in order to secure employment with us, or to work with us.

Bribery and corruption

10. Our employees and those representing us, including partners and project associates, shall not, directly or indirectly, offer or receive any illegal or improper payments or comparable benefits that are intended or perceived to obtain undue favours for the conduct of our activities.

Remember:

Violation by even a single employee of any law relating to anti-bribery, anti-corruption, anti-competition, data privacy, etc. could result in severe financial penalties and cause irreparable reputational damage to the organization.

Gifts and hospitality

11. Gifts and hospitality are sometimes used in the normal course of organizational activity. However, if offers of gifts or hospitality (including entertainment or travel) are frequent or of substantial value, they may create the perception of, or an actual conflict of interest or an 'illicit payment'. Therefore, gifts and hospitality given or received should be modest in value and appropriate.

Freedom of association

12. We recognize that employees may be interested in joining associations or involving themselves in civic or public affairs in their personal capacities, provided such activities do not create an



actual or potential conflict with the interests of our organization. Our employees must notify and seek prior approval for any such activity as per the 'Conflicts of Interest' clause of this Code and in accordance with applicable organization policies and law.

Remember:

As a general rule, we may accept gifts or hospitality from an associate, only if such a gift:

- has modest value and does not create a perception (or an implied obligation) that the giver is entitled to preferential treatment of any kind;
- would not influence, or appear to influence, our ability to act in the best interest of our organization;
- would not embarrass our organization or the giver if disclosed publicly.

The following gifts are never appropriate and should never be given or accepted:

- gifts of cash or gold or other precious metals, gems or stones;
 - gifts that are prohibited under applicable law;
 - gifts in the nature of a bribe, payoff, kickback or facilitation payment*;
 - gifts that are prohibited by the gift giver's or recipient's organization; and
 - gifts in the form of services or other non-cash benefit (e.g. a promise of employment).
- (* 'Facilitation' payment is a payment made to secure or speed up routine legal government actions, such as issuing permits or releasing goods held in customs.)

Working outside employment with us

13. Taking employment, accepting a position of responsibility or working outside employment with our organization, in your own time, with or without remuneration, could interfere with your ability to work effectively at our organization or create conflicts of interest. Any such activity must not be with any donors, partners or project associates of our organization. Our employees must notify and seek prior approval for any such activity as per the 'Conflicts of Interest' clause of this Code and in accordance with applicable organization policies and law.

Integrity of information and assets

14. Our employees shall not make any willful omissions or material misrepresentation that would compromise the integrity of our records, internal or external communications and reports, including the financial statements.
15. Our employees and directors shall seek proper authorization prior to disclosing organization or organization-related information. This includes disclosures through any forum or media, including through social media.
16. Our employees shall ensure the integrity of personal data or information provided by them to our organization. We shall safeguard the privacy of all such data or information given to us in accordance with applicable organization policies or law.
17. Our employees shall respect and protect all confidential information and intellectual property of our organization.



18. Our employees shall safeguard the confidentiality of all third party intellectual property and data. Our employees shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable organization policies or law.
19. Our employees shall promptly report the loss, theft or destruction of any confidential information or intellectual property and data of our organization or that of any third party.
20. Our employees shall use all organization assets, tangible and intangible, including computer and communication equipment, for the purpose for which they are provided and in order to conduct our work. Such assets shall not be misused. We shall establish processes to minimize the risk of fraud, and misappropriation or misuse of our assets.
21. We shall comply with all applicable anti-money laundering, anti-fraud and anti-corruption laws and we shall establish processes to check for and prevent any breaches of such laws.

Q&A

I am an accountant in the finance department of my organization. Due to my artistic skills, I received an offer to pen cartoons for a children’s publication for which I would receive compensation. I plan to undertake this activity during week-ends. What should I do before accepting this offer?

Before accepting the offer, you should ascertain whether the organization policies and rules require you to make a disclosure to your supervisor so that the organization may determine whether your undertaking this activity adversely affects our organization’s interests. On confirmation from the organization that it does not do so, you would be free to take up the activity. It is also your duty to bring to the attention of the organization whenever there is any change in the situation you have disclosed.

Our organization has recently announced the launch of a new project initiative. In connection with this, your friend who is a journalist with a leading business newspaper has asked you to provide some information that he could cover in his forthcoming article. He has promised not to quote you, or reveal your identity. Should you be giving him this information?

No. You should not be sharing information of this nature with the media, even if it is assured that the source would remain anonymous. Only authorized personnel in the organization are permitted to speak to the media and provide information of this nature.

Our organization has a “Use of Social Media” policy that lays down the “dos and don’ts” for use of social media even if you may access such media on your own time. Why is there such a policy?

External communication is a serious matter. It must be carefully managed because information put out with reference to our organization or its activities needs to be clear, truthful and not violate any undertakings we have given to other parties. In each organization there are managers nominated to authorize and make different types of statements to the outside world. These managers should be consulted about any request for information you may receive or information you think we should give out. In using social media, in particular blogs or social networking sites, you should exercise great caution while talking about our organization or the activities we do. It may feel like you are chatting with friends or expressing a personal opinion but even while doing so you cannot share any confidential information of our organization.



Remember:

We must respect the property rights of others by never misusing their assets, intellectual property or trade secrets, including the copying or downloading of unauthorized software, trademarks, copyrighted material or logos. We should never make unauthorized copies of computer software programs or use unlicensed personal software on organization computers.

Prohibited drugs and substances

22. Use of prohibited drugs and substances creates genuine safety and other risks at our workplaces. We do not tolerate prohibited drugs and substances from being possessed, consumed or distributed at our workplaces, or in the course of organization duties.

Conflicts of interest

23. Our employees and Executive Director shall always act in the interest of our organization and ensure that any programmatic or personal association including close personal relationships which they may have does not create a conflict of interest with their roles and duties in our organization or the operations of our organization. Further, our employees and Executive Director shall not engage in any organization, relationship or activity, which might conflict with the interest of our organization.
24. Should any actual or potential conflicts of interest arise, the concerned person must immediately report such conflicts and seek approvals as required by applicable law and organization policy. The Executive Director / Senior Management shall revert to the employee within a reasonable time as defined in our organization's policy, so as to enable the concerned employee to take necessary action as advised to resolve or avoid the conflict in an expeditious manner.
25. In the case of all employees other than Senior Management, the Executive Director shall be the competent authority, who in turn shall report such cases to the Governing Body of RGR Cell on a quarterly basis. In case of the Senior Management and Executive Director, the Chairman of our organization shall be the competent authority.
26. Notwithstanding such or any other instance of conflict of interest that exists due to historical reasons, adequate and full disclosure by interested employees shall be made to our organization's management. At the time of appointment in our organization, our employee shall make full disclosure to the Executive Director, of any interest leading to an actual or potential conflict that such persons or their immediate family (including parents, siblings, spouse, partner, children) or persons with whom they enjoy close personal relationships, may have in a family business or an organization or firm that is a competitor, donor, partners, or has other organization dealings with, our organization.
27. If there is a failure to make the required disclosure and our management becomes aware of an instance of conflict of interest that ought to have been disclosed by an employee or executive director, our management shall take a serious view of the matter and consider suitable disciplinary action as per the terms of employment. In all such matters, we shall follow clear and fair disciplinary procedures, respecting the employee's right to be heard.



Q&A

You are responsible for maintaining our organization’s beneficiaries database. One of your friends is starting a venture and requests you to share a few particulars from this database for marketing purposes of his business. He assures you that he would keep the data as well as his source confidential. Should you do so?

No. You should respect the confidentiality of information and not share any part of the database with any person without due authorization.

You have access to Financial & Audited Statements of Accounts of our organization. While having a conversation with you over evening drinks, your friend enquires about the financial performance of our organization. You do not share detailed information with your friend, but share approximate revenue figures. Is this conduct of yours correct?

No, it is not. You are not permitted to share financial information of our organization with others who do not need to know this information. Financial information should always be safeguarded and disclosed only on a need-to-know basis after obtaining requisite approvals. Sharing of any price sensitive information that is not generally available with the public could also lead to violation of Code of Conduct.

Remember:

A conflict of interest could be any known activity, transaction, relationship or service engaged in by an employee, his/her immediate family (including parents, siblings, spouse, partner, and children), relatives or a close personal relationship, which may cause concern (based upon an objective determination) that the employee could not or might not be able to fairly perform his/her duties to our organization.

Examples of Potential Conflicts of Interest

A conflict of interest, actual or potential, arises where, directly or indirectly, an employee or Executive Director:

- engages in a project, activity or relationship with anyone who is party to a transaction with our organization;
- is in a position to derive an improper benefit, personally or for any family member or for any person in a close personal relationship, by making or influencing decisions relating to any transaction;
- conducts organizational activities on behalf of our organization or is in a position to influence a decision with regard to our organization programme activities with project beneficiaries where a relative of, or a person in close personal relationship with, an employee or executive director is a principal officer or representative, resulting in a personal benefit or a benefit to the relative
- is in a position to influence decisions with regard to award of benefits such as increase in salary or other remuneration, posting, promotion or recruitment of a relative or a person in close personal relationship employed in our organization;
- undertakes an activity by which the interest of our organization or our associate organizations can be compromised or defeated; or
- does anything by which an independent judgment of our organization’s best interest cannot be exercised.



Examples of activities normally approved (post-disclosure) as per applicable organizational policy

Acceptance of a position of responsibility (whether for remuneration or otherwise) in the following cases would typically be permitted, provided the time commitments these demand do not disturb or distract from the employee's primary duties and responsibilities in our organization, and are promptly disclosed to the relevant competent authority:

- Directorships on the Boards of any of our partner organization or associate groups.
- Memberships/positions of responsibility in educational/professional bodies, where such association will promote the interests of our organization.
- Memberships or participation in government committees/bodies or organizations.

Q&A

You are in a relationship with a colleague who has been recently moved into your team and would now be reporting to you. What should you do?

Romantic or close personal relationships with another employee where a reporting relationship exists and one is responsible for evaluating the other's performance, is likely to create a conflict of interest. In such a situation, you would need to report the potential conflict to your supervisor.

Your organization is submitting a proposal to an organization in which you were previously employed. You have confidential information pertaining to your previous employer, which you believe will help your present employer in winning the contract. Should you share this information?

No. You should not share this information with your organization since it relates to confidential information of a third party. Your organization respects its employees' duty to protect confidential information that they may have relating to their previous employers.

You are the manager in the procurement department of your organization receive an invitation from a vendor to attend a premier sporting event as her guest. This particular vendor is one of the vendors who has submitted a proposal for an open tender issued by your organization. Should you accept the invitation?

No. You should not accept the invitation in this instance. Since you are in a key decision-making role for the tender, any unusual benefit that you receive could be perceived as an inducement that could compromise your objectivity.

E. OUR COMMUNITIES AND THE ENVIRONMENT

Communities

1. We are committed to good organizational citizenship, and shall actively assist in the improvement of the quality of life of the people in the communities in which we operate.
2. We are committed to the service delivery to the community



3. We engage with the community and other stakeholders to minimize any adverse impact that our organization operations may have on the local community and the environment.
4. We encourage our workforce to volunteer on projects that benefit the communities in which we operate, provided the principles of this Code, where applicable, and in particular the 'Conflicts of Interest' clause are followed.

The environment

5. In the community based projects and initiatives we implement and the services we provide, we strive for environmental sustainability and comply with all applicable laws and regulations.
6. We seek to prevent the wasteful use of natural resources and are committed to improving the environment, particularly with regard to the emission of greenhouse gases, consumption of water and energy, and the management of waste and hazardous materials. We shall endeavor to offset the effect of climate change in our activities.

F. OUR PARTNERS

1. We shall select our partner organizations and service providers vendors fairly and transparently.
2. We seek to work with partners who can demonstrate that they share similar values. We expect them to adopt ethical standards comparable to our own.
3. Our partner organizations and service providers shall represent our organization only with duly authorized written permission from our organization. They are expected to abide by the Code in their interactions with, and on behalf of us, including respecting the confidentiality of information shared with them.
4. We shall ensure that any gifts or hospitality received from, or given to, partner organizations or service providers comply with our organization's policies.
5. We respect our obligations on the use of third party intellectual property and data.
6. We seek to cooperate with our group partners by sharing knowledge, physical resources, human and management resources and adopting leading governance policies and practices in accordance with applicable law including adherence to competition law, where relevant.

Q&A

You head the procurement function in our organization. You have tight budgetary constraints for a project that you are working on. In order to complete the project within the targeted costs, you intend to request your supplier to provide you an exceptional discount on this project order on the understanding that you would "make it up to him" in future orders. Would you be violating the Code?



Yes, you would. Inducement in any form, including future benefits to the supplier, could compromise your ability to act objectively and in the best interests of the organization and therefore must be avoided.

Remember:

Our partners would include our implementation NGO's, Consultants, Service Providers, vendors and allied Government Departments, Community based Organization & Federations and other Associates.

G. OUR FINANCIAL SYSTEM

1. We are committed to complete and transparent accounting and financial management and complying with laws and regulations applicable.
2. We shall inform our stakeholders about relevant aspects of our organization in a fair, accurate and timely manner and shall disclose such information in accordance with applicable law and agreements.
3. We shall keep accurate records of our activities and shall adhere to disclosure standards in accordance with applicable law and agreements & government norms.

H. GOVERNMENTS

Political non-alignment

1. We shall act in accordance with the constitution and governance systems of the country in which we operate. We do not seek to influence the outcome of public elections, nor to undermine or alter any system of government. We do not support any specific political party or candidate for political office. Our conduct must preclude any activity that could be interpreted as mutual dependence/favour with any political body or person, and we do not offer or give any organization funds or property or other resources as donations to any specific political party, candidate or campaign.

Government engagement

2. We engage with the government and regulators in a constructive manner in order to promote good governance. We conduct our interactions with them in a manner consistent with our Code.
3. We do not impede, obstruct or improperly influence the conclusions of, or affect the integrity or availability of data or documents for any government review or investigation.



I. OUR GROUP

1. We seek to cooperate with the Tata Trusts and other associate organizations, by sharing knowledge, physical resources, human and management resources and adopting leading governance policies and practices in accordance with applicable law including adherence to competition law, where relevant.
2. We shall strive to achieve amicable resolution of any dispute between us, through an appropriate dispute resolution mechanism so that it does not adversely affect our organization interests and stakeholder value.
3. We shall have processes in place to ensure that no third party uses the RGR Cell name/brand to further its interests without proper authorization.
4. Our Governing Body shall consider adoption of policies and guidelines periodically formulated by RGR Cell and circulated to associate organizations

Q&A

You are in the process of selecting potential consultants for a project in our organization. In the final shortlist of two organizations, one is a new start-up with limited references and a lower price-quotation, while the other is an associate organization with thirty years of implementation experience and good references, but a marginally higher quote for the same job. With all other parameters of choice being nearly equal, which organization should you select for the job?

While fee is undoubtedly an important criterion for decision making, it is clearly not the only one to be evaluated. You may also need to consider good references, proven track record and shared value systems in order to decide on your partner.

You are in the process of selecting potential consultants for a project. One of the three finalists is an associate organization. In reviewing the final proposals, you rank the associate organization second out of the three proposals based on pricing and total cost of ownership, and select the first-ranked consultant. Is this the right decision?

Yes. You should select the consultant, on its own merits, is the consultant selected the most appropriate one for your organization's requirements. You should not select associate organization only because of its affiliation.

J. RAISING CONCERNS

We encourage our employees, partners and other stakeholders to raise concerns or make disclosures when they become aware of any actual or potential violation of our Code, policies or law. We also encourage reporting of any event (actual or potential) of misconduct that is not reflective of our values and principles.

Avenues available for raising concerns or queries or reporting cases could include:

- immediate reporting officer or the Executive Director of our organization.
- any other reporting channel set out in our organization's 'Whistleblower' policy



We do not tolerate any form of retaliation against anyone reporting legitimate concerns. Anyone involved in targeting such a person will be subject to disciplinary action.

If you suspect that you or someone you know has been subjected to retaliation for raising a concern or for reporting a case, we encourage you to promptly contact your Program officer/ Executive Director.

Q&A

My supervisor has asked me to do something which I believe may be illegal. I am afraid if I do not do what I am told, I could lose my job. Should I do it?

No. Breaking the law is never an option. Discuss the situation with your supervisor to be certain that you both understand the facts. If your concerns are not resolved, contact a higher level supervisor or the Executive Director.

I feel that my supervisor is treating me unfairly for reporting a concern to the higher authority. What should I do?

Retaliation against anyone who raises a concern is a violation of the Code. You should therefore promptly report this action of your supervisor to the Executive Director.

K. ACCOUNTABILITY

This Code is more than a set of prescriptive guidelines issued solely for the purpose of formal compliance. It represents our collective commitment to our value system and to our core principles.

Every person employed by us, directly or indirectly, should expect to be held accountable for his/her behaviour. Should such behaviour violate this Code, they may be subject to action according to their employment terms and relevant organization policies.

When followed in letter and in spirit, this Code is 'lived' by our employees as well as those who work with us. It represents our shared responsibility to all our stakeholders, and our mutual commitment to each other.

Speak Up...

If you are unsure whether a particular action you are about to take is consistent with the principles set forth in the Code, ask yourself:

- Could it directly or indirectly endanger someone or cause them injury?
- Is it illegal/unlawful or out of line with our policies and procedures?
- Does my conscience reject it? Does it conflict with my personal values?
- Would I feel uncomfortable if the story appeared in the media? Would it shame my organization, spouse, partner, parent or child?
- Does it 'feel' wrong?

If the answer to any of these questions is "Yes", please stop and consult your Program Officer, the Program Director, or any member of the senior management team, to assist you in making the decision.

When faced with a dilemma: *Stop, Think, Act Responsibly*



NOTE

The Code does not provide a comprehensive and complete explanation of all expectations from RGR Cell's standpoint or obligations from a stakeholder standpoint.

Our employees have a continuing obligation to familiarize themselves with all applicable law, group level advisors and policies procedures and work rules as relevant. For any guidance on interpretation of the Code, we may seek support from our organization's Executive Director, and senior management.

The RGR Cell Code of Conduct stands effective from October 10, 2016

For any query or clarification on the Code, please contact the Executive Director / Senior Management via email at: info@rgrcell.org.



ACKNOWLEDGMENT
RGR Cell CODE OF CONDUCT – 2016

I acknowledge that I have received the RGR Cell Code of Conduct.

I have read the RGR Cell Code of Conduct and I acknowledge that as a RGR Cell employee, I am required to comply with the guidelines described therein and failure to do so may subject me to action as per my employment terms and relevant organization policies upto and including disciplinary termination and if applicable criminal and civil proceedings.

If I have a concern about a violation, or a potential violation of the RGR Cell Code of Conduct, I understand that there are channels available to me in my organization to report such concerns. By making use of these channels when necessary by reporting the violation to the ethics councilor' ethics helpline or designated authority of my organization, I will play my part in maintaining the high ethical standards to which we hold ourselves.

Signature: _____

Date: _____

Name: _____

Department: _____

Address: _____

(Please submit this declaration to the Executive Director of the organization.)