

CNI SBSS CODE OF CONDUCT POLICY



1. Introduction

The Synodical Board of Social Services (CNI SBSS) is the development and justice board of the Church of North India (CNI). CNI SBSS was formed as a response of the Church to the whole question of poverty and related social justice for the poor and exploited. It works with marginalized communities throughout the geography of CNI, following the Gospel of Christ to liberate the poor and the oppressed from all forms of enslavement.

2. Statement of the Organization

CNI SBSS acknowledges that “all persons are created in the image of God” ...therefore we work in ways that respect dignity, uniqueness and the intrinsic worth and human rights of every individual irrespective of their race, gender, age, religion, disability, sexual orientation, social background or culture.

Believing in this commitment we have a zero-tolerance approach to any form of abuse and respect rights of every individual; to participate and engage with them in a meaningful way so that they are able to reach their full potential.

3. Scope and purpose

The main purpose of this Code of Conduct is to promote greater accountability and outline expected key behaviour of staff. The Code of Conduct is designed for guidance and protection. The Code of Conduct applies to all CNI SBSS staff, regardless of location, and in accepting appointment; you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code.

As a CNI SBSS employee or associated with CNI SBSS, you are required to abide by the organisation’s policies and procedures, the terms and conditions of your employment (as outlined in your employment contract), and to ensure your conduct is in keeping with the organisation’s beliefs, values and aims.

The Code of Conduct is intended to provide direction for all CNI SBSS staff in making decisions in their professional lives and, at times, in their private lives. By following this Code of Conduct, it is intended that all staff will contribute to strengthening the

professionalism and impact of the work of CNI SBSS and have a shared understanding of who we are and how we behave.

The following standards apply to all staff, including but not limited to all permanent and temporary staff, interns, consultants, observers, volunteers, and any other individuals working for or representing CNI SBSS.

3. Standards of Behaviour

To uphold and promote the highest ethical and professional standards, staff shall at all times:

- a) Respect and promote fundamental human rights without discrimination and act with integrity.
- b) Respect and abide by national and international laws.
- c) Treat all communities CNI SBSS seeks to assist (including crisis-affected populations, internally displaced persons and refugees), fairly and with respect, courtesy, dignity and according to international laws and standards.
- d) Positively represent CNI SBSS at all times.
- e) Report immediately any knowledge, concerns or substantial suspicions of breaches of this Code of Conduct following CNI SBSS guidelines or to her/his line manager. Be aware that failure to disclose or knowingly withholding information about any reports, concerns or substantial suspicions of breaches of this Code of Conduct constitutes grounds for disciplinary measures.
- f) Cooperate when requested with any investigation into alleged breaches related to this Code of Conduct.

5. Misconduct

Any breach of this Code of Conduct is a form of misconduct, and, if substantiated, will lead to disciplinary measures up to and including termination of employment and/or legal action if required.

6. Code of Conduct

All staff, trustees, consultants and volunteers and representatives of CNI SBSS must follow the Code of Conduct. The following are relevant to safeguarding.

As a representative of CNI SBSS, I **will** adhere to the following:

- i. I will maintain my conduct in the best professional way, keeping the standard, beliefs and values of CNI SBSS.
- ii. I will treat everyone equally, with respect and dignity
- iii. I will create and maintain a safe and equitable organizational culture that prevents and opposes any form of abuse: emotional, mental, verbal, sexual harassment, exploitation and abuse.
- iv. I will treat everyone with dignity and respect and challenge attitudes and behaviours that disregard CNI SBSS Safeguarding Policy and Code of Conduct.
- v. I will immediately report any concerns I have regarding possible violations of the CNI SBSS Safeguarding Policy or Safeguarding Code of Conduct, whether by an Employee or by Related Personnel. I understand that failure to report any concerns may lead to disciplinary action. I will ensure I am aware of the options available to me to report and that when I report a concern or allegation, I will do so confidentially.
- vi. I will share sensitive information I may be aware of that relates to concerns of harassment, exploitation and any form of abuse, whether involving staff, program participants or others in the communities where CNI SBSS works, through the reporting options available to me. I understand that for respect, dignity and safety of everyone involved, it is essential that I maintain confidentiality about any concerns or information I am aware of and only share information with management and the focal person.
- vii. I am aware that breach of this policy may put others at risk and will therefore result in disciplinary procedures.

I will not:

- i. I will not abuse my position as a CNI SBSS representative/staff/volunteer/ by requesting any personal service or favour from the beneficiaries or others in return for any assistance during project delivery.
- ii. I will not degrade, humiliate anyone or use offensive language, or misuse my position as a representative/staff/volunteer of CNI SBSS.
- iii. I will not have sexual relations with children (defined as under 18 years old) and any of the beneficiaries/ the community I work in; I will ensure that my relationships and behaviour are not exploitative, abusive or corrupt in any way.
- iv. I will not disregard the opinions of my colleagues and will treat everyone equally and will maintain healthy and respectful relation and will not harass/exploit/intimidate anyone on the basis of their caste, class, gender, ethnicity, disability.
- v. I will not support or take part in any form of exploitative or abusive activities, including, for example, child pornography, trafficking of human beings or child marriage.
- vi. I will not use language or behaviour towards anyone at work with colleagues or with any of the beneficiaries/community I work with, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- vii. I will not be involved in theft, of physical items and intellectual property including data
- viii. I will not be involved in taking or giving or soliciting bribes or any illegal gratification.
- ix. I will not misuse any form of social media, or share inappropriate information, images, videos which can harm the organization or any individual.

9. Adherence to the Code of Conduct

The signatory below has read, understood and is in agreement with the content of the CNISBSS Code of Conduct Policy, and specifically the Code of Conduct as described above. This Code of Conduct is valid until the staff member ceases to represent or work for the CNI SBSS. This Code of Conduct shall be subject to periodic revision and review. The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct.

All staffs are required to sign this Code of Conduct.

Name:

Position:

Signature:

Date:

Place:



APPLICATION OF THE CODE OF CONDUCT

The main purpose of this Code of Conduct is to promote greater accountability and outline expected key behaviour of staff. The Code is designed for guidance and protection. The Code applies to all CNI SBSS staff, regardless of location, and in accepting appointment; you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code.

- i. All the staff of CNI SBSS will be given a copy of the Code of conduct
- ii. All staff are required to adhere to the Code of Conduct and sign the Code of Conduct. A copy of the signed agreement will be kept on the employee's personal file.
- iii. Any employee who has concerns about the behaviour of another employee should raise these with the appropriate line manager. Any concerns will be treated with urgency, consideration and discretion.
- iv. Following investigation procedure needs to be followed in case of any complaints:
 - a. The incident should be reported in the Complaint Reporting Form.
 - b. Ensure that during any investigation, the safety and confidentiality of the complainant remains paramount.
 - c. Information about the incident needs to be kept confidential and discussed only when it is for the safety of the child with the concerned Supervisor/ Senior Management.
 - d. When a complaint is received, an enquiry shall be made by the Senior Management and it can be done using the action taken form.
 - e. After validating the facts as per the organizational policies, if found that the code of conduct has been breached, related disciplinary measures will be taken and bring the matter to closure within 3 months
- v. Staff are required to read and understand the code of conduct and can seek for clarification with the manager and colleagues
- vi. Policies to be further referred:
 - a. Child Safeguarding Policy
 - b. Safeguarding Policy

- c. Gender Policy
- d. CNI SBSS Service Rules
- e. Conflict of Interest Policy



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