



## **Rudransh Education & Welfare Foundation**

### **Governance & Ethics Policy**

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#### **1. Purpose**

**The purpose of this Governance & Ethics Policy is to establish a transparent, accountable, and ethical governance framework for Rudransh Education & Welfare Foundation.**

**This policy defines the principles, structures, roles, responsibilities, and ethical standards that guide the organization's leadership, management, and operations, ensuring compliance with applicable laws, donor expectations, and best practices in the non-profit sector.**

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#### **2. Guiding Principles of Governance**

**The Foundation is governed by the following core principles:**

- **Transparency:** Openness in decision-making, financial management, and reporting
- **Accountability:** Clear roles, responsibilities, and answerability to stakeholders
- **Integrity:** Honest, ethical, and responsible conduct at all levels
- **Compliance:** Adherence to statutory, regulatory, and donor requirements
- **Independence:** Avoidance of undue influence, conflicts of interest, or personal gain



## **Rudransh Education & Welfare Foundation**

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### **3. Governance Structure**

#### **3.1 Board of Trustees**

The Board of Trustees is the highest governing authority of the Foundation and is responsible for overall strategic direction, governance, and oversight.

**Key Responsibilities of the Board:**

- Define vision, mission, and long-term strategy
- Approve organizational policies and amendments
- Ensure legal, financial, and statutory compliance
- Oversee financial health and approve budgets
- Appoint and evaluate senior leadership
- Safeguard organizational assets and reputation

The Board shall act in the best interest of the Foundation and its beneficiaries at all times.

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#### **3.2 Executive & Core Management Team**

The Core Team is responsible for translating the strategic direction set by the Board into effective programs and operations.

**Responsibilities Include:**

- Program planning, implementation, and monitoring



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- **Financial and administrative management**
  - **Reporting to the Board and donors**
  - **Ensuring compliance with organizational policies**
  - **Managing human resources and partnerships**
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### **3.3 Advisory Support (If Applicable)**

The Foundation may engage advisors or subject experts to provide technical, sectoral, or strategic guidance. Advisors shall not have decision-making authority unless formally designated.

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## **4. Roles & Separation of Powers**

To ensure good governance:

- **Governance (Board) and management (Core Team) functions shall remain distinct**
  - **No single individual shall exercise unchecked authority**
  - **Collective decision-making shall be encouraged**
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## **5. Ethical Standards & Code of Conduct**

All Trustees, staff, volunteers, consultants, and partners are expected to adhere to the highest standards of ethical conduct.

### **5.1 Ethical Commitments**



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- **Act honestly, responsibly, and in good faith**
- **Respect dignity, rights, and diversity of all individuals**
- **Avoid abuse of authority or position**
- **Maintain confidentiality and professionalism**

### **5.2 Prohibited Conduct**

- **Corruption, bribery, or fraud**
- **Misuse of organizational funds or assets**
- **Discrimination, harassment, or exploitation**
- **Political or religious bias in program delivery**

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## **6. Conflict of Interest Policy**

### **6.1 Definition**

**A conflict of interest arises when personal, financial, or professional interests interfere or appear to interfere with the interests of the Foundation.**

### **6.2 Disclosure**

**All Trustees and key personnel must disclose:**

- **Financial interests**
- **Business relationships**
- **Family or personal associations that may influence decisions**

### **6.3 Management of Conflict**



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- **Individuals with conflicts shall abstain from related discussions and decisions**
  - **All disclosures shall be documented and reviewed by the Board**
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### **7. Decision-Making & Documentation**

- **Key decisions shall be taken through formal meetings and resolutions**
  - **Minutes of Board and key meetings shall be documented and securely maintained**
  - **Financial and strategic decisions shall follow approved procedures**
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### **8. Financial Oversight & Ethical Use of Resources**

**The Board shall ensure:**

- **Ethical and responsible use of funds**
  - **Compliance with Financial Management Policy**
  - **Regular review of financial statements and audit reports**
  - **Prevention of misuse, diversion, or personal benefit**
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### **9. Accountability to Stakeholders**

**The Foundation is accountable to:**



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- **Beneficiaries and communities**
- **Donors and CSR partners**
- **Government and regulatory authorities**
- **Employees, volunteers, and partners**

**Timely reporting, transparency, and responsiveness shall be maintained.**

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### **10. Whistleblower & Ethical Reporting**

**The Foundation encourages reporting of unethical behavior, misconduct, or policy violations without fear of retaliation.**

- **Reports may be made confidentially**
  - **Retaliation against whistleblowers is strictly prohibited**
  - **All complaints shall be reviewed objectively and fairly**
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### **11. Compliance with Laws & Regulations**

**The Foundation shall comply with:**

- **Applicable trust and NGO laws**
  - **Tax, audit, and statutory regulations**
  - **CSR and donor compliance requirements**
  - **Labor, POSH, child protection, and data privacy laws**
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### **12. Monitoring, Review & Enforcement**

- Compliance with this policy shall be monitored by the Board
  - Violations may result in disciplinary or legal action
  - The policy shall be reviewed periodically and updated as required
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### **13. Applicability**

**This policy applies to:**

- Board of Trustees
  - Core Team and management
  - Employees, volunteers, consultants
  - Partner organizations and associates
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### **14. Approval & Authority**

**This Governance & Ethics Policy is approved by the Board of Trustees of Rudransh Education & Welfare Foundation and is binding on all stakeholders associated with the organization.**