



Rudransh Education & Welfare Foundation

Human Resources & Code of Conduct Policy

1. Purpose

The purpose of this Human Resources & Code of Conduct Policy is to establish fair, transparent, and ethical human resource practices within Rudransh Education & Welfare Foundation.

This policy aims to create a professional, inclusive, and safe working environment that promotes accountability, performance, dignity, and organizational values while ensuring compliance with applicable labor and statutory requirements.

2. Scope & Applicability

This policy applies to:

- Board of Trustees
- Core Team members
- Employees (full-time, part-time, contractual)
- Consultants, interns, and volunteers

All individuals associated with the Foundation are required to comply with this policy.

3. HR Principles

The Foundation follows these guiding HR principles:

- Equal opportunity and non-discrimination
- Merit-based recruitment and performance management



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- **Respect for dignity, diversity, and inclusion**
 - **Transparency and accountability in HR processes**
 - **Compliance with applicable labor laws and ethical standards**
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4. Recruitment & Selection

4.1 Recruitment Process

- **Recruitment shall be conducted in a transparent and merit-based manner**
- **Selection shall be based on skills, qualifications, experience, and role suitability**
- **No discrimination based on gender, caste, religion, disability, or socio-economic background**

4.2 Appointment & Documentation

- **Appointment letters shall clearly define role, responsibilities, reporting structure, and terms of engagement**
 - **Employment terms shall comply with applicable laws and organizational norms**
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5. Induction, Training & Capacity Building

- **All new staff shall undergo an induction program covering organizational values, policies, and code of conduct**
- **Regular training shall be provided for skill development, compliance, safeguarding, and performance enhancement**
- **Field staff shall receive specialized training relevant to program requirements**



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6. Roles, Responsibilities & Reporting

- Each employee shall have clearly defined roles and reporting relationships
 - Performance expectations shall be communicated transparently
 - Staff are expected to perform duties responsibly and in alignment with organizational objectives
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7. Code of Conduct

All staff and associates are expected to adhere to the following standards:

7.1 Professional Conduct

- Act with honesty, integrity, and professionalism
- Maintain respectful behavior towards colleagues, beneficiaries, and stakeholders
- Avoid any form of harassment, discrimination, or abuse

7.2 Conflict of Interest

- Avoid personal, financial, or professional conflicts that may compromise organizational interests
- Disclose any potential conflicts to management or the Board

7.3 Confidentiality

- Maintain confidentiality of organizational, beneficiary, and donor information
 - Do not misuse or disclose information without authorization
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8. Workplace Discipline & Ethics

- Compliance with organizational policies, procedures, and instructions is mandatory
 - Misconduct, negligence, or violation of policies may lead to disciplinary action
 - Disciplinary actions shall be fair, documented, and proportionate
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9. Performance Management

- Performance shall be reviewed periodically
 - Feedback shall be provided constructively
 - Performance outcomes may be linked to training, role enhancement, or corrective measures
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10. Workplace Safety & Well-being

- The Foundation is committed to a safe and healthy workplace
 - Compliance with POSH Policy and Child Protection Policy is mandatory
 - Zero tolerance for unsafe, abusive, or exploitative behavior
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11. Grievance Redressal Mechanism

- Employees may raise grievances related to work, conduct, or management practices
- Grievances shall be addressed fairly, confidentially, and within reasonable timelines
- Retaliation against complainants is strictly prohibited



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12. Leave, Attendance & Conduct in Field Work

- Leave and attendance norms shall be defined and communicated
 - Field staff shall adhere to ethical conduct and safeguarding norms
 - Misrepresentation of attendance or duties is a violation of this policy
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13. Disciplinary Action

Violations of this policy may result in:

- Verbal or written warnings
- Suspension or termination
- Legal action, where applicable

Disciplinary decisions shall follow principles of fairness and due process.

14. Exit & Separation

- Exit procedures shall ensure knowledge transfer and clearance of responsibilities
 - Confidentiality obligations shall continue after separation
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15. Monitoring & Review

- Compliance with this policy shall be monitored by management and the Board
 - The policy shall be reviewed periodically and updated as required
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16. Approval & Authority

This Human Resources & Code of Conduct Policy is approved by the Board of Trustees of Rudransh Education & Welfare Foundation and is binding on all individuals associated with the organization.

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