



Aas Health Foundation

Swayambhu Apt 2, Near Nasare Sabhagruh,
Hudkeshwar Road, Nagpur – 440034.

Employee Code of Conduct

1. Introduction

Aas Health Foundation (hereinafter referred to as "the Foundation") is committed to maintaining a workplace environment that fosters respect, professionalism, and integrity. This Employee Code of Conduct sets forth the Foundation's expectations for the behavior and actions of its employees, volunteers, and contractors. It is designed to ensure that all employees adhere to high ethical standards, contribute to a positive work environment, and uphold the Foundation's mission and values.

2. Purpose

The purpose of this Code of Conduct is to:

- Promote a culture of respect, responsibility, and ethical behavior within the Foundation.
- Define the standards of behavior expected from all employees, volunteers, and contractors.
- Provide guidance on how to handle ethical dilemmas, conflicts of interest, and other challenges in the workplace.
- Foster a workplace environment that upholds the values of the Foundation, ensuring alignment with its mission and strategic goals.

3. Scope

This Code of Conduct applies to all employees, volunteers, contractors, and board members of Aas Health Foundation. It governs behavior within the Foundation's premises, during business-related activities, and while representing the Foundation in any capacity.

4. Core Values

The Foundation's core values guide the behavior and decision-making of all employees. These values include:

- **Integrity:** Acting honestly, ethically, and with fairness in all situations.
- **Respect:** Valuing diversity, treating others with courtesy and dignity, and fostering an inclusive environment.
- **Accountability:** Taking responsibility for our actions and decisions, and being transparent in all activities.
- **Collaboration:** Working together effectively with colleagues, partners, and stakeholders to achieve shared goals.
- **Excellence:** Striving for high performance and continuous improvement in all aspects of our work.

5. Expected Standards of Behavior

1. *Professionalism:*

- Employees are expected to conduct themselves in a professional manner at all times. This includes maintaining a positive attitude, demonstrating initiative, and treating colleagues and external stakeholders with respect and courtesy.
- Employees must adhere to the Foundation's dress code and grooming standards appropriate to their role and work environment.

2. *Respectful Workplace:*

- All employees are expected to create and maintain a respectful and inclusive workplace. Discrimination, harassment, bullying, or any form of intimidation is not tolerated.
- The Foundation promotes diversity and encourages employees to treat everyone with dignity, irrespective of their background, identity, or beliefs.

3. *Conflict of Interest:*

- Employees must avoid any situations where personal interests, relationships, or external activities conflict with the interests of the Foundation. If a conflict arises or is perceived, it must be disclosed to the relevant supervisor or the HR department.

- Employees must not engage in activities that could harm the Foundation's reputation or create the appearance of impropriety, such as accepting gifts or favors from external parties with whom the Foundation has a business relationship.

4. Confidentiality:

- Employees must respect the confidentiality of sensitive information, both internal (e.g., financial, personnel) and external (e.g., donor data, client information). Information acquired in the course of work should not be disclosed to unauthorized individuals.
- Employees must sign and adhere to any confidentiality agreements required by the Foundation.

5. Honesty and Integrity:

- Employees must be truthful in all communications and dealings with colleagues, external partners, donors, and other stakeholders.
- Any form of dishonesty, including misrepresentation of facts or withholding information, is strictly prohibited.

6. Compliance with Laws and Regulations:

- Employees are expected to comply with all applicable laws, regulations, and ethical standards relevant to their work, including those concerning data protection, health and safety, financial management, and employment rights.
- The Foundation operates within the legal frameworks and ethical guidelines of its country, and employees are expected to do the same in their duties.

7. Accountability:

- Employees are responsible for their actions and decisions. This includes meeting performance expectations, adhering to deadlines, and delivering quality work.
- Employees must promptly report any violations of this Code of Conduct, including unethical behavior, fraud, or misconduct.

8. Use of Foundation Resources:

- Employees are expected to use the Foundation's resources—such as office supplies, equipment, and technology—responsibly and only for work-related purposes. Personal use of Foundation resources should be minimal and in compliance with the Foundation's policies.

- Employees must ensure that all assets are protected from damage, theft, or misuse.

9. Social Media and Public Representation:

- Employees should be mindful of how they represent the Foundation on social media and in public. When communicating about the Foundation, employees must ensure that any posts, comments, or shared information reflect the Foundation's values and are consistent with its mission.
- Personal social media accounts should not be used for Foundation business unless the employee is authorized to do so.

6. Workplace Behavior and Team Collaboration

1. Teamwork:

- Employees are expected to work collaboratively, share knowledge, and support colleagues in achieving the Foundation's goals. Respect for others' viewpoints, teamwork, and effective communication are key to success.

2. Constructive Feedback:

- Employees should offer feedback in a constructive, respectful manner, focusing on improvement and solution-oriented discussions. They should also be open to receiving feedback from colleagues, supervisors, and stakeholders.

3. Health and Safety:

- Employees must comply with the Foundation's health and safety policies, and report any potential hazards or unsafe conditions immediately to the relevant authorities or departments.
- A safe and healthy work environment is everyone's responsibility, and employees should take necessary precautions to maintain their well-being and the well-being of their colleagues.

7. Reporting Violations

1. Whistleblower Protection:

- Employees are encouraged to report any violations of this Code of Conduct, unethical behavior, or misconduct, either through their supervisor, HR, or an

anonymous reporting system. Retaliation against any employee for reporting a violation is strictly prohibited.

2. Investigations:

- Reports of violations will be investigated promptly and thoroughly. If a violation is confirmed, appropriate disciplinary action will be taken, which may include warnings, suspension, or termination depending on the severity of the misconduct.

8. Disciplinary Action

Violations of this Code of Conduct may result in disciplinary action, including, but not limited to:

- Verbal or written warnings
- Suspension
- Termination of employment
- Legal action (in cases of criminal activity or serious misconduct)

The severity of the disciplinary action will depend on the nature of the violation and will be assessed on a case-by-case basis.

9. Review and Updates

This Code of Conduct will be reviewed regularly and updated as needed to reflect changes in the organization, applicable laws, or best practices. Employees will be notified of any updates and are expected to comply with the revised policies.

10. Acknowledgment

By signing below, employees acknowledge that they have read, understood, and agree to comply with the Aas Health Foundation Employee Code of Conduct.

Signature: _____

Name (Printed): _____

Date: _____

Conclusion

Aas Health Foundation is committed to upholding the highest ethical standards and ensuring that all employees, volunteers, and contractors contribute to a positive, respectful, and productive workplace. This Code of Conduct serves as a guide to ensure that all employees act with integrity, accountability, and respect in all aspects of their professional conduct.