

# Employee Conduct Policy

## Purpose

This policy outlines the expected standards of professional and ethical behavior for all employees of ARPO. It aims to:

- Maintain a positive and respectful work environment.
- Ensure the integrity and reputation of the organization.
- Protect employees from harassment and discrimination.
- Guide employee behavior in all work-related situations, including field work.

## Scope

This policy applies to all employees of ARPO, including full-time, part-time, temporary, and contract employees, regardless of their location or position.

## Core Values

ARPO is guided by the following core values:

The following core values serve as the foundation for all of ARPO's activities:

- **Inclusivity:** Embracing diverse perspectives, ensuring equitable opportunities for all, and fostering an environment that is welcoming to individuals of all backgrounds, including religious beliefs and sexual orientations. **Cultural Sensitivity:** Respecting and honoring the traditions, practices, and expressions that define India's rich and diverse cultural heritage, including religious and cultural diversity and respecting diverse sexual orientations.
- **Integrity:** Upholding honesty, transparency, and ethical conduct in all its endeavors. **Collaboration:** Fostering partnerships, teamwork, and shared goals across disciplines and communities.
- **Sustainability:** Prioritizing long-term, sustainable solutions that benefit both people and the planet.
- **Innovation:** Leveraging technology and creativity to advance the mission of preserving cultural heritage while respecting diversity and inclusivity.

## Conduct Expectations

- **Professionalism**

1. Maintain high standards of ethical conduct.
2. Treat all colleagues, beneficiaries, and stakeholders with respect and dignity.
3. Communicate effectively and professionally, both verbally and in writing.
4. Maintain confidentiality of sensitive information.
5. Adhere to all organizational policies and procedures.
6. Represent the organization positively in all interactions.
7. Be punctual and reliable in fulfilling work responsibilities.
8. Maintain a professional appearance and demeanor.

- **Workplace Conduct**

1. Refrain from any form of harassment or discrimination. This includes but is not limited to:

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other

verbal, physical, or visual conduct of a sexual<sup>1</sup> nature.

**Discrimination:** Unfair or prejudicial treatment based on race, color, religion, sex, sexual

orientation, gender identity, national origin, age, disability, or any other protected characteristic. For Sexual Harassment, refer to the POSH policy.

2. Refrain from any form of bullying or intimidation.
3. Maintain a safe and healthy work environment.
4. Refrain from the use of alcohol or drugs during work hours.
5. Refrain from any form of personal misconduct that could bring disrepute to the organization

- **Field Work Conduct**

1. Adhere to all safety and security protocols for field work.
2. Respect the cultural sensitivities and customs of the communities being served.
3. Obtain informed consent from beneficiaries before any data collection or intervention.
4. Maintain confidentiality of beneficiary information.
5. Avoid any behavior that could exploit or harm beneficiaries.

6. Build and maintain trust with the communities being served.

7. Report any safety or security concerns immediately.

## **Reporting Violations**

- Employees are encouraged to report any suspected violations of this policy to:
  - 1.Amrutha M
  - 2.Akshai Augustine
- All reports will be treated confidentially and investigated promptly and fairly.

## **Consequences of Violations**

Violations of this policy may result in disciplinary action, up to and including termination of employment. The severity of the consequences will depend on the nature and severity of the violation.

## **Training**

All employees will receive training on this policy as part of their onboarding process and on an ongoing basis.

## **Review and Updates**

This policy will be reviewed and updated periodically to ensure its continued relevance and effectiveness.

## **Disclaimer**

This policy is intended to provide general guidance and may not cover all possible situations. Employees are expected to use their best judgment and common sense in all work-related situations.

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