

The code of conduct provides a guideline as to inform the staff what is expected from them in performing their daily tasks, as well as providing a common ethical basis for individual conduct. Employees shall be committed to conducting themselves in accordance with the highest standards of integrity, sincerity towards work and ethics in compliance with other regulations if any related to conduct, integrity and conflict of interest. The code shall act as a guide to employees with regard to what is expected of them from the ethical point of view, both in their individual conduct and in their relationship with others. Compliance with the above code is expected to enhance professionalism and help to ensure and build service confidence. The primary purpose of the code of conduct is to promote a good exemplary conduct and a comfortable and pleasant working environment.

Except where otherwise stated, this code shall be a rule for all employees on full-time, part-time or contractual basis and for learners and trainees during their theoretical and workplace training.

- 1) Employees have a duty to act fairly to all persons and stakeholders who have an interest in the organization, and they shall not act in anyway unreasonable or discriminatory. In order to protect the integrity, impartiality and independence of the organization, all activities should stand up to the closest public scrutiny.
- 2) Employees shall not accept or solicit any gift, hospitality or other benefits.
- 3) An employee shall honour the confidentiality of matters, documents and discussions, which they get to know and of those that are classified as being confidential or secret and not use or disclose any official information for personal gain or gain of a third party or an outsider and not use or allow it to be used to further private interests and gains of others.
- 4) An employee should not undertake remunerative work outside his / her official duties, or use office equipment for private work.
- 5) An employee should not engage in any transactions that are in conflict with or infringes on execution of his / her duties; involve him / her with action which may result in improper / wrongful / imprudent / inadmissible personal gain.
- 6) An employee shall dress and behave (during official duties) in a manner that could enhance the positive reputation of the organization; outside working hours conduct him / herself properly and avoid unbecoming / unwarranted / inadmissible behavior which will lead to disciplinary action if it negatively reflects on the organization's image in any way. An employee must be honest and truthful and conscientious in his / her approach to and in performance of his / her duties; conduct him/herself with courtesy and consideration towards everyone in performing duties and observe and promote a human rights culture.
- 7) An employee shall cooperate with public institutions established under legislation and country's constitution in promoting the sector's interests; serve the education and training sector in an unbiased and impartial manner in order to create confidence in the work of the organization. The employee must be committed in the development, upliftment of training and skills development in the sector and not discriminate unfairly against anyone on account of cast, race, gender, religion, disability, nationality, etc.
- 8) An employee shall co-operate fully with other staff members; assist colleagues in complying with the code of conduct and co-operate with appropriate measures in applying the code of conduct; not irresponsibly criticize the professional work or attainments of others but rather focus on the value the support and assistance they provide. Individual contribution should be acknowledged in a meaningful way. Execute all reasonable instructions in his / her official capacity provided that these are not contrary to the provisions of the code of conduct, and any other relevant legislation. Never abuse his / her authority or influence another employee, nor allow him/ her authority or influence another employee, nor allow him / her to be influenced

to abuse his / her authority. Use proper channels to air his / her grievances or direct representation and commit to the optimum development, motivation and utilization of any sub-ordinates and the promotion of sound labour interpersonal relations.

- 9) An employee shall strive to achieve the objectives of the organization in a cost effective manner. An employee must be creative in thought and in the execution of his / her duties, seeking innovative ways to solve problems, and enhancing effectiveness and efficiency within the context of the law and must be punctual in the execution of his / her duties and must execute his / her duties in a professional and competent manner, promote sound, efficient, effective, transparent and accountable administration and In the course of his / her duties an employee must report to appropriate authorities of any corruption, fraud, nepotism, miss-administration or any other act which may constitute an offense.
- 10) All employees shall subscribe to the following value:
- a) Be transparent and fair in their conduct
 - b) Co-operate with honesty and integrity
 - c) Be courteous and caring to others
 - d) Apply moral and legal precepts / principles
 - e) Honour deadlines, targets and time limits.
 - f) Be principled and consistent in their conduct
 - g) Strive to achieve continuous improvement with regard to their roles, functions and performance
 - h) Work within a framework of co-operative governance in spite of historical constituency based representation.

Any violation of any part of this code of conduct may result or cause appropriate disciplinary action in terms of the Disciplinary Procedure.

Authorized Signatory

Mr. Siddharth Sachdev
Managing Director