

# Alliance Francaise de Jaipur

## CODE OF CONDUCT POLICY

<b>Code of Conduct Policy</b>	<b>Version: 1</b>	<b>No: HR/ COC/ 2015/001</b>
<b>Supersedes: Nil</b>	<b>Approved on:</b>	<b>Approved by:</b>

### **PURPOSE**

Employees of Alliance Francaise de Jaipur ( hereafter referred to as AF Jaipur) are expected to conduct themselves in a professional manner appropriate to their position within AF Jaipur, both on and off the job. They must maintain absolute integrity, loyalty to the organization, devotion to duty and must not indulge in any activity, which adversely affects the image of the organization or is prejudicial to the interest of AF Jaipur. This policy lays down the guidelines for the code of conduct

### **APPLICABILITY**

This policy will be applicable to all ‘Employees’ of AF Jaipur

#### **1.1. DEFINITION**

Definition in these rules unless the context otherwise requires:

- a) “Executive Council” means the Board of AF Jaipur and includes, in relation to the exercise of powers, any other committee of AF Jaipur to whom “Executive Council” may delegate any of its powers.
- b) “Appellate Authority/Reviewing Authority” means the authority next higher to the disciplinary authority. The Appellate Authority/Reviewing Authority for AF Jaipur would be the “Executive Council”
- c) “Appointing Authority” means an authority vested with such powers by the “Executive Council”.
- d) “Competent Authority” means the authority empowered to exercise specific powers from time to time by the “Executive Council ”
- e) “Disciplinary Authority” means the authority competent to impose any of the penalties specified in these rules.
- f) “Employee” means a person in the employment of the Organization ( whether full time or part time) including a trainee engaged with the OBJECT of employment after training but does not include casual employee or an apprentice engaged under Apprenticeship Act.

- g) “Professional” means a specially qualified person who is not an employee of the Organization but engaged by the Organization on certain terms and paid a fees to render professional services . It includes Teachers- Temporary Members
- h) ‘Student’ means a person enrolled with AF Jaipur for perusing any course which may be full time, part time, or through distance learning.
- i) “Gender” Masculine includes feminine or any other gender.
- j) “Premises” means working premises and/or office premises and/or property owned and/or managed and/or hired by the AF Jaipur and/or the place or places on which AF Jaipur may carry on its activities either temporarily or permanently.
- k) “Management” means the Director or any other person assigned with the powers to act on his behalf and/or to whom any of their power is assigned.
- l) “Number” Singular includes plural as the case may be.
- m) “Organization” means Alliance Francaise de Jaipur

## **1.2. CONDUCT & DISCIPLINE -WITHIN THE ORGANIZATION**

- a) Employees will treat other employees, professionals and students without any favor or prejudice due to nationality, color, religion, race, creed, caste, sex, etc.
- b) Employees will be required to interact with the other employees, professionals, as well as students with due respect and in accordance with guidelines. At no time will any employee exceed the authority limits, without the prior approval of the Management.
- c) Employees will by informal interaction, attempt to resolve misunderstandings, differences of opinion, etc. amongst themselves/ with professionals or with the assistance of a superior, before initiating formal action.
- d) Employees are required to abide by the rules and regulations of the Organization , and execute the orders and instructions of their superior. Any behavior to the contrary will be subject to disciplinary action.
- e) Employees must devote all official time to perform their duties accurately and faithfully, and must not leave their place of work during working hours without the permission of their superior.
- f) In the office premises, the employees will not indulge in any acts that will adversely affect the Organization’s image and standing.

## **1.3. CONDUCT & DISCIPLINE - OUTSIDE THE ORGANISATION**

- a) The manner in which the employees interact with outsiders will largely reflect the Organization’s culture and values. Hence the employees will be required to realize the importance of the role of being an Organization’s representative.

- b) While interacting with Outsiders, employees will behave in a courteous and proper manner. They will not say anything or act in any way that will offend the outsider's feelings or cause damage to the Organization's reputation.

#### **1.4. CONFLICT OF INTEREST**

- a) All employees must avoid situations in which their personal interest may conflict or appear to conflict with the interest of the Organization or its stakeholders. Employees or members of their immediate families should not have any outside business/ vested business interest in the organization
- b) Outside work or services in addition to those performed for the organization may constitute a conflict of interest, regardless of whether anything of value is given in return for such services, if:
- It involves providing services substantially similar to those provided by the organization
  - The outside activity lessens the efficiency alertness, interest or productivity normally expected of employees on their jobs.
  - It involves poaching any student/ client organization of AF Jaipur for taking classes in personal capacity/ any capacity other than being a representative of AF Jaipur . It also involves benefiting from any other gainful employment/ business while serving AF Jaipur
- c) Employees whose jobs are considered to be such that a conflict of interest may arise will be required to report in writing at once to the Director as to relationships, if any, with parties dealing with the Organization, which the Organization should be aware of. The Director will be responsible for bringing the conflict of interest to the attention of the Executive Council

#### **1.5. GIFTS**

- a) All employees and their families should not solicit or accept any gifts or benefits as it may adversely influence their judgement about the Organization's best interests.
- b) Employees should not solicit or accept fees, commissions or other forms of remuneration of any value because of any transactions or business involving the Organization.
- c) Failure to disclose the receipt of a gift or benefit will be treated as a serious breach of the Organization's ethical standards and will render the employee liable for disciplinary action.
- d) Official gifts given should be only the standard giveaways defined by the Organization.

#### **1.6. CONFIDENTIAL INFORMATION**

The treatment of confidential information is as follows:

- a) No employee shall divulge confidential information to others without the prior approval and authorization of the management.
- b) No employee shall use confidential information about the Organization for personal gain. Employees are expected to maintain judicious confidentiality of information that they may come across by virtue of their employment with the Organization
- c) The affairs of the Organization should not be discussed in public. Greatest care should be exercised at all times in public hallways, public eating places and public transportation.
- d) Employees who terminate employment with the Organization for any reason shall not copy, take or retain any documents / e material nor disclose or use confidential information obtained during the course of employment with the Organization.

### **1.7. ALCOHOL AND DRUG ABUSE/ CONSUMPTION**

- a) Alcoholic beverages, narcotic and dangerous drugs or tobacco in any form will not be consumed during office hours. Possession or sale of alcohol , narcotic/ dangerous drugs or tobacco in any form on Organization's premises or reporting for work under the influence of any of these is subject to disciplinary action.
- b) An employee of the Organization shall not be under the influence of any intoxicating drink / drug/ tobacco in any form during the course of his/her duty and take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drink /drug/ tobacco.
- c) Shall not appear in a public place in a state of intoxication.

### **1.8. INVESTMENT, LENDING AND BORROWING**

- a) No employee shall borrow money from or lend money to any person with whom he/she has or is likely to have official dealings or permit any such borrowing, lending or pecuniary obligation in his/her name or for his/her benefits or for the benefits of any member of his/her family.
- b) An employee of the Organization shall avoid habitual indebtedness unless he/she proves that such indebtedness or insolvency is the result of circumstances beyond his/her control and does not proceed from extravagance or dissipation.

### **1.9. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE**

- a) No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her service in the Organization.
- b) If any outside influence is received in respect of matters pertaining to service of an employee, it will be presumed that the same is within the knowledge of the employee and has been caused

at his/her instance.

- c) An employee, for whose interest, in the matter pertaining to his/her service, outside influence is brought upon, will be debarred from grant of increment for a period of two years and any other action as deemed fit, in tune with an act of misconduct, may be initiated.

## **2. SEXUAL HARASSMENT**

- a) The employees shall be governed by the Prevention of Sexual Harassment ( POSH) policy of the organization, the rules framed therein and the amendments to the same as may come into force.
- b) The employees shall be governed by the Protection of Children from Sexual Offenses ( POCSO) policy of the organization, the rules framed therein and the amendments to the same as may come into force.
- c) Sexual harassment or attempt to sexual harassment shall also be treated as a 'Misconduct'

## **3. MISCONDUCT**

Without prejudice to the generality of the terms 'Misconduct' the following acts of omission and Commission shall be treated as misconduct.

- a) Theft, Fraud & dishonesty in connection with the business or property of the organization or of property of another person within the premises of the organization .
- b) Taking or giving bribes or any illegal gratification.
- c) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the Course of employment.
- d) Acting in a manner prejudicial to the interest of the organization.
- e) Insubordination or disobedience whether or not in Combination with others to any lawful and reasonable order of the superior.
- f) Habitual late or irregular attendance.
- g) Neglect of work or negligence in performance of duty including malingering slowing down of work. Not taking classes for the allocated teaching hours without sufficient reasons to the satisfaction of Management
- h) Damage to any property of organization
- i) Absence from stay of work by employees ( except part time employees) for a period of more than eight consecutive days without permission.

- j) Interference or tampering with any safety devices installed in or around the premises the organization
- k) Indecent behavior , riotous behavior , disorderly behavior or drunkenness in the premises of the organization or outside such premises where such behavior is related to or connected with the employment
- l) Gambling within the premises of the organization.
- m) Smoking within the premises of the organization and smoking during office hours
- n) Collection without permission of competent authority of any money within the premises of the organization except as sanctioned by any law of the land for the time being in force or rules of the organization
- o) Sleeping while on duty.
- p) Commission of any act, which amounts to a Criminal Offence involving moral turpitude.
- q) Absence from employees appointed place of work without permission or sufficient cause.
- r) Purchasing properties, machinery, stores etc from or selling properties machinery stores etc to the organization without express permission in writing form the competent authority.
- s) Commission of any act subversive of discipline or good behavior or discrimination on the grounds of nationality, religion, region, cast, creed, language, community etc and spreading such feeling amongst employees.
- t) Abetment of or attempt at an abetment of any act which amount to misconduct.
- u) Acceptance of any other employment while in the service of organization without prior permission of competent authority.
- v) Leveling false or malicious allegation.
- w) Sexual harassment or attempt to sexual harassment of any form.
- x) Refusal to accept an order or any other Communication from his/her superior.

#### **4. SUSPENSION**

- a) Disciplinary authority or any other authority empowered in that behalf by Executive Council, by the general or special order may place an employee under suspension, pending enquiry, investigation, trial
- b) An order of suspension made under this Rule may any time be revoked by the Competent Authority.

## 5. PENALTIES

- a) An employee who is found to have committed an offence involving moral turpitude or any act subversive of good conduct and discipline like insubordination, gross negligence, theft, corruption, fraud, forgery, misappropriation, money lending, incurring excessive debts, commission of any act prejudicial to, or in conflict with, the interest of the organization, etc will be liable to be dismissed without notice, if his explanation is not found to be satisfactory and convincing. Pending investigation inquiry if any, in the matter, he may be suspended from duty.
- b) Any one or more of the following penalties may be imposed on an employee, for the misconduct committed by him/her.
  - 1) Censure/ Warning
  - 2) Recovery from pay of the whole or part of any pecuniary loss caused by the employee to AF Jaipur.
  - 3) Withholding non statutory benefits
  - 4) Withholding increments, if appointed for more than one year
  - 5) Suspension
  - 6) Dismissal from services / Termination
  - 7) Never permitting an association with the organization in future
- c) The Fixed Term Contract for Appointment of Employees may also be terminated on the following grounds:

- 1) Incapacity for work

If the employee is unable to fulfil his duties at the end of a sick leave exceeding 90 days of sickness.

- 2) Personal grounds

Notwithstanding the rules and regulations cited above, because of the nature of the functions and in order to ensure continuity of service, the employee who ceases his duties for personal reasons is obliged to inform in writing the director AF Jaipur at least sixty (60) days before the departure date, inclusive of annual leave or pay the amount towards unserved notice period which shall be calculated on the Gross salary.

- 3) Dismissal on economic or strategic grounds

In case the post occupied by the employee is abolished for reasons independent of AF Jaipur's wishes, whether for economic reasons (budget restrictions, etc.) or due to the reorganization of duties. AF Jaipur is obliged to inform the employee of this in writing sixty days before the date of departure.

- 4) Termination by either side

The appointment may be terminated by either party by giving 60 days written notice to the other or payment in lieu of the same. The Management at its sole discretion may consider reducing the notice period and corresponding adjustments in payments may be made by either side.

## **6. REPRESENTING THE ORGANISATION**

- a) Employees should speak to members of the press only with the prior approval of the Management
- b) Contributing articles or other write-ups to magazines of repute is permissible. The employee should keep the Organization informed of such activities. It has however to be ensured that such write-ups are not detrimental to Organization's interest.
- c) While representing the Organization for any purpose, employees should abide to the instructions of the Management and carry out activities as may be needed in interest of the organization .

## **7. EMPLOYMENT OF RELATIVES**

Unless specifically approved by the Management, the Organization does not permit employment of staff members' relatives including spouse, children, parents, brothers, sisters, brothers-in-law, sisters-in-law, mother-in-law and father-in-law.

## **8. INTER-STAFF MARRIAGE**

- a) Any two employees/ professionals married to each other will not normally be assigned to positions which may give rise to conflict of interest. If two members of the staff intend to marry, they should discuss it with the Management to determine what changes in their working relationships may be necessary as a result of the marriage. In certain instances, due to the nature of the job responsibilities of the persons involved, it may be necessary for one of the parties to the marriage to resign from the Organization
- b) If an employee is in any doubt about the application of Organization's policy under any specific situation he should consult the Management for clarification.

## **9. PERMISSION FOR FURTHER STUDIES**

An employee desirous of joining any part-time, full-time or correspondence course for pursuing higher education shall seek the written permission of the Management. The Management at its sole discretion may or may not grant permission. Permission granted shall be subject to the following conditions:

- a) The work of the Organization shall always have priority over and above anything.
- b) The study shall have to be pursued by the employee at his cost.

- c) The Management shall have full right to withdraw the permission once granted without giving any notice or assigning any reason thereof.
- d) The permission will be further subject to the conditions laid down by the Management from time to time.
- e) No special leave shall be granted for studies

#### **10. DRESS CODE**

- a) Employee while at office or when representing the organization should be decently attired. Whenever the Organization introduces a dress to any department or the entire organization, employees would need to adhere to the dress code.
- b) Violation of the dress code by any employee will be dealt with by the immediate superior. The superior will contact the Management for assistance, if required. Repeated violation of the dress code will lead to disciplinary action.

#### **12. PROPERTY INSPECTION AND CUSTODY**

- a) The Organization will have the right to inspect all lockers, workstations, packages, email, Internet usage brought into or taken out from the Organization premises etc. The Organization will also have the right to inspect WhatsApp/ text messages on official numbers or official phones issued.
- b) All employees will be required to co-operate with the personnel who carry out the inspection.
- c) Refusal to allow property inspection will be considered a serious breach of discipline and suitable action will be taken.
- d) Employees entrusted with Organization's funds or property shall be considered personally responsible for any damage to or loss of entrusted items.

#### **13. OUTSIDE EMPLOYMENT OR TRADE**

- a) No employee of the Organization shall, except with the permission of competent authority, engage himself/herself directly or indirectly in any trade/ business or undertake any other employment which is in conflict of interest with the organization.
- b) Any outside trade, business or employment by any employee which is in conflict of interest to the organization will entail disciplinary action.

#### **14. PARTICIPATION IN POLITICS, ELECTION**

The employees shall have no restriction in exercising their electoral rights as enshrined by law. There shall be no restriction on participating in electoral process unless it is detrimental to the interest of the organization. However, no employee shall be a member of or otherwise be

associated with any political party or any organization which takes part in politics or assist any political any political movement or activity or stand for election without the permission of the Management. Non adherence could lead to any Penalty defined in Point 5 above

## **15. INTERPRETATION , DISCRETION AND MODIFICATIONS**

- a) In case of any doubt regarding interpretation of these rules, the matter shall be referred to the Executive Council whose decision will be final.
- b) In special circumstances, the Executive Council will be within its rights to over ride the rules defined in conduct of conduct and grant relaxation to an employee.
- c) The rules for code of conduct can be modified/amended from time to time at the discretion of the Executive Council without prior notice.