



CODE OF CONDUCT

Policy & Procedure



DALIT BAHUJAN RESOURCE CENTRE
Towards Empowerment of **MARGINALIZED COMMUNITIES**

About us

Dalit Bahujan Resource Centre is established in 1992 and working for the Socio Economic and Cultural transformation of the Dalit Bahujan Communities with special focus on women and children in Andhra Pradesh and Telangana.

DBRC is focusing on transforming the lives of these Communities by providing information, knowledge and capacity building.

DBRC works for promotion of livelihood, dignity and self-respect among Dalits, Adivasis, Waste Pickers and other informal workers.

As a representative of DBRC, you are required to adhere to the policies and procedures of the organization and to ensure that your behavior is compatible with the principles, values and objectives of the organization. The objective of this Code of Conduct is to formulate the principles by which in all circumstances you will act. The Code extends to all DBRC members as employees, trustees volunteers, consultants and all those affiliated with DBRC's activities regardless of the location, and you undertake to fulfill your duties and control your conduct in compliance with the provisions of this Code by accepting appointments or in other ways representing DBRC.

The Code of Conduct is intended to provide guidelines for all DBRC members in carrying out their duties and conducting their private lives in a manner that prevents possible conflicts of interest with DBRC principles. By following this Code of Conduct, it is expected that all members contribute to enhancing the integrity and effect of DBRC's work and have a shared understanding of who we are and how we conduct ourselves.

This Code of Conduct promotes attaining the Vision, mission, and values of DBRC. This forms the basis for the actions that our representatives are supposed to show their dedication to the ways of working of DBRC. The Competency Framework and different policies and procedures of DBRC endorse this code of conduct. DBRC is committed to ensuring that persons are not discriminated on basis of gender, caste, religion, belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity, or working part-time or on a fixed-term contract.

SCOPE

Although it is an internal policy, we trust that the DBRC members will behave according to the guiding principles found within. DBRC is an Organization based in Andhra Pradesh and Telangana states.

The Code of Conduct was developed to reflect the basic beliefs and values of the organization to promote its goal of actualizing the dreams of the Dalit Bahujans by developing strong social and economical resources and becoming part of decision-making bodies.

This Code of Conduct extends to all members of DBRC, and must be signed by Board members, employees, volunteers or consultants by those directly appointed/hired by DBRC.

Partners and partner employees must dedicate themselves to following the guidelines of the codes of conduct of DBRC.

DEFINITIONS

Child: A Child is defined as someone below the age of 18 Years.

Adults at risk: A person in need of support because of mental or other disability, age or illness; and who is or may not be able to take care of him or herself or may not be able to protect him or herself from significant harm or abuse.

MISSION, BELIEFS AND VALUES

The core belief of DBRC are derived from set of universal values and behaviors, these values and behaviors are central to all partnership that DBRC aims to create for the fulfilment of its vision. All DBRC members through their internal and external work aspire to live out these principles and behaviors.

Dignity

Dignity is upholding the self-respect and self-worth, physical and psychological integrity and empowerment.

Social Justice

Social justice is the equal access to wealth, opportunities, and privileges within a society.

Social Democracy

To follow the principles that are liberty, equality and fraternity.

These values define the identity of the organization and how we operate. They are vital for the strong relationships and partnerships we are trying to build. They not only empower us to work effectively, but we also see us as part of a nation without poverty. DBRC actively encourages people of all faiths or nothing to work with and for the community.

DBRC's Diversity & Inclusion Policy: DBRC recognizes that our beliefs on equality are also relevant to our ways of working. They relate to the way that we treat, work with and value those who are different from ourselves. We recognize that those who are different from ourselves should be treated with respect, have something positive to offer and have an equal right to access resources and opportunities. DBRC's Harassment and Bullying Policy: DBRC finds all forms of violence inconsistent with its values and convictions in the equality of all human beings and contradicts its vision of equal opportunity. Consequently, DBRC will not allow the abuse of members of affected families, any DBRC workers or any others connected with DBRC's work, and all members have a duty to report inappropriate behavior.

Sexual harassment, bullying and violence are protected by our Safeguarding Policy, and DBRC will not allow the sexual harassment, exploitation or misconduct of clients, any DBRC members or any other representatives relevant to our work, and all staff has a duty to report inappropriate behavior.

RESPONSIBILITIES

Representatives of DBRC must not:

- Physical punishment of children or adults should be avoided
- Conducting physical / sexual relationships with children or adults is restricted

- Develop relationships with at-risk children or adults who could in some way be considered exploitative or abusive.
- Place oneself in a position where you can be accused of sexually abusing an at-risk child, young person or adult, i.e. holding or embracing an at-risk child, young person or adult, or physically touching at-risk children, young people or adults in a manner that could be considered abusive in the manner described in this document.
- Spend time alone with at-risk children or adults. Schedule events so that there are more than one person or, at least, other people within sight and hearing. Ensure that another person is present whenever possible to supervise the operation.
- Take children / adults at risk in a car alone, even on short journeys.
- Act in ways that are threatening or that could put a child or adult at risk of violence.
- Use words make suggestions or give unacceptable, offensive or abusive advice.
- Offer benefits such as food, favours, clothing, work, money in exchange for sexual activity.
- Give any individual hostility in return for sexual favours.
- Act in ways intended to embarrass, humiliate, discredit or weaken at-risk children or adults or otherwise perpetrate some form of emotional abuse.

All representatives must:

- Treat everyone with respect and accept their right to privacy.
- Be conscious of and handle challenges that may raise risks
- Plan and schedule the activity to reduce / control / prevent risks
- Stop drawing attention to abusive behaviour, such as angry outbursts or crushes / facial expressions.
- While organizing a residential programme, ensure separate accommodation is given for adults (men and women separately) and children.

CODE OF CONDUCT – STANDARDS

1. As a representative of DBRC, I will:

Responsible for the use of the information and resources I have access to because of my job or affiliation with DBRC.

1.1 I must ensure that, following reasonable policy and procedural criteria, I use the knowledge, funds and services of DBRC entrusted to me in a responsible and cost-effective manner and account for all money and property.

Resources and property include, and money entrusted to DBRC:

- DBRC vehicles
- Telephones, photocopiers, stationery
- Other office equipment /resources belonging to DBRC
- Computers including the use of email, internet.
- Information that is confidential or restricted concerning DBRC and individuals
- Any personal information collected from communities and beneficiaries (systems are in place to make sure this is protected/ confidential).
- Appropriate use of DBRC information and the use of the DBRC name
- DBRC premises (including DBRC Workspace/office /training center etc.)

1.2. I would show my contribution to the environment and sustainable development by adhering to DBRC travel, recycling and resource use policies.

1.3. I must comply with Data Protection Policies for DBRC.

2. Ensure the safety, health, welfare and wellbeing of all DBRC representatives.

2.1. I must conform to all relevant legal and institutional health and safety standards at my work / field / project area.

2.2. I will abide by all safety guidelines and will be vigilant in reminding management of any necessary changes to those guidelines.

2.3. I should behave in such a manner as to avoid any unnecessary risk to myself and others, including partner organizations and beneficiaries, for protection, health, security and well-being.

2.4. I shall perform effective risk assessments and act upon them.

3. Make sure my work and personal behavior is and is seen to be of the best quality and in accordance with the principles, values and goals of DBRC.

3.1. I must treat all people equally, with respect / value and integrity and accept others ' professional views.

3.2. I will be held responsible for my decisions / actions / approach and will not use for my own benefit.

- 3.3.** I can collaborate freely and participatively / democratically with others, cooperate / help both within and across teams to facilitate the creation of organizational outcomes.
- 3.4** I'll take responsibility for the efficiency and punctuality of my own work to help accomplish organizational goals.
- 3.5.** Whether working or volunteering with DBRC, I will not be under the influence of alcohol.
- 3.6.** I will not use illegal substances at any time or be in control of drugs.
- 3.7.** I should seek to ensure that my personal behavior does not contradict the ideals of DBRC and does not impair or hinder my ability to take on the role for which I am engaged.
- 3.8.** I'm not going to say or do anything that could hurt DBRC's image or damage service.
- 3.9.** Recognizing that positive media coverage of DBRC activities is vital to our work's success, I will not give interviews or provide media data unless I have been specifically authorized to do so. I will not reveal confidential information that may be used to damage DBRC or any person.
- 3.10.** I will not accept gifts or any remuneration from governments, beneficiaries, partners, donors, suppliers and other persons, which have been offered to me as a result of my association with DBRC.
- 3.11.** I shall not misuse my status as a representative of DBRC by demanding any personal service or favor from others in exchange for DBRC's assistance.
- 3.12.** I'm not going to commit to sex work transactions. A transaction is defined as any exchange of money, goods, services, or favours with any other individual for the purposes of this Code of Conduct. I am not going to exchange money, job offers, goods or services for sex, sexual activity or any sort of humiliation, degradation or abuse
- 3.13.** I will not have sex with members of affected communities, realizing the inherent unequal power relations, and such actions that undermine the integrity and prestige of the work of DBRC.
- 3.14.** I'm not going to have sex with children.
- 3.15.** I must ensure my relationships and actions are in no way unethical, manipulative or illegal.
- 3.16.** I shall respect the rights of all peoples, including the rights of children, and shall not participate in any kind of sexual harassment, violence or exploitation of persons of any age.
- 3.17.** I shall behave appropriately towards all visitors and members staying in accommodation relevant to the work of DBRC.

- 3.18.** I will not misuse the DBRC funds and I will not involve in any financial discrepancies during my work at DBRC.
- 3.19.** I will not involve any misappropriation for procuring any goods/services under the DBRC funds
- 4.** Carry out my responsibilities and manage my private life in a way that prevents conflicts of interest with the work of DBRC and my role as an organization representative.
- 4.1.** must disclose any political, personal, family (or near intimate) involvement in official business matters that may have an effect on the work of DBRC – e.g. goods / services contract, employment or promotion within DBRC, partner organisation's, civil authorities, beneficiary groups. This will be accomplished through an annual interest declaration, or at a time when it is necessary. I shall exclude myself from any procurement or other circumstance where there may be a conflict of interest. When I think there is a conflict of interest with another official.
- 4.2.** I should receive no gifts from vendors, sponsors or others relevant to the work of DBRC unless the policy on receiving gifts permits. I will never accept a gift of money personal.
- 4.3.** I should seek permission as an employee before agreeing to be nominated for any political party as a prospective candidate or as another official role.
- 4.4.** As an employee, I will not consider any new jobs or consulting work outside of DBRC without approval from management to ensure that there is no conflict of interest and that I stay within legal limits about working hours.
- 5.** Avoid engaging in any criminal activity, actions that violate human rights or those that threaten DBRC's work.
- 5.1.** If I become aware of any form of illegal activity related to DBRC, its members or beneficiaries or where there is a risk of safeguarding it, I must inform the head of the organization.
- 5.2.** If I am found guilty of any criminal charges during my job or volunteering, I shall inform the organisation.
- 5.3.** I should adhere to the Safeguarding Policy of DBRC and will not participate in improper or sexual behavior towards children.
- 5.4.** I will not harass or abuse children in any way and report to my head of the organization.
- 5.5.** I will not, regardless of age, harass or exploit or participate in offensive or sexual behavior with any members of affected communities.
- 6.** In and out of work, refrain from any form of harassment, bigotry, physical or verbal abuse, coercion or exploitation.

- 6.1** I will be fully compliant with the diversity and inclusion and anti-harassment policies of DBRC criteria.
- 6.2.** I shall not enter into a sexual relationship with any aid recipient as such relationships are founded on inherently unequal power dynamics and undermine the credibility and dignity of DBRC's work.
- 6.3.** I will not sexually harass, exploit or abuse any of my colleagues or others I come into contact within the course of my work/project area. I will ensure that I have read and understood the safeguarding policy including the definitions of sexual harassment, exploitation and abuse.

SELF-DECLARATION

I have an obligation to report if I have ever been dismissed or disciplined by a former employer or organisation I have been volunteering for, for a breach of their Code of Conduct or anything covered by DBRC's Code of Conduct here above. Failure to do so will result in disciplinary action.

SIGNATURE

I have read carefully and understand DBRC Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support DBRC's aims, values and beliefs.

Signature:

Date:

Role:

APPLICATION OF THE CODE OF CONDUCT

By following this Code of Conduct, it is intended that all representatives will contribute to strengthening the professionalism and impact of the work of DBRC and have a shared understanding of who we are and how we behave.

The Code of Conduct forms part of the terms and conditions of employment of all representatives. Further information and details of specific aspects of this Code can also be found in DBRC's Policies and Procedures.

- 1.** DBRC board members are the owners of the policy and DBRC Executive Secretary is in charge of its application.
- 2.** All representatives will be given a copy of this Code of Conduct and be required to familiarize themselves with its requirements, by reading and discussing the Code of Conduct with their manager or relevant member of staff where appropriate.

- 3.** All trustees, staff, volunteers and consultants will be required to confirm this by signing their agreement to the Code of Conduct and by keeping a copy. A further copy of the signed agreement will be kept on the representative's personal file where relevant and an annual update through the online training is mandatory where appropriate.
- 4.** Further information on the provisions within the Code of Conduct can be found in DBRC's policies, procedures and guidelines. If needed, members of staff can also seek further clarification from their manager or a member of the Human Resources team.
- 5.** Managers also have a responsibility to uphold the standards of conduct and set an example.
- 6.** In the recruitment and selection of representatives, managers should seek to ensure that candidates selected support the beliefs and values of DBRC.
- 7.** Any representative who has concerns about the behaviour of another representative must raise these with the Executive Secretary through the following email addresses: apdbrc@gmail.com. Any concerns will be treated with urgency, consideration and discretion.
- 8.** Any breaches to the requirements of this Code of Conduct may result in disciplinary actions which could lead to dismissal and will be notified to future employers; similarly, volunteers may be removed from their roles.

Mission

The Mission of DBRC is Enabling Assertive Interventions of Dalit Bahujan Communities towards their Socio Economic Empowerment.

Vision

To achieve social justice and social democracy to reclaim human dignity of Dalit Bahujan Communities.

Goal

Our Goal is to enable Dalit Bahujans to actualize their dreams, a new society where Dalit Bahujans will become aware of their rights and entitlements; develop strong social and financial resources; and become part of decision making bodies.

Human Dignity

Social Justice

Social Democracy



Dalit Bahujan Resource Centre

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