



SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

Code of Conduct and Ethical Policy for Swashodhan Trust

Effective Date: October 8th, 2024

1. Purpose

The purpose of this Code of Conduct and Ethical Policy is to establish clear expectations for all employees, volunteers, and stakeholders of [NGO Name] regarding ethical behavior and professional conduct. This policy aims to uphold the integrity, accountability, and effectiveness of our organization.

2. Core Values

- **Integrity:** Act honestly and maintain transparency in all actions.
- **Respect:** Treat everyone with dignity and respect, valuing diversity and inclusion.
- **Accountability:** Take responsibility for our actions and their impact on others and the community.
- **Compassion:** Foster a spirit of generosity and support for those we serve.
- **Excellence:** Strive for the highest standards of performance and continuous improvement.

3. Conduct Guidelines

All employees, volunteers, and stakeholders are expected to adhere to the following conduct guidelines:

a. Professionalism

- Maintain a professional demeanor in all interactions, including communication with colleagues, beneficiaries, and the public.
- Demonstrate punctuality, responsibility, and commitment to the organization's mission.



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b. Conflict of Interest

- Avoid situations where personal interests could conflict with the interests of the organization. Disclose any potential conflicts to a supervisor immediately.

c. Confidentiality

- Protect sensitive information relating to beneficiaries, colleagues, and the organization. Only share information on a need-to-know basis.

d. Respect and Non-Discrimination

- Promote an inclusive environment free from discrimination, harassment, and violence based on race, ethnicity, religion, gender, sexual orientation, disability, or any other status.

e. Financial Integrity

- Adhere to ethical financial practices, including accurate reporting, responsible fundraising, and the appropriate use of funds.

4. Compliance with Laws and Regulations

- Abide by all applicable local, state, and national laws and regulations governing the organization's operations.

5. Reporting Violations

- Employees and volunteers are encouraged to report any violations of this Code of Conduct to their supervisor or the designated ethics officer. Reports can also be made anonymously if desired.
- The organization will not tolerate retaliation against individuals who report violations in good faith.

6. Implementation and Enforcement

- This Code of Conduct will be communicated to all employees and volunteers as part of their onboarding process and will be included in training materials.



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- Violations of this policy may result in disciplinary action, including termination or expulsion from the organization.

7. Review and Amendments

- This Code of Conduct and Ethical Policy will be reviewed annually and may be amended as necessary to reflect the evolving needs of the organization and the community we serve.

Signature: [Name of the CEO/Director]

[NGO Name]

[Date]