

Code of Conduct

This code of conduct is applicable to all the LEPRA staff and this is for internal circulation within organisation only. No part of this content may be reproduced or transmitted in any form or by any means without permission of Management

Vision

To be a leader in reducing the incidence and impact of leprosy and other neglected diseases by stigma and social discrimination

(Registered as LEPRA Society) 474 of 1989 AP (Telangana Areas)
Public Societies Registration Act Fasli (act of 1350 F)

LEPRA Society - Head Office

Near TEC Building, Cherlapally to Rampally Road,
Cherlapally, Hyderabad - 501 301, Telangana, India.

hrd@leprahealthinaction.in

www.leprasociety.in

Code of Conduct

Policy Statements

Principles

As a non-governmental, charitable and secular organisation, LEPRAs adheres to the principles of humanity, impartiality, neutrality and independence of action.

LEPRA envisages a world where leprosy is a disease of little consequence; easily diagnosed and treated, leaving no disability and attracting no stigma. It compels us to support people to live healthy and economically secure lives, participating and contributing in their communities. In line with our vision, purpose and values, LEPRA expects all of its representatives to conduct themselves in a manner that upholds the rights of every individual with dignity and respect.

Aim

This Code of Conduct expresses the expectations of LEPRA on all employees, volunteers, trustees, consultants and third parties, e.g. service contractors (all considered as LEPRA "Staff" for the purposes of this document) regarding the manner in which activities are carried out and the conduct of all parties as LEPRA Staff. LEPRA expects its Staff to carry out their activities with the utmost integrity and in accordance with this Code of Conduct and all of its related policies and procedures.

Scope

This Code of Conduct is applicable to all LEPRA Staff.

Project incharge have a particular responsibility in promoting and upholding this Code of Conduct and ensuring that all LEPRA Staff for whom they are responsible understand and are compliant with this Code of Conduct.

Although LEPRA acknowledges that employees have both a professional and private life, external perceptions may not make the same distinction. There are many posts and / or locations and / or public fora (including electronic) where employees are identifiable as LEPRA and their behavior is attributable to LEPRA, therefore their behavior could potentially damage the reputation of LEPRA. Employees are, therefore, required to take account of the principles of the Code of Conduct and be aware of how their behavior may be perceived both at work and outside of work.

Responsibilities of the Code of Conduct

All LEPRA employees have a responsibility to ensure that this Code of Conduct is implemented and adhered to.

Consultants, Volunteers and Other Third Parties

It is the responsibility of the appointing / procuring manager to ensure that this Code of Conduct is given to all LEPRA employees, volunteers, trustees, consultants and third parties to read and sign before carrying out any activities on behalf of LEPRA.

Procedure

The document needs to be read in full, and a signed copy returned (as per the format provided at the end) to the project in charge/ copy to HR.

Code of Conduct

LEPRA expects all “Staff” to adhere to the Code of Conduct both in work and outside of work. As a representative of LEPRA, I agree to carry out all activities for LEPRA in line with the following principles and standards:

No employee shall

- i. Engage himself in any work or business for himself or for any other person except for that of the organisation.
- ii. Leave the place of work without the permission of the competent authority.
- iii. Interfere with another employee’s work, disturb or cause annoyance to him at work.
- iv. Disturb the peaceful atmosphere of the organisation or its branches by demonstrating, observing protests, shouting, loud talk, violence or any other disorderly or indecent behaviour in the premises of the organisation.
- v. Indulge in quarrels, abuses, fights, violence or any other disorderly or indecent behaviour in the organisation’s premises.
- vi. Involve in any form of bullying, harassment, victimisation, discrimination, abuse, intimidation or exploitation or in any other way infringe on the rights of others.
- vii. Engage in any criminal activities, activities that flout human rights or those that compromise the work of LEPRA Society and their partners.
- viii. Tamper with the organisation’s records.
- ix. Hold meetings, stick or distribute handbills, notices, leaflets, booklets, or collect money for any cause whatsoever without prior permission.
- x. Disfigure, damage or write on walls and other property of the organisation.
- xi. Remove property from one place to other without the permission of the competent authority.
- xii. Misuse facilities provided like computer, internet, e-mail, phone etc.
- xiii. Use the organisation’s computer equipment, technology, or services in contravention with LEPRA Society’s policy to engage in any activity that is illegal under local, state or international law; indulge in conduct that would constitute a criminal offence. Use LEPRA Society equipment to download sexually explicit material, for gambling or any illegal activity.
- xiv. Indulge in any material that victimises, harasses, degrades, or intimidates an individual or group of individuals on the basis of gender, race, ethnicity religion, sexual orientation, age, disability or other personal characteristic.
- xv. Communicate/pass on directly or indirectly any information or official document to any employee or other person to whom he is not authorized to communicate such document or information except in accordance with any general or special orders of the Management in the performance of the duties assigned to him.
- xvi. Divulge to any unauthorized person any information pertaining to the organisation.
- xvii. Reveal personal information about anyone in connection with LEPRA Society in accordance with information procedures.
- xviii. Use LEPRA Society contacts, networks or other resources to advance one’s own personal or business activities or interests while employed by LEPRA Society or beyond, without the explicit consent of the Chief Executive.
- xix. Unauthorised use of LEPRA Society’s name, logos and brand, whether communicating internally or externally.

- xx. Smoke in places other than those specified for that purpose.
- xxi. Bring liquor or other intoxicants to the premises of the organisation or report for work under the influence of any intoxicants.
- xxii. Act contrary to or in derogation to any of the provisions of these service rules or any other rules or instructions during the notified duty hours except for bonafied reasons or if required by the Management.
- xxiii. Give to the press, radio, or news media any comment, talk, press release or articles regarding the organisation without the prior permission of the Management.
- xxiv. Promote views, in any professional or public domain, which are likely to bring LEPRA Society into disrepute.
- xxv. Stand for elections for local bodies such as corporations, municipalities, panchayats, etc or participate in any political activities without prior permission of the Management.
- xxvi. Take any decisions on the basis of caste, creed, religion or sex and violate principles of equal opportunity.
- xxvii. Solicit or accept, bribe, or any advantage, monetary or otherwise, from customers, suppliers or any person having business dealings or seeking business with organisation for one's own or one's family's benefits.
- xxviii. Be financially involved directly or indirectly in any enterprise / project to which the organisation is providing support.
- xxix. Act in situations in which personal interests may conflict, or appear to conflict, with the interests of LEPRA Society or its partner organisations.
- xxx. Encourage gossip, spreading rumours, ragging and character assassination.
- xxxi. Have immoral relationship or extra marital relationship with another employee of either sex within the premises of the organisation or when engaged in official tours and duties.
- xxxii. Abuse or exploit programme participant in any way and will report any such behaviour of others to the management of LEPRA Society.
- xxxiii. Use, distribute, sell or be in possession of illegal goods or substances as defined by local law or any authority whichever is more restive.
- xxxiv. Intentionally make malicious or false accusations in relation to this code of conduct against any individual.

All employees shall:

- i. Ensure that personal and professional conduct is of the highest professional standard reflecting the Vision, Purpose and Values of LEPRA Society
- ii. Treat all people equally, with dignity and respect,
- iii. Observe courtesy, politeness and maintain decorum and decency of the office where the employee is required to work, or when representing the organisation at any place.
- iv. Attend place of work in proper dress code and abide by the instructions of the superiors in regard to decorum and conduct.
- v. Be law abiding citizens and behave in a manner which will not violate any law of the land / public decency or morals which are likely to cause damage to the reputation of the organisation.
- vi. Observe the law of the land in their place of work; respect and be sensitive to local customs and culture, in so far as they do not contradict universal human rights.
- vii. Ensure that behaviour, both during and outside of work, does not bring LEPRA Society into disrepute and does not impact or undermine the ability to undertake the role for which employed.

- viii. Work actively to ensure that the best interests of children and vulnerable adults are promoted and will not engage in behaviour that is likely to cause harm, including physical, sexual, emotional abuse, neglect and exploitation.
- ix. Act in line with LEPRAs Society's child protection, vulnerable adults and safeguarding policies, together with relevant guidelines.
- x. Encourage children and adults to feel comfortable enough to point out attitude and behaviour they do not like.
- xi. Recognise that caution is required in one-to-one situations, particularly in sensitive situations such as dealing with programme participants including children and vulnerable adults who may be upset or traumatised.
- xii. Immediately disclose to LEPRAs Society any and all documented, historic allegations of child/vulnerable adult abuse and /or recorded allegations of fraud or corruption, when joining LEPRAs Society or whilst in service.
- xiii. Ensure that photographs of individuals, particularly the people LEPRAs Society caters to, is fairly represented in terms of their capacities and vulnerability, in line with LEPRAs Society's Film & Photography policy.
- xiv. Immediately disclose to LEPRAs Society any current and past criminal convictions and/or existing charges.
- xv. Declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may have an impact on the work of LEPRAs Society – e.g. contracts for goods/services, employment or promotion within LEPRAs Society, partner organisations, civil authorities, or programme participant groups.
- xvi. Declare any current charitable and non-charitable work which has to be within the limits set by the code of conduct.
- xvii. Act in accordance with anti-bribery policy including reporting any suspicious incidents to the relevant parties.
- xviii. Declare any political or military affiliations; which may be reviewed in the context of LEPRAs Society's principles and values.
- xix. Be responsible for one's own health, safety and welfare and that of the colleagues.
- xx. Be aware of situations which may present health, safety and security risks and manage these appropriately.
- xxi. Comply with any local guidelines for security and in a manner consistent with LEPRAs Society security guidelines.
- xxii. Adhere to all the organisational health and safety policies and procedures in force in work place.
- xxiii. Ensure that LEPRAs Society's property, funds and resources to which the employee may have access, be used in a responsible and careful manner according to LEPRAs Society's policies and procedural requirements.
- xxiv. Be accountable for resources and property which include LEPRAs Society vehicles; phones, photocopiers, fax machines and stationery; other office equipment or resources belonging to LEPRAs Society; computers, including the use of email, internet and intranet and LEPRAs Society accommodation. Upon the end of employment or service, shall return all property issued by LEPRAs Society.
- xxv. Take responsibility for one's own continued professional development, using a combination of approaches and techniques (relevant reading of books and industry journals; research; reflection and review, and enrolling into accredited courses) to enhance the quality of one's knowledge, skills and competence.

- xxvi. Take responsibility for ensuring that one's professional practice and professional registrations are up to date and fully compliant with the jurisdictions within which the employee works.
- xxvii. Report any concern, suspicion and/or incident which breaches the standards within this code and any other LEPRA Society policies to the relevant party as outlined in the relevant policy or directly to Chief Executive.

Note: Each employee should read and sign as having read in full and a copy of the same is returned as acceptance of the code of conduct in its entirety

Signature: _____

Name: _____

Position: _____

Project: _____

Date: _____