



## Global Shapers Jaipur Society's Ethics and Code of Conduct

Independent, private and non-profit, Global Shapers Jaipur Society operates following principles of neutrality, non-discrimination and transparency, according to its core values: community, empathy and impact. Global Shapers Jaipur Society is committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. Global Shapers Jaipur Society endeavours to explore the potential of young people by engaging them in community services. Finally, Global Shapers Jaipur Society is committed to ubiquitously enhance lives for a better society.

The aim of this Ethics and Code of Conduct is to provide clear guidance on the standards of behaviour all staff are required to abide by.

Under the terms of this Code of Conduct, Global Shapers Jaipur Society's staff covers all employees, volunteers, interns and freelance consultants, both international and national, whether they are based in headquarters or in the field of Global Shapers Jaipur Society, its sister organisations and the member organisations of the Global Shapers Jaipur Society Network.

It is binding on all Global Shapers Jaipur Society Staff:

- You must read and fully understand the content of this Code. If you have any questions, it is your responsibility to ask your supervisor for clarification.
- If you fail to adhere to any of the provisions set out in this document you can face disciplinary action, dismissal, or even legal action.
- You have a duty to report any breach of this Code to your supervisor or through Global Shapers Jaipur Society's established reporting mechanisms through: office@globalshapersjaipur.com for personal and professional conduct, for protection of assets and resources, Security Incident Report (SIR) regarding safety and security, Complaints and response mechanisms (CRM) for beneficiaries.
- You also have a duty to inform beneficiaries and others with whom Global Shapers Jaipur Society is working of this Code that Global Shapers Jaipur Society staff must adhere to, including the rules relating to the reporting of misconduct and failure by Global Shapers Jaipur Society staff. All reports and concerns will be properly considered and treated with discretion. Global Shapers Jaipur Society will address any breaches of this Code that are reported through the established mechanisms.



- If you are a manager, you will have particular responsibilities to set a good example and to create a working environment conducive to upholding the standards of the Code of Conduct, as well as to support and develop systems that maintain this environment.

In the framework of Global Shapers Jaipur Society's "Zero Tolerance Approach" on breaches of the Ethics and Code of Conduct, it is the duty of all of us to think about and manage our behaviour to always fit with the values and principles of Global Shapers Jaipur Society and the following requirements:

1. I WILL RESPECT OTHERS:

- I will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion, or disability.
- I will act fairly, honestly and tactfully and treat people with dignity and respect. I will respect the national law and local culture, traditions, customs and practices that are in line with UN conventions.
- I will contribute to building a harmonious workplace based on team spirit, mutual respect and understanding.

**Consequently,**

I will not take part in any form of discrimination, harassment, or abuse (physical, sexual, or verbal), intimidation or exploitation, or in any other way infringe the rights of others.

2. I WILL MAINTAIN HIGH STANDARDS OF CONDUCT, BOTH PERSONAL AND PROFESSIONAL...

...by serving the mandate and values of Global Shapers Jaipur Society, by applying Global Shapers Jaipur Society manuals, policies, guidelines, handbooks, internal rules and procedures, by striving for high standards in my work, taking responsibility for my actions and not abusing my position of power as an Global Shapers Jaipur Society representative. I will refrain from behaving in a way that undermines my ability to do my job or is likely to harm Global Shapers Jaipur Society's reputation. I will ensure that my personal and professional performance is always based on a non-racist, non-discriminatory, gender sensitive and environmental-friendly conduct.

**Consequently,**



- **I will not engage** in sexual relations with anyone under the age of 18, or abuse or exploit a child in any way, regardless of the local age of majority or age of consent. Mistaken belief in the age of a child is not a defence.
- **I will neither support nor take part** in any form of criminal, illegal, exploitative or abusive activities, including, for example child labour, paedophilia, forced prostitution, trafficking of human beings, commodities and intoxicants.
- **I will never knowingly** support, tolerate or encourage terrorism or the activities of those who embrace terrorism.
- **I will not exchange** money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries.
- **I will not ask** for or invite any kind of personal payment, service, or favour from others, especially beneficiaries, in return for our help, support, goods or services of any kind.
- **I will not be** in possession of, nor profit from the sale of, illicit/illegal goods or substances.
- **I will not accept** any bribes.
- **I will not enter** any sort of business relationship on behalf of Global Shapers Jaipur Society with family, friends, or other personal/professional contacts for the supply of any goods or service to Global Shapers Jaipur Society or any employment related matters without authorisation.
- **I will commit** to protect the environment and reduce risks of negative impacts on the environment.

### 3. I WILL COMMIT TO PROTECT GLOBAL SHAPERS JAIPUR SOCIETY'S BENEFICIARIES

...by taking into consideration the difficult experiences that victims of disasters have faced and the disadvantaged position in which they may find themselves in relation to those who hold power or influence over certain aspects of their lives, I will always seek to care for and protect the rights of the most vulnerable, e.g. children, in particular orphans and separated children, women, single parents, elderly, disabled, chronically sick and vulnerable minority groups. I will do my utmost to support Global Shapers Jaipur Society's assistance and protection work and act in a manner that ensures that beneficiaries' interests are my paramount consideration.

#### Consequently,

- **I will not act** in a way that breaches Global Shapers Jaipur Society's operational guidelines, manuals, handbooks, and procedures.



- **I will not abuse** the power and influence that I have by virtue of my position over the lives and well-being of beneficiaries. I will never request or receive any service or favour from beneficiaries, staff members or other persons in return for assistance or protection. I will never engage in any exploitative relationships – sexual, emotional, financial, or employment-related – with beneficiaries.
- **I will not withhold** information about any current criminal convictions, charges, or civil proceedings, in particular relating to child abuse, either prior to my hiring with Global Shapers Jaipur Society as well as when I join Global Shapers Jaipur Society or arising during the time of my employment.

#### 4. I WILL ENSURE TO BE ATTENTIVE TO THE SAFETY & SECURITY OF MYSELF & OTHERS...

... by being aware of and complying with Global Shapers Jaipur Society security & safety policies and practices and highlighting to my line manager any areas of concern.

Consequently,

- I will make myself familiar and comply with all global and local Global Shapers Jaipur Society security & safety and health rules and procedures.
- I will not behave in a way, which creates unnecessary risk to my security or the security of others.

#### 5. I WILL PROTECT GLOBAL SHAPERS JAIPUR SOCIETY'S RESOURCES AND ASSETS...

... by handling Global Shapers Jaipur Society financial resources and assets carefully and by performing my official duties and conducting my private affairs in a manner that avoids conflict of interest. In particular:

- I will ensure Global Shapers Jaipur Society's resources are not misused and protect them from theft, fraud or other damage.
- I will disclose potential conflict of interest with a supplier, service provider or business partner (such as family relations or shareholding).
- I will not use offices, Global Shapers Jaipur Society property or knowledge gained from functions with Global Shapers Jaipur Society for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those they favour.
- I will protect, manage and utilize Global Shapers Jaipur Society human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at Global Shapers Jaipur Society's disposal for the benefit of beneficiaries and other persons of concern to Global Shapers Jaipur Society.



- I will maintain electronic files and archives in a responsible manner keeping in mind the necessary protection of privacy. Information that may be considered illegal, offensive, or inappropriate must under no circumstances be processed, downloaded, stored or disseminated.

## Consequently,

- I will not seek personal gain from my employment with Global Shapers Jaipur Society and will resist any undue political pressure in decision-making. In particular, I will not receive or provide bribes, including kickbacks of any kind.
- I will neither seek nor accept instructions regarding the performance of my duties from any government or from any authority external to Global Shapers Jaipur Society.
- I will not accept any honour, decoration, favour, gift, or remuneration from any authority; nor will I accept these from any other source external to Global Shapers Jaipur Society without prior authorisation.
- I will not engage in any outside occupation or employment without prior authorisation. I will not accept supplementary payments or subsidies from a government or any other source.
- I will not assist private persons or companies in their undertakings with Global Shapers Jaipur Society where this might lead to actual or perceived preferential treatment. I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interest may arise and will always act in strict conformity with related Global Shapers Jaipur Society policies, guidelines and instructions.

## 6. I WILL PROTECT THE CONFIDENTIALITY OF GLOBAL SHAPERS JAIPUR SOCIETY'S INFORMATION AND DATA...

... by handling Global Shapers Jaipur Society's information and data carefully and with discretion.

In particular:

- I will safeguard and make responsible use of the information to which I have access as a result of my employment with Global Shapers Jaipur Society.
- I will exercise due care in all matters of official business, and not divulge any confidential information about beneficiaries and persons of concern to Global Shapers Jaipur Society, colleagues and other work-related matters.
- I will ensure, when engaged in communication activities, that portrayal of individuals and their circumstances are fairly represented in terms of their





capacities and vulnerabilities. I will make all necessary efforts to explain how photos and stories will be used and to obtain permission from the individuals for the use of their photos and stories.

**Consequently,**

- I will not reveal, both while working for and after leaving Global Shapers Jaipur Society, any confidential information I have obtained while working for Global Shapers Jaipur Society to any third party unless legally required to do so. I am aware that the breach of professional confidentiality, both while employed and after leaving the organization, might lead to a claim for compensation and/or prosecution.
- I will not make comments/statements to the media or to journalists on behalf of Global Shapers Jaipur Society without prior agreement with concerned person within the organization.

**7. I WILL REPORT ANY INCIDENT OR CONCERN RELATING TO THIS CODE**

In order to create the conditions for this Ethics and Code of Conduct to enter into force, we must not only apply it individually, but all Global Shapers Jaipur Society staff have a duty to report within Global Shapers Jaipur Society any potential incident, abuse or concern that we witness or are made aware of.

**Consequently,**

**I will report** through appropriate channels any matter which appears to break the standards contained in the Ethics and Code of Conduct.

I am aware of the fact that any breach of this Ethics and Code of Conduct may lead to disciplinary action, dismissal or even legal action and that intentionally false accusations and reports are seen as a breach of the Ethics and Code of Conduct and will be subject to disciplinary action.

Date:

Location: Jaipur

Member's First and Last Name:

Signature \_\_\_\_\_