



CODE OF CONDUCT

INTRODUCTION

Humanitarian Aid International (HAI) is a not for profit organization under the Indian Trusts Act, founded by a team of humanitarian and development professionals with a collective global experience of over 300 years. The organizational purpose is to establish a global aid institution founded and headquartered in India to extend effective and efficient humanitarian assistance and invest in sustainable and resilient development to eradicate poverty and hunger.

In keeping with its vision and values, HAI is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details HAI expectations of employees in key areas. The Code helps us to behave in accordance with our Purpose and our Values, but it is not a substitute for our responsibility and accountability to exercise good judgment and obtain guidance on proper business conduct.

SCOPE AND PURPOSE

This Code of Conduct applies to the Board, advisors, consultants, interns, all contracted staff, volunteers, partners, contractors, suppliers employed by HAI and others acting on behalf of HAI.

The purpose of this Code of Conduct is to set out the conduct expected of HAI staff whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

OUR VISION

An Indian civil society organization of international stature and standing is leading humanitarian assistance and development initiatives that reduce risks of poverty, hunger and violence in the world.

OUR MISSION

To create a global Indian brand, based on traditional Indian altruism and informed by western humanitarian architecture, to synergise the efforts and desire of Indian communities, mobilize resource from within and without including Indian diaspora, to ameliorate the effects of poverty, hunger and violence in least developed and middle-income countries caused by natural, human and climate-induced disasters, thereby contributing to Core Commitments of Agenda for Humanity, Commitments of Grand

Bargain, Sustainable Development Goals (SDGs) and the targets outlined in the Sendai Framework for Disaster Risk Reduction.

OUR VALUES

Our organisational values are:

Act with Integrity: We hold ourselves to the highest standard and are honest and open. We act without consideration of personal gain and do not abuse power or authority. We speak up for what is right, especially when it feels difficult. We take prompt action in cases of unprofessional or unethical behaviour, proactively challenge misconduct and properly address conflicts of interest.

Respect: We act with consideration, compassion and kindness. We challenge discourteous behaviour and promote a culture of respect both internally and in dealing with other stakeholders and people impacted by our work.

Trust: Trust is essential to our relationships with all of our stakeholders – board members, advisors, partners, suppliers, colleagues, supporters and in the broader community. Trust is paramount to our reputation.

Trust is built by delivering on our promises, by being ethical. It is built by being worthy of the trust our stakeholders place in us. It is maintained by doing what's right.

Diversity and inclusiveness: We are open to everyone, embrace diversity, and work effectively with people from all backgrounds. We treat all people with dignity and respect. We treat everyone equally and show respect for diverse points of view. We examine our own biases and behaviours and do not discriminate against any individual or group. We believe everyone has a contribution to make, regardless of visible and invisible differences. We will not discriminate based on race, religion, caste, gender or disability. When we see this happening in our organization we will take action to root it out.

Transparency and Accountability: We speak and write clearly. We listen to others and respond appropriately. We have open two-way communication and tailor language, tone, style and share information in a transparent way. We take responsibility for our actions and hold ourselves accountable to our colleagues, board members, supporters, people we assist and other stakeholders. We constantly look for ways to improve our accountability and transparency practices.

Our code of conduct helps us to put our values into practice.

CODE OF CONDUCT

As a HAI Board member, advisor, consultant, intern, staff, volunteer, partner, contractor or supplier I will:

Uphold the integrity and reputation of HAI by ensuring that my professional and personal conduct is consistent with HAI's values and standards

- I will treat all people fairly with respect and dignity
- I shall respect the law of the land when working in India and in any other countries and be sensitive to local customs when working on behalf of HAI

- I will seek to ensure that my conduct does not bring HAI into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on premises or accommodation

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- Exchange of money, offer of employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult
- HAI board, advisors, consultants, staff, volunteers, partners, contractors or suppliers will not engage in trafficking in persons. They will remain vigilant for all instances of trafficking in persons and, where discovered, report such instances to HAI and Competent Authorities. For the purpose of this code of conduct human trafficking is the recruitment, harbouring, transportation, provision, or obtaining of a person for –
 - 1) commercial sex act induced by force, fraud, or coercion, or in which the person induced to perform such an act,
 - 2) labour or services, through the use of force, fraud, or coercion for the purposes of subjection to involuntary servitude, debt bondage, or slavery

Ensure the safety, health and welfare of all HAI staff members and associated personnel (volunteers, partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

Act with honesty and integrity and will demonstrate good stewardship of the resources entrusted to HAI

- I will shun all fraudulent and corrupt practices
- I will not use the fund or property of HAI for bribing or for any other illegal purpose.
- While I am fully employed by HAI, I shall not work or engage in any other business during the employment with HAI
- I will demonstrate transparency and accountability in all my dealing with HAI
- I will ensure that every record or report with which I deal is honestly filled in, accurate, complete and reliable

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with HAI

- I will preserve the confidentiality of information obtained in HAI's service and ensure that the information is used only for the purpose it is intended or normally used and never for personal gain or for a third party's gain
- I will ensure that no confidential data or information is released to others without proper authorisation
- I will ensure that I use HAI assets and resources entrusted to me in a responsible manner and will account for all money and property.
- I will not use any of HAI's assets for individual profit or any unlawful, unauthorized, personal or unethical purpose.
- I will not use HAI IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use HAI IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of HAI.
- My family members shall neither solicit nor accept loans, fees, services, or gifts of any kind from beneficiaries, suppliers, customers, or others dealing with HAI

FORM OF ACKNOWLEDGEMENT

I have received and read the HAI's Code of Conduct. I understand the standards and policies contained in the Code of Conduct and understand that there may be additional policies or laws specific to my job and/or the location of my posting. I further agree to follow the values of the organisation in all that I do and comply with the HAI's Code of Conduct.

***Under no circumstances does your failure to read HAI's Code of Conduct, sign an acknowledgement or certify online exempt you from your obligation to comply with HAI's Code of Conduct.**

Name of staff/volunteer/partner/contractor/ or supplier	
Designation	
Address	

Signature:

Date: