



Code of Conduct for the staff of Mashal

As a member working in Mashal which is committed to the protection of human rights, I agree to abide by the following rules and regulations drawn up by the institution in this regard.

Accordingly, I state that I shall always ensure that:

- I am open and not secretive about my activities associated with my service in the institution.
- I will interact with everybody in a manner which demonstrates respect, dignity, integrity, empathy, understanding and patience.
- I will always adopt socially appropriate adult behaviour towards my colleagues.
- The doors of the room that I am using are always open or visual access is always maintained, when I am alone with any other person.
- While discharging my duty in the institution with the other sex, I will maintain the professional boundaries of relationship with them.
- I will never touch the private parts of any person's body unless I am a certified medical practitioner and only for performing a legitimate and necessary medical action.
- I will announce myself before entering any area of privacy, if a legitimate business of the institution requires me to enter that area.
- I will comply with the principles and standards of Indian and International policy on Sexual harassment, Labour laws and conventions.
- I will comply with all the procedures of the 'Guidelines to Deal with Sexual Harassment at Workplace' implemented in the institution.
- I will speak up on any genuine case of abusive behaviour to the proper persons concerned viz. to the Head of the Institution/Internal Complaints Committee Chairperson, no matter what, but without gossip mongering.
- I will comply with the dress code prescribed in the institution while on duty and if there is no specified dress code I will always come modestly and neatly dressed.

I will always avoid:

- Engaging in behaviour that is intended to shame, humiliate, belittle or degrade the people and the institution.
- Using inappropriate, offensive, discriminatory, vulgar or abusive language when speaking with people.
- Doing things of a personal nature that a person can do by oneself - such as, assistance at the wash room or changing clothes.
- Taking a person of the other sex that I am professionally engaged with, to my own home/hotel or sleeping in the same room or bed with any of them.
- Slapping, hitting or assaulting.
- Having recourse to or using disciplinary means which are physically or emotionally derogatory.
- Engaging in any sexual conversation or discussing sexual activities.
- Indulging in any manner of activities that are, or could be interpreted to be, aimed at any type of sexual relationship.
- Developing a sexual relationship or one that may be deemed exploitative or abusive in the nature.
- Indulging in behaviour with persons that lead to close physical contacts unless it is an unavoidable part of a structured activity.
- Performing medical/physical examinations of people unless it is my legitimate professional duty or a medical emergency.
- Showing pornographic materials to the people or having them in the premises of the institutions or in my possession when involved in an activity in the institution or outside.
- Exposing areas of my body considered private in an inappropriate manner in the presence of other people.
- Condoning or participating in behaviour of illegal, unsafe or abusive nature
- Taking photograph or video recording without the consent of the person
- Holding, kissing, cuddling or touching in an inappropriate, unnecessary or culturally insensitive way
- Supplying alcohol or illegal drugs or tobacco products.
- Discriminating against on the basis of their race, color, sexual orientation, language, status, ethnicity, nationality, caste, religion etc.
- Irresponsible use of social media or internet (by way of texting, chatting, exchange of photographs or video clippings of any vulgar or sexual connotation).
- Neglecting to take action when a person is in real need.

Signature & Name of the Employee:

Date: