



Guiding Them Until They Can

Code of Conduct

Tomorrow's Foundation





**TOMORROW'S
FOUNDATION**

Code of Conduct

Tomorrow's Foundation has incorporated the general Code of Conduct within HR policy to clarify an organization's mission, values and principles which encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they encounter in everyday work.

The policy has mentioned below:

This code of conduct is designed to help not only directors, officers, and employees of the TOMORROW'S FOUNDATION but also the visitors, volunteers & interns, above all guides individuals as to how they should behave at the workplace. Employees and others visit to organization need to be aware as to what is expected out of them in the office. You just cannot behave the same way at office as you behave at home.

Your Boss can be your best friend outside office but at work you must respect him and treat him like your superior. Employee ethics is essential for maintaining discipline at the workplace. Management needs to be liberal with the employees but there has to be some element of fear also in the minds of employees. If the superiors are too friendly with their subordinates, there are chances they might start taking undue advantage of the friendship. There must be a balance always. Yes, organization's policies ought to be employee friendly but that does not mean employees come to office at 11 AM just because they cannot get up early in the morning. There must be a genuine reason for everything.

There has to be a proper dress code for employees. Individuals just can't enter into the office wearing anything. Employee code of conduct decides what individuals ought to wear to office or during meetings or visits.

Employee code of conduct ensures career growth and also benefits the organization in the long run. If employees understand the difference between what to do and what not to do at the workplace, problems would never arise. We bunk offices because we do not realize that such a practice is wrong and unethical. Employee ethics ensures employees adhere to the rules and regulations and also work for the organization. Employee ethics motivates employees not to indulge in gossiping, nasty politics, criticizing fellow workers, bunking office and so on. They seldom think of sharing confidential information or data with competitors and all their energies are utilized in productive activities which would benefit the organization.

Employee ethics ensures employees attend office on time and genuinely respect their superiors. Most of the times it has been observed that employees have a hate relationship with their Bosses. Are bosses wrong always? Ask yourself. How would you feel if someone reporting to you is absconding from the office and you have a deadline to follow? Yes, sometimes it does become essential to show your powers and be a little authoritative. Understand that employee ethics is not meant to downgrade employees but make them aware of their duties and responsibilities in the organization.



Most essentially, employee ethics is important as it goes a long way in making the value system of employees strong. They should go through all the policies and manuals of organization like- HR Manual & Finance Manual, SH Policy, Child Protection Policy of organization and signed the same. Only read the manuals & policies or signed the same is not enough. They need to maintain and implement the same in field and their day to day work. This way, employees on their own develop a feeling of attachment and loyalty towards the organization.

General Code of Conduct:

1. Come to office on time.
2. Maintain cordial relationship with all.
3. Abide by the declared policies- Sexual Harassment policy, Child Protection policy, Conflict of Interest policy, Code of Conduct policy etc. of the organization.
4. Abide by the office orders issued by the Competent Authorities.
5. Do not engage in gossiping or rumors mongering.
6. Respect all religion.
7. Contribute to cost reduction and maximum utilization of resources.
8. Maintain Child Rights as the highest priority while executing any work/duty/responsibility.
9. Respect the dignity of every child.
10. Accept the child as he/she is.
11. Be empathetic towards children and to learn towards child behavior.
12. Never offer gifts directly to the children.
13. Before taking any images or photographs seek the consent of children.
14. Views of children to be listed, valued and taken seriously.
15. Equal attention to be given to all children irrespective of their sex, caste or religion.
16. Never humiliate children.
17. Never embrace a teenage girl to praise or to show affection.
18. Never sleep with any individual child.
19. Never use slang, abusive and sexually provocative language before children.
20. Never provoke malpractice or addiction.
21. Never do things for children of their personal nature like washing, undressing, using toilet etc.
22. No employee is allowed to take any child individually for outings.

All persons associate with organization even visitors, need to maintain and follow the code of conduct. For any misconduct organization is always allow to take any necessary action against them (as and when required).



THANK YOU