

Code of Conduct

✓ **Why Code of Conduct:**

- ✚ A code is an open disclosure of the way an organization operates. It provides visible guidelines for behavior.
- ✚ Maanushya strive to be a responsible non-profit organization and takes full accountability in the activities that take place remotely - within the Maanushya Digital Classroom and with the volunteers, who engage with the children on a day-to-day basis.
- ✚ At Maanushya, we feel it is important to let the children, the local Centre coordinators, the Maanushya staff and volunteers know what kind of conduct they can expect from the Maanushya team.

✓ **Confidentiality**

- ✚ All Maanushya Volunteers Will honor the confidentiality of children, Centre coordinators, peer volunteers, staff, sponsors and donors and adhere to the established precepts of confidentiality of Maanushya policies & procedures and government legislation.
- ✚ Will not disclose information relating to the above, to any person who is not authorized by Maanushya to have such information without specific permission of the individual concerned.

✓ **Non-Discrimination Equity**

- ✚ Maanushya Volunteer will neither practice, nor tolerate discrimination or harassment of any staff member, Volunteer, Children, Local Coordinator on caste, race, creed, color, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, economic status, identity, disability or record of offences.
- ✚ I will treat all people with respect and dignity.
- ✚ I will respect the cultures, beliefs and opinions of others and treat people with sensitivity and courtesy.

✓ **Alcohol/Drug**

- ✚ Maanushya Volunteer understand that being under the influence of alcohol or drugs may interfere with our ability to deliver service. Maanushya Volunteer therefore agree not to perform our volunteer duties while under the influence of drugs or alcohol; not to provide a child with illegal contents or encourage their use.

✓ During Class

Maanushya Volunteer,

- ✚ Will dress appropriately at all times, with regard, and be sensitive to the center culture.
- ✚ Will not engage in political discussions or illegal activities.
- ✚ Will not offer gifts or other donations in cash or kind to the Children or Centre Coordinator without prior permission of the Trustees of Maanushya.

✓ Relationship Boundaries

- ✚ Maanushya encourages friendly relations between Maanushya volunteers and those they serve (Maanushya Staff & Centre Coordinators). However, it is important to remain aware of appropriate boundaries.

✓ Accountability

- ✚ Maanushya Volunteer agree to participate in supervision that is acceptable, reasonable, regular and visible according to the guidelines of the individual programs we are assigned to. Supervision guarantees accountability for the performance of assigned responsibilities, provides an opportunity for feedback and guidance, and assistance and support in my role as a Volunteer.

✓ Training & Development

- ✚ Maanushya Volunteer understand that in accepting a volunteer position , I am agreeing to undertake and complete the necessary skill acquisition before, during and in the course of volunteer assignment as outlined by the Coordinator and as indicated in our program agreements. We value our own continuing development and understand that it is essential as a volunteer. We will do this by keeping updated on new information, attend monthly meetings as called by Maanushya and participate in the improvements by sharing continuous feedback.

✓ Copyright

- ✚ Maanushya Volunteer will always respect the Local & International laws with respect to Copyright of Materials used during the class. We at all times will share the source of the information and will take necessary permission where there are restrictions before using the materials.

✓ Non-Compliance

- ✚ Maanushya Volunteer understand that failure to adhere to any and all parts of this code may result in suspension from our volunteer duties and/or termination of our volunteer relationship with Maanushya.
- ✚ I have read and I understand the Maanushya Volunteer Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.
