



Latika Roy Foundation

Code of Conduct 2018

As a staff member, Board member, volunteer or intern at the Latika Roy Foundation,

I will:

Be a Team Player

- I will behave with respect and understanding with my colleagues and with families
- I will use positive reinforcement rather than criticism, competition, or comparison when working with children, young people, families and staff

Conflict Resolution

- If I have a disagreement with a colleague, I will address it directly and respectfully – keeping an open mind and giving the colleague the benefit of the doubt.
- I will not engage in gossip behind anyone's back.
- If I have a concern about a colleague, I will discuss it with a senior while maintaining confidentiality with others

Practice and Promote Inclusion

- I will use inclusive language and present an accepting, welcoming, non-judgemental presence to all I meet in the course of my duties
- I will respect the diverse and special needs of all people

Be an Ambassador

- I will remember at all times that I am a role model

Act with Honesty and Integrity

- I will not engage in social relationships with children or young people outside of my assigned role, including on social media
- I will use language/topics of conversation appropriate to the situation, and avoid personal comments about others' physical appearance, etc
- I will not smoke or use tobacco in any LRF building or event
- I will not use, or be under the influence of, alcohol or drugs while performing my role
- I will not engage in sexual harassment of any kind
- I will not make sexually suggestive, sexist, casteist or racist comments nor will I use obscene language
- I will not accept or solicit bribes of any kind, nor give expensive gifts to families or colleagues
- I will dress appropriately for working with children and/or for representing the Foundation

Maintain Confidentiality

- I will maintain strict confidentiality regarding all personal matters involving children, their families and other staff members.

Ensure Children's Dignity and Integrity

- I will ask for and listen to children's ideas and opinions
- I will treat children with respect and always ask their permission before touching them or doing anything which affects them
- I will ask both children and their parents' permission before photographing them and not allow visitors (including volunteers and interns) to photograph them
- I will not discuss children with others – either in their presence or behind their backs – unless it is necessary professionally.
- I will not portray children as victims nor will any of our communications exaggerate their vulnerability

Ensure Children's Protection

- Child Protection is Everyone's Responsibility
- I will refrain from any physical contact with a child or young person unless it is strictly necessary e.g. if the child is injured or if a very young child is distressed
- I will not use any form of physical discipline or any other discipline that frightens or humiliates children and young people
- I will work in an open environment, avoiding unobserved situations unless required by circumstance
- I will report any suspected abuse of children and young people to my supervisor immediately
- I will request help from my supervisor if I find myself in any danger of hurting a child
- I will not do for children or young people anything of a personal nature that they can do for themselves
- I understand I am responsible for reading, understanding and following the Foundation's Child Protection Policy and for ensuring that visitors also adhere to it.

Care for my environment

- I will pay attention to my surroundings as if my workplace were my own home.
- I will turn off unnecessary lights and fans, tidy up whenever necessary, do my own dishes, clean whiteboards, post interesting, beautiful things on the bulletin boards, straighten book-shelves ...
- I will avoid the use of plastic and recycle materials whenever possible
- I will also avoid stockpiling junk!

Continue Learning

- I will constantly strive to learn and grow as a professional
- I will remain curious and open to new ideas
- I will observe, think and connect
- I will share interesting ideas, articles, movies etc. with my colleagues

Signature :