

# Sinduartola Gramodaya Vikas Vidyalaya



## CODE OF CONDUCT POLICY

Address:

At & Post- KUMHARIYA , Block-KANKE  
DIST -RANCHI, JHARKHAND, PIN- 834006

Contact No

Mobile - +91- 9431772931

Email

sgvvranchi@gmail.com

## CODE OF CONDUCT POLICY OF SGVV

**Introduction:** SINDUAR TOLA GRAMODAYA VIKAS VIDYALAYA “SGVV” is a registered under Society Registration Act 1860 in year 1978 from Patna (Undivided Bihar) and 2008 from Jharkhand. SGVV is working in the field of education, health and hygiene, sanitation, livelihood, agriculture, environment etc. Consequently, the competencies required for managing these services in diverse and eclectic. The most of the services offered by the organisation are funded by the donor agencies, CSR and trusts. Hence the services are project based. The projects typically range between one to three years in duration. The organisational operation is basically in rural area. The organisation is working in development sectors and not for profit making. We are unable to give the competitive salaries to our colleagues and staffs.

Since we required specialised competent staffs for the project and complexities involve as mentioned above, in issues of recruitment and selection of the organisation become vexing. The organisation has adopted the pragmatic solution of employing local people. SGVV has been successful attracting talented and highly qualified women and men who are dedicated to working for a social cause.

It is our commitment to provide the equal opportunity to all applicants and we shall not discriminate on the basis of caste, colour, creed, religion, sex, age etc. We shall not discriminate in the administration of personnel action such as compensation, benefits or any aspect, on the basis of the caste, colour, creed, religion, sex, age etc.

### **Mission of the organization:**

- To help marginalized community improve their socio-economic condition.
- To ensure quality education and health care facility for marginalized community.
- To ensure people have the knowledge to use local natural resources in ways that maintain a healthy environment.

### **Vision of the organization:**

Prosperous rural community where education and health care are available to all and people ensure their future through secured livelihood through sustainable usage of natural resources.

### **Legal Status:**

SGVV is registered under Society Registration Act 1860 from Undivided Bihar then registered from Jharkhand in year 2008.

SGVV is also registered under FCRA in year 1997 from Government of India for receiving foreign contribution and grant.

➤ **WHO MUST COMPLY WITH THIS CODE OF CONDUCT?**

Everyone at all levels of Sinduartola Gramodaya Vikas Vidyalaya (SGVV) has an obligation to know and follow this Code of Conduct (the "Code"), including:

- All members of the SGVV Board of Directors.
- All employees and officers of the SGVV Organization.

In addition to governing conduct by employees, this Code governs conduct between employees and donor agencies and the numerous business providers (including suppliers, service providers, vendors, contractors, and agents) who assist SGVV every day. Because we want our activist, co-workers, providers, and investors to understand how we do social work and what they can expect of us. To reaffirm their commitment to SGVV vision and values, SGVV requires that all employees sign and acknowledge this Code of Conduct while joining the organisation.

➤ **SAFETY**

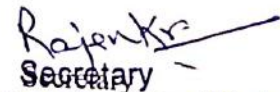
Safety is one of our core values at SGVV and that includes providing a safe and secure work environment. Maintaining a safe working environment is of the utmost importance and is everyone's responsibility.

- All employees must familiarize themselves and comply with SGVV posted safety rules and directives.
- Immediately report workplace accidents, injuries, illnesses, and unsafe conditions to your supervisor to ensure prompt medical attention (if necessary), help prevent future incidents, and ensure timely regulatory reporting (if required).
- Report all non-work-related injuries and illnesses that may affect the safe performance of your job prior to performing any work.
- Communicate our safety and health requirements to anyone coming onto SGVV, including visitors, suppliers, service providers and workers.



अध्यक्ष

President  
सिंदुआर्तोला ग्रामोदय विकास विद्यालया



Secretary

Sinduartola Gramodaya Vikas Vidyalaya