

SELCO FOUNDATION

Code of Conduct and Ethics Policy

Purpose:

The Code of Conduct and Ethics Policy sets out the ethical principles and professional standards of conduct all staff and volunteers employed by SELCO Foundation are expected to adopt in the course of their employment, and in the performance of their duties.

Scope:

This policy applies to all staff and volunteers and is additional to the legal, moral and social obligations required.

Policy Statements:

SELCO Foundation is committed to maintaining a Code of Conduct and Ethics that outlines the standards of behaviour expected of staff and volunteers; their rights; and ethical standards expected of them to promote sound professional behaviour in order to safeguard the welfare of our clients/beneficiaries and partners and the integrity of SELCO Foundation.

Our organisational values, moral imperatives and ethical principles form the basis for the development of this code.

Failure to adhere to the Code of Conduct and Ethics can result in disciplinary action that may lead to the termination of employment, contract and/ or volunteer work with SELCO Foundation.

Definitions:

SELCO Foundation: Means the legal entity “SELCO FOUNDATION”, a Charitable Trust registered under the Indian Trust Act of 1982.

Client / Beneficiary: A person or institution who receives support in terms of a grant and/or services from SELCO Foundation.

Code of Conduct: “SELCO Foundation’s Code of Conduct Expectations and Rights” provided as an attachment.

Code of Ethics: A set of principles by which behaviour can be judged to be right or wrong. “SELCO Foundation’s Code of Ethics for Staff and volunteers” is provided as an attachment.

Staff: All permanent, part-time, contractual and casual staff in the employ of SELCO Foundation.

Volunteer: Anyone, including a Trustee, who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of SELCO Foundation.

Procedure:

The Chief Executive Officer in consultation with the Leadership Team will issue and maintain a Code of Conduct and Ethics that will apply to all SELCO Foundation staff and volunteers.

Performance Standards:

- All staff and volunteers fully understand and comply with the Code of Conduct and Ethics.
- All staff and volunteers have access to the Code of Conduct and Ethics.

- Alleged breaches of the Code of Conduct and Ethics are reported to a staff member's or volunteer's immediate supervisor.

Our Purpose:

Bringing impact through sustainable energy innovations and enterprises

Our Values: doing it the SELCO FOUNDATION way ...

SELCO FOUNDATION's values are centred around teamwork, inclusivity and sustainability: the core belief that everyone can help each other grow and we can all grow together in a sustainable manner that protects our environment. Our actions and decisions are guided by our core belief and values.

Teamwork - Everyone can help each other grow and we can all grow together

Compassionate - having empathy with others and a passion to enable them

Pragmatic - being resourceful, creative and innovative in finding practical solutions

Respectful - showing thoughtful concern for the rights and interests of others

Persistent - being committed and having enthusiastic drive

Expectations

Providing sustainable energy solutions to underserved peoples to help them to get out of poverty permanently

It is expected that you will:

- treat all people – clients, fellow employees and people from other organisations with respect and dignity;
- be fair, reasonable, equitable and responsive in your dealings with people, especially those from the underserved population, children and the elderly;
- perform your duties with professionalism and integrity;
- be conscientious in the performance of your duties and exercise honesty, integrity and sensitivity in your work;
- be alert to areas in which services could be improved or in which difficulties are experienced;
- strive to continually improve the services provided;
- provide an environment that is free from harassment or discrimination on the grounds of gender, marital status, sexual preference, pregnancy, race, age, impairment, religious or political conviction.

Conduct towards Clients/beneficiaries

It is expected that you will:

- value our clients and treat them with courtesy, respect and honesty;
- immediately report any incident that appears to involve mistreatment, harassment or cruelty;

- not engage in mistreatment of, cruelty or inappropriate behaviour in any form;
- not sexually harass or discriminate against clients on the grounds of gender, marital status, sexual preference, pregnancy, race, age, impairment, religious or political conviction;
- display a positive attitude towards clients and their families;
- respect clients rights and opinions and encourage client participation in decisions which affect them and give clients the opportunity to gain knowledge and learn new skills;
- ensure that clients are informed of their rights and responsibilities and what clients can do if they have a grievance with an individual from SELCO Foundation or with SELCO Foundation as an organisation;
- maintain confidentiality on matters of a personal nature that relate to clients;
- not take advantage of clients or their families in financial or other matters.

Conduct towards Partners

It is expected that you will:

- value our partners and treat them with courtesy, respect and honesty;
- deliver quality products and services in accordance with the partner's requirements and timelines;
- act on partner complaints immediately and endeavour to resolve them to the satisfaction of the partner.

Conduct towards Fellow Staff and Volunteers

It is expected that you will:

- treat staff and volunteers with respect and courtesy, not sexually harass or discriminate against them on the grounds of gender, marital status, sexual preference, pregnancy, race, age, impairment, or religious or political conviction;
- only discuss concerns involving another staff member/volunteer with that staff member/volunteer and/or management, not with other staff members/volunteers;
- maintain confidentiality on matters of a personal nature relating to staff/volunteers;
- not allow personal relationships, inside or outside the work environment to adversely affect your work performance or that of other staff/volunteers.

Compliance with Policy and Lawful Directions

It is expected that you will:

- comply with all SELCO Foundation's policies and procedures;
- obey any lawful direction given by your supervisor or any other person having the authority to give direction;
- adhere to legislative and contractual obligations placed on SELCO Foundation.

Conflict of Interest

It is expected that you will:

- not allow private interests to adversely affect your performance or impartiality;
 - not give preference to any person or organisation as a result of any private association with that person or organisation;
 - make an immediate disclosure to your supervisor when it is considered that a conflict of interest might arise for you or other families of staff;
 - advise your supervisor or manager where any benefit has been offered or received from an outside source;
 - not seek to unduly influence any person to obtain promotion, transfer or other advantage.
- (Please see SELCO Foundation's Conflict of Interest Policy)

Dress Standards

It is expected that your dress and personal presentation will:

- be appropriate to the work setting, giving full effect to occupational health and safety requirements;
- enhance the professional and business standing of SELCO Foundation;
- comply with SELCO Foundation's Dress Code Policy in force (if any).

Use of Alcohol and Drugs

It is expected that you will:

- attend the workplace free from the influence of illicit drugs and alcohol, and not consume alcohol or drugs that may affect your performance in the workplace;
- notify your supervisor of any medication that you have prescribed that may effect your performance;
- report concerns about working with other staff/ volunteers you perceive to be a safety risk due to drug/ alcohol use to the manager/ supervisor as soon as possible;
- drink only in moderation and within legal limits when representing SELCO Foundation at official functions;
- recognise that SELCO Foundation offices have a smoke-free policy and that smoking is limited to designated areas and during recognised breaks.

Use of Official Information

It is expected that you will:

- not use information gained about SELCO Foundation's operations to improperly gain any kind of advantage for yourself or for another person or organisation;
- not pass on information gained about SELCO Foundation's employees, partners, clients, suppliers, etc. to other people or organisations without the necessary consents being obtained.

Contact with the Media and the Public

It is expected that you will:

- not contact or discuss issues pertaining to SELCO Foundation with the media without the appropriate authorisation;

- not comment publicly on issues pertaining to SELCO Foundation without the appropriate authorisation;

Occupational Health and Safety

It is expected that you will:

- co-operate in ensuring that the highest possible health and safety standards are maintained through all SELCO Foundation's activities;
- take reasonable care to ensure your own safety at work and avoid adversely affecting the health, safety and welfare of any other person;
- use or wear any protective equipment or clothing required to be used or worn;
- immediately report any situation at the workplace which may constitute a hazard to any person;
- report any accident or incident immediately.

Use of SELCO Foundation Property and Equipment

It is expected that you will:

- use SELCO Foundation's property and equipment for its intended purpose;
- ensure that SELCO Foundation's property and equipment is properly cared for and maintained;
- not give away, lend, destroy, or otherwise dispose of SELCO Foundation's property unless the action is authorised, regardless of the age of the property or damage to the property.

Rights

You have a right to:

- work in an environment which, as far as is practical, is free from exposure to hazards;
- refuse to work where there is a risk of imminent and serious injury or harm;
- be given clear expectations of required performance;
- object to directions which you believe, on reasonable grounds, are illegal, improper or against your particular religious beliefs or philosophy;
- work in an environment that is free from harassment or discrimination on the grounds of gender, marital status, sexual preference, pregnancy, race, age, impairment and religious or political conviction;
- equal opportunity in employment and to have applications for positions treated on merit;
- raise grievances in an atmosphere which is not threatening and without fear of retribution in accordance with the Staff Workplace Issues Policy and Procedures;
- have all grievances and allegations made by or against you dealt with in a confidential and prompt manner.
- participate in public life, including joining trade unions, political parties and interest groups;
- be given adequate training and equipment to do the job;

- be treated with respect and dignity and receive clear and honest communication from supervisors and managers;
- have information about you kept confidential unless you give permission for it to be passed on;
- fairness and equity in the way management administers the policies and procedures of SELCO Foundation;
- access the Board, via the Chairperson, to express a grievance when the regular grievance redressal process has not addresses your grievance and you have verifiable evidence that the CEO has breached a company policy to your detriment or has not provided adequate protection of your human rights.

Code of Ethics

Ethics are a set of principles by which behaviour can be judged to be right or wrong. Our Code of Ethics sets the minimum standards of behaviour expected of SELCO Foundation staff and volunteers.

Guidelines on the Code of Ethics for SELCO Foundation staff and volunteers

The guidelines are intended to ensure that staff and volunteers of SELCO Foundation will deliver services in accordance with 'Our Purpose' and the following principles:

1. Staff and volunteers should perform their duties with professionalism and integrity.
2. Staff and volunteers should effectively and efficiently serve our clients and partners
3. Fairness and equity must be observed by our staff and volunteers in dealings with clients, partners and other stakeholders.
4. Real or potential conflicts of interest are to be avoided.

Duty of Care

Staff and volunteers are expected to practice both General Duty of Care and Occupational Duty of Care at all times. General Duty of Care refers to avoiding doing anything that would foreseeably cause harm to any person. Duty of Care is a requirement that a person, acts reasonably towards others and the public with reasonable attention and caution to avoid acts or omissions that could expose people, for whom there is responsibility, to a reasonably foreseeable risk of injury or harm.

Financial Probity and Accountability

Staff and volunteers must ensure that in financial matters, including the handling of monies, they are fully accountable for all transactions or advice. Staff and volunteers undertaking financial responsibilities, must observe all relevant legislative and regulatory requirements, and SELCO Foundation's financial policies and procedures.

Diligence

Staff and volunteers must perform their duties diligently in order to contribute effectively to achieve the desired performance of their workplace. Any staff member who is negligent, careless, indolent, inefficient, or incompetent in the discharge of her/his duties will face disciplinary action.

Punctuality

Staff must be punctual in attendance, be on duty for the whole of normal working hours and must inform their manager if they will be absent from work.

Wastage and Extravagance

Staff and volunteers must strive to attain value for money and avoid wastage or extravagance with usage of SELCO Foundation's resources. Facilities and other physical resources must be used for their appropriate purpose and maintained appropriately. If possible, staff and volunteers should identify improvements to systems and procedures to achieve effective and efficient use of SELCO Foundation's resources.

Courtesy to Clients and the Public

Staff and volunteers must be courteous and polite at all times in dealings with clients and the public.

Criminal Offences

Any criminal offence of which a staff member or volunteer has been found guilty either prior to commencing, or during employment with SELCO Foundation, except where the offence is covered by a prescribed spent convictions scheme, must be advised to their manager who shall report it to the Chief Executive Officer. If a staff member or volunteer is charged with any criminal offence punishable by imprisonment or is subject to legal proceedings in a civil court, the staff member or volunteer must immediately advise their manager who shall report it to the Chief Executive Officer.

Gifts and Favours

It is unacceptable for staff and volunteers to encourage gifts or favours for services provided in connection to their official duties for themselves or their family. Please see SELCO Foundation's Conflict of Interest and Anti-bribery policy.

Invitations

Staff and volunteers are sometimes invited by other organisations to attend events. Staff and volunteers may accept invitations in consultation with their manager. In accepting invitations, staff and volunteers must be aware that they are representing SELCO Foundation.

Fairness

Staff and volunteers must treat all people fairly, with sensitivity and involve them in decisions that affect them. Staff and volunteers must be responsible for any decisions made and ensure that they have observed the legal requirements, established the facts and avoid improper exercise of powers.

Political Participation

Staff and volunteers may participate in any political party of their choice but must advise the Chief Executive Officer if they are endorsed as a candidate for a political party or as an independent in an election.

Outside Employment

Employees are not allowed to work for or conduct any outside business with any other organisation or institution, if they are full-time employees of the Foundation. Before engaging as volunteers in any other organisation, employees must consult with their manager to ensure the voluntary work will not adversely affect their ability to perform their contract of employment, or give rise to a conflict of interest.

Work Environment

SELCO Foundation aims to foster and maintain good working relations. Staff and volunteers must respect, and seek when necessary, the opinions of other staff and volunteers and acknowledge their contribution.

Participation in Seminars and Related activities

Staff and volunteers must obtain the prior approval of the Chief Executive Officer, via their manager, before presenting at seminars organised by professional conference organisers during normal working

hours. Any payment or honorarium received for such seminar participation as representatives of the SELCO Foundation must be informed to the Chief Executive Officer, via their manager

Reporting of Unethical Behaviour

Staff and volunteers must report any unethical behaviour or wrongdoing by any other staff member, volunteer or third party to an appropriate senior officer, without the fear of reprisal. Unethical behaviour may include any action that a staff member or volunteer believes is a violation of the law, policy, or regulation, or represents gross mismanagement, or is a danger to health or safety.

Equal Employment Opportunity

SELCO Foundation is committed to fairness and non-discrimination to maintain standards of equity, ethical conduct and accountability. All staff and volunteers must ensure that SELCO Foundation's work environment is free of discrimination and harassment.

Occupational Health and Safety

SELCO Foundation is committed to a healthy, safe and secure work environment and staff and volunteers are expected to become familiar with Occupational Health and Safety Regulations and legal obligations that impact the way in which they undergo their duties. No smoking is permitted in SELCO Foundation's facilities, including offices, workplaces and motor vehicles.

Access and Equity

SELCO Foundation will ensure that all Clients, staff and volunteers regardless of race, culture, religion, gender or language are equally able to benefit from, and participate in, its activities. Staff and volunteers should assist in identifying and eliminating any barriers to full access and equity so that SELCO Foundation can communicate more effectively with its partners and clients.

Copyright and Intellectual Property

SELCO Foundation retains the copyright of any work or intellectual property produced by staff and volunteers during their employment. Staff and volunteers may retain the copyright or intellectual property of work only upon approval by the Chief Executive Officer, or if they can substantiate that SELCO Foundation's time, name, information or resources were not used in its production.

Research

Staff and volunteers must obtain the prior approval of the Chief Executive Officer, via their manager, for any research or evaluation of SELCO Foundation's services by them or by any external people.

Patronage or Favouritism

Staff and volunteers must ensure that they do not use their position or power to influence a personal gain for themselves, their family or friends.

Confidentiality after Leaving SELCO Foundation

Staff and volunteers who leave the services SELCO Foundation should not use confidential information obtained during employment to advantage a prospective employer or disadvantage SELCO Foundation in its operations.