



Samabhavana Society

CODE OF CONDUCT

Samabhavana Society believes that every individual is entitled to all the rights and freedom to co exist, work, gain knowledge, study and enjoy equal treatment in a secure and healthy environment at Samabhavana Society.

Samabhavana Society has agreed on a basic Code of Conduct. This Code also applies to all off-site activities. It is the responsibility of all staff and visitors to ensure the Code is respected:

- 1. Behaviour to others must be non-discriminatory in line with the Equality of Opportunity.*
- 2. All individuals must respect the rights of others to a quiet, clean and orderly, safe, working environment.*
- 3. Behaviour to others must not be threatening, aggressive, abusive, or disruptive.*
- 4. Health & Safety Regulations must be followed at all times.*
- 5. Individuals should not put themselves, or others, at risk through inappropriate behaviour.*
- 6. Individuals must respect property, materials and equipment in the office and surrounding area.*
- 7. No Profanity or Fighting- the Samabhavana Society premises is a Zero Tolerance Facility.*
- 8. No illegal substances are allowed on the premises and the vicinity of the premises such as supari, pan, gutka, tobacco of any kind and any other such substances that are deemed illegal under IPC and Bombay police act.*
- 9. No person shall make any indecent / lewd remarks or gestures in the premises as well as on site.*
- 10. Sexual overtones and solicitation of any kind will not be tolerated in the premises, building and vicinity of the office.*
- 11. Alcohol will not be consumed on the premises.*
- 12. Staff and visitors under the influence of alcohol or any other substance are not allowed on the premises and the vicinity of the premises.*
- 13. Smoking is not allowed inside the office premises and building.*
- 14. Spitting is not permitted in the premises and vicinity as well during on site work by staff.*
- 15. All persons who are employed by the Samabhavana Society, are visiting Samabhavana or who otherwise have business within Samabhavana premises, are prohibited from carrying concealed weapons on their person or in their vehicles or concealed within their immediate control. The above persons are also prohibited from carrying or possessing any type of deadly weapon, edged weapon, dangerous instrument or martial arts weapon, These items include, but are not limited to: all firearms, any kind of explosive materials, sheath knives, boot knives, swords, pocket knives or folding knives with a blade length greater than three (3) inches, crossbows, long bows, compound bows, sling shots, any instrument under the circumstances of use that could cause death or serious injury, numb chucks, throwing stars, darts, throwing knives and related martial arts weapons.*
- 16. Mobile phones must be switched off in the Libraries, Learning Centers, Computer Centers, workshops and in the other areas that may cause disruption or annoyance to others.*
- 17. Staff and visitors bringing their own vehicles into the office building must observe parking regulations. Those who fail to observe speed restrictions or drive without due care or consideration to other users of the premises will be excluded from bringing their vehicles inside the building compound.*
- 18. No visitor's bags will be allowed inside the office of Samabhavana society*

Behaviour that interrupts the normal activity or causes undue discomfort to other individuals is not acceptable. Any such behaviour will be dealt with through the Samabhavana discipline procedure.

Courtesy, Consideration and Care means that you look after the Samabhavana premises, surrounding areas, its contents and grounds so that it is a place of which we can all be proud of.

Examples

- Take care not to drop litter.*
- Keep desks and walls clean and unmarked.*
- Respect display materials and other people's work and property.*
- Avoid damage to the area.*
- Look after your own property by taking the token from the administrator, which shall be kept in a locked cupboard on arrival and returned on your departure.*
- Do not bring articles that are banned and are not legally to be possessed under the Indian Penal code and Mumbai police act. Samabhavana Society will not accept responsibility for any of your possessions.*

Failure to comply with this policy, may result in, but is not limited to:

- Removal or ejection from the properties of the organisation at which the violation occurs by authorized representatives of the concerned institution;*
- Suspension or expulsion from the concerned institution and/or all institutions within the Samabhavana, and civil and/or criminal prosecution.*
- Violation of code no: 7,8,9, 10, 11, 12, 13, 14, 15 will be dealt with very strictly and can also invite civil/criminal proceedings from the organisation.*
- Samabhavana is not responsible for any loss of property of persons visiting the premises.*

BY ORDER

PRESIDENT
SAMABHAVANA SOCIETY