



## Going to School Code of Conduct

### 1) Purpose

This code of conduct is to bring into one code a set of norms, rules and laws under which we work. All employees at **Going to School**, whatever their nature of employment, are bound by this code of conduct. The code of conduct includes expectations and defines acceptable behaviours for the employee. The purpose of the Code of Conduct is to develop and maintain a standard of conduct that is acceptable to the organisation. The provisions of this policy are non-negotiable and breach of any of the sections may lead to action from the side of the organisation.

### 2) Applicability

This policy applies to all our employees, mentors, advisors, interns, volunteers, consultants and any person working with **Going to School** in any capacity, regardless of employment agreement or designation.

### 3) Compliance with organisational policies and local laws

All employees must act in accordance with local laws that govern the organisation and the internal policies and practices of **Going to School**. **Going to School** expects employees to be ethical and responsible when dealing with our organisation's finances, products, partnerships and public image. This section includes and applies to all policies, processes, memos, internal briefs and more about organisational policies.

### 4) Work days, hours, and timings

1. Our team works from Monday to Saturday.
2. Our work day is 8 hours long with a lunch break of half an hour.

### 5) Execution of job duties

You are expected to fulfil all your work-related obligations in line with all the policies at **Going to School**. All employees should fulfil their job duties with integrity, reciprocity and respect towards the team, community representatives, survivors, target groups and stakeholders. It's important that we set patterns and schedules in place for ourselves so that we are able to complete the work that we commit to.

If you are unable to execute your job duties accordingly, your reporting manager may institute relevant processes as per the existing policies at **Going to School**.

### 6) Work Tracking

1. You are expected to submit your Daily Work Report everyday by 4:00 pm by email.
2. Any report sent on the next day will not be taken into consideration

### 7) Going on Leave

1. You are not expected to be available when you are on leave but you are expected to ensure that you have updated your leaves, handed over all relevant pieces of work, and have ensured that your leave does not affect the work negatively.
2. Ensure that you wrap up your projects and don't leave people hanging.



3. Share a detailed handover email with the person covering for you and cc your reporting manager on anything that needs to be done on a daily/immediate basis if you are out of the office for more than 3 consecutive working days.
4. Communicate with the team in accordance with the Leave Policy before you go on leave.
5. Set an out-of-office email with clear directions on who to contact and when in your absence.

## 8) Late coming

All the cities we work in have horrible traffic – but we already know this. Being respectful of each other's time is important. Internet connectivity can be patchy, so please ensure you are showing up 5-10 minutes in advance for a virtual event or meeting as well.

- *If someone is more than 10 minutes late for more than 2 events/meetings/programs in the period of 3 months, their reporting manager will have a conversation with them to decide a way ahead. This will automatically count as a first warning.*

## 9) Confidentiality

All Employees, Consultants, volunteers, and interns are bound by rules of confidentiality, non-disclosure, and ensuring that **Going to School** work and ideas are not taken elsewhere and the ideas from another place do not come here.

## 10) Work Conflict

1. Full-time employees at **Going to School** are not allowed to engage in any paid employment elsewhere. In case full-time employees volunteer anywhere, they need prior written consent from the **CEO**.
2. Approval Process: To seek consent, you are required to send an email to the **CEO** informing them about the specifics of your proposed voluntary engagement with an external organisation: including but not limited to its name, specific projects you will be working on, duration of engagement, specific time availability requirements and so on, with the subject line "Work Conflict Check".
3. Timeline for request: Any such request that should come at least 5 working days in advance of the start date of the engagement, if it comes after that it may lead to an automatic rejection of request with no rationale provided.
4. What constitutes conflict? A conflict will be perceived if your voluntary work at another place/organisation is similar to your role and work at **Going to School**.
5. Approval conclusion: You will be informed in writing whether approval is given or not, rationale for the decision will be provided as well.
6. Paid work exceptions: In the rarest of circumstances, we may provide an exception to undertake paid work outside of **Going to School**, provided that such paid work is not in conflict with your role at **Going to School** or the work carried out by **Going to School**.
7. Failure to report: A failure to report your employment or volunteer status elsewhere during your term at **Going to School** will be treated as a breach of trust that we expect. The consequences of such breach of trust shall be discussed mutually between you and **Going to School**, and finally decided by **Going to School**. In case your actions have caused financial / reputational damage to



the organisation, you will be liable to **Going to School** and legal proceedings may be undertaken against you.

8. Queries: In case of any queries about conflict, please email your reporting manager.

### 11) Representing **Going to School** in any Forum

1. If you have been asked to represent **Going to School** by your reporting manager or anyone in the leadership team at any forum for a short-term engagement (less than 2 days) through writing, speaking or any other related activities, the general code of conduct regarding appropriate behaviour will apply.
2. If you have been asked to engage in any forum for a short-term engagement (less than 2 days) through writing, speaking or any other related activities, the 'Work Conflict' section above will apply to determine approval if you are not representing **Going to School**.
3. In case of confusion regarding any such invitation, we will request an email check with the person or organisation inviting you to confirm if they are seeking your participation as an **Going to School** team member or not.
4. In case of (b) where the work conflicts with **Going to School** you will have the option of representing **Going to School** following a conversation with your reporting manager. You need the written permission (in the form of an email) of your reporting manager before accepting an invite to represent **Going to School** at any forum or before applying or undertaking any activity to represent **Going to School** at any forum. The format of this email should be as follows:
  - The subject line of the email should be: "Representing **Going to School** at XYZ"
  - Content of the email: Briefly mention what the event is about, and how your participation in the same would benefit **Going to School**
  - Nature and time commitment: Specify the nature of your commitment required for the event, and the number of hours to be committed as well
5. Ensure that wherever you are representing **Going to School** (panel, live event, written article etc), **Going to School** is appropriately credited and the right description, social media handles, logo and details are used. Additionally, ensure your designation and name are used correctly.
6. Several such representations are pro bono from our side. In case you are being paid to represent **Going to School** by the forum/event/panel etc that you are attending, the money will go to **Going to School**.

### 12) Participation in Learning and Development Opportunities

We understand that you would want to invest in learning and development opportunities outside of **Going to School** and we encourage such endeavours by our team members. This section outlines the rules governing such participation.

1. If you are asked to participate in any learning and development opportunity by your reporting manager, the terms of such participation will be made clear to you, including but not limited to, what percentage of hours will be considered within work hours, expectations post participation, financial support possible from **Going to School** etc.



2. If you would like to participate in any learning and development opportunity by yourself, you are free to do so subject to the following conditions:
  1. If the opportunity clashes with our working days and timings you need to follow the leave policy rules and ensure you get your leaves approved in time.
  2. If the opportunity comes within the purview of our 'Work Conflict' policy the relevant section relating will apply.
3. If organisational affiliation and representation is mandatory, you need to seek written permission from your reporting manager or the CEO via email that includes the following details. You may be asked for more information later. Ensure it is made at least 5 working days before the commencement of the opportunity.
  - Details of the opportunity: name, organisers, purpose;
  - Duration and time commitment required;
  - Why you should be the employee representing **Going to School**;
  - Any obligations on **Going to School** during or post the opportunity;
  - Your commitment to follow through on the related obligations.
4. Decision on the approval or rejection of such a request will be provided within 4 days of making such a request. It may be provided with conditions or unconditionally. Such approval and related conditionality will depend on a variety of factors, including but not limited to: existing access to the opportunity through past participation, concerns regarding reliability of the employee to see the opportunity through end to end, lack of budget or operational capacity to commit staff time towards this opportunity and so on. Some illustrative examples of what conditions can look like are <please update as necessary>:
  - Your participation may be approved but only a percentage of the time commitment may be counted towards work hours;
  - Your participation may be approved but **Going to School** may provide partial or no financial support towards participation.
  - Any payment that you receive for your participation in such programs will have to be paid to **Going to School** where it is counted within your work, partially or completely. Some exemptions regarding per diem, travel allowances etc may apply and need to be clarified in writing with your reporting manager. Where it is not counted within work, any such payment cannot be accepted by a full-time employee of **Going to School** under the 'Work Conflict' policy.

*Common considerations for sections on Representing **Going to School** and participating in learning and other development opportunities:*

1. With multiple people applying for the same things, we may take a call on who is best suited to attend and who hasn't had the opportunity before or inform all those applying that multiple members from **Going to School** will be applying.
2. If you have been attending several such events and it has substantially taken away from your effective work time, you may be asked to skip applying for certain opportunities.



3. If you have been asked to apply for certain opportunities and you haven't applied for them and haven't communicated it to the reporting manager in advance, your applications for further programs may not be approved as against that of others.
4. Whenever you represent **Going to School** through any medium, it is expected that within 5 working days of conclusion of that engagement you will share a detailed report with photographs on your experience, learnings and key takeaways with your reporting manager via email, alongside any training material or tools received.
5. Whenever you participate on behalf of **Going to School** for any learning and other development opportunities, your performance review will specifically assess if you were able to build expected skills and effectively use them in your work at **Going to School**.
6. Unless the representation or learning and development opportunity falls within your job role at **Going to School**, you are free to turn it down directly or turn down participation following conditions set by **Going to School**.
7. If your personal opinions on any platform represent views that go against the politics of **Going to School**, you will be held accountable for it. This includes but is not limited to: spreading fake news, being discriminatory, spreading hate or inciting violence against any group.

### **13) Behaviour, language and respect at the workplace**

Systemic change comes from robust policies and begins with us. It is expected that you treat your colleagues with respect and consideration in addition to not perpetrating any form of harassment, bullying, or discrimination. This includes using appropriate and just language, respecting each other's time, and making space for diverse opinions. This also applies to interactions between and with fellows, alumni, the larger community and our advisors and mentors.

### **14) Fraud and misrepresentation**

1. **Going to School** upholds a zero-tolerance approach regarding fraud and misrepresentation. **Going to School** will identify and promptly investigate any suspected fraudulent or related dishonest activity against the organisation or any other parties with whom the organisation has dealings. Key definitions for the purposes of this section are as follows:
  - Fraud: A false statement or fact wilfully made by a team member to contract in order to mislead, or deceive the other party known as fraud. This includes, but is not limited to:
    - Active concealment of facts
    - Accounting fraud: Forgery or alteration of documents (checks, bank draft, time sheets, invoices, agreements, etc.)
    - Misappropriation of funds, supplies, or assets.
    - Improprieties in the handling or reporting of money or financial transactions.
  - Misrepresentation: a presentation of a statement/ fact made to another party about **Going to School** which is untrue, it could be negligent or innocent, and persuades the other party to enter the contract is known as misrepresentation. The misrepresentation may be made unintentionally and unknowingly, not to deceive the other party, but it becomes a reason for loss to the other party and to **Going to School**.



- In case any team member is found to be guilty of fraud, misrepresentation, misappropriation of funds or any related offences under the IPC, they are liable for immediate termination and legal action may be taken against them.

## 2. *How to report fraud or misrepresentation?*

- Send an email to your Reporting Manager and HR
- Failure to report suspected fraudulent or corrupt activity in a timely manner according to the procedures may be subject to disciplinary action.

## 3. *Procedure*

- The Reporting Manager and HR is then responsible to carry forward and execute the investigation. All proceedings must be documented and available for inspection by relevant parties and are to be completed within 30 days from the date of complaint.

## **15) Crediting and sharing work while at *Going to School***

We strive to ensure that people are credited for their work at **Going to School**, both internally and externally. However, this may not be possible for every instance of work and we recognise that some work is automatically visible and some are/made invisible. In keeping with that:

1. Whenever any larger product is created, an article is written or content is produced, the people who have worked on it will receive internal and external credit. This includes people who have worked on its concept, ideation, production, design and any other details
2. In some cases where we produce work for someone else on a paid basis, specific crediting may not be possible. We will try to get it done but in case it doesn't happen you can add it to your CV but it will not get specific credit while being shared with the client.
3. For day-to-day work that falls within your work description you will not get credit specifically. You can obviously add it to your CV, and LinkedIn, and request that it be added to your exit acknowledgement letter.
4. It is expected that you ensure credit to your co-workers and the organisation while representing the work externally or in the future as well
5. When you share work created at **Going to School** ensure you do so only once it has been shared by official **Going to School** social media handles and website. While sharing such work ensure you are also acknowledging your colleagues and the team behind the work. It is expected that you will follow internal rules for sharing specific work in case it changes on a case-by-case basis.

## **16) Anti-bullying, harassment and discrimination policy**

We endeavour to provide an enjoyable, respectful, and safe learning space for everyone. We expect everyone to conduct themselves in an appropriate manner. No form of bullying or harassment of team members, fellows, external speakers, participants, service recipients, coaches or mentors, will be tolerated. Prohibited behaviours can include but are not limited to:

- Making verbal, non-verbal, written comments or gestures that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age and/religion;



- Harassment, intimidation, or discrimination based on age, sex, gender, gender identity and expression, sexual orientation, ancestry, disability, medical condition, religion, class, body size, etc.;
- Abusive verbal comments or behaviour;
- Engaging in intimidation, following, stalking or cyberbullying;
- Inappropriate or unwarranted photography, recordings or screen-captures;
- Creating or sharing harmful, obscene or indecent content;
- Creating or sharing insensitive content;
- Facilitating sustained disruption of engagements;
- Instigating inappropriate contact or unwelcome attention.

Any actions or behaviour jeopardising the safety and/or well-being of any mentioned parties will also not be tolerated. These actions or behaviour can include but are not limited to:

- Facilitating any violence or criminal behaviour;
- Promoting or publicising any criminal or violent activity;
- Violating privacy or image privacy rights of others;
- Promoting suicide and self-harm;
- Using content that is hateful, harmful or graphic;
- Engaging in behaviour or actions that are considered threatening.

If any team member engages in any of the above-mentioned behaviours, **Going to School** reserves the right to take such appropriate action as they deem fit against such participant, including warning the offender or expulsion from the organisation. If they deem appropriate, may even pursue remedies available under law in case of bullying or harassment during the course of the organisation.

If you experience or witness anything that violates this policy or have witnessed or been subject to inappropriate behaviour while being a part of the **Going to School** team, you can raise a complaint by Whistle Blower. Every incident reported will be taken seriously and dealt with in the strictest confidence.

### **17) Violations of the code of conduct and redressal**

You are to uphold the integrity and reputation of **Going to School** by ensuring that your professional and personal conduct is demonstrably consistent with **Going to School** values. We are invested in the growth of the people we work with and will strive to ensure all possible support before a team member has to be removed. The following steps will apply before removal decisions in all situations except where harm, violence, bullying, or any violation of our values has occurred, not limited to what is contained in this code of conduct:

1. On the first warning via email regarding continued low work quality after feedback, workplace behaviour concerns and other related issues, you will have a scheduled conversation with your reporting manager to discuss the issue and next steps.



2. On the second warning for the same or similar issues, you will be placed on a performance improvement plan for a set duration of time which will be tracked by your reporting manager.
3. On the third warning, you will be asked to leave. In most cases you will be allowed to serve a notice period.

In cases where your behaviour has caused harm to an individual, harmed the organisation or led to the creation of a harmful environment at work, you may be removed without any warning and due legal action may be taken.