

Policies, Principles and Standard Procedures of the COMMUNITY DEVELOPMENT SOCIETY

CODE OF CONDUCT

and

POLICIES, PRINCIPLES AND STANDARD PROCEDURES OF THE COMMUNITY DEVELOPMENT SOCIETY

Adopted on the 2nd day of October 2016

(1st Amendment 15th December 2023)

AT

THE REGISTERED OFFICE OF COMMUNITY DEVELOPMENT SOCIETY

ZOAR VENG BUNGMUAL, LAMKA, CHURACHANDPUR DISTRICT MANIPUR - 795 128

Policies, Principles and Standard Procedures of the COMMUNITY DEVELOPMENT SOCIETY

CODE OF CONDUCT:

To succeed requires the highest standards of behavior from all of us. The purpose of Code of Conduct & Ethics (the "Code") is to conduct the business of the society and its subsidiaries by the applicable laws, regulations, rules and with the highest standard of ethics and values. The matters covered in this Code are of utmost importance to the employees and other stakeholders of the Society.

APPLICABILITY:

All the employees of COMMUNITY DEVELOPMENT SOCIETY (Full-timers, Consultants, Part-Timers, Interns etc.) Every employee shall be duty-bound to follow the provisions of the Society Code in letter and spirit. Any instance of non-compliance of any of the provisions shall be a breach of ethical conduct and shall be viewed seriously by the Society. Accordingly, the employees are expected to read and understand the Code and uphold these standards in their business dealings and activities. Provision has been made for employees to be able to report in confidence and make any protected disclosure under the Society's Whistle Blower Policy arising out of unethical behavior, actual or suspected, fraud or violation of the society's Code of Conduct and Ethics policy.

PRINCIPLES:

Employees are expected to work to exceed the following code of ethics and principles. They should seek the commitment of their supervisor/manager in implementing the code and should seek to achieve widespread acceptance of the code amongst fellow employees. Employees should raise any matter of concern of an ethical nature with their immediate supervisor/manager or another senior colleague, irrespective of whether it is explicitly mentioned in the code.

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Employees should act professionally by:

- Conducting all their dealings/ interactions in a manner that will protect and enhance COMMUNITY DEVELOPMENT SOCIETY name and reputation at all times.
- Seeking to uphold and enhance the standing of the profession within and outside the organization.
- Maintaining the highest possible standards of integrity in their internal & external business relationships.
- Complying with contractual obligations.

Personal Interest

Employees must avoid situations in which their private interests, conflict or might reasonably be thought to conflict with, their society duties. Any personal interest that may affect or be seen by others to affect their impartiality should be declared to their immediate supervisor and Head of the Department who will direct that employee not to perform that duty.

Confidentiality

Confidentiality of all information received from the client etc be respected and should never be used for personal gain. Any information given should be in a clear & honest way that is not deliberately misleading. Society information on strategic plans, business models, investment decisions, database, etc should not be given to third parties. Confidential information received from clients on strategic plans, investment decisions, expansion plans, product pricing, etc should not be given to other clients.

Competition

Grant all competitive clients equal consideration insofar as society policy permits. The nature and length of contracts & business relationships with clients can vary according to circumstances. These should always be

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constructed to ensure deliverables and benefits for Society. Arrangements that might in the long term prevent effective operation of fair competition should be avoided.

Business Gifts

Employees must not solicit or accept from any person any remuneration, benefit, advantage or promise of further advantage whether for themselves, their immediate family, or any business concern or trust with which they are associated.

Business gifts, other than items of a very small intrinsic value (not more than the cost of a normal business lunch) such as diaries, pens, calendars, etc should not be accepted.

Any gifts should be able to be used at the normal place of work of the employee concerned and should contain the name/logo of the society providing the gift.

Hospitality

An employee should not allow him or herself to be influenced or be perceived by others to be influenced as the result of hospitality. The frequency and scale of hospitality should be managed openly and with care. The value of any hospitality should not be greater than the employee's society can reciprocate.

Meetings & client visits/audits

All meetings and significant telephone conversations with clients should be documented and circulated via the established communication channels (e-mail, documents, etc).

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Transparency/Traceability

All salient points concerning a business decision must be recorded in a document that is kept on file as per society policy. In particular, this document should contain the technical and financial factors that influenced the choice, as well as the opinions and authorizations that preceded it, under the procedures in force at the time the decision was made.

Decisions & Advice

- When it is not easy to decide what is and is not acceptable, advice should be sought from the employee's supervisor/manager, the Head of Department or other senior colleague.
- This code of Ethics has been written for the employees, but should be cascaded to and should be followed by all society personnel in contact with employees.

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POLICIES, PRINCIPLES AND STANDARD PROCEDURES

CODE NUMBER	POLICIES	DESCRIPTION
101	Anti-Discrimination Policy	Community Development Society does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap or any other personal attribute protected by law, except where affirmative action may be required to redress individual or social handicaps. Community Development Society will make all reasonable accommodations to allow people who experience difficulties in their dealings with the organisation to benefit equally from its work.
102	Sexual Harassment policy	<p>Community Development Society is an equal employment opportunity organisation and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias, and sexual harassment. The organisation also believes that all employees of the Organisation have the right to be treated with dignity. Sexual harassment at the workplace or other than work if involving employees is a grave offense and is, therefore, punishable.</p> <p>Definition</p> <p>The term Sexual Harassment is defined in Section 2 (n) of the 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' as any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:-</p>

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		<ul style="list-style-type: none">a. Physical contact or advances; orb. A demand or request for sexual favors; orc. Making sexually colored remarks; ord. Showing pornography; ore. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature; <p>Section 3 (2) states that the following circumstances among other circumstances if it occurs or is present about any act or behaviour of sexual harassment may amount to sexual harassment:</p> <ul style="list-style-type: none">a. Implied or explicit promise of preferential treatment in her employment; orb. Implied or explicit the Managing Committee eat of detri-mental treatment in her employment; orc. Implied or explicit the Managing Committee eat about pre-sent or future employment; ord. Interference with her work or creating an intimidating or of-fensive or hostile work environment for her; ore. Humiliating treatment likely to affect her health or safety. <p>A simpler understanding of the term sexual harassment consists of any physical or verbal behavior and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form depending on circum-stances. It may consist of,</p>
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		<p>but not be limited to, any of the following:</p> <ul style="list-style-type: none">a. Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or ob-scene material and anyb. other verbal or physical conduct of a sexual naturec. Transmitting any message, by mail, telephone, e-mail, etc. which is obscene, lewd, suggestive or blatantly sexuald. Any explicit or implicit communication wherein a sexual favor or demand, whether by words or actions, is made a condition for an individual'se. employment, career progress, promotion, etc. thereby creating a hostile environment.f. Sexually charged jokes or remarks and behaviour which have sexually-oriented innuendoesg. A consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day to day dealingsh. Any pervasive pattern of behavior which makes employees uncomfortable, insecure or feel humiliated or disadvantaged based on gender differentiationi. Actual sexual assault. <p>As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.</p> <p>This policy is to prohibit and deter any employee/ staff employed with the organisation any form advancing any form of sexual harassment in the way</p>
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		<p>employees behave with each other. This applies equally to relations between superiors and subordinates as well as between peers.</p> <p>Any incident of sexual harassment will be viewed with extreme seriousness. A complaint or report of sexual harassment will be immediately investigated and appropriate action will be taken against the offending employee or employees. For every incident of Sexual Harassment, the accused/ respondent shall be prosecuted under the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as 'the Act') and such other laws enforced in India at the time of the commission of the offense.</p> <p>Internal Committee</p> <p>The organisation at this moment constitutes an Internal Com-plaints Committee (from now on referred to as 'Committee') as required under section 4 of the Act. The Committee has been established to ensure that any incidence of sexual harassment is dealt with appropriately, sensitively and expeditiously;</p> <p>Internal Complaints Committee for Sexual Harassment comprises of</p> <ol style="list-style-type: none">a. Presiding Officer: A woman employed at a senior level in the organization or workplaceb. At least 2 members from amongst employees, committed to the cause of women and or having the legal knowledgec. One external member, familiar with the issues relating to sexual harassmentd. At least one-half of the total members is women <p>The committee is responsible for:</p>
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		<ul style="list-style-type: none">a. Receiving complaints of sexual harassment at the workplaceb. Initiating and conducting an inquiry as per the established procedurec. Submitting findings and recommendations of inquiriesd. Coordinating with the employer in implementing appropriate actione. Maintaining strict confidentiality the Managing Committee sought the process as per established guidelines <p>Process for dealing with incidents of sexual harassment</p> <ul style="list-style-type: none">a. Any employee who experiences sexual harassment may make a complaint reporting the incidence of Sexual Harassment in writing to the Committee.b. In case the employee is unable to report the said incident in writing, the committee member shall render all the necessary resources & support to the aggrieved employee to make the complaint in writing.c. The Contents of the said complaint should narrate the incident of Sexual Harassment and should also contain the name and details of the accused employee.d. The aggrieved employee shall report the said incident within a period of the Managing Committee months from the date of the last incident.e. The Committee may before initiating an inquiry and at the re-quest of the aggrieved person take steps to settle the matter between her and the accused, provided that the settlement shall be in form of conciliation and not monetary settlement. On arriving at a settlement, the settlement shall be
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		<p>formally recorded and shall be forwarded to the employer, the parties to the conciliation and the Committee.</p> <ul style="list-style-type: none">f. On failing conciliation, the Committee will immediately arrange to fully investigate all relevant details of the matter. It will do so with all possible care, sensitivity and discretion in protecting the sensibilities of the affected employee. The employee or employees, who have allegedly committed the offense, would be given all reasonable opportunity to be heard by the Committee.g. The result of this investigation will be formally recorded and communicated to the Director/Chief Functionary, along with a recommendation for appropriate action.h. The Committee will normally complete this process and make its first formal recommendation within 15 days after receiving the complaint unless there are exceptional circumstances.i. In the case of a multi location context, one of the committee members may travel to the location in question as is required to ascertain the facts based on which the committee would discuss and assess the complaint in question.j. Necessary action will then be taken with regard to the offending employee or employees based on the circumstances and seriousness of the offense.k. Where the organisation is legally advised that any such incident constitutes a criminal offense, the organisation will inform the relevant authority, provide full details and request appropriate action.
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		<ul style="list-style-type: none">l. If the aggrieved employee directly takes any action, against the offending employee, either civil or criminal, the Committee, on becoming aware of such action by the ag-grieved employee, shall be entitled to, suo moto,start the inter-nal inquiry/ investigation and recommend appropriate action.m. The organisation will ensure that the career interests of the complainant are not adversely affected by the individual having drawn attention to such an offense.n. In order to ensure that this important matter is not trivialized, any complaint, which, in the opinion of the Committee, is blatantly false or frivolous or has been motivated by, reasons that are clearly unconnected with gender issues, would be viewed very seriously by the or-ganisation and an appropriate action shall be taken against such complainants.o. If the Committee receives an anonymous reference related to sexual harassment, it will draw the attention of the senior ex-ecutives concerned with the relevant business or location. The matter will be fully examined by the concerned senior management and its conclusions and plans for necessary action will be communicated to the Committee.p. Chief Functionary and Senior Managers at all organisation locations will also be expected to be sensitive to any circumstances or behaviour among their colleagues which appear to go against the organisation policy on this matter. In case they become aware of any such inci-dence, they will immediately inform the head of the Committee and take appropriate action as advised.
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<p>103</p>	<p>Attendance and Punctuality</p>	<p>A full work day is considered only when you work for 7 hours starting from your stipulated time and half day will be considered only when you work for 4 hours/ less (excluding the lunch/food break) starting from your stipulated time. Saturday's full day working will be considered on completion of 7 hours.</p> <p>In an event of absence or tardiness from an assigned work schedule, the employee is required to report the absence to the organisation. When reporting absence, the employee must E-mail / Telephone/ SMS/ WhatsApp his or her supervisor or administrator only. The employee must call within two hours of scheduled start time.</p> <p>An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, fails to give advance notice for an absence which could be anticipated, exceeds the number of length of absences as defined by policy or authorized in advance by the administrator. Unexcused/ uninformed absentees are subject to corrective disciplinary action.</p> <p>Following are some points and measures that are taken and we would like every employee to remember them categorically and take a note of this:</p> <p>Attendance Entry For any attendance (IN time or OUT time) not registered on a given day, the first work e-mail (IN Time) and the last work e-mail (OUT Time) for the day will be considered along with a notification sent to the THE MANAGING COMMITTEE Team. This is applicable for all instances like (Forgot to Clock In or Clock out – online or biometric) For any biometric registration, not happening/ reflecting</p>
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		<p>there is a backend file which captures your attendance for the day irrespective if it does not get synced with the Online System. The same shall be referred for the correction and time reference. Anyone having any issues or challenges regarding their bio-metric registrations have to be immediately brought to the notice</p> <p>Late marks</p> <ul style="list-style-type: none">a. Any extra minute above the stipulated Office timings will be considered to be a 'late mark'.b. Any late coming, informed or uninformed will be marked under 'late mark' and deductions will be made wherever applicable as per the rules and guidelines defined. <ul style="list-style-type: none">a. If an employee reports to work after 12.00 p.m. it will be considered as Half Day leave/salary deduction.b. Group of the Managing Committee 'late marks' will result in a deduction of one half day from your balance leaves/salary. <p>Working home/ Official Tour</p> <ul style="list-style-type: none">a. If any employee is on 'official tour' or on 'work from home/ outdoor duty' he/she must have a mail approval from his highest reporting authority of his Department in charge and submit it to the administrator for his attendance registration.b. Absence of any official intimation will be deemed as 'un-authorized absent' and would be adjusted from your balance leaves/salary.
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		<p>c. Work from home is approved only once a month. More than once will be deemed as Leave taken and will be adjusted from the leave balance / salary.</p> <p>d. Work from home employee should be available online (E-mail/Hangout/Skype/WhatsApp/SMS) and accessible/ responsive at all time during the 7 hours of duty.</p> <p>Leave early</p> <p>a. In case any employee has to move out of the office for any personal reason except during lunch hours, he/she is required to get prior approval from his/her immediate administrator and keep THE MANAGING COMMITTEE posted.</p> <p>b. Employee can leave early only once a month for an hour's time except for Saturdays.</p> <p>c. Early leave request on working Saturday's will not be approved or accepted.</p>
104	Organisation Sick Leave Policy	<p>A. Earning and Accumulating Sick Days</p> <p>Sick leave shall be considered a benefit and privilege and not a right. Full time employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year). There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted, and in the event of retirement or separation, all unused sick leave shall be forfeited. If an employee is in a paid status for one-half of the month or more, he or she will be credited with one day</p>

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		<p>of sick leave for the month. Otherwise, the employee will not accrue any time for the month.</p> <p>B. General Sick Leave Rules and Procedures</p> <ul style="list-style-type: none">a. Use of Sick Leave - An employee may use sick leave allowance for absence due to the employee's own illness or injury. Sick leave also may be used for appointments with a licensed doctor, dentist or recognized practitioners. When appropriate, a partial sick day may be used rather than a full day. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time changed to sick leave. However, such request must be justified by means of a doctor's statement upon return to work. No employee may give or loan sick leave time to another employee.b. Documentation of Sick Leave - Employees are required to notify the employer as early as possible on the first day of their sick leave absence, and shall notify the employer in advance whenever the need for leave is foreseeable. Employees shall document their use of paid sick leave on leave request forms provided by the Employer for this purpose. Such forms shall be completed by the employee and approved by the employer in advance of the leave when the need for sick leave is foreseeable, and in all other instances as soon as possible after the employee's return to work. An employee who claims sick leave may, at the discretion of the employer, be required to furnish a certificate from a physician stating that the employee was incapacitated from work for the
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		<p>period of absence as a result of sickness or injury, and that the employee is again physically able to perform his or her duties.</p> <p>c. Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on a leave without pay status unless the employee has accumulated vacation time or comp time remaining and the employee requests such leave.</p>			
<p>105</p>	<p>Dress Code Policy</p>	<p>It is management’s intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This policy is intended to define appropriate “Business Attire” or “Smart Casuals Attire” during normal business operations and working hours. Dress code should be a combination of simplicity, sophistication and service. An employee should always keep in mind that he or she is representing the organisation. Dress code should be such that it is presentable and manageable. Enforcement of this guideline is the responsibility of society management, Supervisor and THE MANAGING COMMITTEE personnel.</p>			
		<p>APPROPRIATE BUSINESS ATTIRE</p>		<p>APPROPRIATE SMART CASUAL ATTIRE</p>	
		<p>Business Attire that can be worn includes the following:</p>		<p>Smart Casuals that can be worn includes the following:</p>	
		<p>Men</p>	<p>Women</p>	<p>Men</p>	<p>Women</p>

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		Formal shirts with buttons and col-lars	Formal shirt and pants	Casual Shirts, T – Shirts, polo neck T- shirts	Kurtis, T-shirts, casual shirts
		Formal trousers or cotton pants	Below knee length formal skirts with formal shirts	Jeans pant, Corduroy pants, Khaki pants, Cargo pants	Jeans pant, Corduroy pants, Khaki pants, Cargo pants
		Formal shoes	Salwar kameez , Churidar set, cotton kurtis	Sports shoes	Below knee length skirts
			Formal footwear		
		Formal shirts with buttons and col-lars	Formal shirt and pants	Casual Shirts, T – Shirts, polo neck T- shirts	Kurtis, T-shirts, casual shirts
		Formal trousers or cotton pants	Below knee length formal skirts with formal shirts	Jeans pant, Corduroy pants, Khaki pants, Cargo pants	Jeans pant, Corduroy pants, Khaki pants, Cargo pants
		Formal shoes	Salwar kameez , Churidar set, cotton kurtis	Sports shoes	Below knee length skirts
			Formal footwear		
<p>For client meetings (on any day of the week)</p> <p>a. For Men - Formal shirt and pant with tie is a must. Formal blazers, suits can be optional.</p>					

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		<p>b. For Women - Formal shirt and pant or humble traditional wear (saree or salwar kameez).</p> <p>Unacceptable Attire</p> <ul style="list-style-type: none">a. T-shirts / Shirts with ambiguous messages or with logos of other previously worked companies.b. Tank tops, tube tops, halter tops, spaghetti straps tops, midriff length tops, Off the shoulder tops.c. Transparent clothing (Net, Lace etc.) should be worn with appropriate length (below knee). Women especially kindly ensure slips / leggings / stockings etc are combined and complemented well with the dress option you use.d. Beach wear, Athletic wear, Workout clothes or shoes, Sweat shirtse. Provocative attire or night wear or pajamas'f. Biker shorts or Bermudasg. Unusual coloring of hair like (blue, yellow, green etc.) <p>The policy will be administered according to following action steps:</p> <ul style="list-style-type: none">a. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advice and counsel the employee regarding the inappropriateness of the attire.
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		<ul style="list-style-type: none"> b. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. c. Repeated policy violations will result in disciplinary action, up to and including termination.
<p>106</p>	<p>Organization Cell Phone Policy</p>	<p>The Community Development Society cell phone policy offers general guidelines for using personal and organisation cell phones during work hours. The purpose of this policy is to help us all get the most out of the advantages cell phones offer our organisation while minimizing distractions, accidents, and frustrations improper cell phone use can cause. This policy applies to all Community Development Society employees.</p> <p>Cell Phone Use Guidelines:</p> <p>The following are Community Development Society basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:</p> <ul style="list-style-type: none"> a. Never use a cell phone while driving. Never use a cell phone while operating equipment. b. Do not use cell phones for surfing the internet or gaming during work hours. Avoid using work cell phones for personal tasks. c. Avoid using personal cell phones for work tasks. Do not use cell phones during meetings. d. Do not use cell phones to record confidential information.

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		<p>We realize the cell phones can be great tools for our employees. We encourage employees to use cell phones when:</p> <ol style="list-style-type: none"> a. For making or receiving work calls in the appropriate place and situation to do so. b. For other work-related communication, such as text messaging or emailing in appropriate places and situations. c. To schedule and keep track of appointments. To carry out work-related research. To keep track of work tasks. d. To keep track of work contacts. <p>Disciplinary Action: Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.</p>
<p>107</p>	<p>Conflict of Interest Policy</p>	<p>Policy Statement All persons employed by Community Development Society owe a duty of fidelity to the Organisation. Employees must never place themselves in a position where their self-interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge.</p> <p>Duty of Fidelity Employees owe a duty of loyalty and fidelity to the organisation. Employees are expected to perform their duties on behalf of the organisation faithfully, diligently and to the best of their abilities.</p>

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		<p>Conflict of Interest</p> <ul style="list-style-type: none">a. Employees must never allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests or business of the Organisation.b. Employees must avoid any situation or activity that compromises, or may compromise, their judgement or ability to act in the best interest of the organisation. <p>Disclosure of Potential Conflicts</p> <p>Employees must promptly disclose to the organisation material information regarding any relationship, ownership or business interest (other than noncontrolling investments in publicly-traded corporations), whether direct or indirect, that the employee or a member of his/her immediate family has with any person, or in any business or enterprise, that:</p> <ul style="list-style-type: none">a. Competes with the organisation; orb. Purchases or sells, or seeks to purchase or sell, goods or services to or from the organisation. <p>Protective Steps</p> <p>Upon disclosure of the information described above, the organisation will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include:</p> <ul style="list-style-type: none">1. requiring the employee to refrain from being involved in any decisions made by the Organisation regarding its dealings with such person, business or enterprise; or
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		<ol style="list-style-type: none">2. requiring the employee to refrain from being involved in any dealings on behalf of the Organisation with such person, business or enterprise; or3. requiring the employee to dispose of his/her interest in such business or enterprise if he/she wishes to remain in the Organisation's employ. <p>Harm to Organisation or Reputation</p> <ol style="list-style-type: none">1. Employees must refrain from engaging in conduct that could adversely affect the Organisation's business or reputation. Such conduct includes, but is not limited to:<ol style="list-style-type: none">c. publicly criticizing the Organisation, its management or its employees; ord. engaging in criminal conduct or other behavior that could harm the Organisation's business or reputation.e. Gifts or 'Kickbacks'2. Employees must never accept any 'kickbacks', loans, gifts of other than nominal value, or personal payments of any kind, from any person or business enterprise that:<ol style="list-style-type: none">a. Competes with the Organisation; orb. Purchases or sells, or seeks to purchase or sell, goods or services to, or from, the Organisation.c. Organisation Funds and Propertyd. Employees must be conscientious and scrupulous in their handling of funds and property belonging to the Organisation, and must always avoid any form of financial impropriety.3. Employees must not use, or permit the use of, Organisation property or resources for anything other than approved Organisation business or
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		<p>activities. Examples of unauthorized use would include using Organisation computers or photocopiers for personal purposes.</p> <p>Confidential Information Confidential information (printed, electronic or otherwise) relating to the Organisation's past, present, future and contemplated assets, operations, products or services, industrial designs, inventions, production methods, marketing strategies and objectives, personnel, facilities, equipment, finances, pricing, interest rates, sales, customers, routines, policies, and business procedures must never be disclosed to anyone outside the Organisation's organization, without the organisation's express written authorization. Outside Employment or Business Activity During working hours, employees are expected to devote their full time and attention to the business and the affairs of the organisation. If an employee wishes to engage in employment or business activity outside his/her employment with the Organisation, the employee must first disclose to the Organisation the nature and extent of the proposed employment or business activity, and obtain the Organisation's written approval. Approval will only be withheld if the Organisation reasonably determines that the employee's proposed outside employment or business activity could conflict or compete with the interests of the Organisation, or could negatively affect the employee's job performance or attendance.</p>
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108	Employee Code of Conduct Policy	<p>An employee code of conduct policy may also be referred to as a conduct in the workplace policy.</p> <p>Policy brief & purpose Our Employee Code of Conduct organisation policy outlines our expectations regarding employees' behaviour towards their colleagues, supervisors and overall organization. We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.</p> <p>Scope This policy applies to all our employees regardless of employment agreement or rank.</p> <p>Policy elements :What are the components of an Employee Code of Conduct Policy? Organisation employees are bound by their contract to follow our Employee Code of Conduct while performing their duties. We outline the components of our Code of Conduct below:</p> <p>Compliance with law All employees must protect our organisation's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be</p>
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		<p>ethical and responsible when dealing with our organisation’s finances, products, partnerships and public image.</p> <p>Respect in the workplace All employees should respect their colleagues. We won’t allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.</p> <p>Protection of Organisation Property All employees should treat our organisation’s property, whether material or intangible, with respect and care.</p> <p>Employees</p> <ul style="list-style-type: none">a. Shouldn’t misuse organisation equipment or use it frivolously.b. Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.a. Employees should protect organisation facilities and other material property (e.g. organisation cars) from damage and vandalism, whenever possible. <p>2) Professionalism : All employees must show integrity and professionalism in the workplace.</p> <p>3) Personal appearance : All employees must follow our dress code and personal appearance guidelines.</p>
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		<p>4) Corruption : We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.</p> <p>5) Job duties and authority All employees should fulfill their job duties with integrity and respect toward clients, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring the Managing Committee oughout our organisation.</p> <p>6) Absenteeism and tardiness : Employees should follow their schedules. We can make exceptions for occasions that prevent employees from standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.</p> <p>7) Conflict of interest : We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.</p> <p>8) Collaboration : Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.</p> <p>9) Communication : All employees must be open for communication with their colleagues, supervisors or team members.</p>
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		<p>10) Benefits : We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our organisation offers.</p> <p>11) Policies : All employees should read and follow our organisation policies. If they have any questions, they should ask their managers or Human Resources (THE MANAGING COMMITTEE) department.</p> <p>Disciplinary actions Our organisation may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation. Possible consequences include:</p> <ul style="list-style-type: none"> a. Demotion. b. Reprimand. c. Suspension or termination for more serious offenses. d. Detraction of benefits for a definite or indefinite time. b. We will take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.
109	Anti-corruption policy	An anti-corruption policy help to prevent and combat corrupt practices within the organisation. It is designed to promote ethical conduct, integrity, transparency, and compliance with anti-corruption laws and regulations. The key components that CDS adopted in an anti-corruption policy are:

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		<p>1. Statement of commitment: All the staff of CDS should sign a clear and unequivocal statement of commitment to conducting business with integrity and in compliance with anti-corruption laws.</p> <p>2. Prohibition of bribery and corruption: The society and the staff should not indulge in any form of bribery, extortion, facilitation payments, and other corrupt practices, stating that such activities are strictly prohibited and adhere to complying with all applicable anti-corruption laws.</p> <p>3. Guidelines for gift-giving and hospitality: To society or its staff member should not involve in gift-giving or providing giving extra hospital to anyone in expect for some return. The extent of gift-giving and extent of hospitality should be transparent to the management committee.</p> <p>4. Reporting mechanisms: All the staff of CDS and its associates are responsible for whistleblowers to the management committee if they witnessed that there is a chance of happening of corruption and unethical practices in the affairs of the society functioning.</p> <p>6. Due diligence procedures: Due diligence procedures aimed to ensure the organization's commitment to conducting due diligence on third parties, such as suppliers, agents, and business partners, to ensure they adhere to anti-corruption standards.</p> <p>7. Training and awareness: This policy aimed to providing training and awareness programs for employees to ensure they understand their responsibilities and recognize potential red flags for corrupt activities.</p> <p>8. Consequences of non-compliance: Non compliance and violating the anti-corruption policy will tantamount to disciplinary action, termination</p>
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		<p>of employment, and legal repercussions. Any matter not specifically mentioned in this rules and regulations shall be dealt with according to the provisions of the Manipur Societies Registration act 1989 and the rules framed there under and the words and phrases used therein shall carry the same import as to those in the Act and rules.</p>
<p>110</p>	<p>Exit Interview Policy</p>	<p>The purpose of this policy is to identify academic, organizational or human resource factors that have contributed to an employee’s decision to leave the employment. This also helps to enable the management to identify any trends requiring attention or any opportunities for improving the management’s ability to respond to employee issues. It enables the Society to improve and continue to develop recruitment and retention strategies aimed at proper talent nurturing/management.</p> <p>This policy covers the procedures to be adopted when any employee of the Society leave employment for whatever reason</p> <p>SCOPE</p> <p>This policy applies in the case where in the employees who resign and get relived after serving or getting the notice period served. A committee comprising of President, Administrator, Program Manager and Finance & Account should conduct the exit interview after the confirmed leaving date has been received by THE MANAGING COMMITTEE Department of any particular staff member. The employee will be asked a standard set of question and given a chance to discuss additional information they feel would be beneficial for the society working.</p>

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		<p>VOLUNTARY PARTICIPATION AND CONFIDENTIALITY Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and contractive in their responses. The information received the Managing Committee ough Exit Interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.</p> <p>REPORTING The information will be analyzed regularly by administrator to identify areas or determine trends that may need to be addressed. Periodically, Program Manager will share their analysis and recommendations with designated members of the Chief Functionary. The analysis and review will include</p> <ul style="list-style-type: none"> a. Appropriate statistical information regarding the number and distribution of employee departures during the preceding year and her/his reasons for leaving; a. An analysis and discussion of any trends or common themes which are suggested by the exit interview feedback. b. A summary of any actions or interventions taken during the year on the basis of exit interview information.
111	Employee Confidentiality Policy	We designed our organisation confidentiality policy to explain how we expect our employees to treat confidential information. Employees will unavoidably receive and handle personal and private information about clients, partners and our organisation. We want to make sure that this information is well protected.

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		<p>We must protect this information for two reasons. It may: Be legally binding (e.g. sensitive customer data.)Constitute the backbone of our business, giving us a competitive advantage (e.g. business processes.)</p> <p>Scope This policy affects all employees, including board members, investors, contractors and volunteers, who may have access to confidential information.</p> <ol style="list-style-type: none">1. Policy elements2. Confidential and proprietary information is secret, valuable, expensive and/or easily replicated. <p>Common examples of confidential information are:</p> <ol style="list-style-type: none">a. Unpublished financial informationb. Data of Customers/Partners/Vendorsc. Patents, formulas or new technologiesd. Customer lists (existing and prospective)e. Data entrusted to our organisation by external partiesf. Pricing/marketing and other undisclosed strategies Documents and processes explicitly marked as confidentialg. Unpublished goals, forecasts and initiatives marked as confidentialh. Employees may have various levels of authorized access to confidential information.
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		<p>What employees should do:</p> <ul style="list-style-type: none">a. Lock or secure confidential information at all timesb. The Managing Committee ed confidential documents when they're no longer neededc. Make sure they only view confidential information on secure devicesd. Only disclose information to other employees when it's necessary and authorizede. Keep confidential documents inside our organisation's premises unless it's absolutely necessary to move them <p>What employees shouldn't do</p> <ul style="list-style-type: none">a. Use confidential information for any personal benefit or profitb. Disclose confidential information to anyone outside of our organisationc. Replicate confidential documents and files and store them on insecure devicesd. When employees stop working for our organisation, they're obliged to return any confidential files and delete them from their personal devices. <p>Confidentiality Measures</p> <p>We'll take measures to ensure that confidential information is well protected.</p> <p>We'll:</p> <ul style="list-style-type: none">a. Store and lock paper documentsb. Encrypt electronic information and safeguard databasesc. Ask employees to sign non-compete and/or non-disclosure agreements (NDAs)
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		<p>d. Ask for authorization by senior management to allow employees to access certain confidential information</p> <p>Exceptions Confidential information may occasionally have to be disclosed for legitimate reasons. Examples are:</p> <ul style="list-style-type: none"> a. If a regulatory body requests it as part of an investigation or audit b. If our organisation examines a venture or partnership that requires disclosing some information (within legal boundaries) <p>In such cases, employees involved should document their disclosure procedure and collect all needed authorizations. We're bound to avoid disclosing more information than needed.</p> <p>Disciplinary Consequences</p> <ul style="list-style-type: none"> a. Employees who don't respect our confidentiality policy will face disciplinary and, possibly, legal action. b. We'll investigate every breach of this policy. We'll terminate any employee who willfully or regularly breaches our confidentiality guidelines for personal profit. We may also have to punish any unintentional breach of this policy depending on its frequency and seriousness. We'll terminate employees who repeatedly disregard this policy, even when they do so unintentionally. c. This policy is binding even after separation of employment.
112	Functional Separation	The principle of functional separation refers to the practice of separating certain key functions within an organization to prevent conflicts of

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		<p>interest, reduce the risk of errors or fraud, and enhance transparency and accountability. This separation helps to ensure that no single individual or department has unchecked control over a particular process or activity, thereby mitigating the risk of abuse of power or manipulation of information. Functional separation include:</p> <ol style="list-style-type: none">1. Segregation of duties: dividing responsibilities for authorizing, recording, and reconciling transactions among different individuals or departments. For example, the person who approves a financial transaction should not be the same person who records it in the accounting system, and neither should be the person who reconciles the associated accounts.2. Information technology and security: Separating the roles of system administration, data management, and security controls helps to prevent unauthorized access to sensitive information and reduces the risk of data breaches.3. Financial controls: Separating the functions of initiating, approving, and recording financial transactions helps to ensure that no single individual can manipulate financial records for personal gain.4. Oversight and compliance: Separating regulatory compliance functions from operational functions helps to ensure that regulatory
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		<p>requirements are being met without being influenced by conflicting operational pressures.</p> <p>By adhering to the principle of functional separation, organizations can strengthen their internal controls, improve the accuracy and reliability of financial reporting, and reduce the likelihood of fraud or errors. This principle is an essential component of good governance and is often a requirement in regulatory and compliance frameworks.</p>
<p>113</p>	<p>Internet And Email Policy for Employees</p>	<p>Voicemail, email, and internet usage assigned to an employee’s computer or telephone extensions are solely for the purpose of conducting organisation business. Some job responsibilities at the organisation require access to the internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for organisation purposes, may use the internet to access and download additional software. This authorization is generally exclusive to decisions that the information technology (IT) department makes in conjunction with human resources.</p> <p>Software Access Procedure</p> <p>Software needed in addition to the Microsoft Office suite of products must be authorized by your manager and downloaded by the IT department. If you need access to software or websites not currently on the organisation network, talk with your manager and consult with the IT department to explain what returns you expect to receive from the product. All reasonable requests that are not considered a network risk will be considered for you and other employees. The purpose of this policy is not to restrict employee access to products that will</p>

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		<p>make you more productive. The goal is to minimize the risk to the organization's network.</p> <p>Organisation Owned Equipment Any device or computer including, but not limited to, desk phones, smartphones, tablets, laptops, desktop computers, and iPads that the organisation provides for your use, should be used only for organisation business. Keep in mind that the organisation owns the devices and the information on these devices. If you leave the organisation for any reason, the organisation will require that you return the equipment on your last day of work. You may use personal electronic devices that are not connected to the organisation network to access any appropriate internet site during breaks and lunch.</p> <p>Internet Usage Internet use on organisation time or using organisation-owned devices that are connected to the organisation network is authorized to conduct organisation business only. Internet use brings the possibility of breaches of the security of confidential organisation information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people outside of the organisation potential access to organisation passwords and other confidential information. Removing such programs from the organisation network requires IT staff to invest time and attention that is better devoted to making technological progress. For this reason and to assure the use of work time appropriately for work, we ask staff members to limit internet use. Additionally, under no circumstances may organisation-owned computers or other electronic</p>
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		<p>equipment, including devices owned by the employee, be used on organisation time at work to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or nonbusiness-related internet sites. Doing so can lead to disciplinary action up to and including termination of employment.</p> <p>Social Media</p> <ul style="list-style-type: none">a. Employer understands that part of what you do in social media is outreach that recruits new employees and enhances our organisation brand. Many employees have social media responsibilities in their job description, including social media marketers, tech support, and recruiters.b. Your employer also understands that the relationship of our employees to an online world that you spend time in 24/7 can lead to the blurring of work time and off work time. We strongly encourage you to limit the use of social media to work-related content and outreach during work hours.c. Additionally, you are prohibited from sharing any confidential or protected information that belongs to or is about the organisation. You are strongly encouraged not to share disparaging information that places your organisation or co-worker's in an unfavourable light.d. The organisation's reputation and brand should be protected by all employees. The lives and actions of your co-worker's should never be shared online. Please note the preferences of fellow employees who are parents before you use the name of their children online.
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		<p>e. In social media participation from work devices or during working hours, social media content that discriminates against any protected classification including age, race, color, religion, gender, national origin, disability, or genetic information is prohibited.</p> <p>f. It is our organisation policy to also recognize sexual preference and weight as qualifying for discrimination protection. Any employee who participates in social media who violates this policy will be dealt with according to the organisation harassment policy.</p> <p>Email Usage at the Organisation Email is to be used for organisation business only. Organisation confidential information must not be shared outside of the organisation, without authorization, at any time. You also are not to conduct personal business using the organisation computer or email. Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste organisation time and attention. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy. Immediate termination is the most frequent disciplinary action that the Organisation may take in these cases.</p> <p>Emails That Discriminate Any email content that discriminates against any protected classification including age, race, color, religion, sex, national origin, disability, or genetic information is prohibited. It is our organisation policy to also recognize sexual</p>
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		<p>preference and weight as qualifying for discrimination protection. Any employee who sends an email that violates this policy will be dealt with according to the harassment policy. These emails are prohibited at the organisation. Sending or forwarding non business emails will result in disciplinary action that may lead to employment termination.</p> <p>Organisation Owns Employee Email Keep in mind that the organisation owns any communication sent via email or that is stored on organisation equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage, or access to be private if it is created or stored on work systems.If you need additional information about the meaning of any of this communication, please reach out to your manager or the human resources staff for clarification.</p>
<p>114</p>	<p>Principle of Minimum Information</p>	<p>The "principle of minimum information" could potentially refer to the concept of collecting and retaining the minimum amount of information necessary for a specific purpose. In this context, the principle of minimum information suggests that organizations should only collect, process, and retain personal data to the extent that it is adequate, relevant, and necessary for the intended purpose. This principle is designed to minimize the risk of unauthorized access, data breaches, and misuse of personal information by limiting the amount of data that is held and reducing the potential impact of a security incident. Information not necessary for the purpose should not be collected, nor retained.</p>

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	<p>Employee Relationships In the Workplace Policy</p>	<p>Employee Relationships In order to minimize the risk of conflicts of interest and promote fairness, Community Development Society maintains the following policy with respect to romance in the workplace:</p> <ul style="list-style-type: none"> a. All romantic or dating relationships between employees are prohibited. b. Accept Romantic or dating relationships between employees are permitted, but only under the circumstances described by this policy. c. Prior Employee Relationships <p>[To the extent possible, a/A] supervisor or manager who has had a previous romantic or dating relationship with a subordinate or employee whose terms and conditions he or she may influence will not be involved in decisions relating to that individual's promotions, raises, termination or other terms and conditions of employment.</p> <p>Policy Protocols and Consequences</p> <ul style="list-style-type: none"> a. All employees engaged in a romantic or dating relationship are required to notify Administrator and Chief Functionary. b. Employees in violation of this policy may be subject to termination of employment. c. Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging that their relationship is free from coercion and harassment. <p>Professionalism Employees are expected to conduct themselves in a professional manner at all times. [Workplace dating or romantic relationships must not interfere with any</p>
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		<p>employee’s professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable (for example, overt physical displays of affection and using sexual language).] In particular, management personnel are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by Community Development .For this reason, management personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate (for example, unwanted flirting, touching or other behavior that may be regarded as sexual harassment).</p> <p>Discretion And Non-discrimination Community Development Society retains discretion in its enforcement of this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to sex, race, color, religion, creed, age (40 and over), national origin, citizenship, physical or mental disability, military service or application or any other protected characteristic under state or local law.</p>
<p>115</p>	<p>Employee Smoking Policy</p>	<ul style="list-style-type: none"> a. Employees must utilize the only designated smoking area located directly outside the main employee entrance during lunch and break periods only. b. Smoking is not permitted anywhere else on organisation property. Smoking is only permitted at the designated area immediately outside the main employee entrance. c. The designated smoking area must be maintained litter-free. It is the responsibility of smokers to police the designated area.

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		<ul style="list-style-type: none"> d. If any abuse of this policy is discovered, the policy will be discontinued immediately and will result in discontinuance of any smoking on organisation premises. e. Organisation work rules state “Smoking other than in specifically designed areas and during specified periods of the day” will result in appropriate disciplinary action up to and including termination. f. Employees who wish to take the opportunity to quit smoking should contact the chief functionary or their own physician, for a listing of Smoking Cessation Programs.
<p>116</p>	<p>Social media policy</p>	<p>This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.</p> <p>PROCEDURES</p> <p>The following principles apply to professional use of social media on behalf of Community Development Society as well as personal use of social media when referencing Community Development Society.</p> <ul style="list-style-type: none"> a. Employees need to know and adhere to the [Organisation’s Code of Conduct, Policies and code of conduct, and other organisation policies] when using social media in reference to Community Development Society

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		<ul style="list-style-type: none">b. Employees should be aware of the effect their actions may have on their images, as well as Community Development Society image. The information that employees post or publish may be public information for a long time.c. Employees should be aware that Community Development Society may observe content and information made available by employees the Managing Committee ought social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Community Development Society, its employees, or customers.d. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment.e. Employees are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.f. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Community Development Society spokespersons.g. If employees find encounter a situation while using social media that the Managing Committee eatens to become antagonistic, employees should
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		<p>disengage from the dialogue in a polite manner and seek the advice of a supervisor.</p> <p>h. Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers.</p> <p>i. Additionally, employees should get appropriate permission to use a third party’s copyrights, copyrighted material, trademarks, service marks or other intellectual property.</p>
<p>117</p>	<p>Equal Employment Opportunity Policy</p>	<p>This policy applies to all Community Development Society (“Organisation”) employees (“employees”) and operations. Community Development Society aims to create employment opportunities such that all employees achieve their full potential.</p> <p>I. Policy</p> <p>It is the policy of Community Development Society to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex, sexual orientation. The Organisation strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunities Policy is subject to applicable regulations, qualifications and merit of the individual. This Equal Employment Opportunity Policy is consistently applied the Managing Committee oughout the period of employment of the individual right from the recruitment process till superannuation.</p>

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		<p>II. Equal Opportunity for Persons with Disabilities</p> <p>In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, it is Organisation's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Organisation will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The Organisation will build systems and processes to ensure:</p> <ul style="list-style-type: none">a. That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.b. That provision is made for an accessible environment and of availability of assistive devices as required.c. That the managing committee will endure a recruiting head designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities. Such head shall be part of the managing committee team reporting to the chief functionary of the organisation.d. That a Grievance Redressal mechanism for addressing the matters related to the employment of persons with disabilities is available.e. That the Business Integrity Committee will ensure if any grievance does arise and is brought up to the Committee concerning selection of person(s) with disability for any position, training, promotion, transfer posting, leave & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.f. That no opportunity is denied to persons with disabilities, merely on ground of disability. Individuals with disabilities who apply or employees
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		<p>who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the Human Resources Representative in any given location.</p> <p>g. Any information obtained is voluntary, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.</p> <p>III. Responsibility</p> <p>a. Every member of Community Development Society management is responsible giving effect to this policy.</p> <p>b. Each Organisation location is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.</p> <p>c. The managing committee have the functional responsibility of assuring compliance with Organisation policy; developing, coordinating and implementing all programs; and reporting findings and progress.</p> <p>d. Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the Code of Business Principles of the Organisation.</p> <p>e. The managing committee is accountable to the chief functionary to oversee and promote this policy.</p>
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		<p>IV. Communication of Policy</p> <ul style="list-style-type: none"> a. This Policy will be available to all employees via the Community Development Society Intranet sites and normal communication vehicles within the business. b. Suitable material will be included in organisation publications, management conferences, and supervisory training courses. c. All recruitment literature and employment advertising will indicate that the organisation is an equal opportunity employer.
<p>118</p>	<p>Violence in the Workplace</p>	<p>Policy: It is the policy of the organisation and the responsibility of its managers and all of its employees to maintain a workplace free from the Managing Committee eats and acts of violence. The Organisation will work to provide a safe workplace for employees and for visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.</p> <p>Description: The organisation does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making the Managing Committee eats or engaging in violent activities. Prohibited Conduct the list of behaviours, while not exhaustive, provides examples of conduct that is prohibited:</p> <ul style="list-style-type: none"> a. Causing physical injury to another person. b. Making the Managing Committee eatening remarks.

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		<ul style="list-style-type: none">c. Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.d. Intentionally damaging employer property or property of another employee.e. Possessing a weapon while on organisation property or while on organisation business.f. Committing acts motivated by, or related to, sexual harassment or domestic violence. <p>Reporting Procedures Any potentially dangerous situations must be reported immediately to your supervisor, Incident Response Coordinator/Team, or the Human Resources Department. Reports of workplace violence may be made anonymously and investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counselled and the results of investigations will be discussed with them. The Organisation will take appropriate action at any indication of a potentially hostile or violent situation.</p> <p>Risk Reduction Measures While the Organisation does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Incident Response Coordinator/Team or Human Resources Department if any employee, claimant, customer or vendor exhibits behavior which could lead to a potentially dangerous situation. Such behavior includes, but is not limited to, the following:</p>
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		<ul style="list-style-type: none">a. Discussing dangerous weapons and/or bringing such weapons into the workplace.b. Displaying overt signs or extreme stress, resentment, hostility, or anger.c. Making the Managing Committee eating remarks.d. Exhibiting sudden or significant deterioration of performance.e. Displaying irrational or inappropriate behaviour.f. The Incident Response Coordinator/Team and the Human Resources Department will identify and maintain a list of workplace violence incidents and will design a plan to prepare for possible emergency situations. <p>Dangerous/Emergency Situations Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.</p> <p>Enforcement The Managing Committee eats, the Managing Committee eating conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.</p>
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		<p>Commitments and Responsibilities</p> <p>Successful implementation of this policy requires the commitment and cooperation of all Organisation Personnel. Management Involvement and Commitment</p> <ul style="list-style-type: none">a. Demonstrate organizational concern for employees' and customers' emotional and physical health and safety.b. Oversee Violence in the Workplace Program to ensure that all managers, supervisors, and employees understand their obligations.c. Allocate authority and resources to responsible parties in the Incident Response Team.d. Provide a comprehensive program of medical care and psychological counselling and debriefing for employees experiencing or witnessing assaults and other violent incidentse. Encourage employees to report violent incidents promptly.f. Incident Response Coordinator's/Incident Response Team's Involvement and Commitmentg. Encourage employees to promptly report incidents and to suggest ways to reduce or eliminate risks.h. Develop and maintain a comprehensive plan for maintaining security in the workplace, including establishing a liaison with law enforcement and others.i. Conduct worksite analysis to determine existing or potential hazards for workplace violence.j. Record, track, monitor, and analyse workplace violence incidents.k. Conduct workplace security analysis.
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		<p>l. Assist with training and educating employees of potential workplace violence incidents.</p> <p>Managing Committee Involvement and Commitment</p> <p>a. Create policy of zero tolerance for workplace violence, including verbal and nonverbal the Managing Committee eats and related actions.</p> <p>b. Ensure that employees who report or experience workplace violence will not experience retaliation of any kind.</p> <p>c. Encourage employees to promptly report incidents and suggest ways to reduce or eliminate risks.</p> <p>d. Conduct and/or provide training and education to employees regarding potential workplace violence incidents.</p> <p>e. Support and implement appropriate recommendations from the Employee Safety and Health Committee.</p> <p>Employee Involvement and Commitment:</p> <p>a. Understand and comply with the Violence in the Workplace Program and any other safety and/or security measures in place by the Organisation.</p> <p>b. Participate in an employee suggestion procedure covering safety and security concerns.</p> <p>c. Promptly report violent incidents or potential for violence to your manager, supervisor or Incident Response Coordinator/Team.</p> <p>d. Participate in continuing education program that covers techniques to recognize escalating agitation, assaultive behaviour, or criminal intent.</p>
119	Anti-Bullying Policy	<p>Objective</p> <p>The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that Community Development Society</p>

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		<p>will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.</p> <p>Definition Community Development Society defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:</p> <ul style="list-style-type: none">a. The Managing Committee eating, humiliating or intimidating behaviors.b. Work interference/sabotage that prevents work from getting done.c. Verbal abuse. <p>Such behavior violates Community Development Society Code of Ethics, which clearly states that all employees will be treated with dignity and respect.</p> <p>Community Development Society considers the following types of behavior examples of bullying:</p> <ul style="list-style-type: none">a. Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.b. Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or the Managing Committee eat of physical assault, damage to a person's work area or property.c. Gesture bullying. Nonverbal gestures that can convey the Managing Committee eating messages.
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		<p>Exclusion. Socially or physically excluding or disregarding a person in work-related activities.</p> <p>In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:</p> <ul style="list-style-type: none">a. Persistent singling out of one person.b. Shouting or raising one's voice at an individual in public or in private.c. Using obscene or intimidating gestures.d. Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).e. Personal insults and use of offensive nicknames.f. Public humiliation in any form.g. Constant criticism on matters unrelated or minimally related to the person's job performance or description.h. Public reprimands.i. Repeatedly accusing someone of errors that cannot be documented.j. Deliberately interfering with mail and other communications.k. Spreading rumors and gossip regarding individuals.l. Encouraging others to disregard a supervisor's instructions.m. Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).n. Assigning menial tasks not in keeping with the normal responsibilities of the job.o. Taking credit for another person's ideas.
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		<ul style="list-style-type: none"> p. Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave. q. Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings. r. Unwanted physical contact, physical abuse or the Managing Committee eats of abuse to an individual or an individual's property (defacing or marking up property). s. Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Community Development Society] to take appropriate action.
<p>120</p>	<p>Grievance Policy</p>	<p>Community Development Society aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.</p> <p>Statement of General Principles</p> <ul style="list-style-type: none"> a. Complaints must be fully described by the person with the grievance. b. The person(s) should be given the full details of the allegation(s) against them. c. The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to put their side of the story before resolution is attempted. d. Proceedings should be conducted honestly, fairly and without bias. e. Proceedings should not be unduly delayed.

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		<p>Procedures The following is a four level process:</p> <ol style="list-style-type: none"> 1. The Employee attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal. 2. If the matter is not resolved, the Employee notifies the Supervisor (in writing or otherwise) as to the substance of the grievance and states the remedy sought. Discussion should be held between employee and any other relevant party. This level will usually be informal, but either party may request written statements and agreements. This level should not exceed one week. 3. If the matter is not resolved, the program manager must refer the matter to the Managing Committee. A grievance taken to this level must be in writing from the employee. The Supervisor will forward to the Manager any additional information thought relevant. The Manager will provide a written response to the Employee. The Manager also communicates with any other parties involved or deemed relevant. This level should not exceed one week following the next scheduled meeting. 4. If the matter is not resolved, the Employee will be advised of his / her rights to pursue the matter with external authorities if they so wish.
<p>121</p>	<p>Diversity Policy</p>	<p>Diversity vision Community Development Society recognizes its talented and diverse workforce as a key competitive advantage. Our organisation success is a reflection of the quality and skill of our people. Community Development Society is committed to seeking out and retaining the finest human talent to ensure top business growth and performance.</p>

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		<p>Diversity management benefits individuals, teams, our organisation as a whole, and our customers. We recognize that each employee brings their own unique capabilities, experiences and characteristics to their work. We value such diversity at all levels of the organisation in all that we do.</p> <p>Community Development Society believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realize their maximum potential within the organisation, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognise the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce, positions Community Development Society to anticipate and fulfil the needs of our diverse customers, both domestically and internationally, providing high quality products/services.</p> <p>Community Development Society is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education.</p> <p>We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.</p>
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		<p>Recruitment Community Development Society recruits people from all around the globe if the society think so fit. We believe that our employees from many different cultural, linguistic and national backgrounds provide us with valuable knowledge for understanding complex international markets. We have established outreach programmes to identify talented women and individuals from under-represented backgrounds for recruitment. We provide scholarships for promising young women and under-represented status students with the potential to become high achieving professionals in Community Development Society.</p> <p>Career development and promotion Community Development Society rewards excellence and all employees are promoted on the basis of their performance. All managers are trained in managing diversity to ensure that employees are treated fairly and evaluated objectively.</p> <p>Community programmes Community Development Society recognises that there are distinct demographic groups that have long been disadvantaged. We recognise that racism, ageism, sexism and other forms of discrimination are problems both for our organisation and society as a whole. Community Development Society is committed to tackling cultural stereotypes both within and outside our organisation. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents.</p>
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		<p>Community Development Society combats discrimination in the wider community the Managing Committee ough partnerships with communitybased groups.</p> <p>Diversity bodies Our commitment to diversity is led by our diversity champions who come from all levels of the organisation, from top management to the shop floor. The diversity champions make up a diversity committee, which is responsible for ensuring that our diversity policy is articulated in the day to day running and the strategic direction of the organisation.</p> <p>Diversity practices All employees undergo diversity training. Diversity training encompasses raising awareness about issues surrounding diversity and developing diversity management skills.</p> <ul style="list-style-type: none"> a. Provides a safe and pleasant environment for our employees, we offer: b. Flexible working time arrangements c. Employee education assistance d. Employee network and support groups e. Open communications f. Childcare assistance g. Mentor programmes
122	Child Labour Policy	Community Development Society respect and adhere The National Policy on Child Labour declared in August, 1987 and will uphold in all the initiatives/ activities taken up by the society. Refer: Child Labour (Prohibition & Regulation) Act, 1986

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123	Principle of "four eyes" policy	<p>The principle of "four eyes" is to promote transparency, accountability, and accuracy in decision-making and operations. The principle states that any important action or decision should be reviewed by at least one other person before it is carried out. This helps to minimize errors, reduce the risk of fraud or misconduct, and ensure that critical matters are not overlooked.</p> <p>Application of "four eyes" in the society:</p> <p>Authorization and Approval: Important decisions, particularly those involving financial transactions or significant strategic moves, should be subject to review and approval by a second individual to prevent unauthorized actions and ensure that decisions are thoroughly considered. Risk Management When assessing risks and developing risk mitigation strategies, having multiple sets of eyes on the process can help identify potential blind spots and ensure that risks are properly understood and addressed.</p> <p>Compliance and Ethics: CDS focus on compliance and ethical conduct of "four eyes" to ensure that all actions and decisions align with legal and ethical standards.</p> <p>Project Management: In project management, we give priority to review and approval by multiple stakeholders to ensure that the project is on track and aligned with organizational goals. Applying the "four eyes" principle, organizations can help foster a culture of accountability, reduce the risk of errors, and improve the overall quality of decision-making and operations.</p>
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124	SDG Policy	It is the priority of Community Development Society to ensure all the activities and intervention are align with SDGs
125	Remote Work Policy	<p>Consideration for remote work requires a written recommendation from a direct supervisor. Qualification will be determined in regards to the individual’s job duties and position. All employees may not qualify. Eligibility will be determined and finalized by Human Resources.</p> <p><u>Standard Office Rules</u> Remote worker must comply with all society rules and practices listed in the Policies and code of conduct. Guidelines for employee benefits and compensation remain the same.</p> <p><u>Pilot Review Period</u> Employee is subject to a 30-day review period during which supervisor may require weekly status updates to discuss work progress and establish upcoming goals. Contract will continue permitting good standing.</p> <p><u>Work Plan</u> Supervisor is encouraged to submit a formal work plan for the remote worker. The plan will identify and outline areas of responsibilities, daily tasks and measurable long term objectives.</p> <p><u>Communication</u> Remote worker must be available by phone and email during core society hours and present for all mandatory staff meetings.</p>

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		<p>All client meetings are to be conducted on a client or society site. Any exceptions require permission from supervisor.</p> <p><u>Society Equipment</u> Necessary equipment, hardware and software for the job will be available for loan upon request. Equipment is to be used by the employee only and strictly for society-related projects. All items provided by the society must be listed in the employee's Remote Work Guidelines, approved for off-site use and returned to the office upon request.</p> <p><u>Insurance Coverage</u> Society is only responsible for insuring items on loan. Personally-owned equipment is covered by the individual's homeowner's insurance policy.</p> <p><u>Liability</u> Remote worker will be covered by worker's compensation. Stipulations do apply. Liability is limited to injuries acquired in the employee's designated home work area, during the agreed-upon work hours AND while performing job functions.</p> <p><u>Reimbursable Expenses</u> In order to receive reimbursement, employees need to have prior approval from supervisor and submit an expense report. Costs not specifically mentioned will be dealt with on a case-by-case basis, taking into account the amount and purpose of expense. The society will pay for work-related voice and data communication charges. The following costs are not reimbursable: furnishings for designated workspace, office supplies not stocked, etc.</p>
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		<p><u>Security of Information</u> Employee is responsible for keeping documents, sensitive business data and other work-related materials confidential and secure in the home office location. The employee must comply with the guidelines of proper use of information technology found in the Policies and code of conduct.</p> <p><u>Termination Of Agreement</u> Both the society and the employee have the right to terminate the remote work arrangement at any time - by written or verbal notice. Failure to comply with Terms and Conditions may be cause for disciplinary action and/or termination of the agreement.</p>
126	Temporary layoff policy	<p>Our Temporary Layoff policy outlines our rules for temporarily suspending our employees. We recognize that layoffs (especially on a large scale) affect morale and job satisfaction. For this reason, we see layoffs as a last resort during hard times.</p> <p>Scope This policy applies to all our permanent full-time or part-time employees. Laying off exempt employees may be different than laying off non-exempt employees. We will comply with the law at all times.</p> <p>Policy elements “Temporary layoff” refers to reducing the number of our employees on a short-term basis. Sometimes, we may ask employees to take planned unpaid or partially-paid time off from work for a specific period (“furlough.”) We may decide to lay off employees to:</p>

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		<ul style="list-style-type: none">a. Cut costs.b. Increase inefficiency.c. Restructure our organization. <p>This list is not exhaustive. We may have to take part in temporary layoffs for other reasons too.</p> <p>Examples are:</p> <ul style="list-style-type: none">a. Employees' job duties are reduced.b. The branch employees work in needs to be restructured, moved or closed. <p>Temporary layoff elements</p> <p>We will give our employees a written [<i>two-month</i>] notice, or as much as is specified by law, before the effective layoff date. If we are unable to give notice before the employee has to stop working, we will pay our employee instead of the notice period.</p> <p>Temporary layoffs may last from days to several months. We may set a temporary layoff period (if it's not set by law), during which we may recall laid-off employees to resume working for us. During that period, employees may continue to receive pay and benefits dictated by law (e.g. unemployment benefits or health insurance.)</p> <p>This period may be extended due to unforeseen circumstances. We are obliged to give notice of extension in this case. If we recall a laid-off employee within that period, there are two possibilities:</p>
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		<p>a. The employee returns to work for us in the same or similar position. b. The employee does not wish to return and officially or unofficially resigns.</p> <p>In any case, employees should formally accept or refuse to return to work within [five days] after they receive a recall request. If an employee finds another permanent job during the recall period, they must notify THE MANAGING COMMITTEE within [the Managing Committee ee days] of a recall request. In this case, they lose the right to be recalled.</p> <p>If we don't recall a laid-off employee within that period, we will inform them with an official letter within [two days] that we are permanently terminating them. We will pay them what the law requires (e.g., severance pay) from the first day of termination.</p> <p>The first day of an employee's termination is the first day of their layoff unless applicable law dictates otherwise.</p> <p>Selecting employees for layoff When collective temporary layoffs are necessary, we will select employees according to the following criteria: [Level of performance] [Length of service] [Workload]</p> <p>We will not discriminate against protected characteristics. THE MANAGING COMMITTEE is responsible for ensuring that layoffs will not have an adverse impact on protected groups. Branches, offices, or departments may need to</p>
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		<p>close if they aren't profitable or critical to the business. THE MANAGING COMMITTEE , senior management or Heads of Departments may initiate a temporary layoff process. THE MANAGING COMMITTEE is responsible for ensuring legality and efficiency.</p> <p>Employee Rehire During the temporary layoff period, employees may apply to another department or branch of our society. We encourage supervisors to refer good employees to another assignment or position within our society. In the case of the laid-off employee being rehired, their temporary layoff period will end, and they won't be eligible for severance pay from their first day in a new role. If employees receive severance pay for a certain period, they must not work for our society during that period. If we rehire them in a different department or branch, before the severance period ends, they have to return the remaining portion of their severance payment. Employees may make arrangements for repaying that balance with THE MANAGING COMMITTEE .</p> <p>Grievances If employees have any questions, they can contact THE MANAGING COMMITTEE . If there are disagreements or complaints, we advise our employees to follow our grievance procedure.</p> <p>Procedure This general procedure should be followed: a. The Managing Committee identify the need for reducing staff.</p>
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		<ul style="list-style-type: none"> b. The Managing Committee select the positions, teams or departments that should be abolished or branches that should close according to established criteria. c. The Managing Committee ensures that no discrimination has taken place and that there won't be an adverse impact on protected groups. d. The Managing Committee consults with an attorney to ensure the legality of the process. e. The Managing Committee notify employees selected for layoff the Managing Committee ough an official letter explaining the reasons for laying off employees and whether they should expect to be recalled. f. The Managing Committee is responsible for discussing the layoff terms with affected employees and addressing any outstanding payments and documentation.
<p>127</p>	<p>Vehicle Policy</p>	<p>SCOPE OF THE POLICY This policy shall be applicable to all employees and staff of the society who are authorized and eligible to drive the motor vehicles belonging to the society.</p> <p>VEHICLE'S MAIN PURPOSE The society's motor vehicles are bought for traveling and transferring purposes required to carry out any and all activities of the society. The vehicles are exclusive property of the society and are, in no way, considered as any form of property belonging to an employee. Any and all vehicles are to be operated in</p>

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		<p>strict compliance with the rules and regulations set forth by the [LAW/ACT] of [STATE] along with any other laws that the society deems as applicable.</p> <p>VEHICLE USAGE & ALLOWANCE</p> <p>The Society shall bear a monthly petrol allowance . Any expenses above and beyond the mentioned amount shall be borne by the employee. In case of exceeding the given amount due to Society travel, a written request will have to be made to the HR department for approval.</p> <p>SAFETY</p> <p>The safety of the driver, along with any other passenger, is a top priority of the society. The driver of the motor vehicle must always carry his valid driver's license. Should it expire, he or she must immediately inform the society of when he or she will be able to renew it in order to drive the motor vehicle again for society business purposes. Both the driver and the passengers are expected to wear their seat belts at all times. The driver must abide by all the road and traffic regulations of the state and the country; including traffic stops, pedestrian lanes, and turning to name a few. The driver is strictly prohibited from driving while intoxicated with alcohol or any other substances that will produce a similar effect or will cause the driver to be in a state of mind unfit for driving. It is also prohibited for the driver to be on his or her mobile phone while driving.</p> <p>MAINTENANCE</p> <p>It is the driver's responsibility to check and ensure that the motor vehicles are in good working order. He or she will need to check that the engine, tires, gears and parts of the motor vehicle are in good condition. Routine maintenance</p>
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		<p>should be scheduled as well for oil checks, tire checks, tire pressure checks, and car battery checks to name a few. The motor vehicles must also be kept clean and neat.</p> <p>A weekly inspection shall be conducted by either the manager or any other officer of the society who is exercising similar rights and obligations. He or she will also need to inspect the vehicle log books and receipt pertaining to gas.</p> <p>LICENSES AND AUTHORIZATIONS</p> <p>Any and all vehicles belonging to the society are to be in strict compliance with the [LAW/ACT] of [STATE]. Renewals for registration and insurance policies should be prioritized.</p> <p>REPORTING</p> <p>Should any accident arise while a society employee is driving the motor vehicle, he or she should sign a witness detail form or any other appropriate form in order to be able to recall the details of the incident which will be later used to compile a witness report form. The manager shall then be in charge of reporting the incident along with supervising the steps needed to resolve such an accident.</p> <p>PENALTIES</p> <p>Should the employee assigned to drive the motor vehicle be charged with violating any of the aforementioned terms of this vehicle policy, then the following penalties shall be applicable:</p> <ol style="list-style-type: none">1. Withheld of salary for a period of 2 months.2. Prohibition from use of society vehicle for a period of 2 months.
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		<p>3. The severability of the violation and the case may be decided by the managing committee from time to time.</p> <p>TERMINATION An employee who has been terminated; whether on the basis that he or she has reached the end of his or her contract, was prematurely terminated by the society, or has voluntarily decided to leave the society; will no longer be legally bound to the terms of this policy.</p>
128	Internal Accounting Policy	<p>Community Development Society adopted the following guidelines to ensure that financial transactions are recorded accurately, financial statements are prepared in accordance with applicable accounting standards, and the organization's financial resources are managed effectively.</p> <ol style="list-style-type: none"> 1. Use of tally: Tally is one of the best accounting software that can be use by all establishments. It provide all financial information in real time, particular period, generate statement of fund flow, cash flow, receipt and payment, profit and loss, income and expenditure and balance sheet instantly which can be put up to Managing Committee, Donor, Government or other related party anytime. 2. Recording of transactions: Recording of financial transactions should be supported by supporting receipt voucher. NO VOUCHER NO ENTRY is adopted. 3. Distinction policy : To ensure misuse of supporting voucher, all the voucher should be sealed/stamp. Example: Sum amounting Rs. 5000 is paid as staff salary which is funded by ABC AGENCY. The

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		<p>payment voucher will be sealed/stamped with “ABC AGENCY PAID” with rubber stamp.</p> <ol style="list-style-type: none"> 4. Internal controls: All payment should be signed and authorised by minimum 2 signature or 2 payment authorizer. 5. Budgeting and forecasting: Preparation of budgets, financial forecasts, and variance analysis to assist in planning and controlling the organization's financial resources. 6. Compliance with laws and regulations: All payment should compliance with applicable accounting standards, tax regulations, and other financial reporting requirements. 7. Record retention: Retention and storage of financial records in accordance with legal and regulatory requirements. We adopted a policy to keep all record for a minimum period of 5 years from the date of transaction. 8. Asset management: Acquisition, depreciation, and disposal of fixed assets, as well as inventory management and valuation.
129	Internal accounting system	<p>To ensure and promote consistency, transparency, and accountability in the organization's financial operations and to ensure that financial information is reliable, relevant, and presented in a consistent manner, which is essential for decision-making, compliance, and stakeholder confidence. Community Development Society adopted in-house accounting guidelines/internal accounting system for the financial health and success of a society. In-house accountants are responsible for managing the financial records, preparing financial statements, and</p>

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		<p>ensuring that the society complies with relevant laws and regulations. The roles and responsibilities may include:</p> <ol style="list-style-type: none">1. Bookkeeping: Recording financial transactions, such as purchases, sales, receipts, and payments.2. Payroll: Processing employee payroll, including calculating wages, taxes, and deductions.3. Financial reporting: Preparing regular financial reports, such as balance sheets, income statements, and cash flow statements, to provide an overview of the society's financial position.4. Budgeting and forecasting: Assisting in the development of budgets and financial forecasts to help the society plan and manage its financial resources.5. Tax compliance: Ensuring that the society complies with all tax laws and regulations, and preparing and filing tax returns.6. Internal controls: Establishing and maintaining internal controls to safeguard society assets and ensure the accuracy of financial records.7. Financial analysis: Analyzing financial data to provide insights and recommendations to management for decision-making.8. Audit support: Providing support during external audits by preparing documentation and answering auditors' questions.9. Compliance: Staying up to date with accounting standards and regulations to ensure the society's financial practices remain compliant.
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130	Internal Audit	At the end of financial year of every year, the managing committee will appoint 2 Independent Internal Auditors and they have to conduct internal audit before the financial transactions are placed to statutory auditors for final audit.
131	External audit	After the completion of internal audit, the financial transaction should be placed before statutory auditors (Chartered Accountant) for external audit and for filing various statutory compliances.
132	Overtime Policy	Any employee of the society who perform overtime work will be remunerated hourly 1/5 of the prevailing MGNREGS. Example : If the current MGREGS wage rate is Rs. 250/- daily, employees will be remunerated 1/5 of 250 hourly.
133	Relocation Policy	With the approval from the management committee, employees can be relocated to any department or different locations of the project area where managing committee think his/she will give better results.
134	HIV/AIDS in the Workplace:	<p>The objective of this policy section is to explain the rights of the employee living and working with a disability/HIV-AIDS as well as the employer obligations towards employees living and working with a disability. CDS has implemented a rights-based policy that includes HIV or AIDS and other disabilities as defined by the State and Nation. Employee rights and employer obligations are entrenched in the Manipur and India and as such are the same regardless if the disability relates to for example, HIV or AIDS, cancer, hepatitis C, heart disease, epilepsy and/or multiple sclerosis.</p> <p>Support in the Workplace</p> <p>CDS is a supportive work environment in which staff can discuss their health status free from discrimination, stigmatization or reprisal. To the extent</p>

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		<p>requested, and to the extent possible, CDS will encourage employees to seek out services and/or resources that are available in the community to assist any employee living and working with a life threatening, chronic or episodic disability.</p> <p>Consultation is available to employees to assist with the effective management of health benefits and applicable leave as defined in the Personnel Policy Manual.</p>
135	Whistleblower policy	<p>A whistleblower policy is a formalized set of procedures and guidelines designed to encourage employees to report suspected misconduct, unethical behavior, or illegal activities within an organization. The primary goal of a whistleblower policy is to provide a secure and confidential means for employees to raise concerns without fear of retaliation.</p> <p>Key components of a CDS whistleblower policy include:</p> <ol style="list-style-type: none"> 1. Clear Procedures: No employer/employee is left behind to initiate whistleblowing. 2. Confidentiality: The identity of the whistleblower is protected to the extent possible, and that their report will be handled with discretion. 3. Non-Retaliation: Whistleblowers will not face reprisals or negative consequences for coming forward with their concerns. 4. Whistleblower policy will help the organizations identify and address internal issues, prevent potential legal and reputational risks, and demonstrate a commitment to ethical conduct and transparency.
136	Procurement policy/standard:	Community Development Society adopted its procurement policy and standard as below:

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		<ol style="list-style-type: none"> 1. The vendor should have proper registration number under relevant law in India. 2. If the procurement amount is above Rs. 3,00,000.00 (thirty lakhs), open tender should be sought and the tender should be published in at least 2 local news paper 5 days. The time frame will be finalized by the management committee from time to time and deepening on the type of supply requirement. 3. Procurement value Rs. 1,00,000.00-30,00,000.00 will be initiated by obtaining 3 Rate Quotation from 3 different vendors and lowest quotation with respect to quality of supply will be considered 4. Procurement value less Rs. 1,00,000.00 can be initiated to any vendor. 5. All the above payment will be made through bank transfer only. No cash transaction will be considered under any circumstances 6. There are times that we experienced there is only one vendor in the operational area of CDS, particularly for supply of plant and machinery, in such cases, Managing Committee will hold a meeting and decide them on case-to-case basis.
<p>137</p>	<p>Child Protection Policy</p>	<p>A child protection policy is a set of guidelines and procedures designed to safeguard children from abuse, neglect, exploitation, and other forms</p>

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		<p>of harm. It typically implemented by organizations, institutions, and agencies that work with or provide services to children, such as schools, childcare facilities, sports clubs, religious institutions, and community organizations. The main goal of a child protection policy is to create a safe and supportive environment for children, and to ensure that all staff and volunteers understand their roles and responsibilities in protecting children from harm.</p> <p>Key components of a child protection policy that CDS adopt are:</p> <ol style="list-style-type: none">1. Statement of commitment: Acknowledgment of the fundamental rights of children to safety, security, and protection from all forms of harm.2. Zero-tolerance for abuse: Zero tolerance against any form of child abuse, exploitation, or neglect, both within the organization and in the broader community. Abuse including physical abuse, emotional abuse, sexual abuse, and neglect, to ensure that all staff and volunteers understand what constitutes abuse.3. Compliance with laws and standards: Complying with relevant laws, regulations, and international standards related to child protection. Developing and implementing robust child protection
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		<p>policies and procedures, including training staff and volunteers on child safeguarding practices.</p> <p>4. Reporting procedures: If any child if found abuse/harm within and outside the organisation, it will be the collective responsibility of all the staff of CDS to report it to Chief functionary of the organisation, Police, Childline or other related established agencies immediately.</p>
<p>138</p>	<p>Gender equality policy</p>	<p>Gender equality policy refers to a set of guidelines, laws, and initiatives designed to promote fairness and equal treatment for people of all genders. These policies are aimed at addressing and eliminating gender-based discrimination and promoting equitable opportunities in various areas of life such as education, employment, healthcare, and social and political participation.</p> <p>CDS Adopted the followings as the society gender policy:</p> <ol style="list-style-type: none"> 1. Equal pay for equal work and address pay gaps between genders. 2. Gender-balanced representation in leadership positions and decision-making roles. 3. Prevent and address gender-based discrimination and harassment in the workplace and society. 4. Provide support for work-life balance and parental leave to both men and women.

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		<p>5. Improve access to education and training for all genders, particularly in fields where they are underrepresented.</p> <p>6. Address gender-based violence and support survivors.</p>
<p>139</p>	<p>Women protection policy</p>	<p>Advocacy: Advocacy with an aim to prevent and address domestic violence, providing support for victims, and holding perpetrators accountable.</p> <p>Sexual Harassment: CDS admitted zero tolerance to any form of sexual harassment in workplace or public places.</p> <p>Equal Pay and Employment Opportunities: No partiality on the ground of gender, caste, creed or languages. Equal pay and Employment Opportunities will be given priority in times of staff recruitment.</p> <p>Reproductive Rights: CDS uphold the dignity of women and their reproductive health, rights, and access to healthcare services, including family planning and maternity care.</p>

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140	Human Resource Policy	<p>Community Development Society adopted to treat all men are equal in terms of caste, creed, sex, religion, knowledge, socio-economic status. In particular to:</p> <p>Human Recruitment procedures</p> <ol style="list-style-type: none"> 1. Interested persons have to apply for the post/job sought for. 2. It will be followed by skill test, written test and Interview. 3. No qualification will be laid down for any post/position. 4. The the applicants performance in skill test, written test and Interview will be the deciding factors. <p>Transfer and Posting Policy</p> <ol style="list-style-type: none"> 1. Any working staff of CDS is transferable anywhere where CDS has its operations/projects where the management thinks fit. 2. No outside influence can be accommodated under any circumstances.
141	Misc	<p>Community Development Society admitted that this Policies, Code of Conduct, Standard and Principles will not be covering all aspects, eventualities and situations. Change in time, technology and human growth and development will also resulted to limitations to this Policies, Code of Conduct, Standard and Principles. This policies will be, therefore, reviewed from time to time and will be amended. Anything not covered in</p>

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		this Policies, Code of Conduct, Standard and Principles will be decided in the Managing Committee meeting.
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