



TAMIL NADU DOMESTIC WORKERS WELFARE TRUST

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TNDWWT- CODE OF CONDUCT

As a representative of TNDWWT, staff and associated individuals must commit to abiding by this Code of Conduct which requires all individuals to:

- Maintain high standards of personal and professional conduct.
- Be aware of potential abuses by maintaining dialogue with staff.
- Encourage the staff or program participants to raise concerns about abuse by clarifying the procedure which they should take to do so.
- Affirm the dignity of program participants and such that they are listened to, respected, understood and valued, even when rigid societal structures (caste, class, etc.) or societal norms (gender, age, etc.) suggest otherwise.
- Guarantee that staff or program participants fully understand the nature of their participation in any projects or programs.
- Promote an organisational culture in which abuses do not go unchallenged and complicity in violation of these codes is condemned as outlined in TNDWWT's whistleblowing policy. Managers have a particular responsibility to support and develop systems that maintain such an environment.
- Organise and plan workplace spaces and activities to minimise risks.
- Implement a reporting procedure which enables staff and associated individuals, as well as associated individuals, to raise concerns about abuse or breach of policy.
- Take seriously any concerns raised about abuse, support any individual who raises such a concern, and comply fully with investigations of abuse.
- Ensure the protection of program participants who may be the subject of this abuse and seriously take into account the needs and wishes of the survivor of abuse.
- Relationships at work: Staff must not allow a personal relationship with a colleague to influence their conduct at work nor Should a relationship give rise to a conflict of interest, result in an unfair advantage or disadvantage, or breach of confidentiality, staff are required to disclose any such issues to the Managing trustee.

Limitations on behaviour

Staff and associated individuals must not:

1. Hit or otherwise physically abuse program participants.
2. Develop physical/sexual relations with program participants. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
3. Exchange money, employment, goods or services for sexual favours.
4. Use language or give suggestions which are inappropriate, abusive or offensive with children or program participants.
5. Develop inappropriate relationships with program participants that may be considered exploitive. - Sexual exploitation constitutes acts of serious misconduct and are therefore grounds for disciplinary measures, including dismissal.
6. Accept bribes or significant gifts from governments, program participants, donors, suppliers or others
7. Place a program participant in a risky situation.
8. Condone, or participate in, illegal, unsafe or abusive behaviour of program participants.
9. Act in a manner which shames, humiliates, belittles or degrades program participants or otherwise perpetrates emotional abuse.
10. Use the organisation's computer or other equipment to view, download, create or distribute inappropriate material.
11. Discriminate against or favour particular programme participants to the exclusion of others.