

Code of Conduct

To have diligence in performance of work, all employees of AEF should adhere to professional behaviour in interactions both within the institution as well as with colleagues and associates.

- AEF staff will always be honest, cordial and transparent with associates, fellow employees, and supporting institutions. They will also maintain all the institutional information in the strict confidence.
- AEF staff will act with integrity and trustworthiness.
- AEF staff will maintain a respectful relationship with all fellow colleagues within the institution and also with the community at large.
- AEF staff will maintain clean and neat personal appearances along with dress code and identity card whether in the office, attending training or while representing the organisation.
- AEF staff will maintain proper cleanliness and security of all office equipments, materials, working space, records, vehicles and buildings.
- AEF staff will be diligent, hard working, efficient and effective in their working styles.
- AEF staff will not use institutional time or privileges for personal work.
- AEF staff will act creatively, confidently and courageously to share the best values and ideals, with staff or other persons.
- AEF staff will seek positive solutions and outcomes for all concerned, in any relationship or interaction they undertake.

Violation of the code of conduct would attract disciplinary action, and may even lead to termination. The nature of the disciplinary action will be decided by the disciplinary committee after due investigation. The disciplinary committee consists of a HR Head and senior management member. The composition of the team is decided by the Director.

Act of omission and commission constituting misconduct.

1. Telephone and Computer Usage

The Foundation understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Because telephone and e-mail systems are provided by the Foundation at its expense for business use, all messages sent by or received on those systems are foundation documents. The Foundation reserves the right to access and to disclose the messages that you send or receive on the voice mail or e-mail systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Those employees who are allocated foundation SIM Card are bonded with usage limits, (Allocated as per designation) usage of any extra services like mobile downloads, caller tones, alerts, SMS packs etc will be deducted from employees salary. Employees who abuse this policy are subject to disciplinary procedures as decided by the management.

2. Protection of the assets of foundation

The assets of the foundation shall not be misused; they shall be employed primarily and judiciously for the purpose of conducting the business for which they are duly authorized. These include tangible assets such as equipment and teaching devices, systems, facilities, materials and resources, as well as intangible assets such as information technology and systems, proprietary information, intellectual property.

3. **Use of the AEF brand**

The use of the AEF name and trademark shall be governed by cards, manuals, brochures/other branding means issued by the foundation.. No employee/ third party or joint venture shall use the brand to further its interests without specific authorization.

4. **Dress Code**

The Foundation believes in maintaining a formal dress code at work environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

Foundation's objective in establishing a formal dress code is to enable employees to project the professional image that is in keeping with the needs of our stakeholders to trust us.

Please Note:

- Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.
- A general rule of conventional and neat clothing should be followed
- Body piercing other than a single ear ring hole in each ear should be avoided.
- For Footwear boots, flats, conservative athletic shoes, sneakers, dress heels, and leather deck shoes are acceptable. Flashy athletic shoes, flip-flops, slippers, are not acceptable in the office.
- Caps/Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honour cultural tradition are allowed.

If clothing fails to meet these standards, as determined the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense.

Dress Down Days

Certain days will be declared as dress down days, generally Saturdays or Festive Days. On these days, casual clothing is allowed.

5. **Safety.** In all cases where a question of personal safety arises for individual employees, co-workers or other persons on Foundation premises, or other locations where a Foundation employee is present and fulfilling his or her work-related responsibilities, addressing the safety issue should take precedence. Employees should always be cognizant of the need to adhere strictly to all safety policies and regulations.
6. **Alcohol, Controlled Substances, etc.** All employees should make sure they are fit and able to perform their assigned duties when they report for work. The use, sale, possession, manufacture, dispensing or distribution of alcohol, unauthorized drugs or controlled substances by an employee on Foundation premises is prohibited. The abuse of legal drugs on Foundation premises or during normal work hours is likewise prohibited. Employees who are taking legally prescribed drugs and who are concerned that such drugs may impair their ability to perform their normal work assignments must consult with their physician immediately. **The Foundation retains the right to search any and all Foundation property, as well as the employee's person and personal possessions, at any time.** Controlled, prohibited or illegal substances will be confiscated, and where appropriate, turned over to the authorities.

7. **Weapons.** The possession of firearms or other weapons or any other dangerous or illegal articles on Foundation premises or while on Foundation business, with is prohibited. **Fair and Courteous Behaviour.** All employees should treat their co-workers fairly and courteously without regard to race, colour, creed, religion, gender, national origin, age, sexual orientation, veteran status or Disability.
8. **Sexual Harassment.** The Foundation will not tolerate any form of sexual harassment. It is Foundation policy to provide all employees with a work environment free from unwelcome sexual overtures. Managers and supervisors must be alert to possible violations of this policy and foster an environment in which such conduct is not tolerated. Any questions concerning issues of sexual harassment should be directed either to the employee's supervisor/ Human Resources.
9. **Violation of Laws.** Employees are not authorized to achieve any Foundation objective by violating any Federal, state, city, town, or other governmental or regulatory body's laws, statutes, regulations or generally accepted rules and standards.
10. **Integrity and Professionalism.** Employees should remember that they are a reflection on the Foundation and are constantly being judged or otherwise appraised by everyone they come in contact with. All employees should conduct themselves with the highest degree of integrity and professionalism in the workplace or any other location while on Foundation business

Punishment for Misconduct:

Any employee found guilty of misconduct may be given any of the following punishment:

Minor punishments:

- Warning.
- Fine (not exceeding One third of basic salary)
- Recovery to the full extent of the actual amount of loss caused to the institute or to the employee to the extent of the cost legally advisable.
- Withholding of increments for any -specific period with or without cumulative effect.
- Demotion to a junior post, lower grade, lower pay.

Major punishments:

- Suspension without pay.
- Termination of service.

Procedure for dealing with cases of misconduct:

If a major misconduct is alleged against an employee, the management before taking any action against the employee will hold an enquiry by an officer appointed for the purpose. The employee concerned shall be given a charge sheet, clearly setting forth the circumstances alleged against him/her and requiring explanation within the stipulated time. If charges against him found true a necessary action will be taken by management.