

PRAKRTIREVA SARANAM FOUNDATION

VOLUNTEER CODE OF CONDUCT

Policy Version: 1.0

Effective Date: 26 August 2026

Approved By: Board of Directors

Approval Date: 26 August 2026

Policy Owner: Volunteer Management / Board of Directors

Next Review Date: _____

1. PURPOSE

Praktireva Saranam Foundation ("the Foundation") is committed to maintaining a safe, respectful, inclusive, ethical and responsible environment for all persons involved in its activities.

This Volunteer Code of Conduct ("Code") establishes the standards of behaviour expected from every volunteer associated with the Foundation.

The purpose of this Code is to:

- establish clear standards of conduct for volunteers;
- promote professionalism, integrity, respect and accountability;
- protect the dignity, safety and well-being of volunteers, beneficiaries, students, teachers, school staff, community members and other stakeholders;
- provide appropriate standards for volunteers participating in plantation drives, school visits, environmental awareness activities and other Foundation programmes;
- establish expectations regarding confidentiality, communication, social media, photography and use of the Foundation's identity;
- prevent harassment, discrimination, exploitation, abuse and other inappropriate conduct;
- provide a framework for reporting and addressing misconduct; and
- support the Foundation's policies and applicable laws.

This Code is intended to create a culture in which volunteers understand both their rights and their responsibilities while representing or participating in the activities of the Foundation.

2. SCOPE AND APPLICABILITY

2.1 This Code applies to all persons engaged by or associated with the Foundation in a volunteer capacity, whether on a regular, occasional, temporary or project-specific basis.

2.2 This includes, where applicable:

- registered volunteers;
- project or event volunteers;
- school plantation drive volunteers;
- field volunteers;
- volunteers assisting with surveys and school visits;
- content and social media volunteers;
- administrative volunteers;
- volunteers assisting with fundraising or outreach activities;
- volunteers representing the Foundation at external events; and
- any other person formally authorised to volunteer for the Foundation.

2.3 This Code applies whether the volunteer is participating:

- at a school or educational institution;
- at a plantation or environmental activity site;
- at a Foundation event;
- during a school survey or permission visit;
- during travel undertaken for Foundation activities;
- through online or digital platforms;
- while communicating with beneficiaries, schools, partners or other stakeholders; or
- while otherwise representing or acting on behalf of the Foundation.

2.4 Volunteers are expected to comply with this Code in addition to any other applicable Foundation policy, procedure, agreement, undertaking or instruction.

2.5 Where another Foundation policy contains more specific requirements, the volunteer shall comply with the applicable specific requirement as well.

3. CORE VALUES

All volunteers are expected to uphold the following values:

3.1 Integrity

Volunteers shall act honestly, transparently and responsibly in all Foundation-related activities.

3.2 Respect

Volunteers shall treat all persons with dignity, courtesy and respect regardless of their role, background, position or personal circumstances.

3.3 Accountability

Volunteers shall take responsibility for their actions, commitments, assigned responsibilities and use of Foundation resources.

3.4 Environmental Responsibility

Volunteers shall conduct Foundation activities in a manner consistent with the Foundation's environmental objectives and shall avoid unnecessary harm to the environment.

3.5 Safety

Volunteers shall follow reasonable safety instructions and take appropriate care of themselves and others during Foundation activities.

3.6 Professionalism

Volunteers shall maintain appropriate professional behaviour when representing or participating in Foundation activities.

3.7 Confidentiality

Volunteers shall protect confidential and sensitive information obtained through their association with the Foundation.

4. GENERAL STANDARDS OF CONDUCT

Every volunteer shall:

- act honestly and in good faith;
- follow reasonable instructions given by authorised Foundation representatives;
- perform agreed responsibilities responsibly and within their capability;
- communicate respectfully with other volunteers and stakeholders;
- maintain appropriate professional boundaries;
- respect Foundation policies and procedures;
- avoid behaviour that could damage the reputation or credibility of the Foundation;
- report genuine concerns through appropriate channels;
- cooperate with authorised investigations or reviews;
- protect Foundation property and resources;
- use Foundation information only for authorised purposes; and

- promptly inform the Foundation if they are unable to fulfil an important commitment.

Volunteers shall not knowingly provide false, misleading or fraudulent information to the Foundation or any person while acting on behalf of the Foundation.

5. RESPECTFUL AND INCLUSIVE CONDUCT

5.1 The Foundation expects volunteers to contribute to an environment free from harassment, intimidation, discrimination, bullying and abusive behaviour.

5.2 Volunteers shall not engage in conduct that humiliates, threatens, intimidates, degrades or unfairly targets another person.

5.3 Volunteers shall respect differences between individuals and shall not discriminate against another person in connection with Foundation activities.

5.4 Volunteers shall not use offensive, threatening, sexually inappropriate, discriminatory or abusive language while participating in Foundation activities or representing the Foundation.

5.5 Disagreements between volunteers shall be handled respectfully and should not interfere with Foundation activities.

6. PROFESSIONAL BOUNDARIES

6.1 Volunteers are expected to maintain appropriate professional boundaries with all persons encountered through Foundation activities.

6.2 Volunteers shall exercise particular care when interacting with:

- children and students;
- school staff;
- beneficiaries;
- vulnerable persons;
- community members; and
- persons who may be dependent on or affected by Foundation services.

6.3 Volunteers shall not exploit their position, access, influence or relationship with a beneficiary, student, school or other stakeholder for personal benefit.

6.4 Volunteers shall not use Foundation activities as an opportunity to establish inappropriate personal, financial or other relationships with beneficiaries or persons in a position of vulnerability.

6.5 Where a situation creates uncertainty regarding an appropriate boundary, the volunteer should seek guidance from an authorised Foundation representative.

7. CHILD AND STUDENT SAFEGUARDING

7.1 The Foundation recognises that its school plantation and environmental education activities may involve interaction with children and students.

7.2 Volunteers must always behave appropriately and responsibly when interacting with children and students.

7.3 Volunteers shall:

- maintain appropriate professional boundaries;
- avoid inappropriate physical contact;
- avoid private or secretive interactions with children;
- avoid communicating with children through personal channels unless specifically authorised and appropriate;
- follow school rules and instructions;
- avoid being alone with a child where avoidable and inappropriate;
- immediately report safeguarding concerns through the appropriate Foundation or school channel; and
- comply with applicable child-protection laws and Foundation safeguarding requirements.

7.4 Volunteers shall not:

- threaten, abuse, exploit or humiliate a child;
- engage in sexualised or inappropriate communication with a child;
- request or exchange inappropriate photographs or personal information;
- use their position to obtain personal benefits from a child or family; or
- knowingly place a child in an unsafe situation.

7.5 Photographs or videos involving children shall only be taken and used in accordance with the Foundation's applicable consent, safeguarding, privacy and communication requirements.

7.6 School and Parent/Guardian Boundaries

Volunteers shall respect the authority and safeguarding requirements of the school and shall not independently make commitments, arrangements or requests involving students or their parents/guardians on behalf of the Foundation without appropriate authorisation.

Volunteers shall direct requests concerning student participation, photographs, personal information, communication or other sensitive matters through the designated Foundation representative and/or school authority, as appropriate.

8. SEXUAL HARASSMENT AND POSH

8.1 The Foundation is committed to maintaining a safe and respectful environment free from sexual harassment.

8.2 Volunteers shall comply with the Foundation's **Prevention of Sexual Harassment (POSH) & Safe Workplace Policy**, as applicable to their role and circumstances.

8.3 Sexual harassment, inappropriate sexual conduct, retaliation, intimidation or victimisation is prohibited.

8.4 Concerns or complaints relating to sexual harassment may be raised through the Foundation's designated reporting mechanism or other authorised channels.

8.5 Volunteers shall cooperate honestly with an authorised complaint-handling or inquiry process.

8.6 Confidential information relating to a complaint or inquiry shall not be disclosed except where authorised or legally required.

9. CONDUCT DURING SCHOOL AND FIELD ACTIVITIES

Volunteers participating in school visits, plantation drives, surveys or other field activities shall:

- arrive at the agreed time where reasonably possible;
- follow instructions provided by the designated project lead;
- respect school authorities, teachers, staff and students;
- follow school-specific rules and safety instructions;
- behave professionally while on school premises;

- use tools and equipment responsibly;
- maintain appropriate conduct during plantation activities;
- avoid unnecessary disruption to school activities;
- keep work areas reasonably clean and safe;
- report accidents, injuries, incidents or significant concerns promptly; and
- represent the Foundation responsibly.

Volunteers shall not make commitments to schools, beneficiaries, donors, partners or other stakeholders on behalf of the Foundation unless authorised to do so.

10. PHOTOGRAPHY, VIDEO AND MEDIA

10.1 Volunteers may encounter situations where photographs or videos are taken during Foundation activities.

10.2 Volunteers shall follow the Foundation's instructions regarding photography, videography, publication and use of media.

10.3 Photographs or videos involving children, students, beneficiaries or other individuals shall be handled with appropriate consent, privacy and safeguarding considerations.

10.4 Volunteers shall not publish sensitive, confidential, embarrassing or inappropriate photographs or videos obtained through Foundation activities.

10.5 Volunteers shall not represent personal opinions as official statements of the Foundation.

10.6 Volunteers shall not issue official media statements or respond to media enquiries on behalf of the Foundation unless authorised.

11. SOCIAL MEDIA AND DIGITAL COMMUNICATION

11.1 Volunteers must use social media responsibly when referring to the Foundation.

11.2 Volunteers shall not:

- publish confidential Foundation information;
- disclose personal information about beneficiaries, students, volunteers or other stakeholders without appropriate authorisation;
- make false or misleading statements on behalf of the Foundation;

- impersonate the Foundation or its authorised representatives;
- use the Foundation's logo or branding for unauthorised purposes;
- publish content that could reasonably damage the Foundation's reputation; or
- disclose information relating to confidential complaints, investigations or internal matters.

11.3 Volunteers may share officially published Foundation content where appropriate.

11.4 Any volunteer authorised to manage Foundation social-media accounts shall follow the Foundation's applicable access-control and content-management procedures.

12. CONFIDENTIALITY AND INFORMATION PROTECTION

12.1 Volunteers may receive access to information that is not intended for public disclosure.

12.2 Such information may include:

- personal information;
- volunteer information;
- school contact details;
- beneficiary information;
- photographs and media;
- internal documents;
- financial information;
- donor or partner information;
- passwords or access credentials;
- complaint-related information; and
- other non-public organisational information.

12.3 Volunteers shall protect such information and use it only for authorised Foundation purposes.

12.4 Volunteers shall not copy, forward, disclose, publish or otherwise share confidential information without appropriate authorisation.

12.5 Any suspected loss, unauthorised disclosure or compromise of sensitive information should be reported promptly to the Foundation.

12.6 Confidentiality obligations may continue after a volunteer stops working with the Foundation.

13. USE OF FOUNDATION PROPERTY AND RESOURCES

13.1 Foundation property and resources shall be used responsibly and primarily for authorised Foundation purposes.

13.2 This may include:

- equipment;
- plantation materials;
- tools;
- documents;
- funds;
- digital accounts;
- software;
- communication platforms;
- photographs and media;
- vehicles or transportation arrangements; and
- Foundation branding and intellectual property.

13.3 Volunteers shall take reasonable care to prevent loss, damage, misuse or unauthorised access.

13.4 Foundation accounts, passwords and access credentials shall never be shared with unauthorised persons.

13.5 Volunteers shall return Foundation property when requested or when their volunteering relationship ends.

14. FINANCIAL INTEGRITY

14.1 Volunteers handling Foundation funds or expenses shall act honestly and transparently.

14.2 Volunteers shall not:

- submit false or inflated expense claims;
- create false receipts or records;
- misuse Foundation funds;
- use Foundation funds for personal purposes without authorisation;
- conceal financial transactions; or
- accept unauthorised personal benefits in connection with Foundation activities.

14.3 Legitimate volunteer expenses shall be handled in accordance with the Foundation's **Volunteer Reimbursement Policy** and applicable approval procedures.

14.4 Volunteers shall maintain appropriate supporting documentation where required.

15. CONFLICT OF INTEREST

15.1 Volunteers shall avoid situations where their personal interests conflict, or appear to conflict, with the interests of the Foundation.

15.2 Volunteers should disclose any actual, potential or perceived conflict of interest to an authorised Foundation representative.

15.3 A conflict may arise where a volunteer:

- has a personal or financial interest in a Foundation decision;
- has a close relationship with a vendor, partner or beneficiary involved in a Foundation decision;
- may personally benefit from a Foundation transaction; or
- uses their Foundation position to advance an unrelated personal interest.

15.4 The Foundation may take appropriate steps to manage a disclosed conflict, including restricting participation in a particular decision or activity.

16. GIFTS, BENEFITS AND PERSONAL ADVANTAGES

16.1 Volunteers shall not use their position with the Foundation to seek or obtain improper personal benefits.

16.2 Volunteers shall exercise caution when receiving gifts, discounts, favours or other benefits from schools, vendors, partners, beneficiaries or other stakeholders.

16.3 Any gift or benefit that could reasonably influence, or appear to influence, a Foundation-related decision should be disclosed to an authorised Foundation representative.

16.4 Cash payments, commissions or personal financial benefits connected to Foundation activities shall not be accepted unless specifically authorised and legally permissible.

17. REPRESENTATION OF THE FOUNDATION

17.1 A volunteer may represent the Foundation publicly only to the extent authorised by the Foundation.

17.2 Volunteers shall not:

- enter contracts on behalf of the Foundation without authority;
- make financial commitments on behalf of the Foundation without approval;
- make official statements on behalf of the Foundation without authorisation;
- promise donations, partnerships, services or benefits without authority;
- represent personal views as official Foundation positions; or
- use the Foundation's name to obtain personal advantages.

17.3 Where a volunteer is uncertain whether they have authority to make a commitment or statement, they should seek clarification before doing so.

18. HEALTH, SAFETY AND RESPONSIBLE CONDUCT

18.1 Volunteers shall take reasonable care of their own safety and the safety of others.

18.2 Volunteers shall follow reasonable safety instructions during:

- plantation activities;
- school visits;
- travel;
- outdoor activities;
- use of tools or equipment; and
- other Foundation programmes.

18.3 Volunteers shall promptly report accidents, injuries, unsafe conditions or serious incidents.

18.4 Volunteers shall not participate in Foundation activities while their condition or behaviour creates a significant safety risk to themselves or others.

18.5 Volunteers must follow applicable school, venue and activity-specific safety requirements.

19. PROHIBITED CONDUCT

The following conduct is prohibited in connection with Foundation activities:

- harassment or bullying;
 - sexual harassment;
 - discrimination;
 - threats or intimidation;
 - violence or abusive behaviour;
 - exploitation or abuse of beneficiaries or vulnerable persons;
 - inappropriate conduct involving children;
 - fraud or dishonesty;
 - misuse of Foundation funds or property;
 - unauthorised disclosure of confidential information;
 - deliberate damage to Foundation property;
 - impersonation of Foundation representatives;
 - unauthorised use of Foundation branding;
 - retaliation against a person who raises a genuine concern;
 - submission of knowingly false or fraudulent records;
 - misuse of Foundation access credentials;
 - unauthorised commitments made on behalf of the Foundation; and
 - any other conduct prohibited by applicable law or Foundation policy.
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20. REPORTING CONCERNS AND MISCONDUCT

20.1 Volunteers are encouraged to raise genuine concerns about misconduct, safeguarding, safety, harassment, financial irregularities or other serious violations.

20.2 Concerns may be reported through the appropriate Foundation reporting mechanism or to an authorised Foundation representative.

20.3 Sexual-harassment concerns shall be handled in accordance with the Foundation's POSH & Safe Workplace Policy and applicable law.

20.4 Volunteers should provide information honestly and to the best of their knowledge.

20.5 A person who reports a concern in good faith shall not be subjected to retaliation merely for making the report.

21. INVESTIGATION AND FAIR PROCESS

21.1 Where a concern is raised regarding a volunteer's conduct, the Foundation may review the matter and determine an appropriate course of action.

21.2 The Foundation will seek to handle concerns fairly, objectively and with appropriate confidentiality.

21.3 The volunteer may be given a reasonable opportunity to provide relevant information or clarification, depending on the nature and seriousness of the matter.

21.4 Where the matter falls within the jurisdiction of the ICC or another statutory mechanism, the applicable legal process shall be followed.

21.5 Confidentiality shall be maintained to the extent reasonably possible and legally permissible.

22. CORRECTIVE AND DISCIPLINARY ACTION

22.1 Where misconduct is established, the Foundation may take appropriate corrective or organisational action depending on the circumstances, seriousness of the conduct and the volunteer's relationship with the Foundation.

22.2 Possible actions may include:

- counselling or guidance;
- verbal or written warning;
- additional training or orientation;
- removal from a particular activity;
- restriction of responsibilities;
- suspension of volunteer access;
- termination of volunteer engagement; or
- other lawful and proportionate measures.

22.3 Where required, the Foundation may also refer a matter to an appropriate statutory, regulatory, law-enforcement or other competent authority.

22.4 Action shall be taken in accordance with applicable law and relevant Foundation policies.

23. PROTECTION AGAINST RETALIATION

23.1 The Foundation does not tolerate retaliation against a person who, in good faith:

- raises a concern;
- reports misconduct;
- participates in an authorised inquiry;
- provides relevant information;
- acts as a witness; or
- seeks assistance under a Foundation policy.

23.2 Retaliation may include threats, intimidation, harassment, exclusion, adverse treatment or deliberate interference with a person's Foundation-related activities because of their participation in a complaint or reporting process.

23.3 Any concern regarding retaliation should be reported promptly through an appropriate Foundation channel.

24. VOLUNTEER RESPONSIBILITY FOR COMPLIANCE

24.1 Every volunteer is responsible for becoming familiar with this Code and the Foundation policies applicable to their role.

24.2 Volunteers may seek clarification from an authorised Foundation representative where they are uncertain about a requirement.

24.3 Failure to understand a requirement does not automatically excuse conduct that violates applicable law or clearly communicated Foundation rules.

24.4 The Foundation may provide orientation or training to volunteers regarding this Code and other relevant policies.

25. POLICY INTERPRETATION AND RELATIONSHIP WITH OTHER POLICIES

25.1 This Code shall be read together with other applicable Foundation policies and procedures.

25.2 These may include:

- Prevention of Sexual Harassment (POSH) & Safe Workplace Policy;
- Volunteer Reimbursement Policy;
- Volunteer Registration and Onboarding requirements;
- Child safeguarding requirements;
- Data protection and confidentiality requirements;
- Project and field-activity procedures; and
- other policies introduced by the Foundation from time to time.

25.3 Where a matter is governed by applicable law, the law shall prevail to the extent of any inconsistency.

25.4 Where a specific Foundation policy provides a more detailed requirement for a particular matter, that requirement shall also apply.

26. POLICY ADMINISTRATION AND REVIEW

26.1 This Code shall be maintained under the Foundation's document-control system.

26.2 The Foundation may review this Code periodically to ensure that it remains appropriate for its activities and aligned with applicable legal and organisational requirements.

26.3 Amendments may be made through the Foundation's authorised approval process.

26.4 The latest approved version shall be maintained as the official version.

26.5 Obsolete versions should be appropriately archived and should not be represented as the current policy.

27. VOLUNTEER ACKNOWLEDGEMENT

I acknowledge that I have been provided access to the **Praktireva Saranam Foundation Volunteer Code of Conduct** and have been given an opportunity to read and understand its requirements.

I understand that as a volunteer associated with the Foundation, I am expected to:

- act honestly and responsibly;
- treat others with dignity and respect;
- maintain appropriate professional boundaries;
- follow applicable Foundation policies and procedures;
- protect confidential information;
- safeguard children and vulnerable persons;
- use Foundation resources responsibly;
- represent the Foundation appropriately;
- raise genuine concerns through appropriate channels; and
- cooperate with authorised processes when required.

I understand that violation of this Code may result in appropriate corrective or organisational action, depending on the circumstances and applicable law.

Volunteer Name: _____

Volunteer ID (if applicable): _____

Signature: _____

Date: _____

28. DOCUMENT CONTROL

Policy Name: Volunteer Code of Conduct

Organisation: Praktireva Saranam Foundation

Policy Version: 1.0

Effective Date: 26 August 2026

Approval Date: 26 August 2026

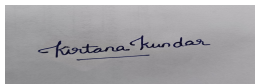
Approved By: Board of Directors

Policy Owner: Volunteer Management / Board of Directors

Next Review Date: _____

Document Status: Approved / Active

Authorised Signature:



Name & Designation: Kirtana Kundar – Director