

VISTARA VIDYAANIDHI EDUCATIONAL TRUST

CODE OF CONDUCT POLICY

Policy Number: VVET-COC-002

Effective Date: 09/06/2026

Approved By: Board of Trustees

Review Cycle: Every Three Years or Earlier if Required

1. PREAMBLE

Vistara Vidyaanidhi Educational Trust ("the Trust") is committed to conducting all its activities in a manner that reflects the highest standards of integrity, professionalism, accountability, transparency, respect, and ethical conduct. The Trust recognizes that its reputation, credibility, and effectiveness are directly influenced by the conduct of the individuals who represent and serve the organization.

The Trust is dedicated to creating an environment in which trustees, employees, volunteers, consultants, interns, advisors, beneficiaries, donors, educational institutions, partners, government agencies, and all stakeholders are treated with dignity, fairness, professionalism, and respect.

This Code of Conduct Policy establishes the standards of behavior and ethical principles expected of all individuals associated with the Trust. The purpose of this Policy is not only to prevent misconduct but also to promote a culture of responsibility, trust, integrity, inclusion, and accountability consistent with the mission and values of the Trust.

Every individual acting on behalf of the Trust shall uphold these standards in all professional, organizational, operational, educational, administrative, digital, and public interactions.

2. PURPOSE

The purpose of this Policy is to establish clear expectations regarding ethical conduct and professional behavior within the Trust.

This Policy seeks to:

- Promote integrity and accountability.
- Protect the reputation and credibility of the Trust.
- Foster a respectful and inclusive environment.
- Ensure ethical decision-making.
- Prevent misconduct and inappropriate behavior.
- Protect beneficiaries, students, volunteers, and stakeholders.
- Promote compliance with applicable laws and regulations.



- Establish mechanisms for addressing violations.

The Trust believes that adherence to ethical standards is essential for maintaining public confidence and achieving its charitable objectives.

3. SCOPE

This Policy applies to:

- Trustees
- Managing Trustee
- Employees
- Consultants
- Advisors
- Volunteers
- Interns
- Program Coordinators
- Project Staff
- Trainers and Mentors
- Contractors acting on behalf of the Trust
- Any individual representing the Trust in any capacity

Compliance with this Policy is mandatory.

Individuals may be held accountable for conduct occurring during:

- Official programs
- Meetings
- Training sessions
- Conferences
- Educational activities
- School and college engagements
- Online activities
- Social media interactions



- Travel undertaken on behalf of the Trust
- Any situation where an individual is acting or perceived to be acting as a representative of the Trust

4. CORE VALUES

All individuals associated with the Trust shall uphold the following values:

Integrity

Individuals shall act honestly, ethically, and responsibly in all activities.

Trust shall be earned through truthful communication, ethical behavior, and consistent adherence to organizational values.

Misrepresentation, dishonesty, manipulation, and deception are inconsistent with the values of the Trust.

Respect

All individuals shall be treated with dignity, courtesy, and respect regardless of age, gender, religion, language, ethnicity, disability, social background, educational status, or economic condition.

The Trust promotes an environment free from discrimination, harassment, intimidation, bullying, and abuse.

Differences of opinion shall be addressed professionally and respectfully.

Accountability

Individuals shall accept responsibility for their actions, decisions, communications, and professional conduct.

Accountability includes fulfilling commitments, meeting obligations, maintaining professionalism, and cooperating with organizational processes.

Transparency

Individuals shall communicate honestly and openly while maintaining appropriate confidentiality obligations.

The Trust encourages transparency in decision-making, reporting, financial management, and stakeholder engagement.



Unprofessional conduct may adversely affect the effectiveness of the Trust and shall be addressed appropriately.

7. RESPECTFUL WORKPLACE AND LEARNING ENVIRONMENT

The Trust is committed to maintaining a safe, inclusive, and respectful environment for all participants in its programs and activities.

The Trust shall not tolerate:

- Harassment.
- Bullying.
- Intimidation.
- Discrimination.
- Humiliation.
- Verbal abuse.
- Physical abuse.
- Threatening behavior.
- Retaliation.

Every individual has a responsibility to contribute to a positive and respectful environment.

Differences shall be resolved professionally and constructively.

8. ANTI-DISCRIMINATION

The Trust is committed to equal opportunity and non-discrimination.

No individual shall be treated unfairly on the basis of:

- Gender
- Age
- Disability
- Language
- Religion
- Caste
- Social background



- Educational status
- Economic condition
- Nationality
- Marital status
- Any other protected characteristic under applicable law

Decisions relating to participation, volunteering, employment, training, scholarships, partnerships, and opportunities shall be based on objective and legitimate considerations.

9. HARASSMENT AND ABUSE

The Trust adopts a zero-tolerance approach toward harassment and abuse.

Prohibited conduct includes:

- Sexual harassment.
- Physical harassment.
- Verbal abuse.
- Emotional abuse.
- Psychological intimidation.
- Stalking.
- Unwanted advances.
- Offensive remarks.
- Inappropriate physical contact.
- Threatening conduct.

All individuals are expected to maintain professional boundaries and respect the dignity and personal space of others.

Allegations of harassment shall be taken seriously and addressed through appropriate procedures.

10. CHILD SAFEGUARDING RESPONSIBILITIES

The Trust works extensively with students, youth, and educational institutions.

Accordingly, all individuals associated with the Trust have a responsibility to promote child safety and safeguarding.



Individuals shall:

- Respect the rights and dignity of children.
- Avoid inappropriate interactions.
- Maintain professional boundaries.
- Report safeguarding concerns.
- Follow child protection procedures.

Any form of child abuse, exploitation, neglect, grooming, or inappropriate conduct involving children is strictly prohibited.

All safeguarding concerns shall be addressed in accordance with the Trust's Child Protection and Safeguarding Policy.

11. CONFLICT OF INTEREST

Individuals shall avoid situations where personal interests conflict, or appear to conflict, with the interests of the Trust.

Potential conflicts shall be disclosed promptly.

Individuals shall not use their position within the Trust for personal benefit or to secure improper advantages for themselves, relatives, friends, businesses, or associates.

Conflicts shall be managed transparently and in accordance with organizational policies.

12. GIFTS, BENEFITS, AND HOSPITALITY

Individuals shall not solicit, accept, offer, or provide gifts, favors, hospitality, benefits, or incentives that may improperly influence decision-making or create the appearance of bias.

Modest and customary tokens of appreciation may be accepted where permitted by law and organizational policy.

Any gift or benefit that could reasonably be perceived as influencing organizational decisions shall be declined or disclosed.

13. ANTI-BRIBERY AND ANTI-CORRUPTION

The Trust prohibits all forms of bribery, corruption, kickbacks, facilitation payments, and improper inducements.

No individual shall:



- Offer bribes.
- Accept bribes.
- Request bribes.
- Provide improper financial benefits.
- Manipulate procurement processes.
- Influence decisions through unlawful means.

The Trust maintains a zero-tolerance approach toward corruption in all forms.

14. CONFIDENTIALITY

Individuals may have access to confidential information relating to:

- Beneficiaries
- Students
- Donors
- Volunteers
- Employees
- Partners
- Financial records
- Strategic plans
- Research activities

Such information shall be protected and used only for legitimate organizational purposes.

Confidential information shall not be disclosed without authorization unless required by law.

The obligation of confidentiality continues even after an individual's association with the Trust ends.

15. SOCIAL MEDIA, DIGITAL COMMUNICATIONS, AND PUBLIC REPRESENTATION

The Trust recognizes that digital communication platforms, social media channels, online forums, websites, messaging applications, video conferencing platforms, and other digital technologies play an important role in organizational operations, outreach, stakeholder engagement, educational activities, and public communication.



Individuals associated with the Trust shall exercise responsibility, professionalism, and good judgment when engaging in digital communications, particularly where their association with the Trust may be known, implied, or reasonably inferred.

All individuals representing the Trust shall ensure that information communicated through digital platforms is accurate, respectful, lawful, and consistent with the values and objectives of the organization.

Individuals shall not publish, transmit, share, endorse, or distribute content that:

- Damages the reputation of the Trust;
- Misrepresents organizational activities;
- Discloses confidential information;
- Promotes discrimination, harassment, or hate;
- Contains defamatory, misleading, fraudulent, or unlawful content;
- Creates the appearance of unauthorized organizational positions or commitments.

Official organizational statements, announcements, press releases, policy positions, partnership announcements, funding announcements, and media responses shall only be issued by authorized representatives of the Trust.

The Trust respects the personal views of individuals; however, individuals shall ensure that personal opinions are not represented as official positions of the organization without authorization.

Where appropriate, individuals should clearly distinguish personal opinions from organizational communications.

16. USE OF ORGANIZATIONAL PROPERTY, RESOURCES, AND FACILITIES

The Trust provides access to various resources for the purpose of supporting organizational operations and program delivery.

Such resources may include:

- Computers and technology systems;
- Internet and communication facilities;
- Educational resources;
- Research materials;
- Office infrastructure;
- Organizational funds;



- Vehicles and transportation resources;
- Equipment and tools;
- Intellectual property;
- Software and digital platforms.

Individuals shall use organizational resources responsibly, ethically, efficiently, and solely for legitimate organizational purposes.

The misuse, waste, unauthorized use, theft, destruction, or negligent handling of organizational property is strictly prohibited.

Resources shall not be used for personal gain, unauthorized commercial activities, political campaigning, unlawful activities, or activities inconsistent with the mission of the Trust.

Individuals entrusted with organizational resources have a responsibility to protect them from damage, loss, theft, misuse, or unauthorized disclosure.

The Trust reserves the right to monitor, inspect, audit, and review organizational resources where necessary to protect organizational interests and ensure compliance with applicable policies.

17. DIGITAL ETHICS, INFORMATION SECURITY, AND CYBER RESPONSIBILITY

The Trust recognizes the increasing importance of digital systems, electronic records, cloud platforms, online learning environments, communication technologies, and data management systems.

All individuals associated with the Trust shall contribute to maintaining the security, confidentiality, integrity, and availability of organizational information and digital resources.

Individuals shall:

- Protect passwords and login credentials;
- Use authorized software and platforms;
- Avoid unauthorized access to systems;
- Report cybersecurity incidents promptly;
- Follow information security procedures;
- Exercise caution when handling sensitive information.

The following conduct is prohibited:

- Unauthorized access to systems;
- Sharing passwords or credentials;



- Circumventing security controls;
- Installing unauthorized software;
- Distributing malicious software;
- Unauthorized disclosure of information;
- Deliberate disruption of digital systems.

Individuals shall use technology responsibly and in a manner that supports organizational objectives and protects stakeholders.

18. RELATIONSHIPS WITH BENEFICIARIES, STUDENTS, AND COMMUNITIES

The Trust is committed to maintaining relationships based upon respect, fairness, professionalism, dignity, and trust.

Individuals interacting with beneficiaries, students, schools, colleges, parents, communities, donors, volunteers, and other stakeholders shall conduct themselves in a manner that promotes confidence in the organization.

Individuals shall not:

- Exploit beneficiaries;
- Abuse positions of trust;
- Engage in coercive behavior;
- Seek personal gain from beneficiaries;
- Create dependency relationships for personal advantage;
- Engage in inappropriate relationships arising from organizational roles.

The Trust recognizes the importance of maintaining professional boundaries and expects all representatives to exercise good judgment in their interactions with beneficiaries and communities.

Particular care shall be exercised when engaging with minors, vulnerable individuals, scholarship recipients, and participants in educational programs.

19. POLITICAL AND RELIGIOUS NEUTRALITY

The Trust shall remain independent, non-partisan, and committed to serving beneficiaries without discrimination.



Individuals acting on behalf of the Trust shall not use organizational resources, facilities, platforms, programs, events, or activities to promote partisan political interests, electoral campaigns, or political candidates.

Similarly, organizational activities shall not be used to impose religious beliefs or influence individuals in matters of personal faith.

Nothing in this Policy shall prevent individuals from exercising their lawful personal rights as private citizens; however, such activities shall not be undertaken in a manner that creates confusion regarding the position of the Trust.

The Trust shall maintain neutrality and inclusiveness in all its programs and engagements.

20. MEDIA RELATIONS AND PUBLIC COMMUNICATIONS

The reputation of the Trust is a valuable organizational asset that must be protected through responsible communication practices.

Media engagement on behalf of the Trust shall be conducted only by authorized representatives.

Individuals shall not make public statements, provide interviews, release information, respond to media inquiries, or represent organizational positions without appropriate authorization.

Communications with journalists, media organizations, public platforms, and external audiences shall be factual, accurate, professional, and consistent with organizational values.

The Trust shall seek to ensure that public communications promote transparency, credibility, and stakeholder confidence.

Misleading, exaggerated, false, defamatory, or unauthorized statements concerning the Trust are prohibited.

21. DUTY TO REPORT MISCONDUCT

Every individual associated with the Trust has a responsibility to report known or suspected misconduct, unethical behavior, policy violations, safeguarding concerns, fraud, corruption, discrimination, harassment, abuse, or other activities that may adversely affect the Trust or its stakeholders.

Failure to report serious misconduct may itself constitute a violation of organizational responsibilities.

Reports may be made through designated reporting channels established by the Trust.

Individuals are encouraged to report concerns promptly and in good faith.

The Trust shall endeavor to create an environment in which concerns may be raised without fear of retaliation.



22. WHISTLEBLOWER PROTECTION

The Trust is committed to promoting a culture of openness, accountability, and ethical conduct.

Individuals who report concerns in good faith shall be treated fairly and protected from retaliation, harassment, discrimination, victimization, intimidation, or adverse treatment.

The Trust shall take reasonable measures to maintain confidentiality during the review and investigation of reported concerns.

Knowingly false, malicious, or frivolous allegations may be addressed through appropriate organizational procedures.

The protection of whistleblowers is essential to maintaining organizational integrity and public trust.

23. INVESTIGATION OF ALLEGED VIOLATIONS

The Trust reserves the right to review, assess, and investigate allegations of misconduct, policy violations, unethical behavior, safeguarding concerns, fraud, corruption, or other matters affecting the organization.

Investigations shall be conducted fairly, objectively, confidentially, and in accordance with principles of natural justice.

Individuals who are the subject of allegations shall be provided a reasonable opportunity to respond to concerns raised against them.

The Trust may engage internal personnel, independent advisors, legal professionals, investigators, auditors, safeguarding specialists, or other appropriate experts where necessary.

All individuals are expected to cooperate fully with legitimate investigations.

Interference with investigations, destruction of evidence, intimidation of witnesses, retaliation, or obstruction of organizational processes may constitute serious violations of this Policy.

24. DISCIPLINARY ACTIONS

The Trust may take appropriate action where violations of this Policy are identified.

Depending upon the nature and severity of the conduct, actions may include:

- Verbal counseling;
- Written warning;
- Mandatory training;



- Suspension of responsibilities;
- Removal from specific duties;
- Revocation of privileges;
- Termination of volunteer engagement;
- Termination of employment or contractual relationship;
- Removal from organizational positions;
- Recovery of losses;
- Referral to law enforcement or regulatory authorities;
- Civil or criminal proceedings where applicable.

Disciplinary decisions shall take into account the seriousness of the violation, intent, impact, previous conduct, legal considerations, and organizational interests.

25. RESPONSIBILITY FOR COMPLIANCE

Every individual associated with the Trust is responsible for understanding, complying with, and promoting the principles contained in this Policy.

Leaders, trustees, managers, coordinators, and supervisors have an additional responsibility to:

- Lead by example;
- Promote ethical behavior;
- Support accountability;
- Address concerns promptly;
- Foster a respectful organizational culture;
- Ensure awareness of organizational policies.

The effectiveness of this Policy depends upon the collective commitment of all individuals associated with the Trust.

26. POLICY REVIEW AND AMENDMENT

This Policy shall be reviewed periodically by the Board of Trustees to ensure its continued relevance, effectiveness, legal compliance, and alignment with organizational growth and best practices.



The Board reserves the right to amend, revise, replace, supplement, or withdraw any provision of this Policy as deemed necessary.

Amendments shall be communicated appropriately to affected stakeholders.

27. BOARD GOVERNANCE DECLARATION

The Board of Trustees of Vistara Vidyaanidhi Educational Trust affirms its commitment to maintaining the highest standards of ethical conduct, professionalism, accountability, respect, and integrity.

The Board recognizes that the conduct of individuals associated with the Trust directly affects the organization's reputation, credibility, effectiveness, and ability to serve beneficiaries.

Through this Code of Conduct Policy, the Trust seeks to foster a culture of ethical leadership, responsible behavior, mutual respect, and public trust.

Every individual associated with the Trust is expected to uphold these standards and contribute positively to the mission, values, and objectives of the organization.

