

## ***Norms of Discipline and Code of Conduct for All Staff, Teachers and Volunteers***

1. PACE as an organisation cares for its staff. In case of unavoidable disciplinary action, reasonable opportunity will be given to the erring employees to defend himself/herself before the enquiry committee. In the event of any action taken against the employee he/she may appeal to the appellate authority who will reassess/ review in the interest of justice.
2. No employees shall commit any misconduct in the office premises or at the field.
3. Every employee shall act in accordance with the organisational and administrative set up, policies (including service conditions) and procedures laid down by PACE to perform the duties entrusted to him /her from time to time.
4. No employee shall share information about PACE with any person whatsoever except in the interest of PACE work or with written permission from the Director /Secretary.
5. Every employee shall safeguard PACE goods and property, see that all books, records and articles belonging to PACE are safely kept and maintained at the establishment of PACE or in transit and are not removed without the permission of the Director, or lost or damaged in any way. Small things gets bigger if many people are doing the same.
6. Every employee shall comply with the order and instructions of PACE and its nominated functionaries, and shall work to fulfil its functions and purposes. He/she will endeavour to promote the interest of PACE and serve at such places and in such capacity as may be required from time to time.
7. Every employee shall maintain absolute honesty and integrity in all matters, especially in accounts and programmes.
8. Every employee shall observe courtesy and politeness and refrain from any undisciplined or disorderly behaviour, or any behaviour, which is offending to community and PACE.
9. Every employee shall present himself /herself at his /her place of work at the stipulated time and maintain punctuality in office and other work assignments.
10. Every employee shall generally conduct himself /herself in a manner that is consistent with office discipline of PACE.
11. All male staff members will be expected to treat the female staff members with dignity and respect. Similar behaviour will be expected from female staff members towards male staff.



12. All staff shall follow and respect the higher authority and their superiors.
13. Habitual late coming or absence from the work/office without proper reason and information will be considered a serious offence and may attract disciplinary action.
14. All employees shall follow the various systems developed by PACE and avail the facilities to which they are entitled. Misuse of any systems facilities will result in disciplinary action.
15. Insubordination or refusal to obey on the part of an employee, whether alone or in concert with another or others, of any lawful and reasonable orders of his/ her superior.
16. Striking work, whether individually or with others, in contravention of law, rule or enactment made from time to time and for the time being in force; or inciting another employee(s) while within the precincts of the society or outside to strike work.
17. Theft, fraud or dishonesty in connection with the Society's business, property and/or money will be considered a serious allegation against the staff who commits and will be liable for termination from service.
18. Taking or giving bribe, or any illegal gratification whatsoever is considered a serious offense and will be liable for termination from service.
19. Assaulting or intimidating, abusing or insulting any employee or officer of the Society within the office premises or any act subversive of discipline.
20. Habitual late attendance, willful or habitual absence from duty without leave or without sufficient cause.
21. Habitual negligence or neglect of duty, maligning, slowing down of work or sleeping on duty is a serious offense and will be liable for taking stringent action.
22. Drunkenness, gambling, fighting, riotous, disorderly and indecent behaviour or any act subversive of discipline in the office premises.
23. Smoking within the office premises in places where it is prohibited.
24. Refusal to work on a job on which he/ she is assigned is considered to be serious offense and would result in indiscipline and would be liable for stringent action.
25. Sabotage or willful damage to or loss of Society's goods/ property will be considered non-seriousness in work and loss be recovered by staffs salary.

26. Non-observance of safety measures or rules on the subject put up on the Notice Board, or interference with safety devices or fire fighting equipment installed in office premises.
27. Writing of anonymous, pseudo anonymous letters criticizing the Management or any Officer or collecting signatures or collective representation during working hours.
28. Spreading false rumors or giving false information or making defamatory statement, which tend to bring the Management or its Officers in disrepute would be liable for serious offense and would be liable for termination from services.
29. Conviction in any Court of Law for any criminal offenses involving normal turpitude.
30. Leaving work without permission or proper information to the authority except in emergency.
31. Unauthorized communication of official documents or information relating to the Society's operation.
32. Disregard of any operational or maintenance instructions or carelessness in operation and maintenance with regard to office equipment and other society property.
33. Entering or leaving or attempting to enter or leave the office premises except through usual authorized entrances or exits.
34. Collection or canvassing for collection of any money within the office premises without a written permission of the Management or distributing or exhibiting in or about the office premises any newspaper, pamphlets, hand bills, posters or the like, without the written permission of the Management.
35. Giving false information regarding one's name, father's name, age, qualifications, previous services, address, etc., at the time of employment.
36. Refusal to accept or reply to a charge sheet in the prescribed time.
37. Disregard for sanitation in Society's Estate or Establishment and committing nuisance by throwing rubbish, etc.
38. Obstruction in the work of other employees
39. Breach of any law applicable to the employees.
40. Making fun of others and disrespecting other staff and colleagues are considered to be an offense and liable for stringent actions.



41. Unnecessary favoritism to any co-worker or senior or junior staff will be treated as a breach of office decorum and would be liable for stringent actions.
42. Using of vehicle without proper permission from higher authority would be considered a serious offense and would be liable for stringent actions.

