



Sadhana Education Society's
SMT. KAPILA KHANDVALA COLLEGE OF EDUCATION
(AUTONOMOUS)
Permanently Affiliated to University of Mumbai & Recognised by NCTE
(Linguistic Gujarati Minority Institution - ESTD. 1962)
Juhu Road, Santacruz (West), Mumbai - 400 054.
Tel. : 2660 8747 Fax : 2660 8633 E-mail : kkbed@kkcoe.edu.in Website : www.kkcoe.edu.in

Dr. Jayashree Inbaraj

Principal

Ref. No. :

Code of Conduct for PSEA

A code of conduct is a necessary component for any Institution to maintain standards for the individuals within that profession/business to adhere. It brings about accountability, responsibility and trust to the individuals that the profession serves.

The Code applies to all Sadhana Education Society's Smt Kapila Khandvala College of Education (KKCE) representatives be that staff, trustees, volunteers, consultants and all those connected with the activities of KKCE regardless of location, and in accepting appointment or in other ways representing KKCE.

KKCE considers a code of professional conduct as a necessary component to maintain standards for the individuals within the organisation or working with the organisation, to adhere to.

The aim of this Code of Conduct is to reinforce the standards by which one needs to behave in all circumstances.

KKCE expects its representatives to act in accordance with the key principles contained within it. This Code of Conduct works within the framework of Indian laws and relevant UN and International Standards and is also bound by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. 2013. and Commitments and the UGC's Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. This Code of Conduct applies to all KKCE representatives and must be signed by those directly appointed by KKCE as faculty, students or consultants.

Relevant Definitions:

Child: Anyone under 18 years old

Adults at risk: (Sometimes also referred to as vulnerable adult) A person who is or may be in need of care due to mental or other disability, age or illness; and who is or may be unable to take care of



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themselves, or unable to protect themselves against significant harm or exploitation.

Code of Conduct:

- ❖ Harassment: KKCE has zero-tolerance towards harassment of members of affected communities, any representatives of KKCE or any others connected with the work of KKCE, and all representatives have a duty to report inappropriate behavior.
- ❖ Sexual Exploitation and abuse is dealt with in our SEA policy and KKCE will not tolerate sexual exploitation or abuse of beneficiaries, any representatives of KKCE or any others connected with our work, and is expected that representatives report inappropriate behavior when they know of it.
- ❖ Behavior towards children & Adults at risk: Anyone associated in any capacity with KKCE will not abuse or exploit children (defined as less than 18 years old) or vulnerable adults sexually or otherwise.
- ❖ If a residential event is being planned, ensure that children, women and vulnerable adults have safe sleeping arrangements.
- ❖ The adult must always behave responsibly even if a child does not adhere to the accepted behavior or makes advances sexually.
- ❖ Will ensure that their behavior is not exploitative, abusive or corrupt in any way even in off-duty hours and other locations other than the campus.
- ❖ Treat everyone with respect, recognizing their right to personal privacy
- ❖ Be aware of situations that may present risks and manage these and also plan and organize events so that risks are minimized.
- ❖ Will not misuse Official Confidential Information in any capacity. They will ensure that KKCE information, funds and resources (including money, vehicles, computers including the use of email and internet, telephones, photocopiers, fax machines and stationery etc.) entrusted to them to be used responsibly and account for all money and property, following the appropriate policy and procedural requirements. They will also abide by KKCE's Data Protection Policy.





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- ❖ Personal & professional Conduct: They must not infringe on the safety, health, welfare and wellbeing of all KKCE representatives and adhere to all legal and organizational health and safety requirements and security guidelines.
- ❖ Members associated with KKCE, members of partner organizations and stakeholders will ensure their personal and professional conduct of the highest standards, cooperate with and across teams for timely delivery of deadlines and generally conduct themselves in keeping with KKCE's beliefs, values and aims. They will not harm the reputation of KKCE in any way.
- ❖ They will treat all people fairly and with respect and dignity, will not use unequal power relationships (for example with students in practicing schools or students) for own benefit and work with others in an open and participative way.
- ❖ They will also not be under the influence of alcohol whilst working or volunteering for KKCE and will not use or be in possession of, illegal substances at any time.
- ❖ They will not accept gifts or any remuneration from governments, beneficiaries, partners, donors, suppliers and other persons, which have been offered to them as a result of their association with KKCE and will not participate/facilitate any commercial sex transactions.
- ❖ They will conduct private life in a manner that avoids possible conflicts of interest with the work of KKCE and avoid involvement in any criminal activities.
- ❖ They will fully abide with the requirements of KKCE's diversity and inclusion and anti-harassment policies and will never knowingly engage in any exploitive, abusive or corrupt relationships and will take appropriate action if aware of them.
- ❖ They will not enter into a sexual relationship with any beneficiary of assistance since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of the work of KKCE.
- ❖ They will not sexually harass, exploit or abuse any colleagues or others that they come into contact with in the course of their work.
- ❖ They will ensure that they have read and understood the safeguarding policy including the definitions of sexual harassment, exploitation and abuse.





Self-Declaration: Employees when joining have an obligation to report if they have ever been dismissed or disciplined by a former employer or organization volunteering in for a breach of their Code of Conduct or anything covered by KKCE's Code of Conduct here above. Failure to do so will result in disciplinary action.

KKCE does not support ragging. Ragging in any form is strictly prohibited. If any information is received about any student involved in any form of ragging, strict action will be taken as per the guidelines of the anti-ragging regulations provided by Mumbai University and the UGC.

Students are expected to adhere to a decent dress code on campus and during fieldwork.

Students are expected to treat other students, staff with respect.

KKCE has a zero-tolerance policy towards sexual exploitation and abuse.

The UN defines sexual exploitation and abuse SEA as follows:

- a. Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
- b. Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

All members/stakeholders associated with KKCE as an institution are expected to not indulge in SEA and also report any such act that they witness to the authorities as per procedures described in the Internal Complaints Cell and the Woman's Grievance Cell as per guidelines of the SEA Policy. Action will be taken as per the UGC's Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.

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