**Employee Code of Conduct**

**1.1 Introduction, Scope, and Purpose**

1. These rules are intended to guide individuals representing “Blossom Trust”, in any capacity they may serve, whether as staff members, volunteers, interns, contractors, whether remote or on the ground.
2. It shall be the duty and obligation of any Blossom Trust team member to comply with these rules. Failure to abide by these standards shall act as grounds for review or termination of employment.
3. All Blossom Trust team members should report to their supervisors, the executive director, or the board of directors, if any suspicions arise regarding criminal or unethical activities that are in conflict with this Code of Conduct and potentially compromise “Blossom Trust” and the individuals it serves.

**1.2 Core Values and Guiding Principles**

1. Blossom Trust and their staff are dedicated to supporting the fullest possible participation of the communities it works in - as individuals, families and communities - in decisions that affect their lives.
2. Blossom Trust and their staff will respect the dignity and worth of every individual, will promote and practice understanding, compassion, tolerance and respect, and will demonstrate discretion and maintain confidentiality as required.
3. Blossom Trust aims to create constructive and impactful working relations with humanitarian partners through continuously reviewing our performance to ensure that our work directly listens and responds to the communities’ needs. Blossom Trust will foster an environment that encourages learning and supports positive change.
4. Blossom Trust and their staff will show respect for all persons equally without distinction whatsoever of race, gender, religion, colour, language, marital status, sexual orientation, age, socio-economic status, disability.
5. Blossom Trust and their staff will respect cultures, customs, and traditions of all people and will not act in ways that are not acceptable in a particular cultural context.
6. Blossom Trust will not tolerate any form of sexual exploitation or abuse and are aware that misconduct is grounds for disciplinary measures including immediate termination.
7. All staff are to ensure that their personal and professional conduct is to be of a high standard both in the office and on the field. They will strive to demonstrate patience and courteousness to all persons while acting in their official capacity.
8. Employees must cooperate with co-workers and should provide requested information and data as soon as possible.
9. Employees must be prompt in completing the assigned tasks and ensure deadlines and targets are achieved.

**1.2 Probationary Period**

1. She/he will be employed initially under a probationary period of three months.
2. During the period of probation, if she/he’s suitability for the position is not satisfactory, then the employer has the right to terminate their position as a reason thereof.
3. The supervisor or director will hold a confidential file for each employee within which their performance will be recorded and monitored.
4. Employees are not entitled to claim policy benefits during this period.
5. Employees must provide her/his identification documents upon employment by Blossom for verification. A copy of these may be retained within office records.

**1.3 Terms of Contract**

1. Once the probationary period has successfully ended, she/he shall be offered a permanent employment contract.
2. Employees are expected to stay for the agreed duration of time within the contract.
3. If an employee wishes to leave before their contract ends, a **1 month’s notice** of resignation must be issued to the Director in both written and email format.
4. Salary and remuneration and benefits shall be agreed upon by the employee and Board and confirmed within the employment contract.
5. Her/his promotion will be decided by the Board members based on their performance and dedication with their present responsibilities.

**1.4 Working Hours**

**Regular and Full-time Staff:**

1. Office hours are Monday - Saturday, **10:00 - 6.00 PM**
2. All staff are entitled to a 1 hour lunch break from **2.00 - 3.00 PM**
3. Weekly and festival holidays are acknowledged as per the office calendar.
4. The office has a late register to record staff attendance. When a staff member is 3 days late within 2 month, it will be investigated. Non explanation for lateness may be counted as half a day’s leave.

**1.4 Leave Procedure:**

**Holiday and/or Annual Leave**

1. Employees are entitled to 15 days of paid annual leave per calendar year.
2. Any unused vacation leave will carry over to the next calendar year. The maximum days are up to 45 days. After that, there will be no further accrual of leave.
3. Staff should give sufficient notice when taking intended leave.
4. Prior agreement and written permission must be obtained from Blossom officially to take annual leave.
5. **Unpaid Leave:** *authorised leave taken by the employee when she/he does not have remaining leave balance.* Absence without pay must be given permission and agreed to by the Director or Board, and shall not exceed 30 days at a time.

**1.5 Sick Leave**

1. Employees are permitted **12 days paid sick leave** annually. E.g. 1 day per month. Excess leave will cause salary deduction, depending on the circumstance this will be decided by the Board.
2. For continuous sick leave exceeding 3 days, a medical certificate is required.
3. Employees claiming medical reimbursement assistance not Her/his genuine medical bills should be submitted for claiming medical reimbursement assistance not for general illness but for special treatment only.

**1.6 General Rules**

1. Employees may be transferred to any post in the main or sub-organizations of Blossom as per the need of the organization following discussion and her/his agreement.
2. Employees must only invite beneficiaries to the office or campus for meetings and are prohibited from inviting beneficiaries to their private home or other locations for official Blossom discussions.
3. Employees are to avoid misleading beneficiaries and donors with false promise and guidance.
4. Employees are not permitted to collect donations without getting official permission from the director. All gifts and donations received should be handed over to the office.
5. Only authorised persons permitted by the director can handle financial dealings. Employees must not purchase anything for Blossom without prior permission. If this happens, she/he must take responsibility for the purchase/expenditure if it is deemed an unnecessary expenditure.
6. Should the employee be sent for training paid for by Blossom:
   1. *Training certificates must be submitted to and retained in the office*
   2. *If she/he resigns or is dismissed within 3 months of the training, and requires the certificate for further employment opportunities, she/he is required to repay the expenses of the training.*
7. Employees are expected to be punctual when attending agreed to meetings, both in the office and the field.
8. Employees are expected to be punctual when attending agreed to meetings, both in the office and the field.
9. Employee’s monthly planner including planned field visits, meetings and important deadlines should be regularly updated on Trello.
10. Employees should respond promptly to the circulars and correspondence sent to her/him.
11. Employees are not allowed to invite any external person to the office or field unless getting prior permission from the Director.
12. Employees must attend the quarterly review and evaluation meeting.
13. Employees should keep Blossom records, reports and files, both in the office and online, organised according to her/his supervisor’s instructions.
14. Employees must switch off the cell phone during meetings and while entering the Director’s office.
15. Employees must care for equipment provided by Blossom, preventing loss or damage.
16. If an employee has an issue, do not hesitate to be transparent and discuss with the Director or supervisor.
17. Regarding data protection and confidentiality, employees must:

*i) Lock or secure confidential information at all times.*

*ii) Shred confidential documents when they’re no longer needed*

*iii) View confidential information on secure devices only.*

*iv) Only disclose information to other employees or external persons when necessary and authorized.*

*v) Keep confidential documents inside Blossom premises unless it’s necessary and authorised to move them.*

**1.7 Complaints**

**1.8 Confidentiality**

**1.9 Duty to Comply with Legal Regulations**

**1.7 Disciplinary Action:**

**The following actions are prohibited, breach may invoke disciplinary procedure:**

1. Revealing or disclosing confidential office matters such as donor agencies, working areas, concepts, to any party or unauthorized person who is not connected with a project or the organisation is prohibited.
2. Taking or retaining any confidential material concepts, documents, files, to your home without getting prior permission from the Director or the individual in charge is prohibited.
3. She/he is prohibited from tampering with records and removing important papers from office files.
4. Her/his involvement in the theft of the organization’s property is strictly prohibited.
5. Smoking and alcohol or drugs during work hours, or within office grounds is strictly prohibited.
6. She/he must strive to avoid creating communal or religious dispute among staff and villagers.
7. She/he must not accept bribery in any form.
8. Disciplinary action will be taken if a worker is found guilty by the police or registered a case on him or her about human injustice or illegal activity, which may result in dismissal.
9. Disciplinary action will arise from serious complaints from her/his coworker or project head about negligence in work or any other serious offence, resulting in dismissal.
10. Discriminatory, violent, intimidating, offensive, or harassing behaviour or threats are strictly prohibited.
11. She/he is strictly prohibited from producing irrelevant or false bus tickets and bills for reimbursement by Blossom.

**Disciplinary Procedure**

1. Violation of the above prohibitions will engage the disciplinary procedure where her/his behaviour will be thoroughly investigated. Disciplinary action may result in dismissal.
2. She/he will be asked to present themselves before the Board Members, or Director, or Project Head for enquiry
3. Legal action may be taken against her/him for serious offences, including civil and criminal proceedings.
4. Each stage of the disciplinary procedure (e.g.warning, investigation, suspension, termination) shall be communicated to the employee through both official letter and email
5. Disciplinary procedures shall be kept confidential between the employee and the Board

**The disciplinary procedure shall be as follows:**

1. **Investigation**

1. Following an allegation of an employee’s breach of organisational prohibitions or any misconduct, a thorough investigation of this behaviour and its consequences will be conducted by the Board.
2. During the investigation, she/he will be allowed the opportunity to explain or justify the action or behaviour
3. During investigation - the employee may be required to move to a different area of the workplace; work from home; change their working hours; be placed on restricted duties; work under supervision; be transferred to a different role within the organisation (the role should be of a similar status to their normal role, and with the same terms and conditions of employment). These measures will be decided by the Board or Director.
4. The Board will make a final decision as to the consequence of employee’s misconduct, including a warning or termination of employment.

**2. Warning**

1. Depending upon the severity of the misconduct, an employee may be given one initial verbal, and two formal written warnings before termination, stating the misconduct and warning the employee to cease the behaviour.
2. Written warnings will be issued through letter and email

**3. Suspension**

1. Suspension may result from a breach of organisational prohibitions
2. The suspension shall not be used or viewed as punishment.
3. Only if all other options are not practical, may suspension become necessary.
4. Suspension may be considered during the investigation into a serious breach of company prohibition, for example where there is a potential risk to fellow employees or beneficiaries, or the allegation involves a criminal offence.
5. The length of the term of suspension will be decided by the Board following evaluation.
6. An employee suspended due to a serious allegation of misconduct will receive their full pay unless Blossom’s clear contractual right is to suspend without pay or benefits.

**4. Termination:**

1. Termination may result from a serious breach of organisational prohibitions
2. Her/his termination of service shall be decided by the Board following investigation and evaluation
3. Termination will be immediately enforced
4. Grounds for termination must be communicated to the employee
5. If dismissed for violation of organisational prohibitions, she/he may never be re-employed in our organisation in any situation