



# YOUNG IGNITED MINDS FOUNDATION

(Registered under The Indian Trust Act, 1882, Registered under sec 80G &12AA of Income Tax Act,1991)

## Young Ignited Minds Foundation (YIMF) Code of Conduct

### 1. Purpose

This Code of Conduct outlines the principles and standards expected from everyone associated with Young Ignited Minds Foundation (YIMF). It ensures that our actions reflect integrity, respect, accountability, and a shared commitment to the communities we serve.

### 2. Scope

This Code applies to:

- All employees, board members, volunteers, interns, and consultants
- Partners, vendors, contractors, and anyone representing YIMF in any capacity

### 3. Core Values & Expected Behaviours

#### ✓ Integrity & Honesty

- Act truthfully and transparently in all dealings
- Avoid conflicts of interest and report any that arise
- Use YIMF funds and resources responsibly and solely for their intended purpose

#### ✓ Respect & Dignity

- Treat all individuals—regardless of age, gender, caste, religion, ability, or background—with dignity and fairness

📍 Kaithal Road, Samana, Distt Patiala – 147102

☎ +91 (954) 020 4907

✉ [yimfindia@gmail.com](mailto:yimfindia@gmail.com)

🌐 [www.yimfindia.org](http://www.yimfindia.org)

- Maintain a safe and inclusive environment for beneficiaries, especially children and marginalized groups
- Avoid any form of discrimination, bullying, or harassment

#### ✓ **Professional Conduct**

- Uphold YIMF's mission and always represent it positively
- Perform assigned duties to the best of your ability and in accordance with legal and ethical standards
- Maintain confidentiality of sensitive data, documents, and beneficiary information

#### ✓ **Child Protection & Safety**

- Adhere to YIMF's **Child Protection Policy**
- Report any suspicion or incident of child abuse or exploitation immediately
- Avoid being alone with a child in isolated settings or engaging in any inappropriate behaviour

#### ✓ **Sexual Harassment & Abuse Prevention**

- Abide by the **POSH Policy** and treat all individuals with respect and without any unwelcome behaviour
- Avoid inappropriate jokes, remarks, or gestures
- Promptly report incidents to the Internal Complaints Committee (ICC)

#### ✓ **Anti-Corruption & Anti-Bribery**

- Do not engage in or tolerate any form of bribery, kickbacks, or corruption
- Refuse gifts or favours that may influence decisions related to YIMF

#### ✓ **Environmental Responsibility**

- Follow sustainable practices in line with YIMF's Environmental Responsibility Policy
- Minimize use of plastic, avoid waste, and promote green choices in day-to-day operations

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## 4. Reporting Violations

Any violation of this Code should be reported promptly through:

✉ **yimfindia@gmail.com**

☎ **9540204907**

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YIMF assures **confidentiality and protection from retaliation** for individuals who report concerns in good faith.

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## 5. Consequences of Misconduct

Violation of this Code may result in disciplinary action including:

- Verbal/written warnings
  - Suspension or termination of services
  - Legal action, if required under applicable laws
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## 6. Declaration

All individuals working with YIMF must read, understand, and sign this Code before commencing their role.

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### Declaration:


I, \_\_\_\_\_, [☐ Employee ☐ Volunteer ☐ Intern ☐ Partner/Consultant] have read and understood the YIMF Code of Conduct. I agree to abide by its principles and uphold the values of the organization.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

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