



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

- 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

4. Reporting Violations

Any violation of this Code should be reported promptly through:

 yimfindia@gmail.com

 **9540204907**

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

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

6. Declaration

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

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: _____