

## VOLUNTARY HEALTH ASSOCIATION OF TRIPURA (VHAT)

### ETHICS POLICY

#### **Purpose:**

The purpose of the policy is to establish a culture of openness, trust and emphasize the employee's and our associate's expectation to be treated to fair transaction practices. This policy will serve to guide transactions behaviour to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every VHAT employee and its associates. All employee and associates should familiarize themselves with the ethics guidelines that follow this introduction.

#### **Scope:**

This policy applies to employees, associates, contractors, consultant, temporaries and other employees at VHAT including all employees affiliated with parties.

#### **VHAT's Ethics Policy:**

It is VHAT's policy that its personal will no longer offer, solicit or accept cash or other bills including goods -in- kind, rebates or unique privileges in return for an high – quality position, the establishment of a beneficial situation or for every other reason including favoring any individual / vendors/ contractors etc. Organization resources including time, material, equipment and information are provided for organization's transaction use. Nonetheless, occasional personal use is permissible as long as it dose not affect job performance or cause a disruption to the work place.

Employee and those who represent VHAT are trusted to behave responsibly and use good judgment to conserve organisation resources. Project Coordinators/In-Charge/Managers are responsible for the resources assigned to their department and are empowered to resolve issues concerning their proper use.

It would may be considered appropriate to give and receive gifts from any person or organization from outside or within VHAT employee with the limit of INR 2000 only (valuation of gift). No exchange gift as cash is allowed, only gifts as kind is permissible and violators will be strictly dealt with. The promotional materials or office stationary if any may be allowed with the permission from the VHAT management.

*Silma Saha*

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