

# Code of Conduct Policy

Effective Date: [01/04/2023]

## Introduction:

This Code of Conduct Policy (the "Policy") sets forth the expectations and guidelines for all individuals associated with Rushabh Foundation Charitable Trust (the "Trust") in order to promote ethical behavior, integrity, and accountability. The Policy applies to trustees, employees, volunteers, contractors, and any other individuals representing or acting on behalf of the Trust (collectively referred to as "Individuals").

### 1. Compliance with Laws and Regulations:

- 1.1. Individuals must comply with all applicable local, state, national, and international laws and regulations.
- 1.2. Individuals should stay informed about relevant laws and regulations that pertain to their roles and responsibilities within the Trust.

### 2. Ethical Conduct:

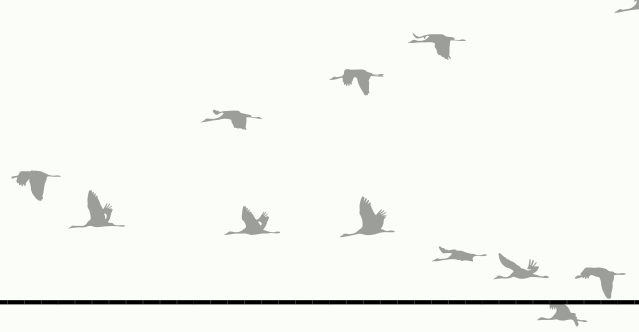
- 2.1. Individuals must act honestly, with integrity, and in an ethical manner at all times.
- 2.2. Individuals should avoid any conflicts of interest that may compromise their objectivity or impartiality when carrying out their duties for the Trust.
- 2.3. Individuals should protect the reputation and best interests of the Trust and avoid engaging in any activities that could bring disrepute to the Trust.
- 2.4. Individuals should not accept gifts, favors, or benefits that could influence their decision-making or compromise their integrity.

### 3. Confidentiality and Data Protection:

- 3.1. Individuals must respect and maintain the confidentiality of all proprietary, sensitive, or personal information they come across in the course of their involvement with the Trust.
- 3.2. Individuals must comply with all applicable data protection laws and regulations, ensuring the proper handling, storage, and disposal of any personal data.

### 4. Respectful and Inclusive Environment:

- 4.1. Individuals must treat all colleagues, beneficiaries, partners, and stakeholders with respect, fairness, and dignity, regardless of their race, color, religion, gender, sexual orientation, disability, or any other characteristic.
- 4.2. Individuals should foster an inclusive environment that values diversity and promotes equal opportunities.
- 4.3. Individuals must refrain from any form of discrimination, harassment, or bullying.



5. Use of Trust Resources:

- 5.1. Individuals should use Trust resources, including funds, equipment, and facilities, responsibly and solely for legitimate Trust purposes.
- 5.2. Individuals should not misuse Trust resources for personal gain or engage in any activities that could create a conflict of interest or divert resources from their intended purpose.

6. Reporting Violations:

- 6.1. Individuals who become aware of any violations of this Policy or any other unethical behavior should promptly report such concerns to the designated person or authority within the Trust.
- 6.2. The Trust will protect the confidentiality of individuals reporting violations, and no retaliation will be taken against those who report in good faith.

7. Consequences of Violations:

- 7.1. Any violations of this Policy may result in disciplinary action, up to and including termination of employment, termination of volunteer services, or legal action, as appropriate.
- 7.2. The Trust will conduct investigations into reported violations and take appropriate action based on the findings.

**Conclusion:**

This Code of Conduct Policy is designed to guide and support the actions and behavior of all individuals associated with the Rushabh Foundation Charitable Trust. By adhering to the principles outlined in this Policy, we can maintain the highest standards of ethical conduct and fulfill our mission to serve our beneficiaries and the community at large.

By signing below, I acknowledge that I have received, read, and understood the Rushabh Foundation Charitable Trust Code of Conduct Policy and agree to abide by its principles and guidelines.

[Individual's Name]

[Individual's Position/Role]

[Date]

