



## Odisha Rising Foundation

A Registered Charitable Trust Vide No- 1081809771

Matosree Building, Duplex-4, Centre Point, Saileshree Vihar, Bhubaneswar, Odisha – 751021

---

Last updates on 25<sup>th</sup> June 2022

Next review date 20<sup>th</sup> Dec 2022

### **ODISHA RISING FOUNDATION (ORF)'S Code of Conduct: Prevention of sexual exploitation and abuse**

#### Key points

- 1.** The Code of conduct **applies** to:
  - a. People working with **ORF**
  - b. Consultants,
  - c. Interns,
  - d. Voluntary workers,
  - e. Service providers and partner organisations.
- 2.** The Code of conduct both **applies** during and outside working hours.
- 3.** **ORF** is committed to ensuring the protection not just of its service receivers but also of all those in contact with its actions. In the course of your mission, you will find yourself in positions of trust and power with regard to these populations, your own team members and **ORF** collaborators. In such a situation, members of **ORF** are expected to behave in an appropriate, responsible and respectful manner.

Each member of **ORF** represents the organisation and is responsible for safeguarding its image. Any lack of respect for its values damages **ORF's** reputation and can undermine the legitimacy of its actions.

This code of conduct outlines the behaviours and practices expected of you with regard to the protection of service receivers from sexual exploitation and abuse, as well as the actions to be avoided in order to guarantee that the relations created within our terms, with local people (including victims) and with all those in contact with our organisation, are respectful of **ORF's** ethics and, more generally, of the values it defends.

For people who are part of **ORF**, a mechanism is available for internal communication.

For people from outside **ORF** (service receiver, victims, partner, suppliers, others), a complaint system is available – write to the following contact details.

**ODISHA RISING FOUNDATION**

Matosree Building, Duplex-4, Centre Point,  
Saileshree Vihar, Bhubaneswar-751021

Name of the Contact person – Mr Akhaya Sagar-Chairman & CEO  
+91 9861367461/9972584243

[info@odisharising.in](mailto:info@odisharising.in)

[www.odisharising.in](http://www.odisharising.in)

## Code of Conduct

1. **I will ensure that all ORF's service receivers (including children), employees, partners, community based actors and any other people with whom I come into contact are treated with respect, dignity and equality.**

I will always make sure that **ORF's** service receivers (including children), staff and partners are treated with respect, dignity and equality regardless of their age, sex, physical condition, impairment, language, religion, opinion, nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics.

I will always show respect to all categories of employees, partner's staff, community volunteers or service receivers of **ORF**.

2. **I will never exploit service receivers (including a child) and will never verbally, physically or psychologically abuse or commit any other form of abuse against a service receiver.**

I will never subject a **ORF's** service receiver to any kind of humiliating, degrading or abusive behaviour, whether physical, verbal or psychological or of other nature. I will never use language or make suggestions to provoke, harass or degrade the person or knowingly show disrespect for traditional/cultural practices.

3. **I will not tolerate or engage in any form of physical or psychological harassment, discrimination, abuse of power or intimidation at work, including by making derogatory comments or adopting a demeaning attitude.**

I will never engage in or tolerate any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism in the workplace, including sexual and psychological harassment and abuse of power, respecting the rules that apply to me on these issues.

I will always behave in a professional way with colleagues, avoiding spreading rumours and false allegations and refraining from any comment based on gender, sexual orientation, or any other personal characteristics – which may be considered as harassment.

4. **I will never have sexual relations with a person under the age of 18, regardless of the age of consent, local customs or the law in effect.**

I will never engage in any form of sexual relations with anyone under 18 years old, regardless of the age set by the sexual majority, the law or local customs. Mistaking a child's age is not a defence.

I will never watch, publish, produce, or share pornography showing children, and/or show such material to children.

5. **I will never have sexual relations in exchange for money, a gift of kind, work or any form of assistance.**

I will never engage in any form of sexual relations or favours in exchange for money, gifts, job or humanitarian aid.

I will never directly or indirectly use an adult or a child to provide sexual services to third parties, support, facilitate or participate to any form of prostitution or sexual exploitation.

I will never sexually exploit a service receiver or engage a child in labour (including domestic work) against access to aid, or any kind of benefit.

**6. I will immediately report to my line-management or a person of confidence in the workplace any suspicions, information, rumours or doubts concerning possible abuse – without having investigated it personally.**

I will always raise any concern and query concerning the Code of conduct, the PSEA and the Child Protection Policy with my manager/supervisor, or if not possible, with another from my hierarchy or with a designated focal person – PSEA.

I will immediately report any suspicions or allegations of behaviour going against the principles of the Code of conduct, the PSEA and the Child Protection Policy to my manager/supervisor – even if the information or allegation is vague and without having investigated it personally.

**7. I will ensure that all service receivers are treated with respect in all forms of verbal and written communication.**

I will always use respectful words and the people's names when speaking to them and to other persons or communicating with them.

I will always ensure that all audio, written or visual communication respects the dignity and human rights of the person featured (including anonymity when necessary and for all children) and does not expose her or him to any risk of retaliation or abuse of any nature.

I will never show the faces of service receivers, children who are exploited sexually, victims of trafficking, abuse, in conflict with the law, linked to armed groups, or who can easily be located even if their identity has been modified.

