

DECLARATION ON GOVERNANCE & ETHICAL POLICIES

Ramakrishna Mission, Aalo a branch centre of Ramakrishna Mission Belur Math has been serving humanity since 1965 through education, healthcare, rural development, and spiritual work, in the spirit of **Atmano Mokshartham Jagat Hitaya Cha**".

In keeping with our core values of **truth, integrity, transparency, and service**, and in alignment with our **Memorandum of Association, Rules & Regulations, and Administrative Rules** applicable to all centres, we hereby declare that the following policies are adopted and implemented across all units of Ramakrishna Mission Aalo Arunachal Pradesh

Our Institutional Policies

1. POSH / Prevention of Sexual Harassment Policy

Committed to providing a safe, dignified, and harassment-free workplace for all employees, volunteers, students, and devotees.

2. Child Protection Policy

Zero tolerance towards any form of abuse, exploitation, or harm to children. All centres follow strict child safety and safeguarding protocols.

3. Human Resource / Employee Policy

Ensures fair recruitment, equal opportunity, professional development, grievance redressal, and welfare of all staff members.

4. Code of Conduct

Defines the ethical standards, discipline, and spiritual values expected from all monks, employees, volunteers, and stakeholders.

5. Anti-Corruption / Anti-Bribery Policy

We uphold the highest standards of honesty and integrity. No form of bribery, fraud, or malpractice is tolerated in any transaction.

6. Procurement Policy

Ensures transparent, competitive, and value-based procurement of goods and services for all Mission activities.

7. Cash Flow / Financial Policy

Mandates proper accounting, internal controls, audits, and judicious utilization of all donations and grants in accordance with statutory requirements.

8. Whistleblower Policy

Provides a secure mechanism for reporting any unethical conduct, financial irregularity, or violation of policy without fear of retaliation.

9. Environmental Responsibility Policy

Committed to sustainable practices, conservation of natural resources, waste management, and promoting eco-friendly initiatives in all our institutions.

All these policies are reviewed periodically and are binding on all centres, schools, hospitals, and projects run under Ramakrishna Mission, Belur Math.

We invite all stakeholders, donors, beneficiaries, and well-wishers to go through these policies. Copies of the detailed policy documents are available on request at the headquarters and respective branch centres.

Together, let us uphold the ideals of **Sri Ramakrishna, Holy Mother Sri Sarada Devi, and Swami Vivekananda** in every sphere of our service.

Yours in the service of Humanity,
Secretary
Ramakrishna Mission, Aalo
Arunachal Pradesh

Contact:
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1. POSH / PREVENTION OF SEXUAL HARASSMENT POLICY

Purpose: To ensure a safe, dignified and harassment-free environment for all women, employees, students, volunteers and devotees across all centres of Ramakrishna Mission.

Key Principles:

1. **Zero Tolerance** - Any form of sexual harassment is strictly prohibited.
2. **Internal Committee** - Each centre has an Internal Complaints Committee to receive and address complaints confidentially.
3. **Protection** - No complainant or witness shall face retaliation.
4. **Awareness** - Regular training and awareness programs are conducted.

Scope: Applies to all monks, staff, students, volunteers, visitors and beneficiaries in all Mission premises and activities.

Reporting: Complaints can be made in writing to the Presiding Officer of the Internal Committee within 3 months of incident.

We are committed to uphold the dignity and safety of every individual in line with the POSH Act 2013.

2. CHILD PROTECTION POLICY

Purpose: To safeguard children in our schools, hostels and programs from abuse, neglect and exploitation.

Key Principles:

1. **Child First** - The safety and welfare of children is paramount.
2. **Zero Tolerance** - Any abuse - physical, emotional, sexual or neglect - will lead to strict action.
3. **Safe Recruitment** - Background checks for all staff working with children.
4. **Reporting** - Any concern must be reported immediately to the Child Protection Officer of the centre.
5. **Safe Environment** - Supervision, codes of conduct, and child-friendly spaces maintained.

Scope: Covers all children below 18 years associated with Ramakrishna Mission institutions.

We follow all guidelines under POCSO Act 2012 and UN Convention on Rights of the Child.

3. HUMAN RESOURCE / EMPLOYEE POLICY

Purpose: To ensure fair, transparent and value-based management of all employees of the Mission.

Key Principles:

1. **Equal Opportunity** - No discrimination based on caste, gender, religion or region.
2. **Recruitment & Growth** - Transparent hiring, training and career development.

3. **Welfare** - Fair wages, leave, health and retirement benefits as per law.
4. **Grievance Redressal** - Clear mechanism to address employee concerns.
5. **Discipline** - Code of conduct aligned with spiritual values of the Mission.

Scope: Applies to all teaching, non-teaching and administrative staff across all centres.

We believe our employees are partners in service and must be treated with respect and fairness.

4. CODE OF CONDUCT

Purpose: To guide the behaviour of all members associated with Ramakrishna Mission.

Key Principles:

1. **Spiritual Values** - Truth, purity, service, and respect for all faiths
2. **Professionalism** - Integrity, punctuality, and accountability in duties.
3. **Respect***- Courtesy towards colleagues, students, patients and visitors.
4. **Conflict of Interest** - Personal interests must not override Mission interests.
5. **Use of Resources** - Mission property and funds to be used only for Mission purposes.

Scope: Binding on monks, staff, volunteers, and committee members of all centres.

This code reflects the ideals of Sri Ramakrishna, Holy Mother and Swami Vivekananda.

5. ANTI-CORRUPTION / ANTI-BRIBERY POLICY

Purpose: To uphold the highest standards of honesty and integrity in all Mission activities.

Key Principles:

1. **Zero Tolerance** - No bribery, kickbacks, fraud or misuse of funds.
2. **Transparency** - All transactions recorded and open to audit.
3. **Gifts & Hospitality**- No employee shall accept gifts that can influence decisions.
4. **Due Diligence** - Partners and vendors screened for ethical practices.
5. **Reporting***- Suspected violations must be reported through Whistleblower Policy.

Scope: Applies to all employees, volunteers, contractors and partners of the Mission.

We serve society with purity and accountability.

6. PROCUREMENT POLICY

Purpose: To ensure fair, transparent and cost-effective procurement for all Mission projects.

Key Principles:

1. **Competitive Process** - Quotations/tenders invited for all major purchases.
2. **Value for Money** - Quality, cost and ethical sourcing considered.
3. **No Favoritism** - Vendors selected based on merit, not personal relations.
4. **Documentation**- All purchases properly recorded and approved.
5. **Compliance** - Follows donor, FCRA and government guidelines.

Scope: Covers purchase of goods, services and works for all centres.

Every rupee donated is treated as sacred and used judiciously.

7. CASH FLOW / FINANCIAL POLICY

Purpose: To ensure proper management and accountability of all Mission finances.

Key Principles:

1. **Budgeting** - Annual budgets prepared and approved for each centre.
2. **Accounting** - Books maintained as per statutory norms and audited yearly.
3. **Authorization** - All expenses approved by competent authority.
4. **Donor Compliance** - Funds used only for intended purpose. FCRA funds separately accounted.
5. **Internal Controls**- Checks to prevent misuse and ensure transparency.

Scope: Applies to all receipts, payments, grants and donations across the Mission.

We are accountable to donors, government and society for every donation received.

8. WHISTLEBLOWER POLICY

Purpose: To provide a safe channel for reporting unethical conduct without fear.

Key Principles:

1. **Confidentiality**- Identity of whistleblower protected.
2. **No Retaliation** - No adverse action against anyone raising genuine concern.
3. **Scope** - Covers fraud, corruption, harassment, policy violation.
4. **Process**- Complaints can be made to designated Ethics Officer in writing or email.
5. **Investigation** - All reports investigated fairly and action taken.

Scope: Open to staff, volunteers, students, vendors and public.

We encourage speaking up to protect the integrity of the Mission.

9. ENVIRONMENTAL RESPONSIBILITY POLICY

Purpose:To integrate care for nature into all our service activities.

Key Principles:

1. **Sustainability** - Conserve water, energy and natural resources.
2. **Waste Management** - Reduce, reuse, recycle in schools, hospitals and ashrams.
3. **Green Campus**- Tree plantation, organic farming and plastic-free initiatives.
4. **Awareness** - Educate students and communities on climate and ecology.
5. **Compliance** - Follow all environmental laws and guidelines.

Scope: Applicable to all institutions, schools, hospitals and rural projects.