

Code of Ethics & Conduct Policy

Ver.3 dated 19th August,2026

Disclaimer: This policy has been developed and is being practiced by Indian Grameen Services (IGS) as part of its commitment to strengthening organizational governance, transparency, accountability, and responsible practices.

Approved by Board of Directors, Indian Grameen Services on 19th August 2026

Signature: _____



Name: Radheshyam Solanki

Designation: Chief Executive Officer



INDIAN GRAMEEN SERVICES

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IGS CIN No- U85320DL1987NPL027141

Indian Grameen Services is a national-level Registered Non-Profit Organization (RNPO) with over four decades of journey as a development catalyst, established in 1987 under Section 8 of the Companies Act, 2013. We are committed to address complex challenges in India, by design and implementing innovative, demand-driven, impact-oriented, and cost-effective Livelihood solutions. Its work is primarily focused on resource-deficient marginalized communities, vulnerable and poverty-affected geographies, in Central, Eastern, and North-Eastern India. IGS contributes to the broader goal of promoting sustainable livelihoods, with a strong emphasis on improving the wellbeing of rural and peri-urban communities, including women and marginalized populations.

A Code of Ethics & Conduct Policy establishes the standards of ethical behaviour, integrity, professionalism, accountability, and responsible conduct expected from all employees of Indian Grameen Services (IGS). It is needed to provide clear guidance on issues such as conflicts of interest, discrimination, harassment, misuse of organizational resources, confidentiality, fraud, corruption, and professional relationships with communities and stakeholders. It helps build a culture of integrity, transparency, respect, and accountability, protects the reputation and credibility of the organization, reduces ethical and reputational risks, and ensures that all activities are carried out in line with IGS's values, mission, and applicable laws and regulations.

1) Be responsible for conducting the organisation's services with integrity and for complying with all applicable laws:

- Employees should steer clear of any situation that involves or may involve a conflict between their personal interest and the interest of the organisation.
- Safeguarding and proper usage of the assets belonging to the organization. These include
- Tangible assets such as equipment and machinery, systems, facilities, materials, and resources as well as intangible assets such as proprietary information, relationships with customers and suppliers, etc. Maintaining confidentiality of non-public information and not acting on such information for personal gains.
- Being truthful and accurate in all communications, records, and reporting.
- Employees must treat each other equally. The underlying principle is that each one of us in the organisation and its businesses is expected to work to create an environment where people are valued as individuals and treated with respect, dignity, fairness, and equality, thus leaving no room for display of favouritism.
- Employees dealing with customers, suppliers, contractors, competitors, or any person doing or seeking to do business with the company are expected to act in the best interests of the company and exclude considerations of direct or indirect personal preference or advantage.
- The organisation reserves the right to use and grant permission to use all IGS logos in any way it deems appropriate. The organisation also reserves the right to request that other parties cease usage of the logos in instances where management deems the usage inappropriate, misleading or in violation of any law or regulation. No modifications may be made to the logo without the consent of the Managing Director or Chief Executive Officer of IGS.
- Employees shall strive to protect the confidential information acquired, generated, gathered or that otherwise comes into their possession during the course of business. All information should be maintained in strict confidence, except when disclosure is authorised by the organisation and its businesses or is required by law.
- Any article\ paper\ book or any other material pertaining to IGS's activities written by the employees or jointly with any other person during the course of rendering service by the Second Party shall become the sole property of IGS and the employees shall

[Handwritten Signature]



have no claim over the same. This shall also apply to all correspondence that the employees may have with other Organizations in connection with our activities.

- The company and its businesses have a comprehensive media relations programme and provide relevant information about its activities to legitimately interested parties, subject to any overriding considerations of business confidentiality and cost. All press and media enquiries need to be forwarded to the CEO or person nominated by the CEO, irrespective of the media interest being local, national, or international. Not fielding any questions or supplying any information to the media, either verbal or written, unless explicitly designated to do so.

2) Ensure highest standards in personal and professional conduct and in keeping with IGS's beliefs, values and aims. Examples of such conduct include, but are not limited to:

- Possessing firearms or other weapons and exhibiting threatening behaviours on organization's premises
- Engaging in verbal or physical abuse, threatening, intimidating, or assaulting a co-worker or non-employee.
- Violating or abusing the policies described in this manual (or the HR Manual) and its attachments.
- Falsification or unauthorised use or alteration of any document, which in any manner adverse
- to the interests of, or detrimental to, IGS.
- Engaging in criminal activities, not limited to stealing, destroying, defacing or misusing IGS property or the property of a co-worker or visitor.
- Insubordination (the act of wilfully disobeying your superior/scope of work). Refusing to perform an action that is unethical or illegal is not insubordination; neither is refusing to perform an action that is not within the scope of authority of the person issuing the order.
- Promote a culture of "Speak-up" on matters relating to the Code of Ethics and Conduct.
- Unauthorised solicitation or distribution of goods, materials, and services. Employees shall neither seek nor accept for themselves or others any gifts, favours, business courtesies or entertainment without a legitimate business purpose, nor seek or accept loans (other than conventional loans at market rates from lending institutions) from any person or business organization that does or seeks to do business with or is a competitor of the company or its businesses.

3) Refrain from any form of discrimination, harassment, and sexual harassment

- IGS seeks to create an organizational environment that is free of harassment and exploitation, and to ensure the same applies with respect to our work with communities and partners.
- IGS explicitly prohibits and will not tolerate any form of discrimination, harassment, or sexual harassment based on race, ethnicity, religion, national origin, gender, age, sexual orientation, marital status, pregnancy, political beliefs, citizenship status or physical or mental disability. Unwelcome sexual advances or comments of a sexual nature to another employee, or any other conduct with sexual overtones will not be tolerated. Harassment of any kind is strictly prohibited.
- IGS is an equal employment opportunity/ affirmative action employer and committed to non-discrimination with respect to religion, race, colour, caste, gender, ethnic origin, age, nationality, marital status, sexual orientation, physical ability and health status, HIV/AIDS status, culture, beliefs, and social background.

4) Remain accountable to the program participants/communities with whom IGS is engaged.

 

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5) Ensure adherence to all legal and organizational health and safety requirements in force at the location of work.

6) Report violations of the Code of Ethics & Conduct

Employees have an obligation to report losses, illegal acts, and other violations of IGS's Code of Ethics & Conduct if they believe that these have occurred – if they observe such conduct, or if they receive any information about such conduct. They shall report violations of the Code of Ethics & Conduct to admin.igshr@igsindia.org.in.


