

Standards of Ethical Conduct

Executive Councils of ELSA- Lady Shri Ram College Alumni Association

ELSA mandates a high standard of ethical business practice and integrity among its Executive Committee members. The *Standards of Ethical Conduct* apply to all candidates standing for elections to the ELSA EC and to those joining the EC on completion of the elections.

1. FAIR DEALING AND RESPECT FOR OTHERS

- i. Members standing for EC (Executive Committee) of ELSA are expected to conduct themselves ethically, honestly and with integrity and professionalism in all dealings. This means principles of fairness, good faith and respect with others both inside and outside the community.
- ii. No unlawful practice or a practice at odds with these standards can be justified on the basis of expediency, or achieving a "higher" purpose or any other reason.

2. INDIVIDUAL RESPONSIBILITY AND ACCOUNTABILITY

Candidates are expected to exercise responsibility appropriate to their position as ELSAs.

- i. Each Candidate is expected to indicate her reasons for standing in EC elections, and serving the best interests of the ELSA community.
- ii. To maintain continuity of work, it is advisable that at least some members of the current EC (ideally one-third of the 12) stand for elections for the next EC after complying with the requisite NOC document from their current EC
- iii. It is advised, though not guaranteed, that there be representation by each Chapter in each EC. Each Chapter must put forward their candidates and support her in the elections thereby ensuring they have a voice in the EC.

3. CONDUCT AND MISCONDUCT

- i. No candidate is to exhibit unruly behaviour or conduct themselves in a manner that contributes to any disturbance of the reputation of the ELSA Association.
- ii. Candidates cannot bring the name of the Association into disrepute through their conduct whilst they are contesting for a position in the EC, or while involved in any ELSA activity.
- iii. An infringement of best practice conduct includes, but is not limited to, knowingly misrepresenting for ones personal gain or otherwise.

4. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS OF EC

- i. Candidates are encouraged to get conversant with the EC rules and regulations mentioned in the MOA, and are expected to become familiar with the EC work and areas of responsibility.
- ii. Members of past ECs standing for another term of elections must ensure that they have abided by all the Constitutional requirements and fulfilled their roles when part of the EC. Any objection from other EC members (majority) regarding said EC member standing for elections again on grounds of lack of participation in EC meetings, absenteeism from EC work, conflict of interest etc. will render their candidature invalid.
- iii. NOC¹ to be attached by potential candidates along with the form while applying for their candidature for a second term.

5. CONFLICTS OF INTEREST OR COMMITMENT

- i. Candidates are expected to demonstrate complete commitment towards its mission of Driving Social Change through the Empowerment of Women.
- ii. Outside professional activities, personal business or financial interests, can create actual or perceived conflicts between the ELSA mission and an individual's private interests. Candidates to EC, who have certain professional

¹ Process of obtaining NOC recorded in EC Minutes dated July 10 -2019

or financial interests, should pledge by being signatory to this document that they will comply with Rules of Association and the Constitution of the EC.

- iii. In all matters, candidates are expected to take appropriate steps, including consultation if issues are unclear, to avoid both conflicts of interest and the appearance of such conflicts.

6. GRIEVANCE AND COMPLAINT PROCESS AND REPORT

Upon receipt of a complaint or objection (whether written or verbal) by the EC about a candidate, appropriate steps to investigate and address the matter will be taken which may include, but are not limited to:

- i. Where a verbal complaint has been received, asking the complainant to put their concerns in writing;
- ii. Requesting that the respondent reply to the complaint in writing;
- iii. Investigation by the Office Bearers or EC body regarding the allegations set forth which will result in a cancelled nomination or a successful one

Those who become aware of violations of this Code of Conduct must report that breach of conduct to all the Office Bearers of the Executive Committee immediately. As a redressal process, 2-3 members from the EC will form an internal Arbitration Committee to address the issue at hand.

Please sign below to indicate your agreement with and adherence to the above.

Name

Signature

No objection from EC in case of past EC members standing for elections (attach NOC from EC members signed by all)