**Annexure XVIII**

**Conflict Management Policy**

Being a firm believer in Ahimsa (active deeds that prevent violence and not mere non-violence), truth and honesty, the ant believes in self-discipline. At the same time, it also adopts a zero-tolerance attitude when it comes to compromising with its core values.. Any conduct which is not in adherence to the policies is regarded as misconduct.

**Conflict Resolution**

Whenever a dispute arises among the [the ant](http://www.fundsforngos.org/free-resources-for-ngos/policies-systems-ngo) [staff](http://www.fundsforngos.org/free-resources-for-ngos/how-to-train-ngo-staff-in-fundraising/), it shall be resolved in a constructive manner, i.e. the solutions shall lead to positive changes. Employees who feel unfairly treated or who have complaints about a situation or about working conditions should notify HR Manager and if not resolved, to the Executive Director immediately.

**Staff Behavior**

the ant expects its employees to adopt attitudes and behavior that uphold the values of the organization, maintain its professionalism, decorum and good image of the [organization](http://www.fundsforngos.org/free-resources-for-ngos/policies-systems-ngo/). the ant employees shall display an exemplary level of professionalism and integrity. Furthermore, besides the usual rules every good employee needs to follow (respect, courtesy, humility, honesty, punctuality), there are particular procedures of conduct for members of the organization which must be observed.

**Political Activities**

Since the ant is a non-political organization, employees shall not participate in activities of a purely political nature during working hours or in the field area of work. It is also prohibited to use the organization’s materials for these purposes. No ANT can hold an office of a political party registered with the Election Commission.

**Discrimination and Harassment**

Under the principles established by the ant, no employee, man or woman has the right to put pressure on another, make intimate advances, give preferential treatment or show sexual favour at work.

**Conflict of Interest**

To avoid putting themselves in a [conflict](http://www.fundsforngos.org/category/peace-conflict-resolution/) of interest with the objectives and operations pursued by the ant, employees shall respect the following guidelines:

• It is prohibited to use the ant property for personal, illegal or unauthorized purposes.

• It is prohibited for any of the ant staff having confidential information about any beneficiary/ staff/ organisation to disclose it without express authorization beforehand. Confidential information of patients may not be shared even with project/ the ant staff without authorization by the treating doctor and only for bona fide purposes in the patient’s interest.

• Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.

• Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract [award](http://www.fundsforngos.org/category/awards-and-prizes/).

• Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

* No Ant working full-time may run any business during duty hours. Even if s/he runs a business off-duty hours it must be disclosed to the Team Lead – Admin through the Project Coordinator and yet, the business may not be transacted with any person belonging to any of the villages / inhabitation where the ant is running a project.