BSTI Code of Conduct Policy (CCP)

Effective Date: 01/01/2025

Overview of BSTI

BSTI aims to educate society on Child Sexual Abuse (CSA) prevention through sustainable programs while providing a platform for victims via support groups and therapy sessions. We strive to expand our roots in Tier 2 and Tier 3 cities and create impactful awareness campaigns.

Basic Terminologies

- NDPS - Narcotic Drugs and Psychotropic Substances Act
- POSH - Prevention of Sexual Harassment
- BSTI - Bachpan Save The Innocence
- COC - Code of Conduct
- Q&A - Questions and Answers
- H.O.P.E. - Hold On Pain Ends
- CPP - Child Protection Policy

Working Definitions

- Child: Any individual below the age of 18 years, irrespective of caste, economic status, culture, gender, disability, religion, or political persuasion.
- Facilitators: Trained volunteers who deliver authorized content to stakeholders.
- Organizations and Third Parties: Entities collaborating with BSTI.
- Volunteers: Individuals contributing time and effort without monetary compensation.

Purpose of the Policy

- Define a code of ethics and behavior for members.
- Resolve conflicts in alignment with organizational values.
- Set consequences for breaches.
- Establish a foundation for removal procedures and certifications.

Scope of Application

This policy applies to all volunteers, interns, part-time/full-time team members, and third parties associated with BSTI.

Standards of Conduct

1. Time and Work Commitment
- **Acknowledgment:**
  - All group messages must be acknowledged to ensure participation.
  - Inactivity for 2 consecutive weeks without notice results in removal.
- **Attendance:**
  - Regular attendance in content delivery meetings, mock sessions, and culture-building events is mandatory.

2. Department-Specific Guidelines
- **Facilitation Standards**
  Attendance Requirements:
  - Minimum 80% attendance during the first 8 mock sessions.
  - Trained individuals must maintain 50% attendance in subsequent meetings.

  Offline Availability:
  - Volunteers must contribute 8 days/month or 24 days/quarter.
  - Failure to meet 50% of workshop targets results in direct removal.
  - Attendance in 60% of social events is mandatory.

- **H.O.P.E. (Support Circle Volunteers):**
  - 80% attendance in listening circles and therapy sessions.
  - Participate in 60% of social events.

- **Supporting Departments:**
  - Attend 80% of departmental meetings.
  - Be available for 2 days of offline work per month.

3. Work Ethics
- **Prohibited Substances:**
  - Consumption of alcohol, drugs, cigarettes, or other substances during or before meetings is strictly forbidden.
- **Professional Boundaries:**
  - Respect for names and privacy is mandatory.
  - Personal conflicts should not interfere with organizational work.
- **Non-Discrimination:**
  - No discrimination based on caste, colour, religion, gender, etc.
  - Respect for all stakeholders is required.
- **Confidentiality:**
  - Personal details and stakeholder stories must remain confidential.
  - Sharing sensitive information without consent is prohibited.

4. Misuse of Power
- **Senior Members:**
  - Bias, disrespect, or inappropriate demands are forbidden.
  - Certificates must only be provided to eligible individuals.
- **Facilitators:**
  - Breaches of CPP guidelines or ethical standards are unacceptable.

5. Conflict Resolution
- **Levels of Conflict:**
  1. Among volunteers.
  2. Between volunteers and coordinators.
  3. Within coordinators.
- **Hierarchy:**
  Conflicts should be resolved mutually. If unresolved, escalations follow this hierarchy:
  1. Coordinators
  2. Regional Coordinators
  3. Departmental Manager
  4. Executive Assistant
  5. Founder

6. Breach of Policy
- **Non-Negotiable Breaches**:
  - e.g., intoxication, discrimination, confidentiality violations
  - Direct removal and withholding of certificates.
- **Negotiable Breaches**:
  - e.g., attendance issues, minor conflicts
  - One opportunity to rectify.

7. Supervision and Accountability
- Every member must sign the policy upon joining.

- Supervisors include:
  - Sub-coordinators
  - Departmental Coordinators
  - Regional Coordinators
  - Manager of Coordinators
  - Executive Assistant
  - Founder