



ICE & SDGs



Krystahl

Global Institute for Circular Economy and Sustainable Development Goals (GICE&SDGs)

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# GLOBAL INSTITUTE FOR CIRCULAR ECONOMY AND SUSTAINABLE DEVELOPMENT GOALS

## Code of Conduct

### 1. Purpose

The purpose of this Code of Conduct (“Code”) is to establish the expected standards of ethical, professional, and lawful behaviour for all individuals associated with Global Institute of Circular Economy and Sustainable Development Goals (NGO) (“the Institute”, ‘Krystahl’, or ‘NGO’). This Code aims to cultivate integrity, responsibility, and social consciousness across all operations and to enhance the Institute’s reputation within the community and stakeholder ecosystem.

This Code does not grant any rights to any employee, client, supplier, or external party, and should be read alongside applicable laws and the Institute’s internal policies.

### 2. Scope and Applicability

This Code applies to:

- All employees, consultants, interns, volunteers, and representatives of the Institute (“Relevant Persons”).
- All operational contexts, including offsite activities, virtual engagement, and public representation.

### 3. Values and Responsibilities

All Relevant Persons are expected to:

- Conduct themselves with honesty, transparency, and professionalism in all undertakings.
- Comply with applicable laws, regulations, and internal directives of the Institute.
- Avoid conduct that may reflect adversely on the Institute or its stakeholders.
- Preserve the confidentiality of the Institute’s intellectual, operational, and personnel-related information.
- Exercise integrity and fairness in all employment practices, community relations, and external communications.
- Refrain from participating in any form of discrimination, harassment, or unethical behaviour.
- Avoid actual or perceived conflicts of interest and disclose such situations promptly to management.
- Use Institute resources and intellectual property responsibly and strictly for official purposes.



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These obligations extend beyond working hours and business premises to include conferences, official travel, training, and events where the Relevant Person is representing the Institute.

#### **4. Managerial Duties**

Executives and line managers shall:

- Model ethical behaviour consistent with this Code.
- Provide guidance and maintain open lines of communication on ethical matters.
- Take fair and proportionate disciplinary action in response to breaches of this Code.
- Encourage a culture of accountability, sustainability, and inclusiveness.

#### **5. Environmental and Social Responsibility**

The Institute is committed to sustainability, circular economy principles, and minimising its environmental footprint. Relevant Persons must ensure their actions support these commitments and report non-compliant practices to their supervisor immediately.

The Institute encourages its members to engage with and contribute to the broader community in alignment with the UN Sustainable Development Goals (SDGs) 2030.

#### **6. Political Neutrality**

As a registered NGO, the Institute does not support or endorse political parties or candidates. Relevant Persons may participate in political activities in a personal capacity but must not imply endorsement or representation by the Institute.

#### **7. Communication and Social Media**

No Relevant Person may publicly speak, publish, or share content on behalf of the Institute—whether through media, publications, or social platforms—without prior written authorisation. All external communications must comply with the Institute’s communication guidelines.

#### **8. Notice and Termination of Employment**

- Any employee who is absent for two (2) consecutive working days without providing prior notification or written justification shall be deemed to have abandoned their employment, and wages shall not be payable for leaving without information & prior notice.
- Employees intending to resign must provide a minimum notice period of sixty (60) days.



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- In the event of underperformance, misconduct, or non-fulfilment of role responsibilities, the Institute reserves the right to terminate employment by providing a minimum thirty (30) days' written notice.

## **9. Intellectual Property and Ownership Clause**

All intellectual property, including but not limited to documents, research papers, publications, presentations, audio-visual content, advertisements, knowledge-based products or services, proprietary information, and any other materials or works created, developed, authored, conceived, or otherwise produced by the employee, whether individually or jointly with others, during the course of their employment with the Global Institute for Circular Economy and Sustainable Development Goals (GICE&SDGs) and/or using the resources, facilities, or confidential information of GICE&SDGs, shall constitute the sole and exclusive property of GICE&SDGs.

The employee shall have no ownership, license, or rights whether moral, legal, or equitable over such works and shall not, without the prior written consent of GICE&SDGs, reproduce, disclose, distribute, publish, present, modify, adapt, commercially exploit, or use such intellectual property in any form or for any personal, commercial, or third-party benefit either during the term of employment or thereafter.

Any unauthorized use, disclosure, or retention of such intellectual property shall be deemed a material breach of this policy and may result in disciplinary action, including termination and/or legal proceedings.

Upon cessation of employment, the employee shall be under a binding obligation to return and duly hand over all physical and digital property, including but not limited to documents, files, data, devices, passwords, credentials, and any other material or intellectual property belonging to GICE&SDGs, in their possession or control, prior to the date of separation.

## **10. Protection of Assets and Confidential Information**

- All Relevant Persons are responsible for safeguarding the Institute's resources and information systems.



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- Use of Institute data, intellectual property, or digital platforms for personal gain or non-authorized purposes is strictly prohibited.
- Confidentiality obligations shall continue beyond the termination of employment or engagement, unless lawfully exempt.

Examples of confidential information include:

- *Internal research documents, grant proposals, and stakeholder data.*
- *Personnel records, financial statements, software source codes, and partnership contracts.*

## 11. Conflicts of Interest

All Relevant Persons must:

- Avoid situations where personal interests conflict with those of the Institute.
- Disclose any actual, potential, or perceived conflicts to their reporting authority or Ethics Officer.

## 12. Policy Compliance and Amendments

This Code must be read in conjunction with employment letter/ contract and all standing policies of the Institute, including policies on:

- Statement of Values
- Social Media Policy
- Email, and Data privacy policy

This Code may be revised periodically at the discretion of the Institute's Advisory Council, and all Relevant Persons will be duly notified of any amendments.

For Details about the organisation visit us on [www.krystahl.in](http://www.krystahl.in)

Policy approved by the Board of GICE&SDGs (Krystahl). Policy revised in April 2025.

Approved by: *Shivaani V*  
Name: Human Resource Manager  
Date: 07 April 2025  
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