



Part – I Code Of Conduct **(Guidelines/Best Practices for Council Members/Members/LRAs Affiliated to RFI)**

1. Canvassing:

RFI being a professional Research organization does not encourage members to indulge in canvassing or other such activities. Any kind of canvassing by the candidates contesting the elections will be restricted to a Curriculum Vitae (CV) of 50 words or less which will be circulated by the Secretariat.

2. Code Of Conduct For RFI Members, Council Members And LRFIs Affiliated To RFI:

The Council shall have powers to prescribe codes of conduct for (a) RFI members (b) Council members (c) LRFIs affiliated to RFI which shall be strictly adhered to by them. In case of any contraventions of respective code, the Council shall be the powers to take such disciplinary action as it considers appropriate.

A) Code Of Conduct For RFI President, Officers/Members (Professional Individual / Corporate / Institutional Members)

This document formalizes the generally understood norms of conduct for All Members of All India Management Association (RFI) covering Professional Individual / Corporate / Institutional Members. The Council and membership of the RFI look to all its members to meet these standards and to maintain the reputation of the Association by following this Code of Conduct

The code can be reviewed by the Council.

Enforcement:

All matters relating to complaints or violations of the Code shall be referred to a committee - called Ethics Committee formed by RFI Council.

Standards

- This Organization aims to promote professional research concept to all over the world. Every member have required to maintain dignity of each/every member or officer related to RFI.
- Every member is obliged to comply with RFI Code of Conduct for Members, and will also make a genuine attempt to foster the standards laid down in the said document in all dealings.
- Every member or Officer must be use their Designation of upper official or (President, Head, or Other Designation) with their area. , Not by Their Name.
- No need to say Sorry, Thanx, sending Political Poster, Personal Messages, Morning Evening Messages etc in the Official Social Group. According to Board there must be



only informative post must be publish. But If any member want to encourage any officer , Please proceed their Designation Nor Name, Because Every Member have much Knowledge in their respective field. SO that each member can know about the position from the each officer and member from the official website.

- Every member admitted to any grade of membership shall necessarily fulfill the basic eligibility criterion to become the member of RFI as prescribed in the Memorandum of Association.
- Act at all times in accordance with the provisions of Memorandum of the Association, Rules and Regulations and the Bye-laws of the Association (including this Code of Conduct);
- Ensure a transparent relationship with RFI, based on trust, respect, responsibility and integrity;
- Every Member must try to add new members from their active date as much possible.
- Have pride in their status as an RFI member and in any RFI qualifications they hold and aim to promote its values to others, especially industry bodies, employers and prospective members;
- Aim to seek opportunities to support RFI / LRFI activities and to provide their expertise and experience in the best interests of the Association and its stakeholders;
- Treat RFI Office Bearers, Council Members, other members, and RFI employees with the same respect they would wish to be given;
- Ensure that their membership of the RFI is not publicised in any way that might suggest that they hold a professional qualification, which they are not entitled to;
- Ensure that any conduct, promotion or public announcement, with which a member, their name or qualifications are connected, does not bring RFI and its stakeholders into disrepute;
- Advise RFI of any members who are not following its rules or this Code, and advise RFI of anyone wrongly representing themselves as a member;
- It is expected that Members who are elected to the Council of Research of RFI, will make every effort to attend and actively participate in Council and Committee meetings and the AGM.
- Always act in the interest of the Association and ensure that any other business or personal association which a member may have, does not conflict with those of RFI.
- Their post is not for any financial benefits from RFI, only its for promotion of research with their innovative concept.
- When dealing with issues related to regulatory matters and government policies, members should bear in mind the primacy of the Association and the public interest.
- All decisions taken by the Council by voting majority are final and all members are expected to respect such decision and abide by them.
- All affiliated member /Officer must be Active and must show their active part for the organization.



Interaction with Media/Government/ Any other agencies

Members shall refrain from public criticism of Council decisions, organizational policies / stands on key issues. Any such comments shall be confined to Council meetings and not at public platforms, and media interactions. Only President /DG are authorized to speak on behalf of RFI.

Unless specifically designated for the purpose, members must not represent themselves as speaking officially on behalf of the Association, and should take utmost care to avoid being placed in a position where they might be misrepresented as speaking for the Association.

Safeguard the confidentiality of all information and avoid unauthorized communication of official information received by them by virtue of their position.

Non Adherence

Any instance of non-adherence to the above Code of Conduct / any other observed unethical behavior on the part of any member should be brought to the attention of the Code Administrator who shall be the Director General and who shall report it to the Committee mentioned in Para 1. The Committee shall after investigation, recommend suitable action to the President who shall bring it before the RFI Council.

Penalty for breach of Code of Conduct

The RFI Council will have the right to take disciplinary action against any member who shall have, in the opinion of the Council, willfully acted in contravention of the Code of conduct, or who in the opinion of the Council, shall have been guilty to such conduct as shall render him/her unfit to remain a member of the Association.

Penalty may include serious disciplinary action, removal or suspension from council as well as other remedies, including recommendations for any of the above penalty, as considered appropriate by the Council under the circumstances. Council's decision shall be final in this respect.

Waivers & Amendments

Any waiver or amendment of any provision of this Code of Conduct can be considered as appropriate from time to time and must be approved in the Council.

Conclusion

It is again emphasized that the above are intended to be guidelines. From time to time they can be improved upon by future Office Bearers. It is not possible to be prescriptive in such a matter and certainly every criterion or process may not be met in every case. Ultimately there is no substitute for the statesmanship and wisdom of future Office Bearers.