



LEGAL POLICY

&

BEHAVIOURAL CODE

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SAFEZONE ACTIVE HUMANITY FOUNDATION

- There shall be a Non-profit Organisation, solely dedicated to the upliftment and welfare of the mankind.
- The name of the Organisation shall be “SAFEZONE ACTIVE HUMANITY FOUNDATION” or ‘SAHF’ as its acronym.

RIGHTS AND RESPONSIBILITIES OF THE ORGANIZATION

- The organization has a right to interact both with governmental and non-governmental organizations in accordance with its activities.
- The organization has a right to consider complaints and suggestions from the public and may consider, if the organization deem it fit and necessary for the fulfilment of its objectives.
- The organization has a right to establish and fund its branches in local areas and representative units abroad.
- The organization has a right to cooperate with like-minded national and foreign organizations having objectives as same as its own and get united with them and become a member organization.
- The organization has a right to use any kind of media to profess or carry out its activities necessary for its objectives.
- The organization shall obey the law of the land and shall be strictly adhered to the Constitution of India, concerned laws and local laws while carrying out its activities or communications of any form.
- To inform the concerned people about the current and coming activities monthly and organize activities as per their suggestions and initiatives.
- The NGO is not responsible for it if its officials or members and any individuals who are participating in the activities, if they do something illegal and cause damages to an individual, company or organization.

BEHAVIOURAL CODE OF THE ORGANISATION

- Any person regardless of their position, whatever they are doing (while working for the Organization), belongs to the Organization.
- Whatever you all are doing, while working for SAHF in your professional capacity, it is deemed that you're representing the Organisation.
- Anything you do for the organisation; it is of and for the organisation. And you can't have a claim over it as 'my thing' or 'my property'.
- Any property, document, goods, services, money, apparatus, identity of the organisation can't be used for your personal uses or benefits.

BANNED ACTIVITIES FROM THE ORGANIZATION

- To organize any political activities and propose someone as candidate for an election, propagandize and support any political party, group or individual under the organization.
- Financial guarantee to individuals and organizations and participate to pay other organizations activity damages and loss.
- Nobody shall be permitted to use any commodity or goods belongings to use for its individual or private purposes.
- Any form of politics, polarization is strictly prohibited in the organization.

SAHF CORE BOARD

- The highest body of the organization is the board.

THE MEETING OF SAHF CORE BOARD & ITS ROLE AND RIGHT

- There shall be three types of meetings in our Organisation.
 1. Annual General Meeting
 2. Monthly General Meeting
 3. Weekly General Meeting

ANNUAL GENERAL MEETING (AGM)

- There shall be an annual meeting to be known as Annual General Meeting (AGM). This meeting shall primarily deal with issues of Policy, Finance, Administration, Operational Discipline, New Project Introduction, Creation of a New Department and other issues which may be deemed as important by the core body of the SAHF, the highest decision-making body.
- For such an issue to be discussed which has not been mentioned here, A resolution must be passed beforehand with a majority of members voting in favour of all the members present and voting.
- It is mandatory for every member of the Organisation, regardless of their position or department, to be present in the Annual General Meeting.
- The Annual General Meeting (AGM) of the board must be conducted four times a year and once a season.

MONTHLY GENERAL MEETING (MGM):

- There shall be a meeting to be conducted monthly which shall be known as Monthly General Meeting.
- This meeting shall primarily concern with the reviewing of allotted works of the departments of the organisation. Any other important issue, as deemed by the Chairman. can also be discussed in this meeting.
- It is mandatory for all the department heads and team heads to be present in the Monthly General Meeting.
- If a concerned department / Team head is unable to attend the meeting, he/she can appoint someone, who can represent on their behalf and is accountable and responsible for the works done by the department.
- A monthly general Meeting must be conducted at least once in a month.

WEEKLY GENERAL MEETING (WGM):

- There shall be a meeting to be known as weekly General Meeting. It shall be conducted on need basis. It is not mandatory at all to conduct a meeting if there isn't any agenda as such.
- The primary agenda of this meeting shall be to take feedback and to direct all the volunteers and members and department heads regarding their allotted works.
- Any inputs or outputs regarding the allotted work can be discussed in this meeting.
- The meeting will be valid when two thirds of the members come to a meeting and tell the members the date of the next meeting on that day. If one of the members was not at the meeting, the other members will send an announcement to him by official letter/email.
- The chairman of the board will summon a meeting and when he is not there the vice chairman will do it.
- The chairman of the board and one third of the members can summon a meeting and at this time the chairman will head the meeting.
- Each member of the board has only one voting right.
- Each member of the board has equal rights when solving issues, if necessary, opinions can be asked secretly and at other times opinions can be asked openly and when the majority of the members have the same opinion the issues will be decided.
- If the board determines that one of the members cannot be asked opinions or a member says he cannot participate in negotiations it has to be informed by an official letter/email.

- In case of absence of the head of a department whose issues were to be discussed in the Board Meeting, the same shall not be discussed until he is present or he, himself, in writing, authorizes any of his team member to appear on his behalf.
- During the board meeting, A secretary shall take notes of the decisions and the discussions concluded. Such minutes shall have to be mandatorily signed by the chairman of the board and the secretary presided that meeting. After that the secretary will give a copy to each member.
- All such documents (non-confidential documents) shall be released on the official website the within a week and shall be available for the access to public and the beneficiary at large.