



CODE OF CONDUCT FOR HOSTEL RESIDENTS

Resident-specific safeguarding declaration

Purpose and application

This Code applies to every resident of Sarita Working Women's Hostel. It promotes a safe, respectful and inclusive living environment. It supplements, and does not replace, the current Admission Guidelines and Rules and Regulations.

Resident safeguarding commitments

1. I will treat every resident, staff member, visitor and service provider with dignity and respect, without discrimination based on religion, caste, community, language, disability, health condition, economic background or any other personal characteristic.
2. I will not engage in physical, sexual, emotional or verbal abuse; harassment; bullying; intimidation; exploitation; coercion; stalking; threats; humiliation; or retaliation, whether in person, by telephone or online.
3. I will respect personal boundaries. I will not make unwanted physical contact, sexual remarks or advances, pressure another person to share private information, or enter another resident's room or personal space without permission.
4. I will respect privacy and confidentiality. I will not photograph, record, publish or circulate another person's image, conversation, documents, contact details or personal information without clear consent and any permission required by hostel management.
5. I will use social media and messaging platforms responsibly and will not post or forward abusive, threatening, discriminatory, sexually explicit, misleading or privacy-invading content involving residents, staff, visitors or hostel premises.
6. I will follow the hostel's visitor, room-access and security rules and will not assist any unauthorised person to enter a restricted area or remain on the premises.
7. I will act with particular care around children and persons in vulnerable situations. I will never exploit, isolate, threaten, harm or behave inappropriately towards them, and I will immediately report any safeguarding concern.
8. I will promptly report suspected abuse, harassment, exploitation, serious threats, self-harm risk or other safeguarding concerns to the Sister-in-Charge, Warden or designated hostel authority. In an immediate emergency, I will also contact the appropriate emergency service.
9. I will report honestly, preserve relevant information and cooperate with a fair enquiry. I will maintain confidentiality and will not investigate, confront, shame or publicly identify a complainant or affected person on my own.
10. I understand that good-faith reporting is protected. I will not retaliate against, pressure or intimidate anyone who raises a concern, assists an affected person or participates in an enquiry.
11. I will comply with reasonable safeguarding directions issued by hostel management. A breach may lead to protective measures or disciplinary action under the Rules and Regulations, including dismissal where warranted, without limiting any action required by law.

How to raise a concern

Report a concern as soon as possible to the Sister-in-Charge or Warden in person or through the current contact details displayed or issued by the hostel. If the concern involves that person, report it directly to another authorised member of hostel or Society management. Immediate danger or a medical emergency should be reported to the relevant emergency service without delay.



SARITA WORKING WOMEN'S HOSTEL

Managed by The Good Shepherd Convent (Bombay) Society

Resident declaration

I confirm that I have read and understood this Code of Conduct. I have had the opportunity to ask questions. I agree to follow these safeguarding commitments throughout my residence and understand that this declaration forms part of my hostel records.

Resident's full name

Admission number

Room / bed number

Date

Resident's signature

Parent / guardian name

Relationship

Parent / guardian signature

Date

Received by (hostel representative)

Date