



National Productivity Council

**Training Programme
on
Human Rights and Anti-corruption & Anti-bribery
Management System to improve Governance as
part of ESG**

11th– 15th March 2024

Goa



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Respect for human rights in everyday operations is increasingly imperative across different sectors. New human rights due diligence regulations, investor interest in the detailed workings of human rights programs, and customer demands for transparency all make human rights a priority. Because of changing regulations and compliances around human rights, organizations need to continuously review and advance human rights policies, processes, effectiveness, and impact. The program will cover human rights based on **UN Guiding Principles (UNGPs)** and **National Guidelines on Responsible Business Conduct (NGRBC) released by the Ministry of Corporate Affairs (MCA), Government of India.** Human rights laws encompass specific standards for women (prevention of sexual harassment), children (prevention of child labour), persons with disabilities, minorities and other vulnerable groups, who now possess rights that protect them from discrimination that had long been common in many societies.

Bribery especially refers to the offering, giving, soliciting, or receiving of any item of value as a means of influencing the actions of an individual holding a public or legal duty. The legal definition of bribery is to give a gift to someone with the intention of influencing the actions of the recipient who has a legal or public duty. Bribery is considered a crime under the Foreign Corrupt Practices Act. Attempted bribery and successful bribery are usually punished the same under the law. It is indicated that the ways to Prevent Bribery and Corruption in the Workplace include initiatives such as:-

- Implement an anti-bribery and anti-corruption policy.
- Establish a culture of Anti Bribery and anti-corruption practices.
- Conduct third-party due diligence.
- Know the difference between bribes and gifts.
- Understand how Anti Bribery and anti – corruption practices work in everyday practices.
- Knowing the signs of bribery
- Provide regular anti-bribery training etc.

3. LEARNING OBJECTIVES

This training program aims to sensitize participants in the following ways:

- **Encouraging offices, departments, institutions, and organisations to adopt simple yet impactful human rights practices, systems, and procedures**

- Improving governance as part of ESG by having sound anti-corruption and anti-bribery management systems
- Promoting culture which respects human rights and good governance towards becoming socially responsible organization.
- Introducing participants best practices of human rights, prevention of corruption, respect for woman, and identify dominant cultural features and shared values in the organization

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training programme:

- Principles of human rights and part of UN Guiding Principles (UNGP)
- National Guidelines on Responsible Business Conduct laid down by the Government of India
- Prevention of sexual harassment
- Principles for socially responsible offices, departments, institutions, and organizations
- Anti-corruption and anti-bribery management system
- Case studies, examples and best practices to make your organisation socially responsible.

5. TARGET PARTICIPANT

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions.

6. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE & DATES

Program Venue	Goa
Programme Fee	Residential Participants ₹ 55000 /- + 18% GST

	Non –Residential Participants ₹ 39500 /- + 18% GST
Programme Code	TP/23-24/141
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	March 11, 2024 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	March 15, 2024 Forenoon

9. PAYMENT DETAILS

100% Payment has to be made in advance along with acceptance of proposal.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

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10. GENERAL INSTRUCTIONS

- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.

- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
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APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

GST no:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India

5-6, Institutional Area, Lodhi Road, New Delhi – 110003

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