

# Code of Conduct

## Naripokkho

Nilu Square, House # 75, Road # 5/A Satmashjid  
Road, Dhanmondi, Dhaka 1209

---

January 2021


সি/০৩২৭

# Table of Contents

Content	Page No.
1. Introduction	01
2. Code of Conduct for Employees and Members	01
3. Rules/regulations for utilization of the organisation's assets and existing funds	05
4. Conduct related to conflict of interest	05
5. Behaviours related to privacy and transparency	06
6. Behaviour among Employees	06
7. Behaviour related to communication and telephone use	06
8. Personal behaviour at work	07
9. Visitors at work	07
10. Children Protection Policy	07
11. Responsibilities	07

Authorization:

Chairperson Name: Gita Das

Signature: 

Date:

## 1. Introduction

Naripokkho was established in 1983 to mobilize social power against discrimination, injustice, and violence towards women, and to advocate for the realization of women's human rights. Since its inception, members have engaged in discussions on various women's rights issues during its weekly meetings held every Tuesday. This discussion process forms the foundation of all Naripokkho programs. Naripokkho envisions a Bangladesh where women are recognized as full-fledged citizens entitled to rights and dignity within the family, society, and state. Naripokkho is committed to assisting women in attaining equal rights and dignity through a range of targeted and diverse programs. This document serves as a set of guidelines that may be revised periodically to reflect changing priorities and contexts. The Code of Conduct outlined herein applies to all members and employees.

## 2. Aims and Objectives:

- Naripokkho is committed to upholding the highest standards of ethical behaviour among all employees and members, in alignment with its core values.
  - All employees and members are expected to interact with others with honesty, integrity, and respect."
- 2.1 Code of Conduct for Employees and Members: General Discipline

### 2.1 Code of Conduct for Employees and Members

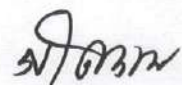
An employee or member shall work with a responsible and endeavouring attitude. All employees or members must be respectful of the organization's policies. Naripokkho will continue its effort to increase the skills and acquire knowledge of employees and/or members, and refine and improve their behaviour.

2.1.a) An employee and/or member must not engage in disorderly behaviour or activities that contravene the ideals and objectives of the organization.

2.1.b) Each employee and/or member shall treat each other with respect that is acceptable to others and appropriate for the office.

2.1.c) Each employee and/or member must attend the office as per the rules. Before going on leave, they must assign and explain their duties to another person and inform their supervisor.

2.1.d) Each employee and/or member shall have a clear understanding of and abide by the rules and regulations of the organization.





2.1.e) No employee and/or member can use any information or material for their interest that is contrary to the organization's interest and without the organization's knowledge.

2.1.f) The assets of the organization cannot be used directly or indirectly for personal purposes. They may be used subject to the approval of appropriate authority in special cases.

2.1.g) Employees shall not engage in any criminal or unethical activities.

2.1.h) No employee and/or member shall accept bribery or any other form of unfair advantage.

2.1.i) If an employee or member is charged with a criminal or civil offence, the supervisor must be notified immediately upon learning of it.

2.1.j) Office orders, procedures, and legal instructions of superior authorities shall be followed.

2.1.k) Absence from work or leaving the workplace without permission from the appropriate authority is not permitted.

2.1.l) If someone is an object of any kind of harassment, they should immediately inform the concerned authorities.

2.1.m) Money cannot be borrowed from a subordinate colleague under any pretext.

2.1.n) Be impartial in any investigation or testimony.

2.1.o) Any complaints, recommendations, and measures taken in that regard by the concerned employees and/or members will be documented in writing by the administration.

2.1.p) Any employee and/or member shall be notified as soon as possible upon receipt of any personal news relating to them.

2.1.q) Office policies, issued notices, and decisions shall be promptly circulated to all employees and/or members.

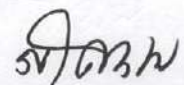
2.1.r) A safe and child-friendly work environment must be ensured for child assistants in employees' and/or members' households.

## **2.2. Major Mismanagement/Offenses:**

Any of the following activities on the part of any employee and/or member shall constitute major misconduct/offence:

2.2.a) Disobeys any lawful or reasonable order of the supervisor or administration;

2.2.b) Participating in strikes, violence, or any inciting activities;



- 2.2.c) Transfer or defraud any property of the organization;
- 2.2.d) Habitually coming to the office unreasonably late or without prior permission;
- 2.2.e) Violation of any legal regulations or employment rules of the organization;
- 2.2.f) Engaging in indecent behavior within the organization or encouraging anyone to engage in indecent behavior;
- 2.2.g) Violating any rules or instructions of office management and maintenance;
- 2.2.h) Intentional falsehood or negligent acts;
- 2.2.i) Secretly planning to harm any employee or member of the organization;
- 2.2.k) Performing personal work without authorization during any program, especially meetings, seminars, and workshops inside the organization's office or outside.

### **2.3. Penalties**

#### **2.3.1. Minor Penalties**

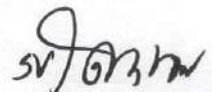
The following steps will be taken as applicable:

- 2.3.1.1) Verbal warning;
- 2.3.1.2) Written warning;
- 2.3.1.3) The administration and supervisor will issue a show-cause notice subject to discussion. In the case of the service of notice, the employee or member shall have at least 3 working days' time to respond to the show-cause notice;
- 2.3.1.4) Withholding of increment for a specific period;
- 2.3.1.5) Withholding of promotion for a specific period;
- 2.3.1.6) Recovery of any financial loss caused to the organization by the employee from their salary, allowance, or any other amount received;
- 2.3.1.7) Removal from duty;
- 2.3.1.8) Recovery of compensation.

#### **2.3.2. Major Penalties**

The penalty is as follows:

- 2.3.2.1) Temporary suspension;
- 2.3.2.2) Termination;
- 2.3.2.3) Dismissal from service;
- 2.3.2.4) Handover to the law enforcement agencies.





### **2.3.3. Filing Complaints:**

#### **2.3.3.1. Employee Grievance Procedure**

The following procedure should be followed to make any complaint:

- (a) First, submit the complaint in writing to the Supervisor.
- (b) If the employee does not feel comfortable making a complaint to the Supervisor, the employee may inform the Chairperson in writing.
- (c) If they are not comfortable with the above responsible persons, they can inform in writing to any member of the Executive Council.
- (d) In the disposition of all grievances, consideration shall be given to the following:
  - (d-1) The complaint will be resolved at the earliest considering the importance of relevance, ensuring confidentiality, fairness, and impartiality.
  - (d-2) The decision of the resolved grievance shall be kept and communicated to the employee in writing.
  - (d-3) If the employee is not satisfied with the measures taken or the explanation, they may appeal to the Executive Council.

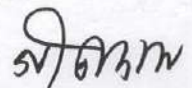
#### **2.3.3.2 Complaint Procedure:**

Members can lodge complaints with the chairperson or any one of the three secretaries. Upon receiving a complaint, the president or the secretary will establish a committee consisting of three members to take necessary actions.

#### **2.3.4. Temporary Suspension:**

Any action contrary to the organization's ideals, objectives, and interests, as well as instances of corruption and indiscipline, may lead to temporary suspension. The process is as follows:

- a) An employee against whom a complaint has been filed or an investigation initiated may be suspended if deemed necessary.
- b) The decision of suspension shall be communicated to the employee in writing.
- c) Upon suspension, the employee must promptly transfer their responsibilities to another designated employee.
- d) The decision to suspend an employee shall be made at the discretion of the chairperson after consultation with the Central Coordinating Committee.



e) During suspension, the employee will receive a subsistence allowance equivalent to their basic pay.

f) Complaints shall be resolved within a maximum period of 60 days from the issuance of the notice.

g) If found guilty, the employee shall be dismissed; otherwise, they shall be reinstated with full pay and allowances.

### **2.3.5. Grievance Disposition Process:**

Employees or members must respond to any show cause notice within 3 days. Failure to respond for three consecutive instances will result in dismissal. The Central Coordinating Committee will appoint a Review Committee comprising at least three members. The Executive Council will form this committee as necessary.

### **2.3.6. Petition for Reconsideration:**

An employee may apply for reconsideration of a dismissal to the Executive Council. The Executive Council will review the application, considering the employee's past positive contributions and other relevant factors. However, there is no scope for reconsideration in cases of corruption or breach of discipline.

### **3. Rules for Use of the Organization's Assets and Existing Funds:**

3.1) All employees and/or members must handle Naripokkho's property with utmost care.

3.2) Upon termination, employees must return all assets belonging to Naripokkho in good condition.

3.3) Any damage or loss of Naripokkho's property by an employee must be reported immediately to the supervisor and administration.

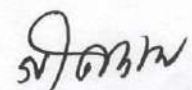
3.4) If an employee's negligence causes loss to the organization, the administration may impose fines or compensation.

3.5) It is the responsibility of all employees and/or members to spend Naripokkho's funds efficiently.

### **4. Conduct Related to Conflict of Interest:**

4.1) No employee or member of Naripokkho shall engage in any conflict of interest, whether openly or secretly.

4.2) Conflicts of interest must be disclosed and resolved in consultation with the supervisor, prioritizing Naripokkho's interests.





4.3) Employees or members shall not have any financial or commercial interests conflicting with those of Naripokkho.

4.4) Acceptance of benefits from third parties providing goods, materials, or services to Naripokkho must be disclosed.

4.5) Every employee and/or member must annually disclose any work related to Naripokkho's interests, which shall be registered and subject to impartial review by a designated person or committee.

## **5. Behaviors Related to Privacy and Transparency**

5.1) Employees and/or members shall maintain the confidentiality of all organization information and documents.

5.2) Any employee or member who violates the confidentiality and transparency policy will be subject to disciplinary action.

5.3) Transparency must be ensured at all stages of the decision-making process, and all activities must adhere to record-keeping procedures.

5.4) Even after leaving Naripokkho, individuals must uphold the organization's confidentiality.

## **6. Behavior among Employees**

6.1) All Naripokkho employees or members shall treat everyone with respect, politeness, and consideration.

6.2) Gender equality shall be observed for all employees or members regardless of sex, belief, identity, position, professional class, or any other criteria.

6.3) Any abusive or disrespectful behavior towards another person by an employee and/or member must be reported to a supervisor.

6.4) Personal privacy must be maintained when discussing personal matters or information, and confidentiality about colleagues' personal lives must be respected.

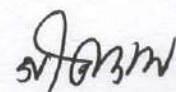
## **7. Behavior Related to Communication and Telephone Use**

7.1) During office phone or mobile communications, employees and/or members should avoid speaking loudly to avoid disturbing others.

7.2) The use of loudspeakers while speaking at one's desk is prohibited.

7.3) Employees and/or members should carry their mobile phones or put them on silent mode when leaving their desk, even for a short time.

7.4) When attending online meetings/seminars listening to music or watching videos, headphones must be used to avoid disturbing others.





## **8. Personal Behavior at Work**

### **8.1. Personal Desk Management:**

Naripokkho employees shall keep their desks clean and tidy.

### **8.2. Food at the Desk:**

Employees are responsible for cleaning the area where they eat, except at the dining table.

### **8.3. Working on Holidays:**

The office may be open on holidays in case of urgent need with approval from the concerned supervisor, project director coordinator, and administration.

### **8.4. Use of Lights, Fans:**

Employees must turn off ceiling or table fans and lights before leaving the office or going outside.

### **8.5. Use of ID Card:**

Employees should keep their ID cards with them for security when visiting other offices or places for official purposes.

## **9. Visitors at Work**

- a) Official or institutional visitors are permitted, but personal visitors are discouraged.
- b) Personal visitors brought by employees should not disturb the work of others.
- c) Employees are responsible for the actions of their visitors in the Naripokkho office.
- d) Employees bringing family members' children must also bring an assistant to look after them.

## **10. Child Protection Policy**

**(Attached is the Children Protection Policy.)**

## **11. Responsibilities**

- a) All Naripokkho employees and members must adhere to this policy.
- b) Employees and members shall cooperate with the administrative department for the smooth operation of the office.
- c) Willful violations of this policy shall be strictly dealt with by the management.
- d) Necessary steps will be taken according to Naripokkho's existing relevant policies. This policy is effective from January 2021.

