

# CODE OF CONDUCT

(Version 2, Effective from 1st January 2022)



## RISDA-Bangladesh

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## **1. Introduction**

1.1. This code of conduct applies to all employees, volunteers, members of GC and EC of RISDA-Bangladesh (“the Organization”). The objective of the code is to provide a framework of principles for conducting and dealing with colleagues which is:

- to act with the utmost integrity and professionalism and be scrupulous in the proper use of the information, funds, equipment and facilities of the organization;
- to exercise objectivity, fairness, equality, proper courtesy, consideration and sensitivity in dealing with colleagues;
- to avoid conflicts of interest;
- to safeguard the vulnerable people and
- to comply with the spirit of the law of the land.

## **2. Responsibilities**

2.1. Employees are required to;

- promote the interests of the organization ;
- respect colleagues;
- comply with laws regarding equal opportunity;
- perform duties with skill, honesty, care and diligence, using authority in a fair and equitable manner;
- abide by policies and procedures, instructions and lawful directions that relate to their employment and duties;
- comply with the spirit as well as the codes of conduct applying to the professions of individual Employees; and
- act within the laws of the country.

## **3. Safeguarding for the Vulnerable People**

3.1. Employees must take reasonable safeguarding measures to ensure, as far as possible, the safety and protection of children, young people and vulnerable adults, including those with whom we work and those in the communities where the program of the organization is undertaken.

3.2. Employees must promote the child rights in agreement with the United Nations Convention on the Rights of the Child (UNCRC) and protect the children from any sorts of abuse, violence and discrimination.

3.3. Employees must not involve any physical, verbal and non-verbal conducts of sexual harassment to the other colleagues and program participants.

3.4. Employees must not conduct with the other colleagues and program participants for any bullying, harassment or violence.

3.5. Employees must promote gender equity, inclusive and democratic social values in their workplace.

#### **4. Conflict of Interest**

4.1. Employees must avoid any personal, financial or other interest which may be in conflict with their duties and responsibilities to the organization.

4.2. Employees must disclose any interest which may constitute a conflict of interest to line Manager and HR.

4.3. Employees must not accept any external appointment or conduct a business without the permission of the Executive Director.

#### **5. Confidentiality**

5.1. Employees shall not divulge, disclose, or communicate the confidential information or documents to any person, firm, corporation or other entity, or use for his/her own benefit or for the benefit of any other person, firm, corporation or other entity matters, data or information without the permission of the Executive Director.

5.2. Employees should clear their desk especially those concerning confidential matters, after office hours and also secure the locks of their desk, filing cabinets and rooms.

#### **6. Organization Property**

6.1. Employees shall use work areas, storage areas, lockers, file cabinets, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, copying machines and vehicles properly and maintained in good working order. Employees who lose, steal, or misuse Organization property may be personally liable for replacing or repairing the item.

6.2. Employees must use the property, funds, facilities and services of the organization only for authorized purposes.

#### **7. Attendance and Punctuality**

7.1. Employees are therefore expected to be at work on time every day.

7.2. Employees must inform his/her supervisor as soon as possible in the event that employees are absent or late due to illness, accident or personal reasons.

#### **8. Dress and Demeanor**

8.1. Employees are expected to dress neatly and appropriately in normal office attire when employees are at work.

8.2. Employees are expected to be accountable for all money or documents belonging to the organization which have been entrusted to his/her care.

## **9. Financial Responsibility and Accountability**

9.1. Employees must be especially careful in the management of their personal financial affairs and take care to avoid any financial indiscretion that would reflect unfavorably upon them or the organization.

## **10. Use of Organization Equipment**

10.1. Employees shall use organization equipment provided by the organization like email and other computer files for organizational purposes only and all computer passwords and codes must be available to the organization at all times.

10.2. Employees shall not add unauthorized or pirated software or files to any machine owned by the organization.

10.3. Employees might not use computer files or software brought from home or other sources on the computer (to avoid viruses). One copy of copyrighted material may be downloaded for an employee's personal use in research if pre-approved by the Department Head. Employees are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs.

## **11. Integrity and Organization Ethics**

11.1. Employees must conduct in an ethical and legal manner, bearing in mind that 'what is legal may or may not always be ethical'.

11.2. Employees must sign the "Code of Conduct" at the commencement of their employment with the organization and this signature is an acknowledgement that the employees read, fully understood and committed to adhere to these codes.

## **12. Public Statement**

12.1. Employees must not making any public statement through press, radio or television without authorization by ED.

## **13. Safety**

13.1. Employees must observe and comply with all safety practices and procedures introduced by the organization to maintain a safe workplace.

13.2. Employees must report to the immediate line manager for any unsafe work practices .

## **14. Environment**

14.1. Employees must comply with relevant legislation and promote environmental awareness, to raise standards.

14.2. Employees are encouraged to use energy and other resources efficiently.

14.3 Employees are encouraged to support community activities in the areas in which they work.

## **15. Gifts and Entertainment**

15.1. Employees should never be offered or accepted Gifts in circumstances where the outcome of a transaction may be influenced by the gift, or give rise to the perception that the transaction may be influenced by the gift.

15.2. Employees involved in a tendering process must refrain from actions which may give rise to an expectation of some favored treatment from or by any tendering party.

15.3. Employees must not offer or accept money under no circumstances and it will be treated as bribes.

## **16. Compliance**

16.1. Employees must be aware of and adhere to organization policies, especially those relating to health and safety, safeguarding, corruption, conflicts of interest etc.

16.2. In the course of their duties, Employees must comply with relevant laws and regulations of the country.

## **17. Breaches of the Code of Conduct**

17.1. Employees have a duty to observe the code and ensure that no breaches occur. Breaches require immediate attention and Employees have a duty to report known or suspected breaches of the code.

17.2. A complaint or disclosure about an alleged breach of the code should be in writing and contain details about the date, time and nature of the alleged breach and include any available support material. All reports are treated as confidential.

17.3. The organization will protect any “whistleblower” who reports a violation in good faith and on reasonable grounds and will comply with laws relating to “whistleblower protection”.

17.4. The allegation should be made to the Employee’s immediate supervisor, or if the Employee believes the immediate supervisor may be implicated, to the ED.