



**Uttaran**

# Staff Code of Conduct

**Community Mobilization**

**Poverty Eradication**

**Environmental Justice**

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## Code of Conduct – Extracted From Personnel Management Policy

### Chapter - 15

Uttaran staffs will follow the following code of conducts to make the activities neutral, universal and dynamic and each of the employees have to sign on a declaration which will be kept in the personal file of the staff.

15.1 Each of the staffs must follow all the rules under any policy, guideline and manual of Uttaran and if evidences or suspicious events found about these policy violation, it should be informed to Uttaran authority

15.2 All the staffs should be respectful to the constitution of the People’s Republic of Bangladesh and administration besides they are to work by following the job policy, safeguarding policy, anti-discrimination policy, diversity and inclusion policy, gender and children protection policy of Uttaran.

15.3 A staff should be polite, dedicated and courteous and should maintain a mutual respectful relation with the other staffs. Similarly, s/ he is to be friendly with the colleagues with professional manner

15.4 Personal conflicts should be avoided for Uttaran’s interest and such issues should be informed to authority.

15.5 Using individual influence, any staff cannot influence any group, team or individual or cannot provide proposal to anyone about any personal benefits and cannot use any public or private properties or facilities or any financial resources.

15.6 Staffs have to ensure that their individual attitudes and relation will have no impacts on their professional roles

15.7 Any direct or indirect transactions or any gift or bribe that can influence performing any responsibility is not allowed

15.8 Dealing with organizations which are conflicting with Uttaran’s ideal and values is not allowed

15.9 Zero tolerance is applicable for financial corruption, sexual harassment, anti-state activities, terrorism, child abuse, militancy and proof on disobedience for any level of staffs and will result in termination from the job

15.10 The staffs should remain active to uphold the honesty and transparency of Uttaran to the people

15.11 The staffs cannot create any discrimination by their work and attitudes to any gender, age, religion, culture, education, disabilities, social position, material, personal characteristics, neglecting, physical abuse or harm, any kind of physiological or emotional abuse, property, minority and indigenous people and other status.

15.12 All the staffs should follow the Money Laundering Act 2019 to prevent money laundering in foreign countries and should pay the payable income tax.


15.13 Any staff cannot get involved with any individual or organization that is assistive to any militancy or anti-state activities and they should remain aware of the issue.

15.14 The staffs should prevent all types of misuse of natural resources and remain aware of the coastal weather and climate

15.15 The staffs should strictly maintain ban on all types of drugs, alcoholic beverages, drinking and marketing at the workplace or in any other places

15.16 Staffs should remain active against smuggling of the victimized people and identify the people involved in human smuggling and smuggling victims especially recovering women and children

  
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15.17 All the organizational resources should be protected with top priority and cannot be handed over that may damage organization's interest. Also every staff should maintain the cyber security as per the digital guideline of Uttaran.

15.18 The staffs are disallowed to get involved with any political party while they are with the job and also cannot actively participate in any rallies, meeting and procession and similarly cannot use anything resembling the organization

15.19 Forcing anyone for sexual relationship or attempting, proposal for sexual relation, touching someone for sexual purposes, indecent indication, cracking indecent jokes, describing about sexual ability of own or others, comment on anyone's body is prohibited

15.20 Fueling on any activities that may result in conflict among the employees are banned and confidentiality should be maintained for office related tasks. Staffs should follow the privacy policy of Uttaran.

15.21 Any illegal relation among the staffs should be resolved and 2<sup>nd</sup> marriage is prohibited in case of existing first wife's permission

15.22 Staffs should be respectful on the mutual religious feelings and cannot hurt the religious feelings as well

15.23 Staffs should be publicized any circular and policies instantly among the other staffs and relevant stakeholders.

  
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