

Code of Conduct for staff/Volunteer/Intern

Prova Society



Prova Society

Approved by: Executive Committee (EC)

Revised on 28/01/2023

Prova Society

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Code of Conduct for staff/volunteer/intern

Introduction

Prova Society is a non-governmental organization delivering welfare services through receiving funds from government, national and international donor. The organization is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. All staff should ensure that the businesses of Prova Society, such as applications for services, procurement or staff recruitment, are dealt with in an open, fair and impartial manner.

Definition:

The Code of Conduct offers a set of basic guiding principles to ensure staff/volunteer/intern meet the necessary standards of behavior, in their professional, private and civic life.

Method of preparing this Code of Conduct:

This Code of conduct is prepared based on keeping Prova Society's Human Resource Policy, code of conduct of different national and international organizations, constitution of Bangladesh and universal declaration of human rights.

Process of preparing this Code of conduct:

The draft of this Code of Conduct is delivered from the above-mentioned policies and guidelines. Then we had consultations with our colleagues at principal office and fields. We also had taken beneficiaries feedback later on to prepare this Code of Conduct.

Objectives of this Code of Conduct:

1. Every staff/volunteer/intern shall abide by it at all times.
2. Prova Society shall inform about this Code of Conduct to the people affected by crisis, beneficiaries and stakeholders so that they know the expected behavior of staff and never are deprived, exploited, sexually exploited or abused by the staff.

Any breach of this Code of Conduct shall be reviewed and according to Human Resource Policy manual, disciplinary action shall be taken if anyone proved guilty. Each staff, therefore, must sign the declaration to indicate that s/he has understood and accepted this Code of Conduct and agreed to abide by it at all times.

Approved by The Executive Committee (EC):

This policy had been approved unanimously at the Executive Committee meeting held on 20 March, 2022. Later this revised version approved at the Executive Committee meeting on 28 January, 2023.

Review of this policy:

This policy can be reviewed with the changes of relevant polices/guidelines of Prova Society, national and international laws, universal declaration of human rights, etc.

Code of Conduct

This is (name).. .., Designation:..... Joining date to this organization:.....,

1. As a staff/volunteer/intern and in my professional life



Md. Emsadul Islam
Chairman
Prova Society



Enamul Kabir
Executive Director
Prova Society

- 1.1 I shall obey all the policies and laws of the state.
- 1.2 I shall uphold practices of human rights.
- 1.3 I shall not discriminate and show equality to all irrespective of nationality, caste, gender, culture, ethic affiliations or religion.
- 1.4 I shall not perform any duty that against COAST Foundation's policies, values activities.
- 1.5 All COAST policies and new circulars shall be learnt by myself and practiced, and do not demand any special training and orientation to learn that.
- 1.6 I shall abstain from repression to women and children, sexual exploitation and abuse, cheating or forcing to anyone to resort to unfair means, exploitation, child labour, badmouthing or bullying to anyone.
- 1.7 Either me or any of my family members shall not perform child marriage. I shall try to prevent it or inform the right authority to prevent if anywhere it happens.
- 1.8 Do not borrow or lend money from colleagues, beneficiaries or stakeholders.
- 1.9 If it is necessary to take a photograph or video of any of beneficiary, community people or child,
- 1.10 I shall obtain their permission first saying the objectives of photography or video. I shall not take any photograph or video that presents them in any undignified way due to their stance or dress.
- 1.11 I shall not extract any undue personal gain and gift or allowing others to do so.
- 1.12 I shall not commit any embezzlement and fraud.
- 1.13 Not giving or taking of bribes;
- 1.14 Not make any willful distortion of information;
- 1.15 Keep beneficiary information secured and do not handover to any.
- 1.15 Do not misuse of the organization's resources and facilities.
- 1.16 I shall not be a part-time or full-time employee of any other organizations while working as an employee of this organization.
- 1.17 I shall not disobey any logical instruction or decision from my supervisor or management.
- 1.18 I shall do not do nepotism or favoritism towards relatives or friends.
- 1.19 Do not do an active promotion or be an affiliated member of any partisan politics.
- 1.20 I shall not be connected to, support or campaign any religious extremism.
- 1.21 I shall abstain from smoking, taking alcoholic drinks and narcotics.
- 1.22 I shall not do any activity that has detrimental impact to natural, social and cultural environment of Bangladesh.

2. As a staff/volunteer/intern, my duty shall be

- 2.1 Maintain discipline, be devoted to time and duty, be responsible and accountable.
- 2.2 Maintain organizational Dress Code.
- 2.3 Show respect to the people affected by crisis, disadvantage people, especially women and children and vulnerable people, and devotes myself to create a congenial environment for them.
- 2.4 Maintain transparency in financial dealing.
- 2.5 Our organization is women and child friendly. So, shall show respect to the women and child, and create dignified working environment both for male and female colleagues.
- 2.6 Will be respectful to all rules and regulations and accountable to the beneficiaries, stakeholders, donors and government institutions.
- 2.7 Keep myself informed about the new policies and circulars of the organization, read them, seek help form colleagues to understand, if necessary, and obey those policies and circular,
- 2.8 Read organization's Human Resources Policy, Finance Policy, Microfinance, Complaint and Response Mechanism, Gender, prevention of Sexual Exploitation and Abuse, information Disclosure Policy, Information Secrecy and Privacy Policy, Safeguarding Policy for child and


 Md. Emsadul Islam
 Chairman
 Prova Society


 Enamul Kabir
 Executive Director
 Prova Society

vulnerable adult, Risk Assessment Policy and staff security and wellbeing Policy. So, do not show any excuse of saying that I did not study those policies and don't know. I shall obey all the policies too.

- 2.9 If I do have any objection to any policy of this organization, I shall write officially to the authority no later than 15 days after signing this Code of Conduct.
- 2.10 If I do have any Conflict of interest in any issues, I shall declare that to the authority with my own responsibility.
- 2.11 Obey Zero Tolerance Policy of the organization.
- 2.12 I shall keep the beneficiary informed about the feedback and complaint submitting mechanism.

Declaration of accepting this Code of Conduct I read this Code of conduct, understood and as a staff/volunteer/intern, I shall maintain this Code of Conduct at all times. I am also aware that the organization has the right to change, amend or discard any or all the clauses of this code of conduct, the organization has the right to take any disciplinary action against me under its Human Resource Policy Manual.

Signature of Prova Society staff/volunteer/intern

Full Name:.....

Name of Legal Guardian:.....

NID Number:.....

Date:.....

Personal File Information:.....



Md. Emsadul Islam
Chairman
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