



**Zabarang Kalyan Samity
Policy Cover Sheet**

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Primary person responsible for updates to this policy:	Mathura Bikash Tripura
Job title:	Executive Director

Circulation: This policy has been adopted by the general committee members and is available to staff and general committee members. It is addressed to all staff members, volunteers and applies at any organizational services.

Reviewed by: 

Mathura Bikash Tripura
Executive Director
Zabarang Kalyan Samity

Date: 15 December 2022

Approved by: 

S. Ananta Bikash Tripura
Chairperson
Zabarang Kalyan Samity

Date: 15 December 2022

CODE OF CONDUCTS for the Employees and other Related Persons of Zabarang



Zabarang Kalyan Samity


Mathura Bikash Tripathi
Executive Director
Zabarang Kalyan Samity

The DOs and DON'Ts of Zabarang Staff to be followed

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Chairperson
Zabarang Kalyan Samity

CODE OF CONDUCTS for the Employees and other Related Persons of Zabarang

The capacity and performance of Zabarang Kalyan Samity to achieve its vision, mission and goals depend upon the individual and collaborative efforts of all employees and related personnel of the organization. To this end, the employees and related personnel are required to uphold and promote the highest standards of ethical and professional conduct and abide by all rules and policies of the organization. The Code of Conduct of Zabarang, defines the safeguarding conduct to be followed by all employees and related personnel of the organization to protect anyone, from sexual harassment, exploitation and abuse, and child abuse, by the employees and related personnel of Zabarang.

This Code of Conduct intends to provide a self-explanatory guide for employees and related personnel of the organization to make decisions that exemplify the broader Code of Conduct and core values of Zabarang in their professional and personal lives. Any violation or breach of this Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary policy. All employees and related personnel of Zabarang must read and sign the Code of Conduct stated as follows:

As an employee or related personnel of Zabarang, I will –

1. comply with all applicable legal requirements
2. seek approval from the Executive Director or Resource Coordinator if planning to offer a gift to someone.
3. register any hospitality (meals or entertainment) provided above BDT 1,000 in value (per individual event) with the Government.
4. raise concern with my supervisor if I see something with which I am not comfortable.
5. follow the organizational procurement policy and guidelines when purchasing any goods or services.
6. communicate with suppliers clearly on supply methods, responsibility and inform the supplier on Child Protection Policy, Safeguarding Policy, Whistle Blower Policy, Anti Sexual Harassment Policy and other relevant policies and procedures of the organization.
7. arrive office as per set office time.
8. be willing to engage a coworker who asks for my help. I will use the opportunity to stand out and share the knowledge I learned as a Husky. I will welcome any questions that my any colleagues may ask to learn from me.
9. create a proper personal email address. Depending on my profession, I will most likely have to correspond with my coworkers after work and on weekends. I will replace foxychick123 with a professional username, such as first initial and last name or the organization's name or the name of position.
10. jump at the chance to complete a new task. My coworkers likely gave it to me because they have confidence in my abilities, not because they have time to dish out so-called busy

work.

11. be flexible. Sometimes a project calls for earlier or later hours; I will always be ready to adjust my schedule accordingly.
12. work on holidays, if required. This might not be an issue for every profession. But if it is, I will be rewarded in the long-run for missing the family barbecue on Memorial Day.
13. keep an eye on my personal budget. Just because I have an income now doesn't mean I should make it rain all in one place. I will invest for my future.
14. be open-minded – in my work and in my communications.
15. create and maintain a safe and equitable organizational culture that prevents and opposes sexual harassment, exploitation and abuse, and child abuse.
16. treat everyone with dignity and respect and challenge attitudes and behaviors that contravene the Zabarang Core Values, Safeguarding Policy and Code of Conduct.
17. immediately report any concerns I have regarding possible violations of the Zabarang Safeguarding Policy, Code of Conduct, Child Protection Policy, Whistle Blower Policy, Anti Sexual Harassment Policy and other relevant policies and procedures of the organization, whether by a Zabarang employee or by related personnel. I understand that failure to report any concerns may lead to disciplinary action. I will ensure I am aware of the options available to me to report and that when I report a concern or allegation, I will do so confidentially.
18. share sensitive information I may be aware of that relates to concerns of sexual harassment, exploitation and abuse or child abuse, whether involving staff, program participants or others in the communities where Zabarang works, through the reporting options available to me. I understand that for respect, dignity and safety of everyone involved, it is essential that I maintain confidentiality about any concerns or information I am aware of and only share information with staff of the appropriate function who need to know such information. I am aware that breach of this policy may put others at risk and will therefore result in disciplinary procedures.
19. disclose to Zabarang any civil judgment or criminal conviction that relates to allegations made against me of sexual harassment, exploitation or abuse of anyone.
20. always make sure I have another adult person present with me when I work with children, and any other vulnerable persons.
21. always ensure that for work-related purposes when I photograph or film a child, and or any other vulnerable people, I:
 - comply with local traditions or restrictions for reproducing personal images,
 - obtain informed consent from the person and/or the parent or guardian of the child, before photographing or filming, explaining how the photograph or film will be used,
 - ensure photographs, films, videos and DVDs present children and/or any other vulnerable person in a dignified and respectful manner and not in a vulnerable or submissive manner,

- ensure children and/or any other vulnerable persons are adequately clothed during the photographs or filming and not in poses that could be seen as sexually suggestive,
 - ensure images are honest representations of the context and the facts, and
 - ensure file labels do not reveal identifying information about a child and/or the vulnerable person, for example, name and exact location.
22. protect, manage and utilize Zabarang’s human, financial and material resources appropriately and will never use the organizational resources, including the use of computers, cameras, mobile phones or social media, to exploit, groom or harass participants of Zabarang programs and projects, children or others in the communities in which Zabarang works. I am aware that this means that it is prohibited for staff to access, display or transmit offensive and/or pornographic material on any Zabarang-provided or subsidized electronic device (e.g. computer, tablet, phone etc.) at any time, or on any personal electronic device on a Zabarang network in the workplace.

As an employee or related personnel of Zabarang, I will not -

1. accept bribes or kick-backs.
2. accept a gift over BDT. 1000.00 in value without submitting a gift registration to HR Department or the management.
3. offer a gift or any other advantage to a counterpart, stakeholders or participants of any program or project of the organization.
4. disclose confidential personal or business information unless for statutory or approved business reasons.
5. participate in price fixing or exchange sensitive information with competitors.
6. discriminate based on age, cultural background, disability, family status, gender identity, language diversity, marital status, nationality or ethnic origin, race, religion, political opinion, sexual orientation or social group.
7. disrespect colleagues or behave in any way which can be construed as bullying, intimidation or harassment, whether by physical, sexual, verbal, non-verbal or written means.
8. “Reply All” to an email chain. Understand the differences—and repercussions— between “Reply” and “Reply All” to avoid humiliation.
9. have a personal conversation at my desk. Find a conference room/vacant hall/veranda to discuss my personal business with my best friend, sister, significant other, or landlord (or anyone who isn’t related to work, actually).
10. bring my personal emotions into the office. My family life or weekend tours is not relevant to my desk neighbors.
11. gossip about fellow coworkers and/or my boss.
12. allow people gossip about other colleagues and/or myself and my boss.
13. wear weekend attire to the office. Save the crop tops, flip-flops, and see-through shirts for

- the weekend.
14. apply for a job that I don't want. I understand that it is a waste of time for both parties if I meet the employer for an interview and initially know that I will decline the position.
 15. forget at social functions that I am still at work. Because overdo at any social functions like attending at such functions where alcohol is being served, everyone will know why I am "called in sick" the next day.
 16. be nervous, but also do not overstep my boundaries. I should express my opinions, but will keep them G-rated.
 17. forget an umbrella/raincoat. Sitting in wet clothes all day is not fun. Keeping a pair of shoes under my desk, a pen at my pocket, an extra mask at my carrying bag also proves helpful.
 18. sexually harass, exploit or abuse anyone and understand that these behaviors constitute acts of gross misconduct and are therefore grounds for disciplinary action, up to and including dismissal.
 19. engage in any form of sexual activity or develop physical/sexual relationships with children (persons under the age of 18) regardless of the age of consent locally and/or any other persons, who are dependent on me because my position at Zabarang or at the society. I understand that ignorance or mistaken belief in the age of a child is not a defense.
 20. exchange money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. I understand this means I must not buy sex from anyone at any time, or exchange assistance that is due to participants of programs or projects for sex.
 21. engage in any sexual activity or sexual relationship with the participants of any programs or projects of Zabarang. I am aware that such relationships are prohibited. I understand that such relationships are based on an improper use of my position and inherently unequal power dynamics and may undermine the credibility and integrity of Zabarang's work. I understand I must declare any previously existing relationships with any participants of any of the programs or projects of the organization to my line manager or HR section. I will seek guidance on this prohibition from appropriate management.
 22. request any service or sexual favor from participants of Zabarang programs, children or others in the communities in which Zabarang works, and will not engage in sexually harassing, exploitative or abusive relationships.
 23. support or take part in any form of sexually exploitative or abusive activities, including, for example, child pornography, trafficking of human beings or child marriage.
 24. use language or behavior towards children of any other people from vulnerable groups that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.