



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: 27 July 2024

Approved by: 

S. Ananta Bikash Tripura
Chairperson
Zabarang Kalyan Samity

Date: 27 July 2024

CODE OF CONDUCTS for Zabarang Staff Members



Zabarang Kalyan Samity


Mathura Bikash Tripura
Executive Director
Zabarang Kalyan Samity

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


2 Chairperson
Zabarang Kalyan Samity

The DOs must follow”

- ✚ Do comply with all applicable legal requirements.
- ✚ Do seek approval from the Executive Director or Resource Coordinator if planning to offer a gift to someone.
- ✚ Do register any hospitality (meals or entertainment) provided above BDT 1,000 in value (per individual event) with the People Department.
- ✚ Do raise concern with your supervisor if you see something with which you are not comfortable.
- ✚ Do follow the organizational procurement policy and guidelines when purchasing any goods or services.
- ✚ Do communicate with suppliers clearly on supply methods, responsibility and let inform the supplier on Child Protection Policy

The DO's should follow:

- ❖ Do arrive early. You will be remembered for answering your phone at 9:01 a.m. in a world where tardiness is common...especially in cities.
- ❖ Do be willing to engage a coworker who asks for your help. Use the opportunity to stand out and share the knowledge you learned as a Husky. Don't be annoyed by their questions.
- ❖ Do create a proper personal email address. Depending on your profession, you will most likely have to correspond with your coworkers after work and on weekends. Replace foxychick123 with a professional username, such as your first initial and last name.
- ❖ Do jump at the chance to complete a new task. Your coworkers likely gave it to you because they have confidence in your abilities, not because they have time to dish out so-called busy work.
- ❖ Do be flexible. Sometimes a project calls for earlier or later hours; be OK with adjusting your schedule accordingly.
- ❖ Do work on holidays. This might not be an issue for every profession. But if it is, you will be rewarded in the long-run for missing the family barbecue on Memorial Day.
- ❖ Do keep an eye on your personal budget. Just because you have an income now doesn't mean you should make it rain all in one place. Invest for your future.
- ❖ Do be open-minded. In your work and in your communications.


Mithura Bikash Tripura
Executive Director
Zabarang Kalyan Samity

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


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Zabarang Kalyan Samity

The DON'T's must follow:

- ✚ Do not accept bribes or kick-backs.
- ✚ Do not accept a gift over BDT 1000.00 in value without submitting a gift registration to HR Department.
- ✚ Do not offer a gift or any other advantage to a counterpart, stake holders or beneficiaries
- ✚ Do not disclose confidential personal or business information unless for statutory or approved business reasons.
- ✚ Do not participate in price fixing or exchange sensitive information with competitors.
- ✚ Do not 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.
- ✚ Do not 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.

The DON'Ts should follow:

- ❖ Don't "Reply All" to an email chain. Understand the differences—and repercussions—between "Reply" and "Reply All" to avoid humiliation.
- ❖ Don't have a personal conversation at your desk. Find a conference room/vacant hall/veranda to discuss your personal business with your best friend, sister, significant other, or landlord (or anyone who isn't related to work, actually).
- ❖ Don't bring your personal emotions into the office. Your desk neighbor doesn't want to hear your sob story from your family or weekend tours, so leave that at the door.
- ❖ Don't gossip about fellow coworkers...or your boss. You're not hurting anyone but yourself when you do. Better yet, don't be so intolerable that people gossip about *you*.
- ❖ Do not wear weekend attire to the office. Save the crop tops, flip-flops, and see-through shirts for the weekend. No one will take you seriously if you don't.
- ❖ Don't apply for a job you don't want. It will be a waste of time for both parties if you meet the employer for an interview and initially know you will decline the position.
- ❖ Don't forget that at work socials, you're still at work. Be careful not to overdo it if alcohol is being served, everyone will know why you "called in sick" the next day.
- ❖ Don't be nervous, but also don't overstep your boundaries. You should express your opinions, but keep them G-rated.
- ❖ Don't forget an umbrella/raincoat. Sitting in wet clothes all day is not fun. Keeping a pair of shoes under your desk also proves helpful.