

CODE OF CONDUCT

OF

Center of Participatory Research and Development-CPRD

Adopted in February 2019



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This document has been approved by 28th Executive Committee Meeting of Center for Participatory Research and Development-CPRD

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Approved by

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In recent years, NGOs have taken on an ever-greater role as implementers of development

Definition

Code of Conduct is a set of basic guiding principles and outlining the norms, rules, and responsibilities or proper practices of an individual party or an organization to ensure staff meets the necessary standards of behavior, in their professional, private and civic life. Code of Conduct defines how the staff member of an organization should act and perform duties while respecting organization's core values, state laws and regulations and socio-cultural norms and practices.

Process of Developing Code of Conduct

This Code of Conduct has been developed on the basis of CPRD's Human Resource Policy, Zero-Tolerance Policy, Constitution of the Peoples' Republic of Bangladesh and the Universal Declaration on Human Rights.

A draft of this Code of Conduct has been articulated on the basis of the above-mentioned policies and guidelines, then consulted to the CPRD's member staff, general and executive committee members. The Code of Conduct been finalized incorporating the concerns and feedbacks of the people who we consulted.

Objectives of the Code of Conduct

The purpose of this Code of Conduct is to ensure a ethics, values and human-rights based and gender sensitive environment in organization and in the professional practices.

Applicability of the Code of Conduct

- Every employee/volunteer/intern shall abide by it at all times.
- CPRD shall inform about this Code of Conduct to the relevant stakeholders, it's partners organizations and beneficiaries so that they know the expected behavior of staff and never be deprived, misbehaved, economically exploited, sexually harassed or abused by the staff members.
- Every staff member of CPRD, 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. Any violation of this Code of Conduct, as reported by any other staff member and the stakeholders stated above, will be investigated by a neutral committee and the disciplinary action will be taken as per the organization's HR policy, if proved guilty.

Reviewing of the Code of Conduct

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

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The Code of Conduct of CPRD are as follows:

- 1.** Must obey all the policies and laws of the state
- 2.** Must uphold practices of human right and gender rights.
- 3.** Must be respectful, supportive and rational to the women colleagues in office and outside
- 4.** Do not discriminate and show equality to all irrespective of nationality, caste, ethnicity and religious diversity.
- 5.** Must respect ethnic diversity, cultural norms, religious practices.
- 6.** Do not perform any duty that against CPRD's policies, values activities.
- 7.** Borrowing or lending money from or to the colleagues, beneficiaries or stakeholders are highly prohibited to
- 8.** It is a must to take prior permission, with the explanation of the objectives, while taking photographs or shooting videos of any of beneficiary, community people, women and children and other stakeholders
- 9.** It is highly prohibited to take/receive any personal gain and gift or allowing others to do.
- 10.** CPRD will follow a Zero Tolerance Policy in terms of taking of bribes, annexation and fraud
- 11.** Do not make any willful distortion of information;
- 12.** Keep beneficiary information secure and do not hand over to any other.
- 13.** Do not misuse organization's resources and facilities.
- 14.** Part-time or fulltime employment of any other organization while working as an
- 15.** employee of this organization is highly unwarrantable.
- 16.** Obey any logical instruction or decision from my supervisor or higher management.
- 17.** Do not do nepotism or favoritism towards relatives or friends.

18. Don't be aggressive debates and do not impose your opinion on others
19. Don't be actively involved/ affiliated in partisan politics.
20. Don't be connected to, support or campaign any religious extremism.
21. Must abstain from smoking, taking alcoholic drinks and narcotics.
22. Refrain from any activities that have detrimental impact to natural, social and cultural environment of Bangladesh.

