

**pranian**

# **Code of Conduct**

Update and Approved :  
December 28, 2020

Participatory Research Action Network- PRAAN  
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## CADE OF CONDUCT of Participatory Research Action Network- PRAAN

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- 1. Definition:** The Code of Conduct offers a set of basic guiding principles to ensure staff meets the necessary standards of behavior, in their professional, private and civic life.
- 2. Method of preparing this Code of Conduct:** This Code of Conduct is prepared based on keeping PRAAN's Human Resource Policy, Non-negotiable Point, Do & Don't, code of conduct of different national and international organizations, constitution of Bangladesh and universal declaration of human rights.
- 3. Process of preparing this Code of Conduct:** The draft of this Code of Conduct is derived 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.
- 4. Objectives of this Code of Conduct:**  
Every employee/volunteer/intern shall abide by it at all times.  
PRAAN 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 be deprived, exploited, sexually exploited or abused by the staff.

Any breach of this Code of Conduct will be reviewed and according to Human Resource Policy manual, disciplinary action will 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 :** This policy has been reviewed and approved on December 28, 2020 in the Executive Committee meeting and effective from the same date onward.

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

### Code of Conduct

This is (name) : ....., Designation : .....

Joining date to this organization : .....

  
**Sharmin Neelormi**  
Chairperson, PRAN

- 1. As an Employee/ Volunteer/ Intern and in my professional life:**
  - 1.1** I will obey all the policies and laws of the state.
  - 1.2** I will uphold practices of human rights.
  - 1.3** I will not discriminate and show equality to all irrespective of nationality, caste, gender, culture, ethnic affiliations or religion.
  - 1.4** I will not perform any duty that against PRAAN's policies, values activities.
  - 1.5** All policies and new circulars of PRAAN will be learnt by myself and practiced, and do not demand any special training and orientation to learn that.
  - 1.6** I will abstain from repression to women and children, sexual exploitation and abuse,

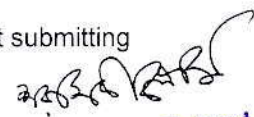
  
**Nurul Alam Masud**  
Chief Executive, PRAN

- cheating or forcing to anyone to resort to unfair means, exploitation, child labour, badmouthing or bullying to anyone.
- 1.7 Do not borrow or lend money from colleagues, beneficiaries or stakeholders.
  - 1.8 If it is necessary to take a photograph or video of any of beneficiary, community people or child, I will obtain their permission first saying the objectives of photography or video. I will not take any photograph or video that presents them in any undignified way due to their stance or dress.
  - 1.9 I will not extract any undue personal gain and gift or allowing others to do so.
  - 1.10 I will not commit any embezzlement and fraud.
  - 1.11 Not giving or taking of bribes;
  - 1.12 Not make any willful distortion of information;
  - 1.13 Keep beneficiary information secure and do not handover to any.
  - 1.14 Do not misuse of the organization's resources and facilities.
  - 1.15 I will not be a part-time or full-time employee of any other organization while working as an employee of this organization.
  - 1.16 I will not disobey any logical instruction or decision from my supervisor or management.
  - 1.17 I will do not do nepotism or favoritism towards relatives or friends.
  - 1.18 Do not do an active promotion or be an affiliated member of any partisan politics. I will not be connected to, support or campaign any religious extremism.
  - 1.19 I will not do any activity that has detrimental impact to natural, social and cultural environment of Bangladesh.

**2. As an Employee/ Volunteer/ Intern, my duty will be:**

- 2.1 Maintain discipline, be devoted to time and duty, be responsible and accountable.
- 2.2 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.
- 2.3 Maintain transparency in financial dealing.
- 2.4 Our organization is women and child friendly. So, will show respect to the women and child, and create dignified working environment both for male and female colleagues.
- 2.5 Will be respectful to all rules and regulations and accountable to the beneficiaries, stakeholders, donors and government institutions.
- 2.6 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.
- 2.7 Read organization's Human Resources Policy, Finance Policy, Complaint and Response Mechanism, Information Disclosure Policy, Children and vulnerable adult Safeguard Policy, Theft-Fraud-Corruption and Non-compliant Activity Policy. So, do not show any excuse of saying that I did not study those policies and don't know. I will obey all the policies too.
- 2.8 If I do have any objection to any policy of this organization, I will write officially to the authority no letter than 15 days after signing this Code of Conduct.
- 2.9 If I do have any Conflict of Interest in any issues, I will declare that to the authority with my own responsibility.
- 2.10 I will keep the beneficiary informed about the feedback and complaint submitting mechanism.

  
**Nurul Alam Masud**  
 Chief Executive, PRAN

  
**Sharmin Neeormi**  
 Chairperson, PRAN

## Declaration of accepting this Code of Conduct

I read this Code of Conduct, understood and as an employee/volunteer/intern, I will maintain this Code of Conduct at all times. I am also aware e that the organization has the right to change, amend or discard any or all the clauses of this Code of Conduct with the demand of time. If I breach any clause 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 the employee/volunteer/intern:**

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Nurta Alam Masud  
Chief Executive, PRAN

Full Name : .....

Name of Legal Guardian : .....

NID Number : .....

Date:.....



**Sharmund Neelormi**  
Chairperson, PRAN