

**Association for Integrated Development-Comilla**  
**AID-COMILLA**

**Code of Conduct**

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## **Association for Integrated Development –Comilla (AID-COMILLA)**

### **Code of Conduct Policy**

AID-COMILLA, a community based voluntary organization involves in enabling the poor and disadvantaged communities especially women and children seek to end poverty, and to promote social justice and human dignity to enjoy the benefit of right on natural resources and intuitional services moving towards major improvement in their rights and livelihoods.

AID-COMILLA is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the communities based on the best practice and quality of work of staff members. In this context, staff members have a responsibility to the organization to strive for and maintain the highest standards in the day-to-day conduct of their work in accordance with AID-COMILLA's core values. As such, the following code of conduct always applies to all staff members along with the temporary or part-time staff employed by AID-COMILLA:

#### **1. Right to information and Dissemination**

AID-COMILLA believes and practices the policy of Right to information at all levels. All staff members must provide all sorts of related information at a range of staff's responsibility. Otherwise it will be considered as acts of misconduct and will result in disciplinary action be taken.

#### **2. Transparency**

All staff members should ensure that the businesses of AID-COMILLA, such as application for services, procurement or staff recruitment are dealt with in an open, fair and impartial manner.

#### **3. Discrimination**

AID-COMILLA staff members must not discriminate in terms of making employment, programming decisions based on family status, race, membership of traveler community, gender, religion, colour, national or ethnic origin, language, marital status, birth, sexual orientation, age, persons with disability and political conviction.

#### **4. Acceptance of Advantages**

It is the policy of AID-COMILLA to prohibit all staff members from soliciting any advantage from any persons having business dealings with the organization or persons (e.g. clients, suppliers, contractors). Staff members who wish to accept any advantage from such persons should seek special permission from the Management prior to the acceptance.

#### **5. Property of the Organization.**

Staff and volunteers are given access to any property of AID-COMILLA's should ensure that it is properly used for the purpose of conducting its business. Misappropriation of its property for personal use or rent or resale is strictly prohibited.

#### **6. Drugs and Alcoholic Drink**

It a disciplinary offence to be at work whilst under the influence of alcohol or drugs not medically prescribed. Belonging in possession of, or using, distribution illegal substances is not permitted on AID-COMILLA premises. It is prohibited for employees to come to work under the influence of alcohol or non-prescription drugs.

#### **7. Conflict of Interest**

A conflict of interest situation arises when the "private interests" of the staff compete or conflict with the interests of the organization. "Private interests" mean both the financial and personal interests of the staff members or those of their connections including:

- family and other relations;
- personal friends;
- the clubs and societies to which they belong

All staff should avoid situations in which their personal interest may conflict, or appear to conflict, with the interest of AID-COMILLA or its program participants.

## **8. Misuse of Official Position**

All staff members maintain the highest standards of honesty and integrity by not abusing their position for personal gain or to favor their relatives or friends. Abuse of a position would include withholding goods that are due to AID-COMILLA's program participants or awarding goods that are not due to program participants in order to obtain gifts, payment or sexual favor from the program participants, or accepting the gifts or goods from interested parties. Any such abuses will be considered acts of gross misconduct and will result in dismissal. Staff should conduct themselves at all times in a manner that avoids suspicion of such behavior.

## **9. Gambling**

Staff must not engage in gambling with persons who have business dealing with the organization as well as among colleagues, particularly with subordinates. If on social occasions where refusal of gambling is considered unsociable, the amount of money involved should not be significant, Gambling in the AID-COMILLA's premises or outside is strictly prohibited.

## **10. Sexual Relationship with Children**

Sexual activities between AID-COMILLA staff members and a child (under age of 18 years) is not excused. Therefore, any proven instances of such activities will be treated as gross misconduct and, as such, will result in disciplinary action be taken and including instant dismissal.

## **11. Harassment, Exploitation and Abuse**

AID-COMILLA recognizes that all staff members will work with dignity and mutual respect based on gender aspect, Therefore, any proven instances of harassment, exploitation or abuse inside or outside of AID-COMILLA will be considered acts of gross misconduct and will result dismissal.

## **12. Duty to Report**

It is the duty of all staff who became aware of any breaches of this Code of Conduct to report this immediately to his/her line manager, either through the established reporting mechanism or, If not appropriate, to another senior member of staff, Employees must ensure that all information about breaches of this Code is handled with the utmost discretion

## **13. Review**

The implementation of this code will be monitored through a range of instruments such as program quarterly review, consultation and feedback sessions.

## **14. Breaches of Code of Conduct**

Any breach of this Code of Conduct will result in dismissal

Signed and date by the Chief Executive Officer of AID-COMILLA: Dated: June 16, 2023