


Code of Conduct for

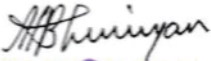


Approved at 17/02/2012
44/12 th EC Committee Meeting

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Introduction

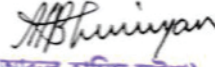
Grameen Manobik Unnayan Sangstha (GRAMAUS) is a non-profitable voluntary organization established in the year of 1984 by the initiative of young peoples, Social workers, and NGO personnel. They initiated a kind of social work that not only helps people ternary but also make them (the rural poor) capable of undertake the responsibility of their development. With such aim GRAMAUS has been established to alleviate property and to make the unalterable group specially landless and small farmers families self-reliance through Group formation, Training, Income generation activities, Non-formal education, utilization local resources, Women development and undertaking need and problem solving programs by improving skill, knowledge and technique. It believes in bottom up, non-directed, integrated and participatory development framework and acts as a catalyst with its target people.

The organization has endeavored to be an effective instrument of development of the poor since its establishment. It has been consistently making efforts to evolve an alternative development strategy. Over the Years, the organization has succeeded in developing strategies, approaches and programs that relevant to the key referred of its alternative development paradigm, referred to as participatory sustainable development paradigm. It has pioneered the concepts and method of organization building participatory approach and planning process, access to and common property resources, like Social forestry, Education program and many innovative employment and Income Generating Activities through credit management. Over the Years the objectives and goals of the organization have expanded. The organization seeks to promote health and socio-economic condition of women by undertaking different development program. The organization dreams and strives for a society which will be free from exploitation and oppression, and where every individual will be able to live in peace and get an equitable share of the available resources. In has experienced and skill staff who are quite capable to carry out all kinds of development activities.

Though the achievements are remarkable and praise worthy in the operational areas and has built-up a good relationship with local administrations and government department. The activities of the organization are highly appreciated and accepted by the local people.

Gramaus is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public. All staff should ensure that all activities of Gramaus, such as applications for services, procurement, or staff recruitment, are dealt with in an open, fair, and impartial manner.


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This Code of Conduct sets out the basic standard of conduct expected of all staff and the organization's policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties. This Code also applies to temporary or part-time staff employed by the organization.

Prevention of Bribery Ordinance

Under Section 9 of the Prevention of Bribery Ordinance (Cap. 201), an employee of an organization who solicits or accepts an advantage in connection with his work without the permission of the employer may commit an offense. The term "advantage" is defined in the Ordinance and includes almost anything of value, except entertainment, such as money, gift, commission, loan, fee, reward, office, employment, contract, service, or favor.

Acceptance of Advantages

It is the policy of this organization to prohibit all staff from soliciting any advantage from any persons having business dealings with the organization (e.g. Members, Beneficiaries, Well-wisher). Staff who wish to accept any advantage from such persons should seek special permission from the Management Board prior to the acceptance.

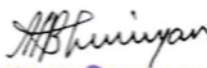
Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the organization and they should not be accepted without permission. Staff should decline the offer if the acceptance could affect their objectivity in conducting the organization's business, or induce them to act against the interest of the organization, or lead to complaints of bias or impropriety.

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" means both the financial and personal interests of the staff or those of their connections including:

- Family and other relations;
- Personal friends;
- Any person to whom they owe a favour or are obligated in any way.


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Staff should avoid using their official position or any information made available to them in the course of their duties to benefit themselves, their relations, or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest with the organization. Failure to avoid or declare any conflict of interest may give rise to criticism of favoritism, abuse of authority or even allegations of corruption.

In particular, staff involved in the procurement process should declare a conflict of interest if they are closely related to or have a beneficial interest in any company which is being considered for selection supplier of goods or services.

When called upon to deal with matters of the organization for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to his High Officials. He should then abstain from dealing with the matter in question or follow the instruction of his High Officials who may reassign the task to other staff.

Misuse of Official Position


Staff who misuse their official position for personal gains or to favor their relatives or friends are liable to disciplinary action.

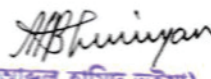
Handling of Classified or Proprietary Information

Staff are not allowed to disclose any classified or proprietary information to anybody without authorization. Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest. It should also be noted that unauthorized disclosure of any personal data may result in a breach of the Personal Data (Privacy) Ordinance

Property of the Organization

Staff given access to any property of the organization should ensure that it is properly used for the purpose of conducting the organization's activities. Misappropriation of the organization's property for personal use or resale is strictly prohibited.


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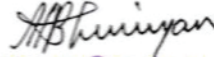
Compliance with the Code

It is the personal responsibility of every staff member to understand and comply with the Code of Conduct.

All managers should also in their daily supervision ensure that their subordinates understand and comply with the standards and requirements stated in the Code.

Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other criminal offenses, a report will be made to appropriate authorities.


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