

CODE OF CONDUCT

code of conduct



PALLI CHETANA

(An Organization for Social Development)

**Jordia, Bangdaha
Satkhira**



CODE OF CONDUCT

POLICY TITLE : Code of Conduct

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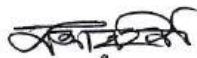
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APPROVED

President
PALLI CHETANA
Jordia, Bangdaha, Satkhira.

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DIRECTOR
PALLI CHETANA
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Code of Conduct

01 Introduction

As a well-established and reputed development organization, Palli Chetana is working towards improving the living standards of the impoverished people and the dedicated life workers of the organization are committed to help achieve this goal by applying their skills / qualifications to the maximum. However, it is the duty of every employee to practice various aspects of the core philosophy, values and culture of the organization while achieving the goals at work. Therefore, the code of conduct has been enacted to ensure the duties to be performed.

As part of the post-recruitment introductory session, the new employee and all current employees will be asked to read the Code of Conduct, sign it to make sure they understand and agree to abide by it. This will be saved in a private file. It is the responsibility of all workers to adhere to this code of conduct of rural consciousness. Therefore in all cases the employee has to abide by the code of conduct described below. All employees will also adhere to this Code of Conduct when communicating / behaving with their other colleagues, beneficiaries, staff / representatives of partner organizations, advisors, visiting guests, and stakeholders.

You have to develop yourself as a worker of rural consciousness. Palli Chetana is born out of a thousand years of history of service organizations to serve the needy based on values and principles, so every worker has the ability to understand the history, basic philosophy, values and principles of Palli Chetana in his own way. To be achieved. Therefore, the first and foremost responsibility as a worker is to get a complete idea about the rural consciousness and to be able to develop oneself as a rural consciousness worker by assimilating and practicing the subjects.

02 Code of Conduct for Officers or Employees / Contracts of Members¹

- 🌿 **Etiquette of work:** By making an appointment with Palli Chetana, all employees agree to work in a responsible manner which is a dignified, productive and dignified manner. All employees are required to be loyal to the organization and to be active in performing organizational objectives and achieving goals.
- 🌿 **Corrective measures or measures:** Palli Chetana will use some corrective measures to motivate its staff members to improve their performance as well as their performance.
- 🌿 **Juvenile delinquency or minor offense:** In case of any minor offense or degradation or weakness of any officer or employee or lack of sincerity in conduct, a consultation meeting will be arranged with that officer or employee, his / her concerned supervisor or a responsible officer as soon as possible. . In some cases it may be necessary to record the content of such discussions and at the same time provide an advisory letter to the officer and employee in consultation with the concerned supervisor or his superior supervisor and a copy will be sent to the relevant file in the human resources department. Further measures may be taken for minor offenses, such as temporarily suspending regular pay



increments or any financial loss to the rural consciousness due to negligence of duty or breach of discipline / code of conduct.

 **Serious misconduct:** Any misconduct or action taken by an officer or employee will be considered as serious misconduct.

- ▲ Intentionally disobeying or disobeying any lawful and reasonable instructions of the supervisor or supervisors.
- ▲ Participating in a strike or supporting, encouraging or inciting violence or following a slow-moving policy.
- ▲ Involvement in the theft or fraud or dishonesty of any property of Palli Chetana or any other property.
- ▲ Giving or receiving any kind of bribe or any illegal benefit.
- ▲ Habitual late office or work attendance for a long time without showing any permission or reason.
- ▲ Violation of terms and conditions of employment rules or recruitment rules of Palli Chetana or any other law applicable to Palli Chetana or any other rules thereof.
- ▲ Collecting or accepting any kind of money for Palli Chetana without the approval of the policy or rules of Palli Chetana or the director of Palli Chetana and any other proper approval.
- ▲ To work in consultation or any other type of appointment with any other organization or organization or institutions without the proper approval of the Director of Palli Chetana.
- ▲ To incite any officer or employee to riot, disorderly, aggressive, indecent or obscene behavior in the premises of Palli Chetana and to incite others to do the same.
- ▲ Disobeying any rules or instructions in the maintenance and operation of the office.
- ▲ Habitually neglecting work, or intentionally lying or neglecting office work and cheating the staff or office of Palli Chetana in any way.
- ▲ Any secret discussion, spreading lies or planning to harm or degrade any worker of Palli Chetana.
- ▲ Taking short breaks in the name of doing office work (such as meetings, workshops, seminars, doing housework, etc.) or working outside of Palli Chetana or outside of Palli Chetana (e.g. doing any bank work, any tax related work outside Going etc.) to cheat with the rural consciousness of these works.
- ▲ Theft or fraud or dishonesty related to Palli Chetana property or other's property

03 Reasons for grants / preventive measures for disciplinary action²

An officer or employee may perform one or more of the prescribed functions, but without prejudice to any of the principles set forth in these rules, disciplinary or disciplinary action may be taken against them, as follows:



- ❁ Breaks all these rules / disciplines described or stated here.
- ❁ Negligence or carelessness at work, inefficiency or corruption in the field of work or neglecting or showing incompetence in performing the duties assigned to it.
- ❁ Threatening, intimidating or physically assaulting any other officer and employee of Palli Chetana.
- ❁ Knowingly doing anything harmful to the organization.
- ❁ To violate any instruction given to anyone related to the work of the organization.
- ❁ Conviction for misconduct or disobedience.
- ❁ Conviction in court for a criminal offense.
- ❁ If his job is considered to be detrimental to national security if he is involved in any kind of harmful work or has reasonable doubts about it.
- ❁ If you are absent from work for more than five consecutive working days without applying for any kind of leave or without informing in any way.
- ❁ Delayed presence habitually for a long time.
- ❁ False accusations or illegal influences against any employee or officer of Palli Chetana or any attempt to harm him or them.
- ❁ Participating in institutional politics or engaging in harm to any other colleague.

04 Penalties / disciplinary action³ or fines / preventive measures

There are two types of preventive or punitive measures under these rules for any type of crime / offense, namely, minor punishment and severe punishment.

Minor Punishment - The minor punishments are mentioned below

- ❁ Rebuke;
- ❁ Withdrawal of regular salary increments or promotions for a specified period as decided by the SMT and
- ❁ Any financial loss to the organization due to negligence of duty or breach of discipline / code of conduct can be recovered in part or in full from its salary.

Major Punishments - Major Punishments are mentioned below

- ❁ Demotion to rank or grade;
- ❁ Dismissal;
- ❁ Removal / dismissal from service;
- ❁ If there is any financial loss to the rural consciousness due to negligence or breach of contract, it is recovered from the salary and
- ❁ Compulsory retirement.

05 Anti-fraud and anti-corruption content⁴ / Anti-fraud and anti-corruption behavior

Palli Chetana itself gives importance to the issues in the program and money visit;



The expectations that are being raised from all the officers and employees are bellows;

- The delegates of Palli Chetana will perform all their duties with fairness, honesty and fairness and will establish their leadership by setting an example.
- In the interest of rural consciousness they will perform their duties to the best of their ability and they should never take any opportunity in the interest of themselves, their family members or friends.
- The risk of both internal and external or external fraud must be taken seriously and methods must be devised to detect fraudulent activity and prevent it.
- Control all passwords, information, documents, money, equipment, etc. that may be stolen or may be used for fraud.

Palli Chetana will come up with an easy and transparent way as part of its work culture so that both the officers and employees and the management authorities can raise their concerns about fraud and corruption and at the same time take action against them as per the rules.

It is hoped that the senior management will take swift and stern action against those or those who commit fraudulent acts with Palli Chetana and those whose actions and behavior are corrupt. Palli Chetana and its members and senior management authorities must take strong action against those who commit financial misdeeds, conduct unjust activities against the organization and put pressure on their peers. Palli Chetana has its own system of internal and external audit and necessary relentless efforts which also review everything properly and submit reports during any significant investigation. Management authorities respond appropriately to their recommendations.

06 Behavior related to conflict of interest⁵

In the case of work, there may be various conflicts between the individual and / or group interests of the rural consciousness. The employees of the organization need to express and discuss these conflicts and try to resolve them in order to keep the interests of the rural consciousness intact. This manual mentions that the family of an employee of Palli Chetana means his wife or husband, sister or brother, mother-father, child or partner living together. Wherever the interests of the rural consciousness are concerned, conflicts of interest may arise in different situations. For example, there may be a conflict of interest due to the loyalty and confidentiality of the employees, the competition in personal or professional work or the involvement of Pelli Chetna in these activities. Conflicts of interest may arise when officers and employees or their family members are directly or indirectly involved.

- In case of any financial or any other commercial benefit, in case of any authority, regulator, influencer or governing position with any group associated with the work, program or any related subject of Palli Chetana and in which case any officer or



employee of Palli Chetana is involved or so on. Such a situation can arise if there is the ability to influence the transaction.

- Being able to hire, evaluate, give something or help in getting a contract, borrow, sell, direct investment, be able to donate or in any other way join Palli Chetana's program or any related organization as a result of that employee or Can directly or indirectly benefit his family.
- To enjoy any benefit as a result of being associated with the program of Palli Chetana or any related organization.
- If you receive a gift, benefit or something that has a financial value from another supplier, including the donor or contractor of Palli Chetana (however, in this case an unsolicited gift of very little value, training, travel, any object or equipment or anything else that is rural Consciousness will bring benefits for this, of course, it will have to take the approval of the supervisor).

An impartial person or a committee may be appointed to review the whole situation, including conflicts of interest, if deemed appropriate or necessary.

To seek, receive or receive any personal benefit from any officer or employee of Palli Chetana, any kind of supplier, any employee of the partners, any beneficiary or any person or organization seeks any work or benefit from Palli Chetana Will not be allowed to keep. Also, no employee of Palli Chetana may go out for any business or work or engage in any financial activities with which the interests of Palli Chetana may be in conflict or these may hinder the ability of any worker member to perform his duties. . No staff member may take direct or indirect benefit from any object or product, equipment or machinery or any third party person or organization providing services for rural consciousness. In this case, the relationship between personal interests and interests will have to be declared by the staff member in the register of interests and will be maintained by the Human Resources Department.

07 Privacy and transparency related behavior

All the members must protect all the information obtained while working for Palli Chetana with utmost confidentiality, make arrangements to give it to the appropriate authorities if necessary and no such information or materials can be used for any personal interest. It covers all verbal and written communication, but will not be limited to the whole issue, but also includes all the work, computer files, contracts, procurement related issues (supplier list, purchase orders, etc.), marketing and donor information (Donor names, mailing lists, contributions, program materials (project reports, fundraising applications, etc.), manpower or staff members (staff files, payroll information, etc.), and general institutional (corporate) Documents (Internal Policies, Procedures, Meeting Proposals, Other Documents, Notes and Files).

It is expected from everyone that they will keep all the relevant information strictly confidential and will take utmost measures to ensure that any information related to rural consciousness is not disclosed in any way which is in the interest of this organization and those with whom it works



may prove harmful. Palli Chetana has strictly prohibited any officer or employee from copying any confidential information for use inside or outside Palli Chetana for any reason other than to protect their responsibilities. It is also expected that all staff members will perform any task with the utmost transparency without disclosing anything that demands transparency. Violations of appropriate disciplinary action will be taken against any officer or employee for violating the Privacy and Transparency Policy, which may result in disclosure of any confidential information, knowingly or unknowingly, which may lead to disciplinary or disciplinary action, including dismissal.

It is also expected from all the officers and employees that they will continue to show faithfulness to these promises even after leaving the rural consciousness.

08 Behavior in relation to officers and employees

The staff members of Palli Chetana will treat everyone with respect, courtesy, recognition and consideration and must treat gender equality and equality for all, regardless of gender, creed, identity, position, professional class and any other criteria. They will communicate and discuss with each other in an open, honest, courteous and cooperative manner, and they must do so in a way that allows each staff member to perform their duties and responsibilities with integrity, efficiency and efficiency and commitment. If a staff member treats someone with abusive, rude and / or disrespectful behavior, he or she will receive a warning from the administration, which may be repeated if necessary. And if he continues to do such bad deeds in a regular manner, he may be fired from the organization.

When the staff members of Palli Chetana discuss any personal matter / information, they must maintain personal privacy and the same privacy about the private life of other colleagues. All staff members must be committed to ensuring the full possible participation of all staff members, regardless of position or rank, during the planning and implementation of all our work. Before making a decision about a staff member, if it seems to have an impact on that staff member, it is also important to make sure that you have adequate discussions with them before making a decision.

The staff members of Palli Chetana are also requested not to gossip or show any special interest in anyone's personal affairs in the office premises. Everyone should keep in mind that any kind of gossip about one's personal affairs can harm one's personal life and its effects can be harmful to others as well. So any kind of rumor is absolutely forbidden. It is also expected that no staff member will impose his or her beliefs, learning, ideas or negative ideas on others.

Also, no staff member should make any gestures, words or imitations that may cause disrespect, disrespect, irritation, annoyance or harm to anyone or anyone else.

All senior members should be encouraged to show empathy and compassion towards the junior staff and in the same way the junior staff should also show respect and courtesy to their senior staff members. Humility is a fundamental part of any relationship.



Palli Chetana's staff members are being discouraged from discussing any baseless or fabricated issues in groups or in groups, as such activities can tarnish the honor or reputation of any officer or employee. At the same time, it is discouraging to make baseless allegations against an officer or an employee, or to make an unjust plan against an officer or employee, and to pass it on to others in order to humiliate or suppress him or her for personal gain. . If any such activity is identified and continues despite warnings, it will create a basis for dismissal of the person or persons involved. The MJF management further assures that appropriate and strict preventive measures will be taken for any baseless or indecent matter.

09 Use of equipment and vehicles of Palli Chetana

Palli Chetana's staff members will ensure the best use of all equipment (laptops, desktops, photocopiers, cameras and printers, etc.). To ensure proper use of vehicles, staff members will avoid inefficient travel to and from the Palli Chetana office for any event or field work and plan as few trips as possible to visit the field / program.

All concerned are requested to try to make the best use of time and money during a single visit and to come up with a realistic plan in advance. At the same time they are being encouraged to coordinate their plans and programs with all other projects / departments / units through internal communication.

No officer or employee may drive any vehicle of Palli Chetana and use his own vehicle or use any machinery or equipment for the work of Palli Chetana. They will also not be able to drive safely as it is not possible to stay normal as a result of drinking alcohol or taking any other prescription drugs. Even if he is involved in such work, it can be the reason for his dismissal from the organization.

10 Communication and telephone usage agreement

All communication systems of Palli Chetana are owned by the donor organization and provided to the employees for official business. Only use will monitor rural consciousness and allow an employee to use electricity and telephone whenever the work of the organization deems it necessary. Employees who talk on the telephone while in the workplace should be careful not to have loud conversations and encourage the use of no speakers at this time. Employees are requested to keep telephone / mobile phone ringtone volume to a minimum, i.e. low volume or vibrator (etiquette) mode. Don't leave your mobile phone at their desk and move elsewhere for a while as an unexpected ring call may bother someone else. If anyone wants to leave their mobiles on their desk, they should keep it in silent mode. Staff members should not sit at the desk and continue long conversations. If someone needs a long conversation they can do it by going to the tea corner or to the stair lobby.



11 Individual behaviors in the workplace

All staff members need to seriously practices the following behavior in the office;

- **Individual Desk Management:** Palli Chetana's staff members will keep their desks and workstations clean and tidy and are requested to throw unnecessary items in the dustbin instead of leaving them on the desk. Keep your own files, notes, personal things in his personal drawer. Each employee will use his or her own desk, file and office space. Rural consciousness discourages the use of other people's desks, seating, desk surroundings and other spaces in the office as storage. Staffs are requested to work in coordination with the administration on projects or other necessary matters.
- **Noise level:** It is important that Palli Chetana does not make such noise by its staff so that there is no disturbance in the work of others. It must be remembered that the work environment of the staff of Palli Chetana should be silent. Open space is needed to make the office environment uninterrupted. They need to be careful not to make loud noises, be careful not to speak too loudly and make sure it is a regular environment. If one wants to have a long discussion with a group or group, one should use a separate place so that no sound can come into the office from there. If one wants to listen to videos or songs, one must use headphones to reduce the sound level.
- **Food at Desk Staff:** are encouraged to eat in the canteen. However, if food is taken at a separate desk or in a room adjacent to the desk, the worker must keep the area clean at his own risk. However, it is important to take care that the food does not attract insects; otherwise the office premises will be contaminated. Any food provided for a specific meeting must be covered in a specific place or in the dining room.
- **Night / Weekend / Holiday Work:** Palli Chetana employees can enter the office from Sunday to Thursday by 09:00 and leave the office immediately after 16:00. Hopefully you don't have to come to the office too soon and don't stay in the office after office hours. Attendance at the office on holidays without any emergency work is strongly discouraged. Because keeping the office open unnecessarily also increases the administrative cost. Security guards do not open the main gates for protection unless absolutely necessary. However, if there is work in the office on any holiday, work can be done by entering the office on the holiday subject to pre-approval.
- **Use of light, fan and air conditioner:** For the power and proper use of natural daylight, staff members should keep the electric lights off as much as possible. The temperature of the AC will also have to be kept at the recommended level (24-25 degrees Celsius), and the efficient use of machines such as increasing or decreasing the temperature of the AC and discouraging the employees of the company for protection is discouraged. If any technical assistance is required for the AC, the employees of the company can contact the concerned staff of the AC if required, subject to the permission of the administration. To



avoid / reduce administrative costs and hazards, every employee is encouraged to turn off all electrical devices he / she have used before leaving office.

- ☛ **Tea / Copy Corner:** Office assistants will ensure availability of all tea / copy making materials in each tea / copy corner. Staff members are encouraged to make their own tea / coffee if they wish to drink. If you have an official guest, you are encouraged to serve tea / coffee by yourself 1/2 times, but if necessary, you can take the help of office assistants. It is requested that tea bags, spoons, cups and other tea utensils etc. are encouraged to be placed in the right tea corner again after drinking the tea / copy. Everyone is requested not to use the office assistant as much as possible to collect food from the kitchen.
- ☛ **Use of Card Punch or Movement Register:** All staff members are requested to use the ID card if they have a punch system to go to and from the office, otherwise they are encouraged to sign the movement by specifying the time in the movement register. It is also expected that any staff member will sign the movement when they are going out for personal work and will re-sign it again stating the time.

12 Security of officers and employees

Staff members will keep their ID cards with them at all times and will also keep ID cards with them when they are in the office. Also keep your ID card with you when you go to any other office or any other place for office work. When staff members travel in office vehicles, the administration of Palli Chetana will ensure that they exercise utmost caution while driving and comply with all traffic laws. Staff members traveling in vehicles are expected to abide by Palli Chetana's vehicle use policy and not do anything that could jeopardize the safety of all passengers. Violation of these rules will serve as the basis for dismissal from the organization.

13 Bribery and Gift Policy⁶

Palli Chetana is committed to maintaining the highest standards in all its work practices. As a global fundraiser, Palli Chetana must respect the rules of donors around the world.

Both accepting and giving bribes are corrupt practices that undermine public trust and threaten economic and social development. Gifts and hospitality can put rural consciousness at risk if it helps to engage in immoral activities. Therefore, when the employees of Palli Chetana work with the providers, service providers, it is expected that they will continue to uphold honesty, fairness and high moral standards.

Palli Chetana thinks that gifts and hospitality are sometimes helpful in building relationships. The purpose of the gift is often to express gratitude and appreciation. Gifts are often seen as an expression of politeness. But where professional responsibilities are involved, it can put a different kind of pressure on the recipient beyond the politeness of the giver.

So the line between sincere giving and intentional giving is often blurred. Even if the price of the gift is low, it can be considered as a cause of influence. So it can be considered immoral and sometimes accepting a gift or hospitality for a benefit must be considered illegal.



According to the principles of Palli Chetana, bribery of any kind is strictly prohibited and in case of any such incident, action will be taken under the discipline policy.

We do not accept or give gifts and hospitality, if

- ☛ Accepting any gift or hospitality destroys our credibility or is marked as an illegal activity.
- ☛ In the case of gifts or hospitality, it is actually given for the purpose of influencing our institutional decision.
- ☛ Accepting gifts and hospitality may be considered to be a compromise with our personal decision or honesty.
- ☛ Where professional and authoritarian relationships exist, gifts and hospitality are often given to celebrate special occasions (such as religious holidays or festivals or a child's birthday). However, keep in mind that such a gift will in no way affect our decision making and will not be worth more than Rs 2,000.
- ☛ In the case of our institutional position, all officers and employees must disclose and record all gifts and hospitality, whether accepted or not, valued at Rs. 2,000 or more.
- ☛ If someone fails to declare such conflict of interest by giving gifts and hospitality (accepted or rejected) (actual, probable or conceivable), appropriate action may be taken under the disciplinary policy of Palli Chetana.

Within Palli Chetana, it is discouraged to give or receive a gift in a senior or subordinate relationship, unless the value of that gift is nominal or much less. If a group of officers and employees give a gift to a colleague for any reason in a group, spontaneously and voluntarily way, it is approved or acceptable.

If any member of Palli Chetana Karmi takes any discount, gift, hospitality or any other benefit directly or indirectly from someone outside the organization, it may seem to influence his decision making in his work and it may also have some effect.

14 External activities and employment

When all the staff of Palli Chetana will visit the field to implement the activities of the project, all the staff will discuss with knowledge about the project; For example, when discussing land issues, they should be informed in accordance with the laws and regulations of the land so that the reputation of the rural consciousness is maintained. The employees of the organization should not be engaged in any work or activity or transaction contrary to the organization. If a beneficiary fails to pay any amount due, it cannot be treated unfairly. It has to be resolved through a proper process so that no dissatisfaction arises.

15 Visitors at work

Any visitor to the organization will actually be staffed by staff members so that they are not discouraged in any activity. Staff will ensure that visitors are not disrespected in any way when they visit the field. Staff members or others may need to bring their children to the office from



time to time, and children should be encouraged to have a parent with them at all times while they are on the office premises.

16 Child protection policy⁷

As the perception of children varies, all staff members must sign a code of conduct for the protection of the child. It will tell you how to treat children and what their responsibility should be towards the child they come in contact with while working in a rural consciousness. All other NGOs will formulate rules of conduct tailored to their local context.

These are the things that should be included in the code of conduct;

- ☉ The condition for joining Palli Chetana will be to agree to work under the Child Protection Policy.
- ☉ Having acceptable behavior in the workplace - for example, not using any form of corporal punishment or discipline, no matter how acceptable or mild it may seem, not using any language that shows contempt or humiliation towards the child. And not to abuse the child in any way (including having sex with a child below the legal age without sexual consent).
- ☉ Inform the child of any concerns regarding the protection of children in accordance with this policy.
- ☉ Do not speak or maintain confidentiality in the event of any suspicious or actual abuse outside of this policy.
- ☉ No sexual services can be offered to a child under the age of 18, even if there is some kind of sexual consent.

17 Conflicts of Interest

No Palli Chetana worker will be involved in any benefits, contracts or employment with anyone who has economic, family or personal interests; It is everyone's responsibility to inform his line manager about any such conflict and to remove himself. Accepting, offering, soliciting, or expecting money, gifts, or sexual favors in exchange for benefits, contracts, or employment will be considered the ultimate misconduct for employees.

18 Responsibilities

All staff of Palli Chetana will be responsible for the smooth running of the office in other units and their colleagues following the manual and cooperating with the administrative department. Necessary steps should be taken to ensure that the workers of Palli Chetana do not intentionally violate this manual. Following all the Code of Conduct described above I will sign to ensure that he understands and agrees to abide by the terms of the Agreement. This will be saved in a private file.

Worker Name -----

Designation -----

Project / Program -----



Signature and date ----

This manual is effective from July 25, 2020

19 Re-examinations

The implementation of this Code of Conduct policy will be monitored in various ways, such as staff evaluation, project progress evaluation, etc. Palli Chetana is aware that changes in the internal and external environment may have an impact on the scope and content of these rules. That is why this rule will be revised from time to time. The review process will be consultative and participatory.

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