

Code of Ethics



4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh

NGO Forum Code of Ethics

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Introduction:

NGO Forum for Public Health shall strictly abide by this “*Code of Ethics*” and associated with values and approaches as published in NGOF policies and other manuals, procedures, and contracts of employment. To ensure a clear understanding between each employee and NGOF concerning this Code of Ethics, each employee is required, as a condition of employment, to document their acceptance and understanding of this policy upon employment and on a periodic basis thereafter. It is hoped that the *Code of Ethics* will help inform and guide the work of NGOF in this capacity. The Code of Ethics under which NGOF operates includes the following:

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|---------------------------------------|---------------------------------------|
| 1. Integrity | 6. Fair Networking and |
| 2. Respect / Mutual Respect | Partnership |
| 3. Professionalism | 7. People’s rights & human |
| 4. Governance / Accountability | dignity |
| 5. Confidentiality | |

Above Code of Ethics [COE] is described below for better realization and understanding:

1. Integrity:

- a) Designated responsibility and work shall be carried out in a self-governing and impartial manner, providing authentic information, using appropriate methods, techniques and procedures.
- b) Provide truthful information about organization missions, program activities, use of donations, and finances.
- c) Data, test results and other facts shall be reported by NGOF in good faith, will not be improperly or intentionally changed, and shall correctly present the actual findings, professional opinions results obtained.
- d) No misrepresentation of financial data will be made. All financial reports will reflect accurately the current scenario, further budget, expenditure of the organization in accordance with Organization Policy and legal requirements.
- e) All work shall be performed in compliance with applicable laws and Organization Policies. No employee is authorized, intentionally or by disregard of procedure, to violate any legal, environmental, health, or safety requirement.

- f) All employees are required to inform management of any condition that creates a danger to the environment, poses health and safety hazards, or may be a violation of law or ethical conduct.
- g) All staffs, stakeholders and volunteers of the organization act with honesty, integrity and sincerity in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness and integrity.

2. Respect / Mutual Respect:

- a) Should have mutual respect and to show dignity to donors, partners staffs, volunteers and all relevant stakeholders.
- b) Keep the broader interests of the community in mind even as the organization advances its specific interests, the organization values respectful, rational dialogue with one another when we disagree.
- c) All employees should be maintaining the high respect of all stakeholders and carry out the culture addressing anyone with respect and socially recognized norms.

3. Professionalism:

- a) NGOF employee will maintain high-quality of professionalism to deliver the best output at all times.
- b) All employees shall communicate or represent (including comparisons with, or references to, donor, GO, INGOs, Vendors) in a manner that is truthful, not deceptive or misleading, and is consistent with applicable laws; and present NGOF in a fair manner; and ensure presentational information, including descriptions of NGOF network and affiliations, resources, capabilities and services, is accurate and unambiguous.
- c) All employees shall be free from any conflict of interest. Conflicts of interest can include, but are not limited to, ownership or involvement in outside interests that could influence or adversely affect the employee's performance or the organization's reputation. In the event of a conflict that could influence an employee's actions on behalf of NGOF, its affiliate's donors, vendors or other third parties or stakeholders.

4. Governance / Accountability:

- a) NGOF responsible for measurable outcomes and the delivery of effective programs and services.
- b) The true measure of our success as nonprofit organization is whether individual lives—and our communities—change for the better as a result of our work. Being mission-focused, producing measurable outcomes, conducting program evaluations, and developing and maintaining sound financial management are important elements of our accountability. We are able to accomplish our missions through the generosity of others. We honor donors' intentions and restrictions on the use of their funds, and promote responsible *stewardship of the resources they delegate to us for the accomplishment of our work.

5. Confidentiality

All employees shall treat all information received in the course of the provision of his/her services as confidential manner to the extent that such information is not already published, new project, programme & innovation, strategic decision & partnership, management decision and so on issues those may have impact in decision making.

6. Fair Networking and Partnership

- a) NGOF has own distinct mission, a shared vision will help like-minded groups set common goals and deliver a common message for change so that they can establish a national level platform that will provide a clear direction and sense of purpose for all.
- b) Make sure to reach more people and broaden constituency.
- c) NGOF always strive to carry out new kinds of projects and expand the range of skills and expertise & attract new resources. In that case, limited management capacity or project experience, may not qualify for grants from large foundations or the public sector. Partnering with an experienced organization could make our eligibility and acceptability for such funding.
- d) In order for the coalition to succeed, be beside the Hard-to-Reach area needs to make sure there is agreement on the following points:
 - A shared commitment to the coalition based on shared values and vision.
 - Clear roles and responsibilities for each partner.
 - A defined decision-making structure.

***Stewardship** is an ethic that embodies the responsible planning and management of resources. The concepts of stewardship can be applied to the environment, economics, health, property, information, theology, etc.

- e) PNGO might have a very good relationship with a community that the established NGOF wants to serve. The experience partner gains through collaboration improve our chances to win funding grants on our own in the future.

7. People's rights & Human Dignity

- a) NGOF will not violate any person's fundamental human rights, with which each person is endowed.
- b) NGOF will recognize that all people are born free and equal in dignity.
- c) NGOF will be sensitive to the moral values, religion, customs, traditions, and culture of the communities they serve.
- d) NGOF shall be respect the integrity of families and support family-based life./ work life balance
- e) NGOF will obey all Equal Employment Opportunity (EEO) laws and act with respect and responsibility towards others in all of their dealings.
- f) Gender/race / religion/

Code of Ethics Certification

This is to certify that I have read the above Code of Ethics and, to the best of my knowledge, I understand the intention and meaning and my responsibilities there under. I have had the contents explained to me, and have had the opportunity to ask questions and seek clarification.

Any contravention of the **Code of Ethics** will subject the offending employee to disciplinary action, which may include a warning, demotion, suspension or dismissal.

Employee Signature:	Date:
Name of Employee (Printed) :	

Witness Signature:	Date:
Name of Witness (Printed) :	

Zero Tolerance Policy

NGO Forum for public Health has zero tolerance for conduct that breaches the Code of Ethics.

Any contravention of the **Code of Ethics** will subject the offending employee to disciplinary action, which may include a warning, demotion, suspension or dismissal. "Acting under instructions" from another employee will not be accepted as a defense to a contravention.

Any employee engaging in work related criminal activity will be dismissed, and may be reported to the appropriate authorities. Any cost of defense will be borne by the employee

Zero Tolerance Certification

This is to certify that I have read the above Zero Tolerance policy and, to the best of my knowledge, I understand its intention and meaning and my responsibilities. I have had the contents explained to me, and have had the opportunity to ask questions and seek clarification.

Employee Signature:	Date:
Name of Employee (Printed) :	

Witness Signature:	Date:
Name of Witness (Printed) :	