

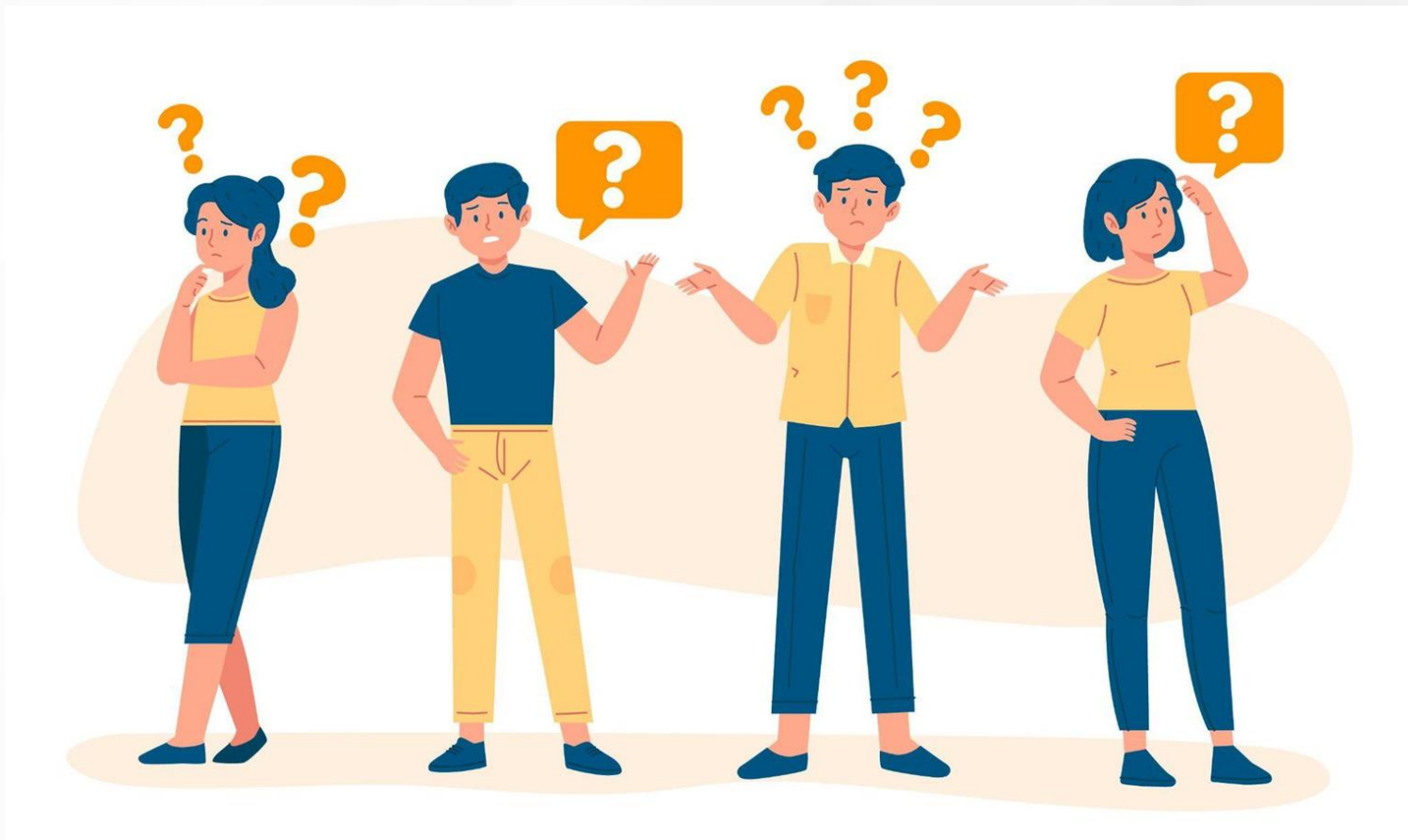
# Module CS5052NI

## Professional Issues, Ethics and Computer Law

2023

**Job Concerns & Work Ethics in Professional Organizations**

# Preparing for first job??



# Guidelines for Newly Hired Professionals

- Contracts & documents
- Work ethics and professional Issues in a workplace
- Awareness regarding laws



# Contracts & Documents

# Contract

---

## *Contract for employees*

- Signed agreement between an employee and an employer
- Establishes both rights and responsibilities of the two parties;  
the worker and the company
- Review information on what to expect when you are asked to sign a contract



# Contract

---

***Most Specifically an employment contract includes:***

- Salary or wages
- Schedule
- Duration of employment
- General responsibilities
- Confidentiality
- Leave information



# Contract

---

***A written contract is a great way to clearly define the role, the responsibilities, and the benefits and to prevent any confusion.***

- **Carefully read all elements of an employment contract before signing it. Make sure that you are comfortable with every part of the agreement. If you break the contract, there might be legal consequences.**



Sample Employee Contract:

<https://docs.google.com/document/d/1Ttlh3Gi2rpMWVwYIDjJmfcXKrUxHMfFj18vU-s9eYS4/edit?usp=sharing>



# PERSONAL ACCOUNT NUMBER (PAN) CARD

- The Nepali Government has mandated all salaried employees of both public and private companies apply for and obtain a PAN card.
- Links all employee transactions from tax payments to income returns.
- PAN can be registered/issued at the Inland Revenue Department.





# PERSONAL ACCOUNT NUMBER (PAN) CARD

- PAN Cards are essential for taxpayers because they are required for all financial transactions and are used to track your money's inflow and outflow.
- It is required when filing taxes, receiving tax refunds, and communicating with the Income Tax Department.
- Go to [www.ird.gov.np](http://www.ird.gov.np) to learn more.



# Employee Provident Fund (EPF)

---

- According to Income Tax Act, 2058, EPF is an approved retirement fund that allows annual income deduction benefit on contribution by member to his/her PF and Pension Fund account and special tax benefit privilege at the time of repayment of PF after retirement.
- EPF also provides some social security benefits to the contributors, viz medical treatment reimbursement, Accident Indemnity Claim, maternity and child care benefit, funeral grant etc.

# LIFE INSURANCE FOR EMPLOYEES

---

- A contract between an insurer (Insurance company) and a policy owner that guarantees the insurer pays a sum of money to named beneficiaries when the insured person dies.
- Term life insurance policies expire after a certain number of years
- One of the benefits of having life insurance to the employees is to avoid taxes.
- While calculating taxable income, Life Insurance premium paid by a resident natural person is deductible up to the limit of Rs.25,000 (now Rs.40000).

# Income Tax

- The term “income tax” refers to a type of tax that governments impose on income generated by businesses and individuals within their jurisdiction.

Tax Banding	Tax Rates			
	FY 2022-23 (FY 2079-80)		FY 2021-22 (FY 2078-79)	
<b>Individual</b>				
(a) Band 1	First 500,000	1%*	First 400,000	1%*
(b) Band 2	Next 200,000	10%	Next 100,000	10%
(c) Band 3	Next 300,000	20%	Next 200,000	20%
(d) Band 4	Next 1,000,000	30%	Next 1,300,000	30%
(e) Additional Tax	Remaining above 2,000,000	36%**	Remaining above 2,000,000	36%**
<b>Couple/Married</b>				
(a) Band 1	First 600,000	1%*	First 450,000	1%*
(b) Band 2	Next 200,000	10%	Next 100,000	10%
(c) Band 3	Next 300,000	20%	Next 200,000	20%
(d) Band 4	Next 9,00,000	30%	Next 1,250,000	30%
(e) Additional Tax	Remaining above 2,000,000	36%**	Remaining above 2,000,000	36%**

# Workplace Ethics

# Workplace Ethics

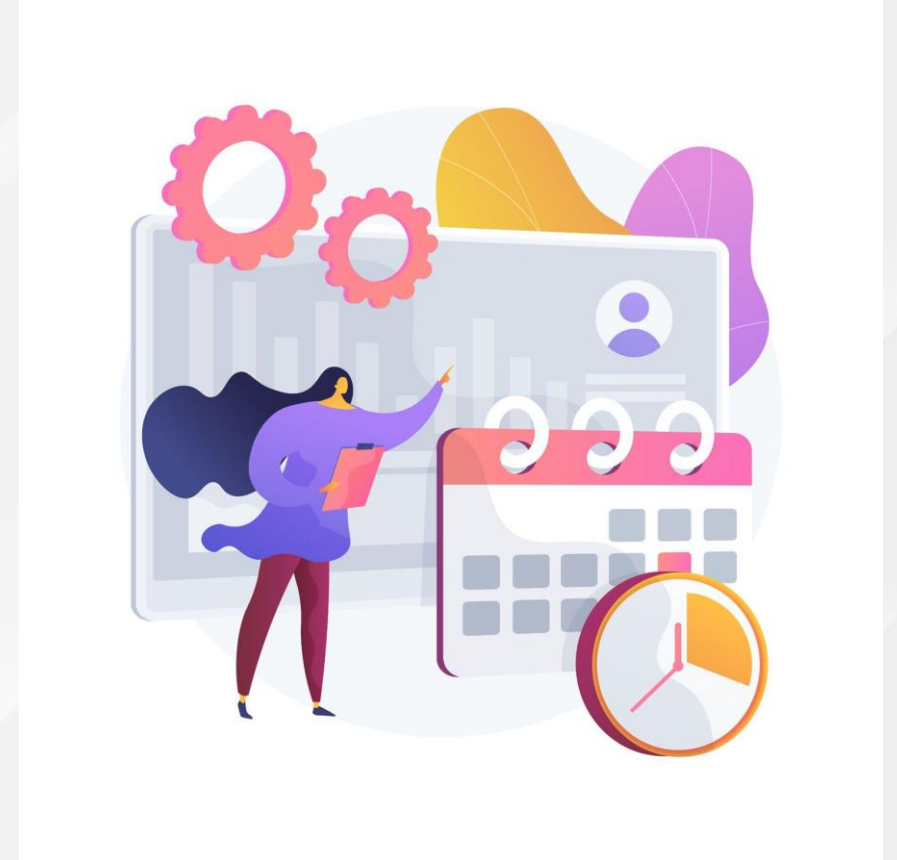
- Ethics is a collection of values and behaviors which people feel are moral.
- A work ethic is a personal set of values that determines how any employee approaches their work.
- Employees with strong work ethics are highly motivated and produce consistently high-quality results.
- A good work ethic can be taught as long as more productive behaviours are clearly demonstrated to your employees.



# Attendance

---

- Maintain attendance while working as per the criteria set by the organization
- Effective attendance leads to fruitful progress in your career
- Apply for leaves as per your employee contract
- Do not take leaves without informing your supervisor in advance



# Attitude

---

- Demonstrate positive attitude
- Appear Self confident
- Have realistic expectations of self



**WORK HARD, STAY POSITIVE, AND  
GOOD THINGS WILL HAPPEN.**

# Character

---

- Be Honest
- Demonstrate trustworthiness
- Take initiatives
- Self Discipline



# Appearance

---

- Present a neat and clean appearance
- Wear clothing suitable to the job, task or environment



# Communication

- Listening
- Friendliness
- Open Mindedness
- Take feedback for improvement
- Confidence





# Cooperation/Collaboration

- Demonstrate problem solving capabilities
- Maintain appropriate relationship with peer and supervisor
- Effective communication is the key while working in a team collaboratively





# Team Work

---

- Communication
- Cooperate and Coordinate
- Collaboration
- Leadership
- Respect confidentiality of team members
- Time management




# Regarding Employment Laws

# Current Law Regarding Employment in Nepal

- The Labour Act 2074
- the Act says that laws relating to labor is enacted to make provisions for the rights, interests, and benefits of workers and make clear provisions relating to the rights and duties of employers in order to promote good industrial relation and end all forms of labour exploitation for the growth
- Link to Labour Act 2074:  
<https://www.primelawnepal.com/blog/24/labour-law-in-nepal.html#:~:text=No%20workers%20shall%20be%20employed,five%20hours%20of%20continuous%20work.>







The greatest glory in living  
lies not in never falling, but  
in rising every time we fall.

NELSON MANDELA

# BEST WISHES FUTURE IT-INNOVATORS



designed by freepik

