# Study of Code of Conducts of Organizations in Bangladesh

**Submitted to**

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4th October, 2018

# LETTER OF TRANSMITTAL

4th October, 2018

Rezvi Shahariar

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**Subject:** Submission of article on ‘Study of Code of Conduct of the organizations in Bangladesh’.

Dear Sir,

With due respect, we are pleased to submit the final report of ‘Study of Code of Conduct of the organizations in Bangladesh’. Although this report may have some shortcomings we did try our level best to keep it flawless. We would be highly obliged if you kindly overlook our mistakes and accept our effort for the study.

Sincerely yours,

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Md. Tahmidur Rahman Khan (BSSE0801)

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Tahlil (BSSE0803)

# DECLARATION BY STUDENTS

We, Md. Tahmidur Rahman Khan, Iftekhar Jamil and Tahlil hereby declare that the work we have accomplished here has not submitted or published in somewhere else for the requirement of any course. Any external statement, quote or information used in this document is properly acknowledged and is listed in the reference section.

# EXECUTIVE SUMMARY

Code of conduct refers to the set of expected behaviors that conforms to the social norm. Generally code of conduct in organization is specific. Yet the code of conducts in various organizations conform to some general set of rules. These rules are diversified by the variety in culture, region, types of organization and so on. In this survey we tried to study the code of conduct in the organizations of Bangladesh. We tried to cover a wide range of domain for getting a general concept about the existence of code of conduct and overview of current scenario.

We selected organization from medicine sector, banking sector and book stores. For our survey we went to organization, discussed with employees from different level and got informed about the code of conducts. We prepared a questionnaire for knowing the details about the organization’s code of conducts. We also prepared a google form for getting response from remote participants.

We tried to determine whether the existing code of conduct is followed and reviewed as well as their conformance to international standard. We also tried to investigate the employee satisfaction over the code of conduct. We hope this document will help you to understand the agenda, methodology and findings of this survey.

# ACKNOWLEDGEMENT

At first I would like to thank Almighty for helping us to complete the report of this survey with the title ‘Study of Organizational Code of Conduct in Bangladesh’. We would like to express our deepest gratitude to all of those who provided us the support and encouragement to complete this project. We are conveying our special thanks to our course teacher Rezvi Shahariar, Assistant Professor, Institute of Information Technology, University of Dhaka for his kind supervision. Without his guidelines it would be very difficult for us to accomplish the mentioned survey.

Next, we would like to thank the employees of different organizations. Without their cooperation this survey cannot be fulfilled. We would like to thank our classmates who helped us in every moments we needed help. At last, we would like to thank Institute of Information Technology for providing us the opportunity to conduct such an interesting survey.

# CHAPTER 1 INTRODUCTION

A code of conduct refers to a set of rules outlining the social norms, religious rules and responsibilities an individual. A common code of conduct is written for employees of a company protecting the business and informing the employees of the company's expectations. It has value as both an internal guideline and an external statement of corporate values and commitments. A well-written code of conduct clarifies the mission, principles and values of an organization and links those with standards of professional conduct. The code expresses the values the organization wishes to foster in leaders and employees and defines desired behavior. As a result, it can become benchmarks against which individual and organizational performance can be measured. Additionally, it is a central guide and reference for employees to support decision making. It encourages discussions of ethics as well as empowering employees to handle ethical dilemmas they encounter in everyday work. Externally, a code serves several important purposes including compliance, marketing and risk mitigation. [1]

For this report, “Code of Conduct” of several organizations in Bangladesh has been researched. They were surveyed through questionnaires and interviews. The results of the questionnaires and interviews have been explored and discussed in the report. The origin of report, objectives, scope of the project, limitations are described in section 1.2, 1.3 and 1.4 respectively. Background study, Methodology and Findings are described in details in chapter 2, 3, and 4 respectively. Finally, the study is concluded in Chapter 5.

## 1.1 ORIGIN OF REPORT

This report has been generated as an output of our project on “Study of Code of Conduct of Organizations in Bangladesh”. It was the partial requirement of our academic course titled “Information Ethics”, GE-603. In this report, we have tried to find out the code of conduct in an organization and how it is followed. Hence, the report has been conducted by primary data collection.

## 1.2 OBJECTIVES

This section describes objectives of this study. The objectives can be categorized into two categories: Broad Objectives and Specific Objectives.

### 1.2.1 Broad Objective

The main objective of this study is to examine Code of Conduct in Bangladesh.

### 1.2.2 Specific Objectives

The specific objectives are the following:

* To observe the existing code of conduct.
* To learn how the code of conduct is followed in the organizations.
* To find whether any improvement is required in the code of conduct.

## 1.3 SCOPE OF THE PROJECT

The scopes of this project are described below:

* To meet the project objectives, we have visited some organizations.
* We have conducted interviews of the people involved directly or indirectly regarding code of conduct. Also, we surveyed people using questionnaire.
* Through interview and surveys, we have gathered information about the “code of conduct” of the organization, how it is followed and if any development is required in the existing code of conduct.

## 1.4 LIMITATIONS

The limitations of this study are given below:

* We could not survey all the organizations of Bangladesh. So, the report is based on the organizations that we could survey.
* Due to confidentiality, they have not shared full details. The report has been written based on the information provided.
* We also have faced some difficulties to understand few terms. So, we could not describe them properly in this report.

# CHAPTER 2 BACKGROUND STUDY

The background study refers to the current information surrounding the issue, previous studies on the issue and the relevant history on the issue. In this chapter a brief description about the history of code of conducts, ACM Code of Ethics and Professional Conduct and Code of Conduct in Bangladesh have been discussed in section 2.1, 2.2 and 2.3 respectively.

## 2.1 HISTORY

In the mid-20th Century there was a proliferation of important ethics codes that still guide professional behavior and research activities, even for organizations that do not conduct research. Prior to this time, there were relatively few professional ethics codes. Today these are widespread and seem nearly obligatory. In the 1940-50s researchers struggled to respond to the scientific and medical atrocities of the Nazi regime. Defense attorneys in the “Nazi doctor trials” at Nuremberg argued that their clients could not be held accountable for war crimes because there were no widely recognized research ethics standards that would have prohibited their experiments. Although the doctors were still found guilty, the judges found enough merit in that claim that they offered the 10-point Nuremberg Code that set the stage for all subsequent research codes and policies.

The major social disruptions of the 1960-70s in the US and Western Europe also coincided with continued research scandals in the U.S. (e.g., Tuskegee, Willowbrook, Milgram, Stanford Prison, among others), indicating that the Nuremberg Code and subsequent codes were inadequate without more legal codification and enforcement mechanisms. Particularly in the US, the public was substantially less trusting of inherited institutional authority and the subsequent ethics codes (particularly the Belmont Report and the formation of IRBs) responded to a need for routinized skepticism and critical assessment.

Major policies in computing ethics have presaged many of the issues that are now experienced as more urgent in the context of big data. A series of reports to Congress from 1974 to 2000 identified many of the fundamental issues currently active in big data ethics, such as the need for protection against intrusions to citizen’s privacy, risks arising from dual use of records, and the need for effective measures to correct false data. Yet despite this strong start, the major computing societies now have ethics codes that are two decades old, dating from the start of the internet age. Even as early as the 1990s, critics were noting that the major ethics codes of computing societies, such as the ACM, IEEE, and DPMA (now AITP) were out of date in terms of their ability to address the quickly shifting norms and technical capacity of the Internet and data-intensive society, particularly because of the advice offered by the codes is largely generic. Many of the principles expressed by these codes, such as honesty and accuracy, apply to ethical professionals broadly. However, there is no specific reference to or guidance about the pressing challenges of the profession, such as informed consent, how to manage potential harms, the role of third parties accessing data, and the threats to privacy. [3]

## 2.2 ACM CODE OF ETHICS AND PROFESSIONAL CONDUCT

The ACM (Association of Computing Machinery) is the largest (with around 100,000 members) and oldest educational and scientific computing society. It established guidelines for professional ethics in 1972 and substantially revised those in 1992. They have not since updated. Their current code is divided into General Moral Imperatives and Specific Responsibilities. The general moral imperatives set computer professionals within broad responsibilities to human well-being. The specific responsibilities state the duties of a computer professional in daily work-life. The 1992 revisions occurred in part because the ACM leadership realized that the original code focused too heavily on enforcement and they wanted a code that instead emphasized education and common cause. Notably, the ACM Code of Ethics preamble makes reference to a set of supplementary Guidelines that would be regularly updated to keep up with technological and social changes. Those Guidelines have either never been written or are not available via the society’s publications. Their sub-society for Software Engineers has published a more detailed guide for programmers. It thus appears that the ACM has a provision for change but no process. [3]

## 2.3 CODE OF CONDUCT IN BANGLADESH

Bangladesh is a developing country. There are a lot of different organizations in the country. The categories are: Agricultural, Government Agencies, Film Production, Business Organization, Educational, News Agencies and so on. Most of the organizations compete with their similar type-based organizations. They had to abide by the law or may get filed lawsuit by others. Most of the big organizations have a standard code of conduct. The report will show ------

# CHAPTER 3 METHODOLOGY

Methodology is a system of broad principles or rules from which specific methods or procedures may be derived to interpret or solve different problems within the scope of a particular discipline. The ways which was followed to collect, evaluate, analyze, interpret and justify the data as well as to prepare and present the paper are stated below.

## 3.1 TYPE OF THE STUDY

This study is a qualitative research where the data has been collected through individual interviews. It provides insights into the problem and helps to develop ideas or hypotheses for potential quantitative research.

## 3.2 POPULATION OF THE STUDY

Population in research terminology means the total number of people that can be considered for that research data collection. The people of different organizations in Bangladesh have been considered for this study.

## 3.3 DATA COLLECTION

When it comes to data collection, there are two methods in general used by researchers to collect data - primary and secondary method. Primary data includes observation method, interview/ questionnaire method, case study method, projective techniques and stoichiometry. Secondary data is the one which is already collected by some other researchers, not for the reason for particular study or research. For this study, individual interviews and questionnaires have been adapted as primary data collection method. Some questionnaires were answered through “Google Form”.

## 3.4 DATA ANALYSIS

After collecting data from the interviews and questionnaires, the opinions and interpretations of the respondents have been explained. Since, we have conducted interviews of people from only few organizations have been conducted, proper differences of opinions of people regarding the existing information system weren’t found properly.

# REFERENCES

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