

Bakultali Mahila Sangshad (BMS)

BMS CODE OF CONDUCT POLICY



Bakultali Mahila Sangshad (BMS)

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1. Introduction:

All employees and officers of BMS offices are individually and collectively responsible for maintaining the highest level of ethics and professionalism in their respective workplaces. All of them are committed to preventing sexual harassment, fraud, corruption and abuse of power. The same applies equally to the organization's spokesperson board members and temporarily appointed persons such as consultants and volunteers.

Officers and employees will be made aware of this policy in all future management of the organization, so that they understand how important it is to the institutional code of conduct and how it can be incorporated into the program.

BMS is a non-political organization which works unconditionally without regard to caste, religion, caste, creed, culture, gender, age. It does not influence any religious sentiments or advocate conversion. In developing this policy, various national and international policies and guidelines, and in the future, BMS will follow the codes of conduct of various national and international organizations to further enrich this policy.

2. General policy:

This policy lays down the main responsibilities and duties of the employees and officers of the BMS organization in relation to the creation of self-confidence among the underprivileged men and women, welfare and rights related to human development. The policy is structured in such a way that officers and employees can easily get a clear idea about their respective responsibilities, duties and obligations. The issues covered by the policy are sexual harassment and torture, all forms of harassment, fraud and corruption, breach of security and discipline and any unethical activities for personal gain.

Therefore, all the employees/officers of BMS organization-

- ❖ Respect basic human rights by refraining from any kind of discriminatory behavior.
- ❖ According to international laws and standards, work impartially with all the beneficiaries of the organization, maintaining courtesy, respect and etiquette.
- ❖ Accelerate the implementation of the policy by working towards creating an environment free of sexual harassment and abuse and abuse of power and corruption.
- ❖ Any violation of the policy or specific suspicions or information regarding the violation shall be reported to the combatant's senior officer or senior manager or to the organization's designated complaint handling process so that an immediate investigation of the incident may be initiated
- ❖ Failure to disclose or concealment of any information regarding violation of policy is a punishable offence.
- ❖ in case of any specific complaint as per the complaint policy, the institution shall ensure a safe environment for the complainant, so that he does not suffer any retaliation or injustice.
- ❖ Maintain the highest level of accountability, effectiveness, competence, integrity and transparency in their respective workplaces.

3. Sexual Harassment and Torture

This policy prohibits any form of sexual harassment and abuse or any form of sexual contact with children, and the BMS organization maintains a "zero tolerance policy. A child is defined here as any woman or man under the age of 18 according to the United Nations Convention on the Rights of the Child, as under Bangladesh law it is illegal to report child abuse or sexual abuse and torture to national law enforcement agencies.

The BMS is obligated to take appropriate action against such complaints in accordance with its policies and, if necessary, notify law enforcement.

Sexual assault and torture are forms of sexual violence. Sexual harassment and abuse can occur in any humanitarian or developmental activity. Victims of humanitarian crises become dependent on humanitarian agencies for basic necessities, thereby placing an additional moral responsibility on the officers and staff of those agencies to protect them in such circumstances.

Employees/Officials of BMS while on duty or at any other time-

- ❖ Note that sexual harassment and abuse by employees engaged in humanitarian and development activities is serious misconduct that may result in dismissal.
- ❖ Never engage in any form of sexual activity with a child/children regardless of age or local age of consent. Indulging in any sexual activity with child/children is prohibited. A school belief or opinion regarding the child's age is not sufficient to support the defense.
- ❖ Do not offer, receive or solicit sexual services for any benefit or in exchange for money while on duty or at any time outside of duty.
- ❖ Never take advantage of the vulnerability of any vulnerable population, especially women, children or the disadvantaged.
- ❖ Always keep in mind that unethical bartering, receiving/providing goods or services in exchange for sexual services, offering/receiving sexual favors, humiliating, coercive and oppressive activities are prohibited.
- ❖ Refrain from engaging in any form of sexual favor, gifts, favors, rewards or favors to prevent phone development activities or humanitarian assistance or engage in discriminatory practices.
- ❖ When working with children, always refrain from activities that provoke unintended situations and never do anything that creates a risk of child abuse.

4. Harassment or harassment

Executives and employees of the BMS Corporation engage in all types of oppressive activities that may cause physical, mental or sexual problems, harm or suffering to any person, especially women and children. BMS disregards any violation of workplace policies such as harassment (including sexual, gender and racial harassment and discrimination; aggressive, insulting, disrespectful, rude, or any other inappropriate comments or behavior that may cause a person to be disrespected).

Employees/Officials of BMS Organization-

- ❖ Maintain dignity and respect with everyone in the workplace. Speak with courtesy and compassion, listen attentively, and consider the well-being of others.
- ❖ Do not do anything that may cause physical, mental and sexual emotional problems, complications, harm or suffering to any person, especially women and children with disabilities.
- ❖ Don't knowingly or unknowingly do or say anything that makes anyone feel oppressed, vulnerable or vulnerable.
- ❖ Be aware of oppressive acts. Anticipate opportunities for sexual, gender and racial harassment (among others) and take proactive measures to prevent and address them.
- ❖ Know that violent, oppressive, or discriminatory behavior toward anyone in the workplace or in the BMS organization's beneficiary population is unacceptable and BMS disregards it.

5. Fraud and corruption

The BMS organization does not show any flexibility when it comes to fraud and corruption. The employees and officers of this organization will never abuse their power or position to take advantage of the entitled communities, associates or stakeholders.

- ❖ Always refrain from accepting/giving money or any other type of favor that gives you an advantage over others.
- ❖ Create a culture of honesty and openness among colleagues and management.
- ❖ Always maintain transparency in financial transactions at work.
- ❖ Refrain from any form of unfair dealing, check forgery, taking commission or taking undue advantage or stealing purpose to influence the tender process.
- ❖ Create an environment in the workplace where members of the public or employees of the organization can voice concerns and complaints about fraud and corruption without fear.
- ❖ Never knowingly patronize any person or organization engaged in illegal activities. Any document or evidence used or intended to be used in the investigation shall always be protected from knowing destruction, alteration or concealment
- ❖ refrain from Refrain from providing false information/statements to the investigator, resorting to corruption, coercing anyone or engaging in unfair dealings with anyone to obstruct or divert the investigation.
- ❖ Successfully perform duties in accordance with nationally and internationally accepted practices and norms and adopt the highest standards of accountability and transparency in financing, management and administration

6. Practicing unethical professions

Employees/Officials of BMS Organization-

- ❖ Always practice honesty, transparency and accountability when accepting public donations for humanitarian or development purposes.
- ❖ Never accept goods, services or bribes to secure contracts for humanitarian or development activities.
- ❖ Refrain from engaging in any activity that is beneficial to the individual or the organization or to both the individual and the organization, which brings into disrepute or is likely to bring into disrepute the reputation and goodwill of the BMS organization.
- ❖ Never use surplus/quoted budget declarations, deductions or discounts for personal or institutional benefit.
- ❖ Refrain from accepting any kind of gifts or benefits if it affects performance or performance of duties. For example, services, travel, entertainment, other things besides goods come under such gift items. In some cases, local or international custom may also be accepted for general hospitality such as pens, calendars, diaries.
- ❖ Never use illegal prom, child labor or forced labor in any work.
- ❖ Always pay mandatory state tax. Be respectful of national business laws and international norms.
- ❖ All programs will comply with health, safety and environmental regulations.
- ❖ Do not use known unsafe products in any humanitarian or development activities.

7. Competitive activities:

Employees/Officials of BMS Corporation

A' shall not conduct any kind of competitive work directly or indirectly on behalf of any other organization.

- ❖ Do not undertake any duties that may adversely affect their work. If an officer/employee wants to be involved in any work of Brihadkar in his/her spare time, he/she must consult the nearest manager before doing so.

8. Organized Crime

Employees/Officials of BMS Company-

- ❖ Avoid any form of organized crime. This includes everything from dealing in black money for cheap capital to human trafficking. In the case of human trafficking, it must be remembered that it is not only for the purpose of sexual abuse or torture, but also for the use of domestic work or garden maintenance for a variety of Padong

9. Pornography

Employees/Officials of BMS Company-

- ❖ Keep your workplace completely free of pornography (obscene pictures, videos, mobiles, messages or books etc). Never use company-provided technology or technical equipment, such as the internet computers, mobiles, etc, to view or distribute pornography. All dealings or transactions related to child pornography in the workplace and outside the workplace are strictly prohibited

10. drinking

Employees/Officials of BMS Organization-

- ❖ Be controlled and moderate in drinking. Drinking while on duty is strictly prohibited and also applies to off duty if it would cause any damage to the reputation of the BMS organization. Drinking while driving is strictly prohibited.

11. Classified drugs

Employees/Officials of BMS Company

- ❖ Be exposed to or associated with any class of narcotics. In the case of prescription drugs, only one can use this drug.

12. security guard

The BMS organization will prioritize the safety of its employees/officers and those with whom they work. The organization tries to ensure everything possible for the safety of the employees. Security for the BMS organization is both a personal and an institutional responsibility.

Staff officers of the BMS Corporation-

- ❖ Never carry any type of weapon or ammunition while working and do not use Kibo.
- ❖ Never drive any vehicle while drunk or intoxicated, and shall abide by the laws of the land.

13. Complaints and disciplinary action:

Violations of BMS Policy are not tolerated. Violations of any policy may result in internal disciplinary action, termination, and even criminal prosecution in accordance with Company policy. BMS Organizations are responsible for responding to complaints of misconduct by employees/officials. Any type of rule should be reported to senior management through a response in accordance with BMS Complaint and Response Mechanism policy. However, if a false accusation or accusation is made against any person, strict action will be taken against him.

14. Reports on Sensitive Matters:

BMS Company employees/officials may at times be required to report on certain sensitive matters and the reporter's right to overall security. Necessity in case of any such incident, confidentiality shall be maintained. Encouraging BMS employees/employees to report violations of rules and to warn of incidents and mention the reporter's name in the report. Anonymous complaints are difficult to follow.

15. Understanding and signing the rules:

The following officers, employees, board members, consultants or volunteers have read and understood this document and agree with its contents. The signatory is ready to bear the responsibility and bear the consequences for any violation of the above rules. (Appendix-)

Appendix-1:

Important terms and definitions

Abuse of power: If a person holding an important position engages in any kind of wrongful behavior (physical, mental, sexual or emotional) or takes advantage of someone's weakness, it will be considered as abuse of power.

Harassment Aggressive behavior towards someone. not physical but mental or emotional, is regarded as harassment. Harassment will generally be defined as any repeated specific negative behavior, abuse, or violent action that unethically criticizes, insults, disrespects, or otherwise degrades one or more individuals.

Discrimination Exclusion of a person on the basis of his social status, race, religion, colour, sex, age, marital status, political beliefs or disability, exclusion or slurs or any other adverse behavior shall be considered as discrimination.

Child: A child is anyone under the age of 18 as defined by the Convention on the Rights of the Child.

Corruption: Corruption is giving or receiving or soliciting or offering inducements, gratifications or favors that may unethically influence the activities of a person.

Fraud:- Fraud is generally defined as intentionally misrepresenting the truth, breaching trust, resorting to trickery, or defrauding an organization's assets, money, materials, services, or human resources for personal gain. Making a false claim to defraud or obtain an immoral advantage is a criminal act.

Harassment: Harassment is any unwanted speech or behavior that is offensive, insulting, disrespectful or degrading to any person. Anyone in the community can be harassed by anyone. People we work with on a daily basis such as parents, employers, vendors/shopkeepers, members of the public or visitors to an institution can all be victims of harassment or may harass others. (Note Sexual Harassment)

Gender-based violence: Gender-based violence is any act that harms a person against their will, does something that has a negative impact on that person's physical, mental health, development or identity. Women and adolescents are mainly victims of gender-based violence. Violence can take many forms, such as domestic violence, beatings, rape, marital rape, dowry-related violence, marriage and in some cases recognized by the state. Implied or committed violence.

Sexual abuse Threats of physical penetration of any kind, including inappropriate/inappropriate touching by force or under unequal or coercive circumstances, are considered sexual harassment.

Sexual Harassment: Sexual harassment is any type of unwelcome sexual behavior by an individual towards another individual in the workplace, such as touching, pointing, making comments or making jokes. Sexual harassment can happen to either the same or the opposite sex. Sexual harassment can occur between one or more individuals (employers, beneficiaries, etc.) regardless of the workplace relationship.