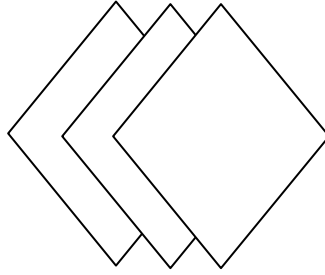


CODE OF CONDUCT



DISABILITY INQUISITION ACTIVITIES (DIA)

Bishoykhali Bazar
P.O-Kharikhali-7300, Jhenaidah, Bangladesh
Mobile: +8801711-278665
E-mail: dia.ngo274@gmail.com
Website: www.dia.org.bd

Hasan
B.M; Nazmul Hasan
President (DIA)
Bishoykhali Bazar, Jhenaidah

R.I.
Md, Rofikul Islam
Executive Director (DIA)
Bishoykhali Bazar, Jhenaidah

Sample Employee Code of Conduct Policy

Share template

96

An employee code of conduct is a set of principles characterizes how an organization's workers should follow up on an everyday premise. It mirrors the association's day by day tasks, beliefs and organization culture. Thus, every set of accepted rules is one of a kind to the association it speaks to.

Working with integration is our foundation. Integrity protects our team, our company, and our clients; improves our business performance; and differentiates us from our competitors. Our priorities lie with the sustained commitment to ethical practices. Though we promote freedom of expression and open communication, we still expect all employees to follow our Code of Conduct.

Purpose

Our Code of Conduct is the first step for an employee to get clarity on any questions relating to ethical conduct. It sets forth our core values, shared responsibilities, global commitments, and promises, and general guidance about the Company's expectations.

However, our Code cannot possibly address every situation we face at work. Therefore, the Code is by no means a substitute for our good and unbiased judgment. We must remember that each of us is responsible for our own actions.

The ethical choice is always the best choice.

Scope

Our Code of Conduct applies to all our employees regardless of employment agreement, rank, or location. The Code also applies to third parties, such as consultants, agents, suppliers, and others acting on the Company's behalf.

Cordial Atmosphere

To work effectively, all of us need a healthy and safe work environment. We provide a work environment free of coercion, discrimination, and harassment. Therefore, respect, inclusiveness and shared ethical values are at the heart of our core values. Irrespective of your department and rank, you should conform with our equal opportunity policy in all aspects of the work, from recruitment and performance evaluation to interpersonal relations. Remember, all forms of substance abuse as well as the use or distribution of drugs and alcohol while at work is strictly prohibited.

Compliance With Law

We comply with all laws, whether local, national or regional. All our employees, and those acting on our behalf must protect the Company's legality. They should comply with all environmental, safety and fair dealing laws. Violations of law can result in significant harm

to the Company, including financial penalties, denial of government contracting privileges, imprisonment for criminal misconduct and damage to our business relationships and reputation. People associated with us are expected to be ethical and responsible when dealing with our company's finances, products, partnerships, and public image.

Protection Of Company Property

All employees should treat our Company's property, whether material or intangible, with respect and care. Employees shouldn't misuse Company equipment or use it frivolously and should respect all kinds of incorporeal property. This includes trademarks, copyright and other assets including intellectual property. Employees should use them only to complete their job duties. Additionally, the use of our assets for individual profit or any unlawful, unauthorized personal or unethical purpose is prohibited.

Our Deliverables

Employees must compete fairly and ethically for all business opportunities. We serve our clients, regardless of role focusing on the best interests of our clients. Employees involved in the sale of our products and services must ensure that all statements, communications, and representations to clients are accurate, complete, and truthful. Similarly, you must not make or attempt to make any unauthorized commitments on the Company's or our client's behalf. Do not inappropriately implicate or involve the Company in your disputes with clients or others.

Financial Integrity And Accounting


Accurate and reliable financial and business records are of critical importance. You must not engage in any actions that could result in conveying false or inaccurate financial information to our Company or our clients. You must ensure that all submissions you make to the Company or the client on our behalf are complete and accurate.

Company Confidential Information

For any Company, its confidential information is a valuable asset and every director, employee, and agent of the Company must protect it. Confidential information includes all non-public information. It also includes personal information obtained from any source in the course of business. An important element of such protection is maintaining the confidentiality of confidential information and other proprietary information.

Responsible Social Media Usage

We expect you to comply with applicable laws and government guidelines governing social media. When using any form of social media, you must comply with this Code of Conduct. You must not disclose any confidential information about the Company or any of its employees, contractors or third-party vendors. We do not encourage you sharing and being part of any political or social propaganda on behalf of the Company unless specifically asked to do so.


B.M. Nazmul Hasan
President (DIA)
Bishoykhali Bazar, Jhenaidah


Md. Rofikul Islam
Executive Director (DIA)
Bishoykhali Bazar, Jhenaidah

Conflict Of Interest

We must avoid situations involving an actual or potential conflict of interest so that even the slightest doubt about our integrity is not raised. To avoid conflicts of interest and any appearance of favouritism, ensure that you do not work directly for, supervise or make employment decisions about a family member. Personal or romantic involvement with a competitor, supplier, or another employee of the Company might affect your ability to exercise good judgment on behalf of the Company. This could lead to a conflict of interest. Personal relationships and romantic liaisons between employees who are in a manager-employee reporting structure may lead to team management challenges and reduced morale. Such relationships must be disclosed to the manager immediately who may take appropriate corrective action.

Always Be Professional

All employees must show integrity and professionalism in the workplace:

- **Personal Appearance**

All employees must follow our dress code and personal appearance guidelines.

- **Corruption**

Employees accepting gifts from clients or partners is not appreciated. We prohibit briberies for the benefit of any external or internal party.

- **Job Duties And Authority**

All employees should fulfil their job duties with integrity and respect toward customers, stakeholders, and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect [team members to follow team leaders' instructions](#) and complete their duties with skill and in a timely manner.

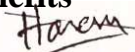
- **Absenteeism And Tardiness**

Employees should follow their schedules. We can make exceptions for occasions/emergencies that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work. Always keep your Manager informed of your delayed reporting to work or absenteeism from work.

- **Communication**

All employees must be open for communication with their colleagues, supervisors or team members.

- **Benefits**


B.M, Nazmul Hasan
President (DIA)
Bishoykhali Bazar, Jhenaidah


Md, Rofikul Islam
Executive Director (DIA)
Bishoykhali Bazar, Jhenaidah

We expect employees to not abuse their employment benefits. This refers to time off, insurance, facilities, subscriptions or other benefits our Company offers.

- **Policies**

All employees should read and follow the Company policies. For any queries, they should ask their managers or Human Resources (HR) department.

A Good Corporate Citizen

We support and respect human rights, foster environmental responsibility and encourage our people's involvement in the communities where we work and live.

Disciplinary Actions

Our Company may have to take disciplinary action against employees who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation.

Possible Consequences Include:

- Demotion
- Reprimand
- Suspension Or Termination For More Serious Offenses.
- Detraction Of Benefits For A Definite Or Indefinite Time.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviours.


B.M. Nazmul Hasan
President (DIA)
Bishoykhali Bazar, Jhenaidah


Md. Rofikul Islam
Executive Director (DIA)
Bishoykhali Bazar, Jhenaidah