

CODE OF CONDUCT



Shakti Organisation
Catalysing Sustainable Development

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CODE OF CONDUCT

Code of Conduct of Shakti Organisation(SSCSO) is a continuation of our effort for democratic and participatory functioning within SHAKTI, so as to enhance our commitment to a just and participatory society. As a non-profit organization, we are committed to adhering to high ethical standards and promoting transparency and accountability in all its operations. This Code of Conduct outlines the values and principles that guide the conduct of the SHAKTI' staff, volunteers, and partners.

This code of conduct will protect our autonomy as persons while making it humanly possible to function as an organization. We understand and state that this policy rests on the principles of self-regulation and monitoring while allowing ourselves as persons to be regulated and monitored by people engaged by SHAKTI through the rights of SHAKT's Executive Committee elected by legally constituted General Body as established by SHAKTI's constitution are supreme and acceptable to us.

Applicability:

The Code of Conduct is binding on all staff, volunteers, partners and board members of the SHAKTI. Violations of the Code of Conduct may result in disciplinary action, up to and including termination of employment or partnership and dismissal from broad. SHAKTI will investigate all allegations of misconduct and take appropriate action. This shall not preclude SHAKTI, from initiating civil and/or criminal action against the concerned person. Here the Staff – Means any person engaged by SHAKTI Organisation with certain amount of remuneration in connection with work/program undertaken by Shakti organization. The staff may be engaged for part time/Full time /Temporary or permanent or for a particular period of time. The interns, volunteers, vendors, and independent contractors, who assigned to perform work or services for SHAKTI are also required to follow the Code of conduct in connection with their work for us.

We expect all Associates of SHAKTI to be guided by; and agree to abide by the letter and the spirit of this Code of Conduct.

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- a) Omission of any act while amounts to criminal offence involving moral turpitude.
- b) Behavior which is contradictory to the goals, principles and philosophy of SHAKTI.
- c) Every Staff of Shakti will generally conduct himself/herself in a manner that is consistent with office discipline, and good reputation of himself/herself and Shakti Organisation.
- d) Drunkenness or riotous or disorderly indecent behavior in the premises of organization or outside such premises which is related or conducted with the Organisation.
- e) Theft, Fraud or dishonesty in connection with the works or property of the organization.
- f) No Staff shall act in any manner, which amounts to sexual harassment of another person.
- g) No Staff shall consume liquor within the office premises or while on duty.

- h) Every Staff shall observe courtesy and politeness; and refrain from any riotous or disorderly behavior or any behavior not conducive to smooth functioning of Shakti Organisation, not only while dealing with office colleagues but also while representing Shakti Organisation in any forum, or with any external agency.
- i) Willful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of his superior or the person holding overall responsibility for the project or SHAKTI as a whole.
- j) Willful disobedience of any reasonable and democratically reached decisions of the concerned project team.
- k) Furnishing false information regarding name, age. Father's name, qualifications, experience of previous services or any other matter connected to the engagement at the time of engagement or during the course of engagement.
- l) Absence without leave or over-staying the sanctioned leave for more than three consecutive days without sufficient grounds, or proper satisfactory explanation.
- m) Habitual late attendance in office/duty/meeting.
- n) Habitual absence without prior permission for leave.
- o) Neglect of work or negligence in the performance of duty including malingering work.
- p) Willful slowing down of work with a view to delay the completion or non-completion of any time bound project or the abatement or instigation thereof without discussion of grievances at appropriate forums viz.project core team, general staff meeting ,General Secretary.
- q) Taking or giving and or demanding any bribe or commission or illegal gratification gift from any of the participants of SHAKTI's program or fellow Staffs.
- r) No Staff shall enter into monetary dealings with his/her colleagues, subordinates or clients.
- s) If any financial /material loss is caused to the organization by any willful act of commission/omission of any Staff. The matter shall be put up in writing before the General Secretary and if it is confirmed upon hearing the concerned Staff that the said loss is caused willfully or due to the negligence of the concerned Staff, she/he is liable to reimburse the same (partially or fully) by way of deduction which shall not however exceed 40% of the total monthly honorarium per installment.
- t) Disclosing to unauthorized person any information in regard to SHAKTI's internal functioning or any other information, which is decided to be kept confidential by the project team or Staffs meeting or any other appropriate forum.
- u) No Staff shall share information about Shakti Organisation with any person whosoever expect in the interest of Shakti organisation's work or with written permission of the General Secretary.
- v) No Staff shall publish or cause to be published any article or statement bearing on the affairs or reputation of the institution in any journal, book or research papers without permission of Shakti Organisation.
- w) Refusal to accept any written communication from the office /General Secretary.
- x) Intentional sending of inaccurate monthly report or non-submission of reports within days of bearing decided to submit the same without valid and satisfactory reasons at more than 3 occasions during the course of any given 12 calendar months.
- y) No Staff can participate in any political organization or stand for the election even for municipal or panchyatiraj Bodies without the permission of the General Secretary.

Note: The above norms are illustrative and not exhaustive.

Conclusion:

These Code of Conduct are an important tool for promoting ethical behaviour and ensuring accountability and transparency in the SHAKTI's activities. All staff, volunteers, and partners of the SHAKTI are expected to adhere to the highest standards of ethical conduct, and to promote the values and principles outlined in this Code.



General Secretary
Shakti Organisation (SSCSO)

Date: 29.09.2006,
Place: Rayagada,

General Secretary
Shakti Organisation (SSCSO)

N.B-{this Human Resource Development policy is approved by the Executive Body of Shakti Organisation on 29.09.2006 and came into immediate effect.}