

## Subject: Code of Conduct for staff/volunteer/intern

**Definition:** The Code of Conduct offers a set of basic guiding principles to ensure staff/volunteer/intern meet the necessary standards of behavior, in their professional, private and civic life.

**Method of preparing this Code of Conduct:** This Code of Conduct is prepared based on keeping COAST Foundation's Human Resource Policy, Zero-Tolerance Policy, Non-negotiable Point, Do & Don't, code of conduct of different national and international organizations, constitution of Bangladesh and universal declaration of human rights.

**Process of preparing this Code of Conduct:** The draft of this Code of Conduct is derived from the above-mentioned policies and guidelines. Then we had consultations with our colleagues at principal office and fields. We also had taken beneficiaries feedback later on to prepare this Code of Conduct.

### Objectives of this Code of Conduct:

1. Every staff/volunteer/intern shall abide by it at all times.
2. COAST Foundation shall inform about this Code of Conduct to the people affected by crisis, beneficiaries and stakeholders so that they know the expected behavior of staff and never be deprived, exploited, sexually exploited or abused by the staff.

Any breach of this Code of Conduct shall be reviewed and according to Human Resource Policy manual, disciplinary action shall be taken if anyone proved guilty. Each staff, therefore, must sign the declaration to indicate that s/he has understood and accepted this Code of Conduct and agreed to abide by it at all times.

**Approved by The Trustee Board (BoT):** This policy had been approved unanimously at the 99th BoT meeting held on 22 March, 2019. Later this revised version was approved at the Executive Council meeting on 24 April, 2021.

**Review of this policy:** This policy can be reviewed with the changes of relevant policies/guidelines of COAST Foundation, national and international laws, universal declaration of human rights, etc. This policy has revised on June 10, 2023.

## Code of Conduct

This is (name)....., Designation: ....., Joining date to this organization: .....

### 1. As a staff/volunteer/intern and in my professional life:

- 1.1. I shall obey all the policies and laws of the state.
- 1.2. I shall uphold practices of human rights.
- 1.3. I shall not discriminate, and shall show equality to all irrespective of nationality, caste, gender, culture, ethnic affiliations or religion.
- 1.4. I shall not perform any duty that goes against COAST Foundation's policies, values activities.
- 1.5. All COAST policies and new circulars shall be learnt by myself and practiced, and do not demand any special training and orientation to learn that.
- 1.6. I shall abstain from repression to women and children, sexual exploitation and abuse, cheating or forcing to anyone to resort to unfair means, exploitation, child labour, badmouthing or bullying to anyone.
- 1.7. Either me or any of my family members shall not perform child marriage. I shall try to prevent it or inform the right authority to prevent if anywhere it happens.
- 1.8. Do not borrow or lend money from colleagues, beneficiaries or stakeholders.

- 1.9. If it is necessary to take a photograph or video of any beneficiary, community people or child, I shall obtain their permission first saying the objectives of the photograph or video. I shall not take any photograph or video that may present them in any undignified way due to their stance or dress.
- 1.10. I shall not extract any undue personal gain and gift or allow others to do so.
- 1.11. I shall not commit any embezzlement and fraud.
- 1.12. I shall not give or take any kind of bribes;
- 1.13. Not make any wilful distortion of information;
- 1.14. Keep beneficiary information secured and do not handover the information to anyone without adequate authorization.
- 1.15. Do not misuse the organization's resources and facilities.
- 1.16. I shall not be a part-time or full-time employee of any other organizations while working as an employee of this organization.
- 1.17. I shall not be a part of any financial business while working as an employee of this organization.
- 1.18. I shall not disobey any logical instruction or decision from my supervisor or management.
- 1.19. I shall not do nepotism or favouritism towards relatives or friends.
- 1.20. I shall not do an active promotion or be an affiliated member of any partisan politics.
- 1.21. I shall not be connected to, support or campaign any religious extremism.
- 1.22. I shall abstain from smoking, taking alcoholic drinks and narcotics.
- 1.23. I shall not do any activity that has detrimental impact to natural, social and cultural environment of Bangladesh.
- 1.24. I shall not have any objection regarding the reference check procedure of the organization and I shall not have any objection with the process of checking my background with my previous employer.

#### **Code of conduct on PSEA COAST has zero tolerance for sexual exploitation and abuse**

**Sexual exploitation and abuse (SEA) of those we seek to assist is unacceptable and prohibited.** It is a very serious breach of the trust and accountability of the people we serve. Such acts violate the human rights of the victims/survivors, seriously damage the credibility of COAST Foundation as well as the humanitarian and development community and ultimately jeopardize our capacity to act.

COAST Foundation has measures in place to prevent and respond to sexual exploitation and abuse by its personnel (i.e., staff, volunteers, interns, etc.). These measures are described in the COAST Foundation PSEA policy.

- 2.1 Treat all persons with fairness and respect, courtesy and dignity, in accordance with the International legislation on Human Rights and Children's Rights and the COAST Foundation PSEA policy.
- 2.2 During the tenure with COAST Foundation, if there is any sort of Sexual Exploitation, abuse, harassment, gender-based violence, or child-marriage between staff/program participant / community, case to be seen, heard or suspected, then I will be bound to immediately inform the organizational or regional gender focal about the case, with my own initiative. Apart from that, if the complaint is not regarding COAST Foundation's staff, volunteer, intern, then I will inform the related organization or sector focal (PSEA Network).
- 2.3 If I provide false allegation against any COAST staff, volunteer, intern, intentionally, then the organization can take disciplinary action against me and I will accept with no objection.
- 2.4 Above mentioned 2.2 article, any investigation managed by COAST Foundation, will have my complete cooperation and I will not create any obstacles in the investigation process, I will also not hide anything or provide false information. Additionally, I will ensure that confidentiality, protection and assistance of the victim is maintained. If there is any breach in maintaining confidentiality or providing protection and assistance to the victim, I will be bound to inform the organization.
- 2.5 To provide assistance to the affected populations/beneficiaries of the organization and ensure safety, dignity and effective access to the services provided, in line with the "Do No Harm" approach.
- 2.6 Help create and maintain an environment that prevents sexual exploitation and abuse and promote the implementation of this Code of Conduct.
- 2.7 Immediately report any allegations, suspicions or concerns regarding failure to meet the standards set forth in this Code of Conduct.

- 2.8 I will be bound to accept every complaint from victim/survivors, regardless of the mode of complaint.
- 2.9 I will not intentionally make false accusations against another staff for violating the provisions of the Code of Conduct, nor disseminate false statements about co-workers or personnel of other agencies.
- 2.10 To attend mandatory training courses (in person or online) for protection from sexual exploitation and abuse.

**3. I understand and acknowledge that Sexual Exploitation and Abuse is strictly forbidden/prohibited:**

- 3.1 Engage in sexual activity with children (persons below the age of 18 years), regardless of age of majority or local consent. Lack of knowledge of the actual age of the child cannot be used as an excuse.
- 3.2 Engage in any sexual relationship between those providing humanitarian assistance and protection and a person benefitting from such humanitarian assistance and protection that involves improper use of rank or position. Such relationships undermine the credibility and integrity of humanitarian aid work.
- 3.3 Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behaviors. This includes exchange of assistance that is due to beneficiaries.
- 3.4 Accept any sexual favor(s) in exchange for food or non-food assistance provided to beneficiaries/recipients.
- 3.5 Abuse my authority, position or influence by withholding protection, assistance or humanitarian services, or giving preferential treatment in order to solicit sexual favors, gifts, payments of any kind or any other benefit.
- 3.6 Engage in sexual activity with sex workers, regardless of the legislation in the country.
- 3.7 Use children or adults to get others to engage in sexual activity.

**4. As a staff/volunteer/intern/consultant, my duty shall be:**

- 4.1 Maintain discipline, be devoted to time and duty, be responsible and accountable.
- 4.2 Maintain organizational Dress Code.
- 4.3 Show respect to the people affected by crisis, disadvantage people, especially women and children and vulnerable people, and devote myself to create a congenial environment for them.
- 4.4 Maintain transparency in financial dealing.
- 4.5 Our organization is women and child friendly. So, shall show respect to the women and child, and create dignified working environment both for male and female colleagues.
- 4.6 Will be respectful to all rules and regulations and accountable to the beneficiaries, stakeholders, donors and government institutions.
- 4.7 Keep myself informed about the new policies and circulars of the organization, read them, seek help form colleagues to understand, if necessary, and obey those policies and circular.
- 4.8 I will read organization's Human Resources Policy, Finance Policy, Microfinance, Complaint and Response Mechanism, Gender, prevention of Sexual Exploitation and Abuse, Information Disclosure Policy, Information Secrecy and Privacy Policy, Safeguarding Policy for child and vulnerable adult, Risk Assessment Policy and Staff Security, Wellbeing Policy and United Nations Secretary General's Bulleting regarding Sexual Exploitation and Abuse (ST/SGB/2003/13) by myself. So, do not show any excuse of saying that I did not study those policies and don't know. I shall obey all the policies too.
- 4.9 If I do have any objection to any policy of this organization, I shall write officially to the authority no later than 15 days after signing this Code of Conduct.
- 4.10 If I do have any Conflict of Interest in any issues, I shall declare that to the authority with my own responsibility.
- 4.11 Obey Zero Tolerance Policy of the organization.
- 4.12 Shall keep the beneficiary informed about the feedback and complaint submitting mechanism.

**Declaration of accepting this Code of Conduct**

I read this Code of Conduct, understood and as a staff/volunteer/intern/consultation, I shall maintain this Code of Conduct at all times. I am also aware that the organization has the right to change, amend or discard any or all the

clauses of this Code of Conduct with the demand of time. If I breach any clause of this Code of Conduct, the organization has the right to take any disciplinary action against me under its Human Resource Policy Manual.

**Signature of COAST staff/volunteer/intern:**

Full Name: .....

Name of Legal Guardian: .....

NID Number: .....

Date: .....

Personnel file no.: .....

M. Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

Professor Tofail Ahmed, Ph.D  
Chairperson, EC/GC  
COAST Foudnation