

SAMPLE CODE OF CONDUCT



ESTD- 2005

SHIBGANJ INTEGRATED DEVELOPMENT SOCIETY

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Preface

An NGO can benefit from a code of ethics and conduct that systematically identifies ethical practices and acceptable standards. The adoption and internal enforcement of a suitable code not only provides an ethical check for an NGO, it also serves as a statement to beneficiaries, donors and the public. Such a code can assist stakeholders in identifying and avoiding "pretenders" and irresponsible NGOs. The Compliance Manual is designed to be used as both a checklist and a catalyst for discussion for NGO staff to review, reflect, and discuss core principles, standards and ways of conducting services and activities. It also forms the basis for self-certification of the NGO.

Shibganj Integrated Development Society is a non-governmental, non-profit making, non-political and non-religious organization receiving government and non-government subvention to deliver welfare services. The organization is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public.

This code of conduct sets out the basic standard of conduct expected of all staff, governing body, general members and organization's policy on matters in connection with social activities.

1. Guiding Principles

Every actor operates on the basis of fundamental principles, whether plainly stated or implicitly understood. The **Shibganj Integrated Development Society** believes to share the same fundamental assumptions throughout the world that make their successful operation possible. The following are the more important of these shared fundamental principles.

Responsibility, Service and Public Mindness

The **Shibganj Integrated Development Society (SIDS)** conduct its activities for the sake of the public at large or a particular segment of the public. Public money is not used for anyone's selfish purposes and all public assets are to be treated with utmost seriousness, as a public trust. It integrate self-development and service to others, balancing individual and public concerns, focusing on higher, broader, and more public levels of service.

Corporation Beyond Boundaries

The organization beliefs that significant progress toward world peace and global well-being can be fostered through inter-religious, inter-cultural, and inter-racial work. It maintains ethical, cooperative relationships with other NGOs and take appropriate steps for the sake of greater public good. It works beyond borders of politics, religion, culture, race and ethnicity within the limits of the organizing documents and with organizations and individuals that share common values and objectives.



25/4/2017

Human Rights and Dignity

As the Universal Declaration of Human Rights states, "All human beings are born free and equal in dignity and rights, are endowed with reason and conscience, and should act towards one another in a spirit of brotherhood". The organization does not violate any person's fundamental human rights, with which each person is endowed. It believes that all people are born free and equal in dignity and it is sympathetic to the moral values, religion, customs, traditions and culture of the communities they serve. It respects the integrity of families and support family-based life.

Religious freedom

Everyone has the right of freedom of thought, conscience and religion; this right includes freedom to change his religion or belief. This organization respects religious freedom in teaching, practice, worship and observance.

Transparency and Accountability

The organization strives to maintain good relations with the government, the public, donors, partners, beneficiaries, and other interested parties along with it maintain transparency. The basic financial information, governance structure, activities, and listing of officers and partnerships shall be open and accessible to public scrutiny and the organization is to make effort to inform the public about its work and the origin and use of its resources. The organization is also accountable for its actions and decisions, not only to its funding agencies and the government, but also to the people it serves, its staff and members, partner organizations, and the public at large.

Truthfulness and Legality

The organization strives to be honest and trustworthy in its dealings with its donors, project beneficiaries, staff, members, partner organizations, government, and the public in general. It is not engaged in any unlawful activities such as corruption, bribery, and other financial improprieties or illegalities under the laws of the nation. The organization has a policy for staff and volunteers to confidentially bring evidence to the governing body of misconduct of anyone associated with the organization. It meets all of the legal obligations in the countries in which it is organized or works. Such obligations may include laws of incorporation, fundraising legislation, equal employment opportunity principles, health and safety standards, privacy rules, trademark and copyright legislation, and so forth.



2. NGO integrity

Fundamental to the very character of SIDS is that it be not-for-profit, non-governmental, organized, independent, self-governing, and voluntary.

Non-Profit organization

The organization is to be organized and operated as a not-for-profit organization. Any surplus that is generated through its operations is to be utilized solely to help the organization fulfill its mission and objectives. No part of the net earnings of the NGO is to inure to the benefit of the directors, officers, members or employees of the organization, or to any other private persons. The organization is not to be operated for the primary purpose of carrying on a trade or business, unrelated to its mission and stated objectives. The NGO's governing instrument shall prevent the organization from distributing profits or assets for the benefit of individuals.

Non-government

The organization is not to be part of, or controlled by, government or an intergovernmental agency. The organization shall maintain independence and is not affiliated with any political party. If this organization is permitted to do any political and legislative activity shall only engage within the limit of its mission and stated objectives. The organization shall not act as an instrument of government foreign policy. The organization shall not seek to implement the policy of any government, unless it coincides with the mission of the organization.

Organized

The organization shall have an organizing document, an executive board, officers, and regular meetings and activities. The organizing documents (such as bylaws, a written constitution, or memorandum of association) shall clearly define the mission, objectives, governance structure, membership rights and obligations, if any, and rules of procedure. These organizing principles apply whether or not the organization is legally recognized by any government.

Voluntary

The voluntary organization is generally formed by private initiative. The retaining of voluntary values and principles shall remain a primary force in the way of working of the voluntary organization. In order to achieve its mission and objectives, the organization is to have meaningful contributions from volunteers. These may include both the target group and supporters. Those who are part of the NGO's governing body (generally the board of directors) are to serve in a voluntary capacity, for no pay.



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Independent and self-governing

The organization shall be independent. Its policies, vision, and activities shall not be determined by any for-profit corporation, donor, government, government official, political party, or other NGO. The organization shall govern itself autonomously. It shall be equipped to control its own activities

3. Mission and activities

SIDS has an obligation to clearly identify and articulate its mission. This well-defined mission serves as the foundation for all activities and its organizational planning. SIDS has also an obligation to utilize its resources in an effective and efficient manner toward accomplishment of its stated purpose.

Mission

The organization shall formally and succinctly state its mission in a written statement approved by its governing body. This statement shall clearly set forth why the NGO exists and what it hopes to accomplish. Each member of the board of directors shall fully understand and support the mission of the organization. The mission statement of the SIDS shall be made available to all officers, members, staff, partners, donors, program beneficiaries, and the public in general. The mission of the SIDS shall be reviewed at every three years to determine if it is still relevant.

Activities

The organization will implement its programs by creating blueprints and strategic planning. The programs of the organization will be implemented effectively and efficiently to achieve its stated mission. The organization shall regularly seek feedback on its activities from project beneficiaries as well as other stakeholders. The activities of the programs shall be examined periodically to determine their relevancy to the mission, their efficiency and effectiveness. Evaluation shall be open and honest and include input from stakeholders. The organization shall spend full amount for the project purposes as per budget and administrative expenditure will be done as per resolution of the board members.

4. Governance

The organization has a strong, active, and committed governing body to achieve its mission and objectives. The plan of governance of the organization reflect the core values, mission, and cultural standards of the organization. Democratic principles are strictly followed by the organization. The governing body holds ultimate responsibility for all activities and resources of the organization.



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Governance structure

The organization has a plan of governance that best allows it to fulfill its mission, and reflects the core values and cultural standards of the organization. The organization's governance structure — including rules relating to the conducting of business by the governing body and the procedure for electing and appointing officers and their roles — is to be clearly specified in the organizing documents and available to all interested parties.

Structure of the Governing body

The governing body of the organization consists of individuals who are dedicated to the mission of the organization and able to offer substantial contributions to the organization. They have professional skills, such as legal, accounting, management, fundraising and marketing. The Family relationships are accepted between two members at most. The paid staff are not voting member of the organization. Each member has to pay an annual subscription. The members of the governing body are elected in the general meeting for three years. One third members of the governing body are must be female. Each member of the governing body is to be presented with the bylaws of the organization. Members of the governing body are not to receive compensation for their board service. They may receive reimbursement for expenses directly related to their board duties.

Responsibility of the Governing body

The governing body shall establish the direction of the organization, by creating or adopting the mission statement, reviewing it periodically for accuracy and validity, and revising it as necessary or desirable. The governing body shall determine the programs and services, and monitor their compliance with the mission and their effectiveness and efficiency. The governing board shall approve the annual budget and actively participate in the fundraising process. The governing body shall manage the resources effectively. The governing body shall actively participate with the staff in long-term and short-term strategic planning processes and the success of the organization toward achieving its mission. The governing board shall approve a code of ethics and/or conduct for the organization, and assure that the organization is in Compliance with this code. Members of the governing board shall serve as ambassadors for the organization, articulating its mission, accomplishments and goals to the public, and garnering support for the organization.

Conduct of the governing body

The governing body or the Executive Committee which is authorized to conduct the affairs of the organization fully and adequately conducts the business of the organization. At a minimum,



there will be held 4 meetings annually of the governing body. Minutes of each meeting of the governing body and reports of each committee when acting in the place of the governing body, are to be produced, distributed to each member of the governing board, and archived for future reference. The minutes also are to be available to an association's membership, officers, staff, and the general public. The governing body shall be responsible for its own conduct. The governing body is to establish written expectations for board members (including expectations related to service on committees, attendance at meetings, and participation in fundraising and program activities), and annually evaluate its own performance. The governing body is to establish job descriptions for its officers (chair, treasurer, secretary, etc.).

Conflict of interest

The Secretary or Directors shall put organizational goals before personal goals, and put the best interests of the organization ahead of individual desires. Each Secretary or Director shall disclose all potential and actual conflicts of interest; including each institutional affiliation he or she has that might possibly involve a conflict of interest (such as sitting on a board of another NGO with overlapping goals and missions). The governing body shall develop a written conflict of interest policy, which is applicable to the Directors and to any staff and volunteers. The governing body shall provide its members with the written conflict of interest statement, which should be signed by the individual at the outset of each term of service. There is no loan provision for making loans to members of the governing body.

5. Public trust

Trust is the lifeblood of an organization. To develop and maintain trust, our organization exhibit accountability, transparency, honesty to the public, donors, partners, government, beneficiaries and so on.

Public information on the NGO

Any Information about the organization and the Annual Report will be provided to donors, members, clients, staff, and the general public accurately and timely. The organization annually shall prepare and make available to the public basic financial information on the organization, including the source of its funding; the use of those funds; the percentage of the funds used for service and programs, administration activities, and fundraising; and any compensation provided to the governing body. The organization shall make available the names of its governing body and management staff, publicize any changes in its governing board, and Provide access to appropriate minutes of meetings of its governing board. The organization shall maintain the confidentiality of personal information on staff, clients and others. The



Organization shall provide a communication channel so that the public can know regarding the NGO and its activities. The NGO shall assign at least one person to assure that the organization is complying with national and local laws regarding disclosure of information to the public.

Public advocacy

The organization has clear guidelines and approval processes for the issuing of verbal and written statements. Information that the organization chooses to disseminate to the media, policy makers or the public must be accurate and presented with proper context. The organization shall present information in a fair and unbiased manner.

6. Financial and Legal

Our organization has proper financial and legal procedures and safeguards. It assures donors, members, and the general public that investments in the organization are safe and being correctly used. The organization maintains financial records carefully, and make financial statements available to the public.

Financial transparency and Accountability

Members of the governing body hold ultimate fiscal responsibility for their organization. The organization's annual budget is to be approved by the governing body, and it will prepare an outline for the expenditure in accordance with the budget. Internal financial statements shall be prepared regularly and provided to the governing body. Any significant variations between budgeted expenses and actual expenditures, and between budgeted revenues and actual revenues, are to be identified and explained to the governing body. The organization has established financial policies regarding the receiving and disbursement of financial resources, investment of assets, purchasing practices, internal control procedures and so forth. The organization's internal control procedures shall have a safeguard against a person having the power to issue a cheque. The governing body has the power to appoint a Chartered Accountant for annual audit of the organization. The organization shall adhere to professional standards of accountancy and audit procedures as stipulated by the law of the Government, and fulfill all financial and reporting requirements.

Legal Compliance

The organization's activities, governance, and other matters shall conform to the laws and regulations of its nation and locality. The organization may change their procedures, if such laws and regulations is not consistent with its mission.



7. Fundraising

The organization will raise funds from Corporations, individual donors, Government agencies and Donor agencies for the developmental works of the needy and downtrodden people. As a recipient of such funds, the organization becomes transparent and is accountable to the donors. It is important that the fundraising activity is the consistent with the mission of the organization.

General Fundraising principles

The governing body is very active in the fundraising effort. The organization shall only accept funding that is consistent with its mission, does not compromise its core principles, and does not restrict its ability to address relevant issues freely, thoroughly, and objectively. The organization is truthful in all matters relating to the raising of funds and their use. The organization must not tolerate any unethical activities such as double funding for one project, diversion of dedicated funds to uses other than the project for which funds were approved.

Use of Funds

The organization shall ensure that contributions are used as promised in fundraising appeals or for the purposes intended by the donors. When the organization accepts a grant, it is entering into a contract to carry out the program activities in an agreed-upon manner. The organization may alter the conditions of a gift or grant only by obtaining explicit consent by the donor.

Accountability

The organization shall set up an organized system to track grant expenditures. The organization shall produce timely reports on the use and management of funds. Financial statements regarding donations shall be available at any time to the public, beneficiaries, donors and others.

Relationship with Donors

The directors, management, staff and volunteers of the organization shall not exploit any relationship with a donor for personal benefit or the benefit of any relative, friends, associates, colleagues, and so forth. Privileged or confidential information regarding the donor or donation must not be disclosed to unauthorized parties. A donor's privacy shall be respected and an NGO must safeguard any confidential information regarding the donor or the gift. The organization shall have a clear and easily accessible privacy policy. The organization or its agents must not use excessive pressure, coercion, undue influence or other unethical means in their solicitations.



8. Partnership, Collaboration and Networking

The organization is always keen to have good relations with the Government, civil society organizations and partner organizations. Such collaboration may strengthen the organization more in various activities.

A General principles of partnership and collaboration

The organization shall collaborate with other entities only if the relationship is consistent with the mission of the organization. The organization shall collaborate on the basis of shared values, common grounds and for the good of society. It shall also collaborate on the basis of equitable and genuine mutual benefit to each organization. Changes in the relationship are to be developed through cooperation, and not forced by one or the other organization.

Relationships with NGOs and Civil societies organizations

SIDS share relevant project information with other NGOs and civil society organizations, and mutually supports each other. It also express solidarity with campaigns and actions of other NGOs, and promote the effectiveness and success of other NGOs. The organization shall network with other ethical NGOs as a means for promoting the growth, effectiveness and efficiency of the NGO sector and the ability to advance the public good.

Relationships with Government Agencies and intergovernmental bodies

The organization shall seek to dialogue and cooperate with government and intergovernmental agencies when such cooperation would be both appropriate and mutually beneficial. The organization shall not enter into a partnership with a governmental or intergovernmental body solely to promote the sustainability or competitive advantage of the NGO independent of achieving its mission objectives. The organization shall enter into a partnership agreement with a government or intergovernmental body only when it is beneficial to achievement of the NGO's objectives and does not compromise the independence or self-control of the organization. The organization shall not change its policies or non-partisan nature in order to curry political favor.

Relation with For-Profit Corporations

The organization shall enter into collaboration with a for-profit corporation only when it is beneficial to achievement of the NGO's objectives and does not compromise the independence or self-control of the organization. The organization shall not enter into collaboration with a for-profit corporation if the main motivation of the corporation is to gain a market advantage over competitors.



9. Code of conduct for staff

The code of conduct of SIDS sets out the basic standard of conduct expected of all staff and the organization's policy on matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties.

Acceptance of advantages

- It is the policy of this organization to prohibit all staff from soliciting any advantage from any persons having business dealings with the organization (e.g. clients, suppliers, contractors). Staff who wishes to accept any advantage from such persons should seek special permission from the Management Board prior to the acceptance.
- Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the organization and they should not be accepted without permission.
- There is however no restriction on the acceptance of advantages, in the staff's private capacity, from any person who does not have any official dealings with the organization.

Conflict of interest

- A conflict of interest situation arises when the "private interests" of the staff compete or conflict with the interest of the organization. "Private interests" means both the financial and personal matters of the staff or those of their connections including family and other relations, personal friends, the club and societies to which they belong and any person to whom they are obligated in any way.
- Staff should avoid using their official position or any information made available to them in the course of their duties to benefit themselves, their relations or any other persons with whom they have personal and social ties. In particular, staff involved in the procurement process should declare conflict of interest if they are closely related to or have beneficial interest in any company which is being considered for selection as the NGO's supplier of goods or services.
- When called upon to deal with matters of the organization for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to his supervisor. He should then abstain from dealing with the matter in question or follow the instruction of his supervisor who may reassign the task to other staff.
- A staff member serves as a member of the NGO's recruitment or promotion board, and one of the candidates under consideration by the board is his family member, relative or close personal friend.
- A staff member responsible for processing applications for admission to home for the elderly operated by the NGO is considering an application from his family member, relative or close personal friend.



Misuse of official position

- Staffs who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution.

Handling of classified information

- Staffs are not allowed to disclose any classified or proprietary information to anybody without authorization. Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse and misuse. Examples of misuse include disclosure of information in return for monetary rewards, or use of information for personal interest.

Property of the organization

- Staff given access to any property of the organization should ensure that it is properly used for the purpose of conducting the organization's business. Misappropriation of the organization's property for personal use or resale is strictly prohibited.

Gambling

- Staff must not engage in frequent or excessive gambling with persons who have business dealings with the organization as well as among colleagues, particularly with subordinates. Gambling with organization's premises is strictly prohibited.

Outside employment

- Staff who wishes to take up paid, outside work, including those on a part time basis, must seek the written approval of the organization before accepting the job. Applications for outside work should be made to the Board of Management for consideration. Approval will not be given if the outside work is in conflict with the interest of the organization.

Compliance with the code

- It is the personal responsibility of every staff member to understand and comply with the Code of Conduct.
- All managers should also in their daily supervision ensure that subordinates understand and comply with the standards and requirements stated in the code.
- Any staff member who violates any provision of the code will be subject to disciplinary action. In cases of suspected corruption or other criminal offences, a report will be made to the appropriate authorities.



28/4/2017

Ways to dispose of gifts

- If the gift is of perishable nature (e.g. food or drink), it may be shared among the office or during an activity organized by a service unit of the NGO.
- If the gift is a useful item, it may be sent to the organization or a service unit of the NGO.
- If the gift is historical or other interest, it may be sent to a library or museum.
- If the gift is suitable for display, it may be retained for display in the recipient's office or elsewhere in the organization.
- If the gift is a personal item of low value, it may be retained by the recipient.

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Approved
28/4/2017
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