

SHED's Code of Conduct (revised on 05 March 2023)

SHED was established as the implementing successor of the ICDDR,B Teknaf Station following the closer of the then project of ICDDR,B in September, 1989. Since then, as an outcome of the dedication, sincerity, tireless effort and contribution of all associated with SHED irrespective of staff, volunteers, local elite, community people, the organization has flourished and stepped into one of the reputed non-government national organizations in Bangladesh and engaged in transforming the lives of the community people towards positive changes in selected areas of the country.

SHED Vision:

An oppression free society that ensures and provide equitable scope and opportunities to all classes of people to meet the bare necessities of life

SHED mission:

Enhance capacity of the service providers and community for positive change in the society, directing towards a sustainable development where people can enjoy equitable development opportunities and services for leading a minimum standard of life.

The rules and guidelines contained in this Code of Conduct, together with affiliate's policies and procedures and the terms and conditions of your employment/assignment (as outlined in your employment/assignment/work order contract or your collective agreement if applicable), provides a framework within which all SHED Employees, Consultants, Volunteers, Interns, Vendors/Suppliers regardless of location, undertake to discharge their duties and to regulate their conduct. They also support SHED in our role in implementing, monitoring and enforcing these standards.

The Code does not exempt anyone and in accordance with relevant affiliate's policies and procedures, any breach may result in disciplinary action (including dismissal in some instances), and in some cases could lead to criminal prosecution.

In accepting your appointment, you undertake to discharge your duties and to regulate your conduct in accordance with the requirements of this Code, thereby contributing to SHED's quality of performance and reputation. The code describes what SHED expects from its employees and what the employees can expect from SHED.

Whilst recognizing that local laws and cultures differ considerably from one country to another, SHED is a National Non-Governmental Organization (NNGO) and therefore the Code of

This Code is subject to relevant international human rights law, wherever the employee is employed and shall be read in a manner that is compliant with that law

Code of Conduct: Standards and Values

As a SHED Employee, Consultant, Volunteer, Intern, Vendor/Supplier employee I will:

1. Uphold the integrity and reputation of SHED by ensuring that my professional and personal conduct is demonstrably consistent with SHED's values and standards.

I will seek to maintain and enhance public confidence in SHED by being accountable for the professional and personal actions I take and ensuring that I manage the power that comes with my SHED position with appropriate restraint.

Whilst observing the requirements of the Code of Conduct, I will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Code of Conduct. I will, if necessary, seek (and will receive) support and advice from SHED.

I will not work under the influence of drugs or use, or be in possession of, illegal substances on SHED premises, vehicles or accommodation.

2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation or exploitation.

I will contribute to a working environment characterized by mutual respect, integrity, dignity and non-discrimination.

I will ensure that my relationships and behavior are not exploitative, abusive or corrupt in any way.

I will respect all peoples' rights, including children's rights, and will not engage in any form of abuse or sexual exploitation of children (as defined in the country Child Protection Policy), or of any persons of any age.

With beneficiaries, I will not exchange money, offers of employment, employment, goods or services for sex nor for any forms of humiliating, degrading or exploitative behavior.

I will use my best endeavors to report any such behaviors or malpractice in the workplace by others to my line management or through recognized confidential reporting systems.

3. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of SHED.

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of SHED (e.g. contract for goods/services, employment or promotion within SHED, partner organizations, beneficiary groups).

I will advise SHED of any intention to seek a nomination as a prospective candidate or another official role for any political party or public office to clarify whether any conflict, or perceived conflicts, with my duties with

SHED may arise.

Even when the giving and acceptance of gifts is normal cultural practice, I will reject monetary gifts or inappropriate gifts from governments, beneficiaries, donors, suppliers and other persons, which have been offered to me as a result of my employment with SHED. Where the giving and acceptance of gifts is normal cultural practice, I will ensure that such gifts are within the limits of reasonable judgements and in accordance with procurement policies and I will report gifts to the line management and where appropriate hand them onto SHED.

I will assure that assistance by SHED is not provided in return of any service or favor from others.

I will act against any form of corruption and not offer, promise, give or accept any bribes.

4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my employment with SHED.

I will use my discretion when handling sensitive or confidential information.

I will seek authorization before communicating externally in SHED's name and will avoid any unintended detrimental repercussions for me or SHED.

I will appropriately account for all SHED money and property, (e.g. vehicles, office equipment, SHED-provided accommodation, computers including the use of internet, email and intranet).

5. Protect the health, safety, security and welfare of all SHED employees, volunteers and contractors.

I will undertake and act on appropriate risk assessments.

I will comply with local security management guidelines and be pro-active in informing management of any necessary changes to such guidelines.

I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organizations and beneficiaries.

6. Promote human rights protect the environment and oppose criminal or unethical activities.

I will ensure that my conduct is consistent with the human rights framework to which SHED subscribes.

I will use my best Endeavour's to protect the natural environment and work in a sustainable way.

I will contribute to preventing all forms of criminal or unethical activities.

I will inform SHED of any relevant criminal convictions or charges I have had prior to my employment in which

SHED may have a legitimate interest.

7. Be responsible and uphold the organizational zero tolerance declaration towards-

- Sexual Exploitation, Sexual Abuse and Sexual Harassment
- Corruption and fraudulence
- Money-laundering and terrorist financing
- Any form of Discrimination including Gender Discrimination

I am aware that this declaration is applicable to committee/board members, staff members and project participants such as supplier, vendors and partner organization.

I will remain responsible for championing good practice and maintaining an organizational culture that prioritizes safeguarding against Sexual Harassment, Exploitation and Abuse (SHEA)¹

I will also notify SHED if I face any criminal charges during my employment that may impede my ability to perform the duties of my position subject to national legislation.

I will adhere to following policies and procedures during my service tenure at SHED:

Human Resource Management (HRM) Policy
Financial Policy (General)
Emergency Response Financial Management Policy
Procurement policy
Emergency Logistics Policy
Gender Policy
Handbook: Gender in Emergency
Child Protection Policy
Emergency Project Management & Assessment Guideline
Contingency Plan (CP)
Risk Management Guideline
Code of Conduct
Conflict of Interest Policy
SECURITY POLICIES AND PROCEDURES MANUAL
Prevention of Sexual Harassment, Exploitation and Abuse (PSHEA) Policy
Anti-Fraudulence Policy
Anti-money laundering policy
Data protection policy
FRAMEWORK ON ACCOUNTABILITY TO AFFECTED POPULATIONS (AAP)
Core Values of the Organization
Whistleblower Policy

In accepting my appointment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code thereby contributing to SHED's quality of performance and reputation.

Name.....

Signature.....

Date.....

¹ SHEA definitions are described in SHED PSHEA policy (page: 5)