

SAHAKARMI SAMAJ CODE OF CONDUCT

1. DEFINITION OF TERMS

Code of Conduct: is defined as a established standard of moral and social Behavior of NGOs member and staff.

Sector: shall mean the Sahakarmi Samaj sector.

Sahakarmi Samaj: is a legally formed autonomous organization that possesses non-profit making status and whose primary motivation is to improve the well being of the people.

2. PREAMBLE

Sahakarmi Samaj is operating community development program in Nepal, take cognizance that the social, economic and political transformation in Nepal and the process of globalization are creating new opportunities and demands on the development sector. Sahakarmi Samaj needs to remain relevant and responsive to the needs and aspirations of the people they serve and to respect their cultural values and human rights. Sahakarmi Samaj must be transparent in their actions and accountable for resources they use. In developing this Code of Conduct, the SS is guided by Nepal Community Development Vision, which states:

Sahakarmi Samaj will be a professional society distinguished by the pursuit of Excellency through a organizational culture of discipline. Sahakarmi Samaj's future will be a community-development through empowerment, injustices and democracy.

Sahakarmi Samaj will be emphasis the accountability of all citizens from the State down to community leaders and all members for their actions and decisions.

The Code of Conduct will enable Sahakarmi Samaj to respond to the challenges of sustaining development and participatory institutions and strengthening an enabling environment in which people can determine collectively or individually their destiny. In view of this, SS endorse their commitment to:

- i. Sustain and remain to the basic principles of democracy, social justice, equality, human rights and good governance.
- ii. Protect the integrity of their independence and autonomy.
- iii. Remain responsive to the needs and aspirations of the people they serve.
- iv. Promote the application of best practices within the context of Sustainable Development.
- v. Support and encourage people's participation in the development process as the norms or the policy and not an option or a privilege.

3. From the above premise, Sahakarmi Samaj's commit themselves to achieve the goals set out in the preamble and implement the guidelines set out below in the Code of Conduct.

3.1 Establishing an Enabling Environment

Sahakarmi Samaj commits them selves to:

- i. Promote an enabling environment that will facilitate the respect, protection and sustenance of the freedom of association, expression and conscience.
- ii. Promote and sustain an enabling environment in which communities can effectively participate in development issues that affect their lives.
- iii. Establish an enabling environment for staff to be creative and resourceful to the best interest of the organization, their beneficiaries and for their own growth and development based on mutual trust, honesty, and personal commitment.

3.2 Values

- i. Sahakarmi Samaj will remain diverse entities pursuing different interests, they omit themselves to pursue and sustain institutional values that are based on the desire to improve the welfare of the people and enhance people's awareness of their development needs and rights.
- ii. [Institutional values shall also be derived from the search for excellence, respect of culture, cast, religious and history of the people and promotion of people centered sustainable development.](#)
- iii. Individual values of board members, staff, volunteers and partners shall not compromise the integrity of institutional values.

3.3 Transparency

Sahakarmi Samaj commits itself to ensure that NGO management of this institution Including Executive staff, Boards or Executive Committees, Councils and secretariats shall remain transparent in all their functions.

3.4 Governance

- i. Sahakarmi Samaj shall ensure the existence of democratic management institutions and that the people who serve in them are democratically elected through a participatory process.
- ii. SS shall ensure that, once people are elected to positions of power or authority, they do not perpetuate their stay and should demonstrate high moral values and integrity.
- iii. Adequate empowerment and social space shall be given to Sahakarmi Staff 's staff and project beneficiaries for them to determine their function, roles and responsibilities in society and development in general.
- iv. Management shall be guided by basic principles of social justice, political wisdom and the ability to accept the shifting balance of power from institutions to people and communities.
- v. All Sahakarmi Samaj and its program shall develop clear policies and management guidelines as the basic foundations for best practices.

- vi. Sahakarmi Samaj's members and staff shall avoid potential conflict of interest between their political and personal interests.
- vii SS shall have a written constitution or a memorandum of association that clearly defines our mission, our objectives and our organizational structure.
- viii SS shall develop a written personnel and financial policy that affirms our commitment to equal opportunities in: our employment practices; the development of staff; and board composition. SS transactions shall be non-conflicts of personal and professional interest.
- x. The services of the governing body shall be given freely and voluntarily other than reimbursements for essential costs incurred during service.

3.5 Accountability

Sahakarmi Samaj reaffirms their commitment to:

- i. Be accountable for their actions and decisions, not only to donors and governments but also to project beneficiaries and staff.
- ii. be accountable for financial resources received from donors, government, members, other partner organizations or self-generated activities.
- iii. Be accountable with Line Manager or Supervisor for day to day business and expenses. Line Manager should report all information to the authorized body.
- iv. Individual or team should be complete work in time without delay.

3.6 Fundraising and Resource Mobilization

Sahakarmi Samaj takes cognizance that resource mobilization poses great challenges to the sustainability of its interventions. In view of this, SS commit themselves to:

- i. Be transparent in their fundraising practices to all members and partners.
- ii. Involve committee and staff in all fundraising being done on their behalf or in their names.
- iii. In the event that Sahakarmi Samaj intends to raise funds from more than one donor and in the interest of being transparent, to provide the appropriate information to all interested parties of their intention to do so.
- iv. Avoid diverting funds to purposes other than that for which the funds were raised.
- v. Ensure that financial support does not compromise their independence, autonomy and hence their ability to speak for the people.

3.7 Financial Management

Sahakarmi Samaj commit themselves to adhere to professional standards of accountancy and audit procedures as stipulated in law and in particular to:

- i. Fulfill all statutory financial management and reporting requirements.
- ii. Establish proper and effective financial management policies, procedures and systems.
- iii. Establish an effective financial monitoring system through proper accounting systems.

3.8 Management of Human Resources

- i. Sahakarmi Samaj shall recognize and respect that staff are individually different, resourceful in their own way and display loyalty to the institution in different forms.
- ii. Staff rights, dignity and freedom of sharing, conscience and expression shall be respected and protected. It is these elements that make people different but bind them together by a common understanding of why they are pursuing common goals in the organization sector.
- iii. Sahakarmi Samaj shall develop and implement clear policies, guidelines and procedures that relate to staff welfare, development and safeguarding of their rights.
- iv. Staff recruitment, promotion and opportunities for development and training shall be given to all staff on the basis of merit and qualifications.
- v. Sahakarmi Samaj will initiate, where possible and practical, incentives that will help them to retain professional and technically qualified staff.
- vi. Sahakarmi Samaj all staff's personal file should be maintain with all documents including annual performance reviews.

3.9 Management

To be effective partners in the development process, SS shall ensure that they will take the initiative to:

- i. Define clearly management and staff roles and responsibilities to avoid conflicts within the organization. Such roles shall be properly documented and communicated to all concerned.
- ii. Mainstream participatory management processes in all functions of the organization to enhance ownership and the quality of decision-making.
- iii. Encourage the creation of new leaders and improvement of existing leadership.
- iv. Articulate their organizational vision, mission, values and objectives and have them understood by all stakeholders.

3.10 Capacity Building

Sahakarmi Samaj commit themselves to build and strength their capacity given the increased demand for services, new and challenging roles and responsibilities and in particular:

- i. Focus on strategic priority areas such as project development and management, fundraising, human resource development and technology.
- ii. Ensure that programmes contain components of capacity building and strengthening, especially with regard to human resources.
- iii. Establish partnerships between and among them in order to tap into expertise that already exists within the NGO sector.
- vii. Empower their staff and project beneficiaries in decision-making by decentralising decision-making and skills training.

3.11 Networking, Co-ordination, Co-operation and Communication

Networking, co-ordination, co-operation and communication among and between SS is based on shared values, visions and objectives. Sahakarmi Samaj commits themselves to improve co-operation and networking, especially through the sectoral networks and in particular to:

- i. Promote and support networking modalities that will facilitate the reduction of competition and duplication of activities.
- ii. Support and promote networking activities that facilitate information sharing and exchange of experiences among and between the various stakeholders. Information sharing should not compromise institutional confidentiality where necessary.
- iii. Improve communication with staff, project beneficiaries and other stakeholders as a strategy of ensuring that everyone has the right information on projects and other activities.
- iv. Take into account the principle of the right to know while considering access to information by stakeholders.
- v. Improve co-ordination among themselves, especially when dealing with common issues of concern and/or the same community groups. These will minimize competition, reduce duplication and increase efficient resource use.
- vi. Develop voluntary strategies to improve co-ordination among NGOs. However, improved co-ordination should not mean compromising individual institutional independence, rights and freedoms.

3.12 Partnership

Recognizing the need to build and strengthen sustainable partnerships based on equality, trust and honesty, Sahakarmi Samaj will:

- i. Respect individual institutional values, policies, visions and objectives and will work together to find solutions and to achieve agreed goals using their complementary but different skills and experiences.
- ii. Support and promote partnerships that facilitate the pooling of resources, sharing power in decision-making, planning, promoting effective co-ordination and being accountable to each other.
- iii. Sustainable partnerships should result in shared vision, responsibility and accountability.

3.13 Representation at National and Regional

- i. Sahakarmi Samaj representation in national and regional forum will always be based on an organization's primary mandate and program focus.
- ii. Sahakarmi Samaj will ensure proper consultations among the sector members on key issues in order to ensure a fair national representation of the NGO sector views.
- iii. SS representatives to such forums have an obligation to report back to the NGO community on the outcomes of their mission.

3.14 Program Development and Management

Sahakarmi Samaj has a moral responsibility to ensure that projects they initiate are Sustainable and economically viable, and in particular such projects will:

- i. Be responsive to community needs and aspirations and software contribute to their overall development directly or indirectly. Such projects should be donor driven.
- ii. Not be detrimental to the well being of the communities.
- iii. Promote and support effective community participation by empowering communities to take responsibility and ownership.
- iv. Provide enough open forum of non political and social space for communities to determine the modes of implementation and project management relevant to them.

4. THE MANAGEMENT OF THE CODE OF CONDUCT

The management of the Code of Conduct will be vested with people of high moral and social integrity, who respect the rule of law, human rights and subscribe to the principles of participatory methodologies. The people will serve in the following institutions:

- i. Code of Conduct Management Committee (CCMC): An independent body, composed of three eminent persons, will be established as a management committee of the code of conduct.
- ii. The CCMC will be the custodian of the Code of Conduct.
- iii. The CCMC will oversee the implementation and management of the Code of Conduct and specifically focus on policy issues and not day-to-day operations unless otherwise required.
- iv. The CCMC will be assisted by an EC and PMC of program.
- v. The CCMC will be composed of three NGO members selection or elected by all NGOs members or EC members.
- vi. The CCMC will be convened by the EC or Board with assistance from the secretariat.
- vii. The CCMC will be responsible for:
 - Creating awareness of the Code of Conduct among NGOs and other stakeholders.
 - Ensuring the mainstreaming of the Code of Conduct in all member, staff and NGO operations and functions.
 - Monitoring and evaluation of the implementation process.
 - Facilitating the management of conflict resolutions.
 - Receiving and hearing complaints from staff and members and other stakeholders in relation to the Code of Conduct and thereafter recommending action to be taken by the complainant and the NGO itself.
 - Recommending any changes of the Code of Conduct to the NGO and members Committee.
- viii. The elections of the members of the CCMC and the committee shall be conducted in a democratic and participatory manner and in accordance with the guidelines agreed and contained in the Code of Conduct operational guidelines.
- ix. The operation and management of both the CCMC and the Board member, including election procedures, powers and limits, and the day to day administration of both bodies will be developed and contained in the Code of Conduct operational guidelines.

- x. Once a year, the CCMC or Board member, with the assistance of the secretariat, shall organize a Reflection Forum where Sahakarmi Samaj will collectively review their performance with regard to the implementation of the Code of Conduct.
- xi. The Code of Conduct will apply to all members and any other committee operating in Sahakarmi Samaj and will be linked to the National NGO Policy.
- xii. Amendments of the Code of Conduct shall only be done after the approval of the majority of general member or Board member specially constituted to review the Code of Conduct.
- xiii. Sahakarmi Samaj board will be the secretariat of the Code of Conduct.

5. THE MONITORING AND EVALUATION OF THE CODE OF CONDUCT

Monitoring and evaluation will focus on the way in which the Code of Conduct is impacting peoples. Behavior and organizational culture and how they are conducting business in light of the requirements of the Code of Conduct in general.

- i. CCMC and Board Members individually and collectively shall be responsible for monitoring themselves and their performance in relation to the requirements of the Code of Conduct.
- ii. The management and the staff shall voluntarily monitor and evaluate their own performance and that of their organizations.

Note: definition of any other word contained in this document will be read with the same meaning and interpretation as may be contained in the Constitution or written laws of Sahakarmi Samaj.