



Social Development Foundation (SDF)

**An autonomous organization under the Bank and Financial Institutions Division,
Ministry of Finance**

Human Resources Policy and Manual

(Updated Aug 3, 2015)

1.1 Code of Conduct

In order to uphold the morals and values practiced in SDF, a Code of Conduct (CoC) has been introduced which is mandatory for all staff members of SDF. Every part of the CoC will bear equal significance, of which none is to be alienated.

a. As a Citizen:

1. It is the duty of all citizens to assert their utmost loyalty towards the Independence, Sovereignty and Democracy of Bangladesh. They shall uphold the national interest beyond their personal, communal or political favor of any sort and that they shall try their level best to make successful all the endeavors initiated towards the betterment of the country;

b. As an employee of SDF:

1. All employees shall contain and uphold the values and ideologies of SDF, which are consecrated for the deprived and impoverished people, and their empowerment;
2. Any kind of information or instances shall not be distorted or instigated that might affect the image of the organization, and that staffs shall not counterfeit, deflect or make harm to any of the official documents/records;
3. All members should be respectful, tolerant, easygoing, and supportive towards their colleagues regardless of their designation and responsibilities, and shall demonstrate professional courtesy and politeness;
4. Maintaining professional impartiality with community members and to act accordingly is compulsory. No one shall take opportunity of anyone's limitations of any kind and shall not be engaged in any kind of personal relationship with them;
5. All employees, in their personal life or at workplace, shall neither humiliate nor torment women, child and elderly persons, verbally or physically, and try their level best to prohibit such action by others;
6. Employees shall support the promotion and implementation of genuine equality between women and men at work place;
7. Employees shall respect individual's dignity and integrity and shall not degrade or exploit women as sexual harassment and sexist behavior are violations of human dignity; and
8. No one shall get himself/herself involved in doing business with SDF directly or indirectly and shall refrain from participating in the activities of any political party/group.