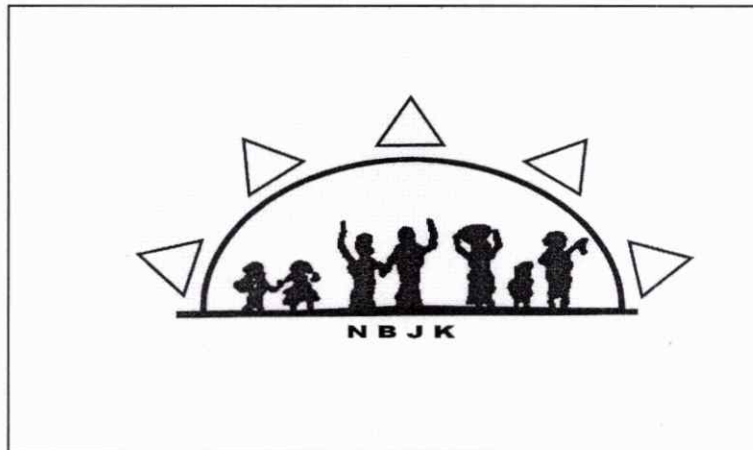


# NAV BHARAT JAGRITI KENDRA

Putting the last first .....

## NBJK POLICY ON **CODE OF CONDUCT**

(PERSPECTIVE, CONCEPT & ACTION)



## Nav Bharat Jagriti Kendra

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## **01. INTRODUCTION**

NBJK a registered society since 1974 under Society Registration Act, XXI, 1860 from IG. Registration, Govt. of Bihar has being doing service in its rural development mission. The range of services of the organization range from education, sanitation, hospitals, healthcare, microfinance, credit plus, family counseling, and community mental health to name a few. Consequently, the competencies required for manning these services is diverse and eclectic.

In addition to the diverse competencies required as mentioned above three additional issues add to the complexity. The first being that most services offered by the organization are funded by donor agencies and trusts. Hence the services are project based. The projects typically range between one to three years in duration. Second, the services are required and are offered in rural interiors. It needs to be mentioned here that the two states in which the organization is operational are amongst the most backward in terms of any Human Resources Development indices. Third, NBJK being a development sector organization, and not being a commercial one, is unable to pay competitive salaries.

Given the varied specialized competencies required and the complexities involved as mentioned above, the issue of recruitment and selection to the organization becomes vexing. The organization has adopted a pragmatic solution of employing local people. NBJK has been successful in attracting talented and highly qualified women and men who are dedicated in working for a social cause.

It is the commitment of NBJK to provide equal employment opportunity for all applicants and to subscribe fully to the doctrine of non-discrimination in employment regardless of race, color, caste, creed, religion, sex or age. Also NBJK shall not discriminate in the administration of personnel actions, such as compensation, benefits or any other aspect, on the basis of race, color, caste, creed, sex or age.

## **02. THE VISION**

To establish a progressive, peaceful, and a just society based on the values of equality, fraternity and mutual help.

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### **03. THE MISSION**

To educate, organize and empower the rural poor to promote development as a liberating force, for achieving social justice, economic growth and self-reliance.

### **04. LEGAL STATUS**

NBJK is a registered society since 1974 under Society Registration Act, XXI, 1860 from IG. Registration, Govt. of Bihar. It got FCRA status in 1976 from the Govt. of India for receiving foreign contributions and grants

#### **Organization will follow the following Code of Conduct policy :**

**This section includes the core elements that should be included in any workplace policy dealing with Code of Conduct related issues.**

NBJK values guide how we behave towards our Staff and with the community. These principles are what we stand for and will bring these principles to life in everything we do.

This Code of Conduct confirms that commitment of all staff of NBJK and is designed to promote a culture of fair, respectful and ethical behavior and to ensure the Organizational obligations under legislation.

The Code will assist the Organization safeguard and confidence in the integrity and professionalism of its staff To maintain appropriate standards of conduct; exhibit fairness, impartiality, honesty and equity in decision making; and protect the reputation of the NBJK.

Staff can expect that members of the Organization and senior management will lead by example in active promoting and complying with the Code.

All staff is expected to act with integrity, which includes being aware of and acting within the laws that apply to their conduct.

This Code is a statement about how the NBJK expects to be perceived and judged. All staff is required to comply with the Code.

An ethical environment relies upon individuals having responsibility for their own professional behavior. Organization has a responsibility to provide a safe, encouraging and supportive work environment that recognizes and values staff diversity, abilities and contributions.





All staff is entitled to be treated with respect and work in an environment free from discrimination, harassment, violence, threats. Each staff has a responsibility to act with integrity, honesty, transparency and impartiality in their dealings with colleagues, seniors and with community.

Staff is required to perform their duties in a safe and competent manner in accordance with Plan. Staff must take care not to put themselves at risk or reduce their ability to carry out their duties through unsafe practices, inappropriate behaviors or the misuse of alcohol or drugs.

Staff is to perform any duties associated with their position impartially and conscientiously to the best of their ability.

**staff have to:** Treat All staff with courtesy and sensitivity to their rights, Provide all necessary and appropriate assistance, Strive to keep up-to-date with advances and changes in the body of knowledge and the professional and ethical standards relevant to their area of expertise, Comply with administrative requirements, and all rules, policies and procedures, Maintain adequate records Work Done. Conform with commitment to sustainability; maintain the confidentiality of official information.

Staff will be instrumental in creating a work, able to participate fully, find a sense of belonging, and have opportunity to engage meaningfully with the community.

Staff will act to create a fair, respectful, inclusive and safe Working environment, where diversity is valued and where unlawful discrimination, violence, harassment and victimization in any form are considered unacceptable.

Staff will seek to understand their rights and responsibilities in relation to legislation and integrate the principles of equality justice and inclusivity into their day-to-day Work Practice and behaviors.

**Staff will immediately disclosing all charges, convictions and other outcomes of an offence that relates to child abuse.**

**Staff will ensuring local tradition or restrictions for reproducing personal images are adhered to before photographing a child.**

**Staff will obtaining informed consent from the child and parent or guardian of the child before photographing or filming a child.**

Staff will ensuring photographs, films, video and DVDs present children in a dignified and respectful manner.

Staff will ensuring images are honest representations of the context and the facts.

Staff will ensuring file labels, meta date or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.



(GIRIJA NANDAN "GIRIJA SATISH")

President

*President*  
NAV BHARAT JAGRITI KENDRA



(SATISH KUMAR "SATISH GIRIJA")

Secretary

*SECRETARY*  
NAV BHARAT JAGRITI KENDRA

Adopted by NBJK as per its General Body decision of 14<sup>th</sup> December, 2023 and accordingly Executive Committee resolution no. 8 as on 14<sup>th</sup> December, 2023.

