

# **Hari Welfare Association**

## **Code of Conduct**

### **Mission**

Empower the socially excluded through awareness-building, education and providing them the opportunity to exercise their basic rights through enhancement of their participation and representation in the social, economic, and political arena.

Guided by the above mission, Hari Welfare Association believes in the following values:

### **Community Level**

- Setting priorities in accordance with citizens' development and welfare needs.
- Promoting participatory democracy
- Ensuring citizens' primacy in the development process at all levels.
- Promoting respect for citizen rights, particularly the rights of women and children as enshrined in the country's constitution.
- Making all possible efforts for effective information dissemination and service delivery and meaningful development interventions.
- Fostering greater collaboration and networking among organisations working towards common goals.
- Promoting the spirit of initiative
- Adopting methods that allow for complete participation of relevant people in all programmes undertaken
- Reviewing community-based development interventions and honing them in line with the needs of the participating communities.
- Rethinking organisational mission and objectives on the basis of citizens' needs and the demands thrown up by the changing times

### **ORGANISATIONAL LEVEL:**

- Ensuring accountability and transparency
- Having clearly defined mission and objectives and living by them
- Implementing the governing system vis-à-vis holding of meetings and discharging of responsibilities.
- Framing policies that prevent direct or indirect conflict of interest between the staff and the governing body members.
- Keeping the governing body, office bearers and staff from taking decisions that serve or might be perceived to serve their personal interests.
- Having the governing body structure in written.
- Providing for smooth lines of communication between the governing body and the staff
- Disallowing board members to seek employment and facilities in the organization; making mandatory for them to resign from the board should they be interested in the aforementioned things.
- Making it obligatory on the governing structure to pass annual budgets, appointing an independent auditor and maintaining regular audit reports.
- Ensuring that the governing structure has a good grasp of organisational matters, that it puts together policies for the organisation at all levels and accepts its governance responsibilities.
- Making sure that the organization members are acquainted with the programmes being undertaken as well as accounting and governing methods.

- Critically reviewing organizational culture and operational methods to promote a greater sense of responsibility, innovativeness and respect for diversity.
- Putting in black and white all policies related to the organizational staff and volunteers and bring them in conformity with relevant national legislation, Labor Act etc to protect the rights of all those associated with the organization.
- Taking on appropriate procedures to ensure organizational discipline and effective settlement of differences that may arise among those working for the organization.
- Providing for transparent hiring and firing rules and putting them in writing
- Formulating policies for professional enhancement of volunteers and staff.
- Devising equitable and impartial methods to assess staff capabilities experience education and sense of responsibility.
- Adopting policies that facilitate higher levels of communication and sharing of ideas among those working for the organisation at different levels.

### **ORGANIZATIONAL AND FINANCIAL RESOURCES**

- Adopting accredited accounting and auditing procedures including vouchers and verification system.
- Organizing financial matters on proper lines
- Appointing trained people to look after financial matters
- Getting amounts exceeding 100,000 audited annually by a chartered accountant
- Having an authorized officer and the executive body verify amounts less than 100,000 and 10,000 respectively.
- Adopting a precise policy guideline for the employee loans and benefits; putting the policy in written
- Formulating policies concerning external remuneration and benefits to prevent dual receipt of salaries etc.
- Adopting cost-effective ways of purchasing goods and hiring services and preventing such decisions to be influenced by personal interest.
- Seeking to harness diverse sources of funding rather than relying on a single source.
- Drafting accounts in such a way that they are accessible and intelligible to the members of the organization as well as communities.
- Framing such principles at the organizational level that allow for appropriate utilization of organizational assets.
- Ensuring proper supervision of staff functioning and timing.
- Reviewing programme costs from time to time and allocating resources accordingly.