

CODE OF CONDUCT

Acting with Integrity



National Trust for Nature Conservation

Khumaltar, Lalitpur

2019

The Governing Board of Trustees (“Board”) of National Trust for Nature Conservation (“Trust”) has adopted the following “Code of Conduct, 2019” for all the Employees of the Trust in pursuant to Bye-law 84 of the Trust’s Employees Administration and Financial Administration Bye-laws, 2053 (1996) [second amendment, 2066 (2009)]. It shall come into force from the date of approval by the meeting of the Board.

SECTION – 1

Preliminary

1. Short title and commencement

- (1) This document shall be called “**Code of Conduct, 2019**” that has to be followed by all the Employees of the Trust.
- (2) This Code of Conduct shall come into force from the date of approval by the meeting of the Board of the Trust.

2. Definitions

Unless the subject or context otherwise requires, in this Code of Conduct,

- (a) “**Trust**” means the National Trust for Nature Conservation.
- (b) “**Employee**” means the person holding any Post of the Trust or office under it or project in accordance with National Trust for Nature Conservation Act, 2039 (1982) and the Trust's Employee Administration and Financial Administration Bye-laws, 2053 (1996) [second amendment, 2066 (2009)] and should be applicable to the Trust's currently working Employee(s).
- (c) “**Family**” means and includes the husband, wife, son, unmarried daughter, adopted son, unmarried adopted daughter, father, mother or stepmother living together with, to be looked after by, an Employee and in the case of a male employee or unmarried female employee their grandfather, grandmother, and in the case of a married female employee her father-in-law and mother-in-law.
- (d) “**Office**” means the Trust’s Central Office, programs/projects and field offices.

SECTION - 2

Provisions relating to official conduct

3. Maintain official status

- (a) All the Employees of the Trust shall maintain professionalism and personal integrity in the workplace.

- (b) All the Employees of the Trust shall be responsible for upholding the Trust's commitment to the highest standards of professional conduct, while keeping full precedence for the benefit of the Trust, its beneficiaries and service recipients, as expected to be observed under the prevailing law.
- (c) All the Employees of the Trust shall serve with professionalism, without compromising the integrity of the Trust, while acting in favour against potential harm from externalities.
- (d) All the Employees of the Trust shall maintain positive attitudes towards their post and serve in expectation of their professional tenure.
- (e) All the Employees of the Trust shall behave without personal offence while maintaining due professional cordiality.
- (f) All the Employees of the Trust shall be well informed about the Trust's policies, and duly follow them. If they have any questions, they shall ask their managers or immediate supervisors, or the Human Resources (HR) unit.

4. Non-discrimination

The Trust recognizes diversity as its strength. Any Employee of the Trust shall not be discriminated based on caste, creed, race, religion, language, gender, age, political or social standing, geographical factors, political affinity, access or relation, physical capacity, marital status or any others.

5. Office Hours

All the Employees of the Trust shall comply with any applicable laws and standards on working hours, and must avoid personal or any other irrelevant activities.

6. Office material and facility use

- (a) All the Employees of the Trust shall not misuse/exploit or take advantage of the machinery, equipment or other sources, materials and facilities meant for the purpose of the office for personal purpose and benefit.
- (b) All the Employees of the Trust shall treat office-owned property, whether material or intangible with respect and care. Any Employee shall not give any other person

the use or possession of office property, machinery, equipment or other materials and facilities, without written consent from the authorized officer.

- (c) Any Employee of the Trust shall not misuse any right, power, privilege or facility acquired by him or her in his or her official capacity.

7. Information disclosure and misuse

- (a) Any Employee of the Trust shall not disclose any information to anybody that is deemed to be confidential by the Law.
- (b) All the Employees of the Trust while fulfilling their duties shall only use information that has been created for its purpose or its related task.
- (c) All the Employees of the Trust with their post, power and right shall not use official information acquired on-the-job for personal benefit or any other person's benefit, including such actions related to information confidentiality and disclosure that maybe detrimental to the Trust.
- (d) Unpublished information shall not be made public by any Employee of the Trust, excluding Office Head, Information Officer or Spokesperson, but only with prior consent from the management.
- (e) Information when shared shall be communicated wholly and truthfully by the Employee, whether publicly or to any other person or to any other Employee of the Trust.
- (f) Excluding Office Head, Information Officer or Spokesperson, all the Employees of the Trust, without authorization, are not entitled to make any kind of official communication, speech, interview, or express their personal view.

8. Maintenance of fairness in official duties

- (a) All the Employees of the Trust shall fulfil their duty/work/responsibility without personal bias, prejudice, greed, pressure, whether coming from network or nepotism, and shall not be influenced by anybody's request whatsoever, whereby they shall do their task freely and fairly, and without discrimination.

- (b) All the Employees of the Trust shall not solicit personal favour or service, whether directly or indirectly, through gift, donation or contribution from any person or organization.

9. Prohibition on engaging in business dealing

All the Employees of the Trust, except those authorized by the management, shall not be allowed to conduct and engage or initiate any kind of official business dealings alone, or with any other person or group, directly or indirectly.

10. Identity card, dress/dress code

- (a) All the Employees of the Trust shall possess identity cards issued by the Trust and carry the card in their workplace.
- (b) If the office has set a dress code for the Employees then all the Employees working in such office shall wear such dress while in the office and during incidents representing the office. Where dress code is not specified, the Employee shall be in an appropriate dress that meets the dress code standard.

11. Maintain political neutrality

- (a) All the Employees of the Trust shall not be involved to promote/encourage the person's political inclination/adherence in matters of peer-to-peer relationship and official work/business.
- (b) All the Employees of the Trust shall not support or go against any kind of political party, their sub-party or give/influence any idea or support or go against any political party within the workplace.
- (c) All the Employees of the Trust when fulfilling their duties shall maintain political neutrality to the fullest extent.

12. Conflict of interest

All the Employees of the Trust shall avoid any conflicts of interest and shall not allow private financial or personal activities to interfere or appear to interfere with the Trust's best interests.

13. Maintain transparency

All the Employees of the Trust, within the boundary of their authority, shall be responsive to satisfy the procedure/method related to the sharing and access of official records/materials/decisions for the rendering/acquiring of service, information and facility within the workplace.

14. Service delivery

- (a) All the Employees of the Trust shall always try to finish the task/mission/assignment/responsibility given/rendered to them quickly/swiftly/punctually with a greatest standard.
- (b) All the Employees of the Trust shall execute and complete the beneficiary/service recipient work within the timeframe. In any case/reason if the work is not executed or completed in time, or if the work provided by the beneficiary/service recipient cannot be delivered, then it should be addressed with justification of the reason, as far as possible.

15. Complaint and grievance handling

- (a) All the Employees of the Trust shall always be responsive to the service delivery related to beneficiary/service recipients' complaints/grievances, and redressing such complaints/grievances should reflect in the improved service delivery as well as satisfaction of the complaint/grievance holder.
- (b) All the Employees of the Trust shall maintain sincerity, truthfulness and politeness in their responses to complaints and grievances and keeping in mind appropriate timeliness and procedural handling for ensuring satisfactory resolution.

SECTION - 3

Provisions relating to professional ethics

16. Knowledge of law and compliance

- (a) All the Employees of the Trust should have sufficient knowledge about the Trust's Acts/Regulations/Bye-Laws/Programmes/Plans that are pertinent to their work.

- (b) All the Employees of the Trust shall act in accordance with the prevailing law, court decision or order, and Government of Nepal's and the Trust's decisions.

17. Professional/occupational integrity

- (a) All the Employees of the Trust shall respect their profession/line of work and attempt to do justice to their professional prestige.
- (b) All the Employees of the Trust shall not communicate or disseminate information regarding the Trust service in a way that will impact negatively on beneficiary's/service recipient's or public sentiments.

18. Build/develop own's capacity

All the Employees of the Trust shall always make efforts to build their professional capacity while at the same time discharging their official duties.

19. Necessity to perform qualitatively

- (a) All the Employees of the Trust shall finish their task diligently and with the greatest possible standard.
- (b) All the Employees of the Trust shall take ownership and responsibility of their designated task.
- (c) All the Employees of the Trust shall express professional opinions and advice fairly and honestly, although what is permissible by law, in matters related to the Government of Nepal or any other bodies.

20. Follow the instructions

All the Employees of the Trust shall follow the decisions/instructions given by the Board or the senior authority which is related to the Trust or the government.

21. Financial discipline and maintenance of ethics

- (a) All the Employees of the Trust shall do their work/task/business frugally/carefully/jointly and with moderation/temperance.
- (b) All the Employees of the Trust shall not allow any political party or sister organization of political party for any programme of such party or its sister organization to use any Trust's or public property in an unauthorized manner.

SECTION- 4

Breach of Conduct

22. Not breach of conduct

Notwithstanding anything contained elsewhere in this Code of Conduct, the following acts shall not be deemed a violation of any conduct:

- (a) To give a written or oral speech by an Employee in his or her area of expertise and do study or teaching with prior approval if such acts are done outside office hours and without prejudice to the functioning of the office.
- (b) To become a member of a professional or social institution relating to science and technology, literature, art, culture, sports, and to participate in such forums.
- (c) To participate, outside office hours, in meetings or seminars organized by professional unions and associations other than those organized by political parties or their sister organizations.
- (d) To publish articles, write ups and other creations without its adverse effect on the policy, objectives, programmes, functioning of the Trust and the government.
- (e) To participate in a competition opened to all and to accept award, medal, certificate or commendation.
- (f) To initiate necessary proceedings in offices or courts to get remedy as an aggrieved party in accordance with the laws.

SECTION- 5

Miscellaneous

23. Personal conduct

- (a) All the Employees of the Trust shall show cordial respect to all levels of Employees.
- (b) All the Employees of the Trust shall not involve in prohibited activities (gamble, play cards, and drink in public places, etc.) or shall not do anything or display any behaviour that may be deplorable in society.

- (c) All the Employees of the Trust shall intend to win public confidence towards the Trust.

24. Duty to notify

- (a) In the event of intention of harm to the Trust or public property under the responsibility of the Trust, the Employee shall be expected to take charge for the protection of such property by initiating preventive measures and/or informing the concerned authority.
- (b) If the Employee is aware about anyone's attempt to commit illegal or criminal offence, he/she shall be expected to promptly inform the concerned authority.

25. Dissemination of the Code of Conduct

After the commencement of this Code of Conduct, all the Employees of the Trust shall be notified/informed about the provisions set in this Code of Conduct.