



Green The Environment (GTE)

**Code of Conduct
for
Green The Environment**



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Introduction

Green The Environment (GTE) is a non-governmental organization committed to fostering sustainable development, promoting social equity, and empowering marginalized communities, especially in rural and climate-vulnerable areas of Bangladesh. The organization's work in fields such as education, agriculture, disaster management, and women's empowerment is vital to building a just and sustainable future for all.

The purpose of this Code of Conduct is to establish a set of guidelines and expectations that all employees, volunteers, and affiliated persons must adhere to in their professional conduct. It reflects GTE's values of integrity, transparency, and respect for the rights and dignity of all individuals. This document serves as a framework for maintaining ethical behavior and ensuring that the organization's activities are carried out with the highest standards of professionalism.

1. Commitment to Integrity and Transparency

At Green The Environment, we are committed to ensuring that our services and operations are conducted with the utmost honesty, integrity, and transparency. We expect all employees to act in a way that upholds the reputation of the organization and to ensure that all services, activities, and interactions are conducted fairly and impartially.

2. Acceptance of Gifts and Benefits

GTE prohibits employees from soliciting or accepting any gifts, services, or benefits from clients, suppliers, contractors, or any other parties with whom the organization conducts business. Any employee who receives a gift or other benefits during their work with GTE must report it immediately to the appropriate authority within the organization for review.

- **Gifts of Nominal Value:** Gifts of minimal value that are common in business interactions (e.g., pens, calendars, or small tokens) may be accepted, but these should still be reported to the supervisor.
- **Prohibited Gifts:** Any gift or benefit that might be perceived as influencing the employee's actions, decisions, or behavior should not be accepted.

Employees must seek approval from management before accepting any gifts or benefits that could be considered valuable or influential.

3. Conflict of Interest

A conflict of interest occurs when an employee's private interests interfere with their ability to act in the best interests of GTE. Employees must disclose any situation where their personal, familial, or financial interests could conflict with the organization's work or decisions.

Examples of conflicts of interest include:

- **Personal Connections:** Involvement with a supplier, contractor, or individual whose interests may influence official decisions.
- **Family or Friends:** Having close family members or friends involved in business dealings with GTE or in projects the employee is managing.

If you believe you are in a potential conflict of interest situation, you must inform your supervisor or the designated compliance officer. Depending on the situation, you may be reassigned or asked to abstain from making decisions related to the conflict.

4. Misuse of Official Position

Employees must not use their official position to derive personal benefit or to gain favor for friends or family members. Misuse includes:

- **Favorable Treatment:** Providing preferential treatment to family, friends, or acquaintances in any professional dealings.
- **Insider Information:** Using confidential or proprietary information for personal gain or to benefit others improperly.

Any employee found engaging in such practices will be subject to disciplinary action, up to and including termination.

5. Handling of Confidential or Sensitive Information

All employees must maintain the confidentiality of sensitive and proprietary information. Employees with access to classified or sensitive information must protect it from misuse or unauthorized disclosure, both during and after their employment with GTE.

- **Disclosure:** Unauthorized disclosure of sensitive data may lead to legal consequences, including violations of privacy laws and GTE's internal policies.

- **Use of Information:** Staff must refrain from using any sensitive or confidential information for personal advantage.

6. Property of Green The Environment

Employees are entrusted with GTE's property and resources to carry out their professional duties. Employees must ensure that these resources are used responsibly and exclusively for organizational activities.

- **Misappropriation:** The misappropriation or unauthorized use of GTE's property for personal purposes is strictly prohibited.
- **Protection of Assets:** Employees must take necessary precautions to protect GTE's assets from theft, damage, or misuse.

7. Gambling

Gambling is strictly prohibited on GTE premises or during work-related activities, whether involving colleagues, clients, or third parties. Employees should also avoid engaging in excessive gambling that could impair their professional performance or integrity.

8. Entertainment

Employees are allowed to engage in entertainment activities with clients, suppliers, or contractors, as long as the entertainment is reasonable and does not create an obligation or sense of favoritism. Employees should avoid frequent or extravagant entertainment and should always maintain professional boundaries.

- **Acceptable Entertainment:** Moderate meals or events directly related to organizational activities, such as conferences, workshops, or networking events.
- **Unacceptable Entertainment:** Lavish dinners, gifts, or any form of entertainment that may influence official duties.

9. Outside Employment

Employees wishing to take up additional paid employment, whether part-time or freelance, must seek prior approval from the management. Employment outside GTE

must not conflict with the organization's interests or compromise the employee's ability to perform their duties effectively.

- **Approval Process:** Applications for outside employment should be submitted to the management or designated officer for review and approval.
- **Conflict of Interest:** Outside employment that poses a conflict of interest, or interferes with organizational commitments, will not be approved.

10. Compliance with the Code

All employees are required to understand and comply with this Code of Conduct. Managers and supervisors are responsible for ensuring that their teams adhere to the standards set forth in this document and for taking appropriate action in case of violations.

- **Disciplinary Action:** Any employee who violates any provision of this Code will be subject to disciplinary action. Serious violations, such as corruption or criminal behavior, may lead to termination of employment and legal consequences.
- **Reporting Violations:** Employees are encouraged to report any violations of this Code. Complaints can be made confidentially and will be thoroughly investigated.

11. Commitment to Social Responsibility

As part of our mission to empower marginalized communities and promote sustainability, all employees must act with respect and care for the environment and communities with which GTE engages.

- **Community Engagement:** Employees must engage with communities in a respectful, transparent, and inclusive manner, upholding human rights and supporting local development initiatives.
- **Environmental Protection:** GTE is committed to reducing its environmental footprint, and employees should actively contribute to sustainability initiatives and practices.

Conclusion

Green The Environment is committed to the highest standards of ethical conduct. By adhering to this Code of Conduct, each employee contributes to creating an environment that reflects the values of honesty, transparency, and fairness. The trust

and respect we build within the organization and with the communities we serve are foundational to our success in achieving our mission.

All employees, volunteers, and affiliates of GTE must familiarize themselves with and comply with this Code. Together, we can ensure that our work is carried out with the integrity and commitment that defines Green The Environment.

For any questions or concerns regarding the Code of Conduct, please contact your supervisor or the Human Resources department.



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