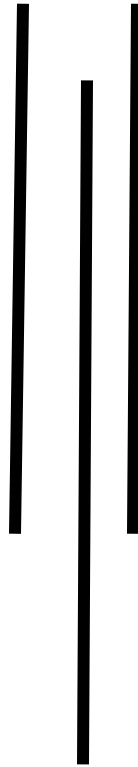




NNSWA

Nepal National Social Welfare Association

Organizational Ethical Policy 2023



Nepal National Social Welfare Association
(NNSWA)

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1. Background Introduction of NNSWA:

Nepal National Social Welfare Association (NNSWA) established itself in 1990. In 1994, NNSWA registered with the District Administration Office Kanchanpur and affiliated to Social Welfare Council Kathmandu. NNSWA has grown over the years, implementing various integrated community-based development programs in Sudur Paschim Province being one of the leading development organizations in the Sudur Paschim Province of Nepal.

The Executive Committee is the legally constituted body responsible for providing strategic and policy direction to the organization. NNSWA has its own office building having sufficient rooms and training hall at Bheemdatt Municipality-18 in Kanchanpur district. As of record in February 2023, 185 skilled staff are mobilizing for the implementation of different projects as organizational human resources.

a) Vision of Organization:

NNSWA strives towards an equitable society.

b) Mission of Organization:

NNSWA is committed to empower and ensure the social rights of the **3D** people (*Deprived, Dalit, and Disable*).

c) Goal of Organization:

Target People 3D (Discriminated Community by caste, Disable& Deprived) will be Educated, healthy, wealthy and empowered in all aspects to utilize the human rights

d) Objectives of Organization:

- To enhance the standard of education and provide educational opportunities to the Deprived, Dalit, and disabled group in the community.
- To provide health services including Nutrition, Reproductive Health and Physical Rehabilitation Services to those in target area
- To advocate rights for women and children
- To improve access to human rights
- To create leaders from the 3D group through skill development and trainings
- To create opportunities for livelihood options, friendly environment, climate change and adaptation, DRRM, Humanitarian Response, poverty alleviation, and advocacy for human rights and inequality.

e) Targeted Group of Organization:

- *Dalits*
- *Disables*
- *Deprived* (Freed-Kamaiya, Displaced people, women, children, PLHIVs and People affected with Leprosy)

f) Working Strategies of Organization:

- Partnership-with the Government, donors, INGOs, local NGOs and CBOs
- Participatory Integrated Rural Development
- Gendered programming
- Rights based programming and Networking, Alliance, and Coalition Building

g) Principle of Organization:

“An Organization Working Together for an Equitable Society”.

To see an equitable society NNSWA perceive to joint hand together all funding partners, policy makers, media, advocates, and community target groups shod be working together model to achieve the vision of NNSWA which is core principle of the organization.

h) Values of Organization:

Follows the organizational vision, mission, goal, and objectives following are the values of NNSWA. Every person belonging or employee should obey the values.

1. Respect to the whole target group
2. Non-Discrimination
3. Non-party political
4. Non-Religious
5. Open and Committed for Quality Services
6. Stand with Inclusiveness
7. Saving Life, Fight for Extreme Inequality, Humanitarian Response

2. Purpose of Ethical Policy:

The main purpose of the organization is developing ethical policies is to build a good reputation. People prefer to do work with reputable forms, not those that conduct themselves dishonestly, taking advantage of them. A good reputation is an organization's best asset and should be protected. No supporting partner or beneficiary wants to deal with an organization that is plagued by scandals. It's hard, if not impossible, to regain trust and reputation once that is lost. Ethical policies help in keeping all employees and members of an organization in-line.

NNSWA organizational ethics policy aims are;

- To provide the clear guidance to the executive board members, employees and concerned to understand about the organizational ethics.
- To provide concrete guideline for making free from the usure act (e.g. in case of Conflict of Interest and Good Governance)
- To guide to control volitation and misuse of any organizational policies, code of conduct and social ethics of NNSWA

3. Scope of the Ethical Policy:

NNSWA will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive, or unwelcome. In Organization everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Examples of ethical behaviors in the workplace includes obeying the Organization's rules, effective communication, taking responsibility, accountability, professionalism, trust and mutual respect among the colleagues at work. This policy applies to everyone organizational individual people such as employees, interns, volunteers, but also business entities, such as vendors, enterprise beneficiaries or companies' business relations with the organization.

4. Definition of Ethical Policy:

Organizational ethics and professional conduct outline the ethical principles that govern decisions and behavior at an organization. They give general outlines of how employees should behave, as well as specific guidance for handling issues like harassment, safety, and conflicts of interest.

5. Ethical Policy and Organizational Code of Conduct:

NNSWA has another organizational code of conduct that is described for what to do and what to not do by the organization belonging employees and executive board members. Similarly, NNSWA has been applying the other policies like child safety policy, sexual harassment policy, fraud control policy, conflict of interest and GESI. Now NNSWA has developed this organizational ethical policy 2023 for the general outlines of how employees should behave, as well as specific guidance for handling issues like harassment, safety, and conflicts of interest.

6. The components of professional ethics:

Organizational ethics on common principles or components of ethics are as following:

- **Respect for others.** Treat people as you want to be treated.
- **Integrity and honesty.** Tell the truth and avoid any wrongdoing to the best of your ability.
- **Justice.** Make sure you're objective and fair and don't Disadvantage others.

- **Lawfulness.** Know and follow the law – always.
- **Competence and accountability.** Work hard and be responsible for your work.
- **Teamwork.** Collaborate and ask for help.
- **Be Inclusive.** welcomes and supports people of all backgrounds and identities
- **Choose your words carefully.** Always conduct professionally.

More detailed of the component:

a. Respect for others

It's mandatory to respect everyone you interact with. Be kind, polite and understanding. Must respect others' personal space, opinions, and privacy. Any kind of violence is strictly prohibited and will result in immediate termination. Any one also not allowed to harass or victimize others. What constitutes harassment or victimization? NNSWA have a policy on child safety, sexual harassment all can take a look it apply for their workplace appropriate way. If someone, be it employee, colleague, board member or stakeholder, is offensive, demeaning or threatening toward anyone, report them immediately to GESI focal person or your manager. If anyone de-respectful of the NNSWA's target groups are known as NNSWA ethical violated case. Anyone can also report rudeness and dismissiveness if they become excessive or frequent.

b. Integrity and honesty

First, always keep in mind the organization's vision and mission. We are all working together to achieve specific outcomes. Anyone's behavior should contribute to our goals, whether financial or organizational. Be honest and transparent when anyone acts in ways that impact other people (e.g., taking strategic decisions or deciding on layoffs). We don't tolerate malicious, deceitful, or petty conduct. Lies and cheating are huge red flags and, if anyone discovered, may face progressive discipline or immediate termination depending on the damage did by anyone.

Stealing from the organization or other people is illegal. If anyone is caught, that will face repercussions depending on the severity of their actions. For example, if anyone steals office supplies, that may receive a reprimand or demotion (at a minimum), while if you steal money or data (e.g. engaging in fraud or embezzlement), that will get fired and face legal consequences. The decision is at SMT's discretion on a case-by-case basis.

c. Conflict of interest

Conflict of interest may occur whenever anyone's interest in a particular subject leads to actions, activities or relationships that undermine the organization. This includes situations like using holding position's authority for their own personal gain or exploiting organizational resources to support a personal money-making business. Even when anyone seemingly acts to the organization's advantage, that may disadvantage it. For example, if an employee uses dubious methods to get competitor intel and raise their work achieving record, their action will have a positive impact on the organization's status, but it will put us at a legal risk and promote unhealthy business practices.

If it turns out an employee has created a conflict of interest in themselves, they will be terminated. If the conflict of interest was involuntary (e.g. buying stocks from a company without knowing their competitor), we will take action to rectify the situation. If they repeat the offence, may be terminated. Any of NNSWA existing employees cannot be hold position in any political appointment committee in all levels of the government.

d. Justice

Don't act in a way that exploits others, their hard work, or their mistakes. Give everyone equal opportunity and speak up when someone else doesn't. Be objective when making decisions that can impact other people, including when an organization decides to hire, promote, or fire someone.

Be sure that the organization can justify any decision with written records or examples. Seek and use the most objective methods in any case; for example, when interviewing candidates, ask the same interview questions to all of them and avoid judging non-job-related criteria, like dress, appearance, etc. Staff hiring exercising authority, be fair. Don't show favoritism toward specific employees and be transparent when you decide to praise or reward an employee. The authorities are also obliged to follow the COI policy in every staff hiring event. If anyone thinks organization is in the wrong way in a specific instance, don't try to cover it up or accuse the other side. Discuss with the manager or SMT to find solutions that can benefit both sides.

e. Lawfulness

All employees and board members are obliged to follow all laws which apply to the organization. Depending on the role and profession of an individual, there might be various laws they need to observe. For example, accountants and health related project teams have their own legal restrictions and they must be fully aware of them. When a responsive person or authority prepares contracts, clauses, disclaimers, or online copy that may be governed by law (such as consent forms), please ask verification from IT or SMT or Authorized employee before finalizing anything.

Anyone of the organization also covered by our confidentiality and data protection policy. They must not expose, disclose, or endanger information of customers, employees, stakeholders, or other commentators. Always follow NNSWA data security policy. Everyone aware about the laws regarding fraud, bribery, corruption, and any kind of assault is a given. You are also obliged to follow laws on child labor and avoid doing working relation with unlawful organizations. If anyone not sure what the law is in a specific instance, don't hesitate to ask line manager or SMT or Organizational Chief.

f. Competence and accountability

All employees, board members and concerned have need to put a healthy amount of effort into organizational business. Not just because of all responsible for the organization's success, but also because slacking off affects our colleagues. Incomplete or slow working might hinder other people's work or cause them to shoulder the burden themselves. This comes in direct conflict with the organization's respect and integrity principles. Organization also expects all to take up opportunities for learning and development, either on-the-job or via educational material or training. If anyone is unsure how they can achieve this, have an open discussion with their manager.

Also, take responsibility for every action. We all make mistakes or need to make tough decisions and it's important, we own up to them. Failing to be accountable on a regular basis or in important situations (e.g. a crucial mistake in organizational financial records) will result in termination. If the responsible person take responsibility and comes up with ways to fix your mistakes where possible, you will be in a far better position.

g. Teamwork

Working well with others is a virtue, rather than an obligation. Anyone will certainly get to work autonomously and be focused on their own projects and responsibilities. But they should also be ready to collaborate with and help others.

h. Be inclusive.

NNSWA welcomes and supports people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

i. Choose your words carefully.

Present yourself conduct always professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. **Organization will not Accepted:**

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

Supplemental guidance:

- NNSWA Constitution
- NNSWA Strategy
- NNSWA Personnel and Financial Policy
- Organizational Code of Conduct
- NNSWA Child Safety Policy
- Sexual Harassment Policy
- NNSWA Anti-Fraud and Anti-Corruption Policy
- Organizational Conflict of Interest Policy
- NNSWA GESI Policy

7. Reporting Mechanism of unethical behavior?

- NNSWA offers the following ways to report:
- Written complaint through complaint box.
- Feedback/Complain through website (www.nnswa.np)
- Tol-Free Telephone number
- Direct communication to GESI Focal Person or ED or Secretary General

NNSWA encourages a culture of openness where team members, partners, program participants, and community members can safely raise their concerns, ask questions including those of a legal and ethical nature and report unethical behavior. Operating ethically and with integrity is the highest priority for NNSWA and all team members are required to report unethical behavior or violations of any NNSWA's policy. To ensure NNSWA delivers organizational commitment to ethics, Integrity, Tol-Free Telephone Number offers three options to confidentially report ethics violations or seek advice in a secure manner. Anyone is email to GESI focal person or ed.nnswa@gmail.com for their any misconduct regarding the ethical violation.

a. Anonymous and confidential reporting:

Anyone is encouraged to provide your name when raising a concern. This allows those who are responding to your concern to contact anyone if additional information is needed to investigate the concern thoroughly. Anyone may also report anonymously, and all efforts will be made to protect anyone's identity. If you submit a report anonymously through the website, it is important to provide detailed information. Cases that lack sufficient information for investigators to pursue allegations may be closed.

8. Organizational commitment to ethics:

As a Civil Society organization serving the most vulnerable communities, the organization takes a responsibility to program participants, partners, donors, and team members across the countries in which NNSWA works, seriously. NNSWA acknowledges that building and maintaining trust with the communities NNSWA serves is paramount to achieving organizational vision, mission and committed to responsibly managing that privilege to ensure that organization never cause harm. We are guided by the ethical principles in our Ethics Policy, Organizational Code of Conduct and other organizational policies and procedures.

9. Review of Ethical Policy

Responsibility for reviewing and updating the NNSWA Ethical Policy 2023 lies with the NNSWA Senior Management Team (SMT). This Policy will be reviewed every two years interval, to ensure it continues to meet legislative, regulatory requirements and best practice. It is subject to approval by the NNSWA Executive Board and will be put to the executive board meeting for approval following each review.

This Policy was approved by NNSWA board on -----
Submission by Executive Director to NNSWA Board for their Approval.

Signature:

Ashok Bikram Jairu
Executive Director

References:

1. Betterteam.com (Internet Explore)
2. Mercy Corps (Ethics policies and reporting misconduct)
3. Company Ethic Policy (Internet Explore)