



Code of Conduct

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Organizational Profile

Bargad is a youth development organization actively working to promote peace, justice and cooperation amongst the youth¹ in Pakistan. The organization has focused on creating opportunities and amplifying the voices of the youth ever since its inception in 1997, leading to a vast network of around 3000 youth volunteers, known as the Bargad Volunteer Network (BVN) throughout the country.

Bargad's Vision:

Politically, socially and economically empowered youth and women, respect, protect and promote peace and harmony

Bargad's Mission:

- a. Engage vulnerable youth and women in all diversity to their full potential through education, mentorship and innovative interventions designed to enhance their overall well-being.
- b. To invest in youth-led and youth-centred ideas, to convene key stakeholders in the sector and advocate for systems and policy changes that meet youths' needs.
- c. Engage youth to end violence against women.

Bargad has implemented more than 100 projects on youth training², youth mobilization and policy advocacy, including the provision of technical assistance to all the provincial governments of Pakistan, regions of Gilgit-Baltistan and the State of Azad Jammu Kashmir (AJK) for the formulation of their respective youth policies. These policies have been approved by the provincial governments of Punjab (2012), Khyber Pakhtunkhwa (2016) and Sindh (2018), and Balochistan (2024) resulting in governments' pledges to allocate 4% budget to sports and youth affairs, 15% on the women employment quota, implementation of the E-Rozgar programs, and on youth participation in the local governments, respectively. Bargad has also conducted Capacity Enhancement workshops on youth development with officials of the youth affairs departments of Punjab, Balochistan and Sindh.

Bargad has a youth network of 782 individuals, civil society organizations and government institutions, with Youth engagements with 64 Universities, 40 Colleges and 35 Higher Secondary Schools.

The organization has previously partnered with 26 membership based student organizations and 15 Youth Groups over Pakistan; producing the largest pool of researches and publications on various aspects of youth than any other civil society organization in Pakistan, while also pioneering a youth track of peace and diplomacy in the South Asian region.

The hallmark of the organization is that its core youth volunteers participate in all aspects of the projects - from action-planning to project execution, while also mapping in the course of its work; issues as well as challenges identified by the youth across the country³.

¹ Adolescents: 12-19; Youth age bracket in Pakistan: 15-29

² Since 2003, the organization has trained 7880 youth activists and young faculty only through training workshops and peer sessions in issues of social development.

³ The Youth in the mapping is part of the Youth Cohorts in the districts where Bargad has actively worked or is presently working.

1. Conforming to Regulations

Every employee shall conform to and abide by BARGAD Regulations, and shall observe, comply with and abide by all orders, which may from time to time be given by any person under whose superintendence or control he/she may for the time being be placed.

2. Purpose and scope

This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. This procedure applies to all employees. The aim is to ensure consistent and fair treatment for all in the organization.

3. Principles

Counselling will be offered, where appropriate, to resolve problems. No disciplinary action will be taken against an employee until the case has been fully investigated. At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made. At all stages of the procedure the employee will have the right to be accompanied by a work colleague.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice. An employee will have the right to appeal against any discipline imposed.

The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

A minimum three-step procedure will be followed if an employee faces dismissal or certain kinds of action short of dismissal.

Misconduct may be dealt with by the supervisor, management team, the Executive Director and or the Chairman of the Board of Directors in order of the seriousness of the offence. The offending staff member shall be given an opportunity to explain first personally and then in writing.

In case the individual is to be proceeded against, an inquiry committee may be formed to investigate and recommend measures to be taken, in consultation with the Executive Director.

4. General Conduct

BARGAD employees are at all times, expected to conduct themselves in conformity with the objectives and principles of the Organisation. The pattern of behaviour of the employees, as a whole conforms to a disciplined and dedicated work force.

5. Misconduct

Misconduct means:

- Wilful violation, whether alone or in combination with others, of the job description or lawful and reasonable instructions of his/her supervisor.
- Theft, breach of trust, fraud, embezzlement, dishonesty in connection with the organization's operations and property.
- Breach of trust and confidentiality.
- Wilful damage or loss of organization property.

- Giving or taking bribes or any illegal regalement.
- Habitual late attendance or absence without legitimate approval.
- Habitual gross negligence or unauthorized acts of omission.
- Disorderly or riotous behaviour during working hours or subversive act of discipline.
- Giving wrong information about his/her personal particulars and previous service.
- Misuse of office, abuse of authority.
- Conviction of a criminal offence.
- Harassment, intimidation, repeated unwelcome comments, actions, suggestions or physical contact aimed at gender, race or personal characteristics.
- Abusive language or behaviour

6. Gifts

No employee shall accept or permit any member of his/her family to accept from any person any gift the receipt of which would place him/her under any form of obligation to the donor.

7. Lending and Borrowing

No employee shall lend money to, or borrow money from, or place himself/herself under any pecuniary obligation to any person outside BARGAD with whom he/she has any official dealings.

8. Investments

No employee shall make or permit his/her family to make any investment, which is likely to embarrass or influence him/her in the discharge of his/her official duty.

9. Secrecy

Except in the normal exercise of their professional duties within BARGAD, employees shall not at any time during or after the period of their employment pass on to any party whatsoever any information known to them by virtue of their employment at BARGAD, which has not been made public by BARGAD.

10. Copy Right

Any copyright on work done by employees in the course of their official duties shall be vested in BARGAD unless otherwise agreed with the Management.

11. Trade or Employment

No employee shall, except with previous written sanction of BARGAD, engage in any trade, or undertake any employment or work, other than his/her official duties.

12. Insolvency and Habitual Indebtedness

Every employee shall avoid habitual indebtedness. If any employee is adjudged or declared insolvent, he/she shall forthwith report such insolvency to the Regional Directors/Sr. Managers.

13. Unauthorised Communication

No employee shall communicate directly or indirectly any official information to any person not authorised to receive it, whether or not such person is a BARGAD employee, or to the press.

14. Protection of Official Information

During day-to-day activities, all employees deal with official information. Information on BARGAD plans, operations, and programmes, and financial or personnel data may not be discussed or disclosed to any unauthorised person in any manner (including writing articles, teaching or making speeches). In addition, any information gained, by virtue of the employee's position, may not be used for the purpose of furthering private interests. Violations of the above may result in disciplinary action and termination of employment.

15. Use of Political or Other Influence

No employee shall bring, or attempt to bring, political or other outside influence, directly or indirectly, to bear on BARGAD or any BARGAD employee, in support of any claim arising in connection with his/her employment as such.

16. Taking Part in Politics and Election

- No employee shall permit any person dependent on him/her for maintenance or under his/her care or control, to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be, subversive of BARGAD as by law established in Pakistan.
- If any question arises, whether any movement or activity falls within the scope of this Rule, the decision of BARGAD management shall be final.
- No employee shall be allowed to form any political group at BARGAD, or be involved in activities against any another employee or employees of BARGAD.

17. Propagation of Sectarian Creeds

No employee shall propagate sectarian creeds or take part in sectarian bias partiality or favouritism.

Nepotism, Favouritism and Victimization

No employee shall indulge in provincialism, parochialism, favouritism, sexual discrimination, harassment, victimisation or wilful abuse of office.

Honorarium for Addressing Seminars

When any employee is invited to address a seminar and the invitee reimburses the cost of travel or pays some honorarium for addressing the seminar or both, the total reimbursement for the cost of travel will be paid to BARGAD (since BARGAD had made the arrangements for the travel) along with the specific percentage decided by the Executive Director from case to case, of the total honorarium received.

Penalties

The following penalties may be imposed, depending upon the gravity of offence for misconduct:

- Censure/warning/reprimand;
- Suspension from service, without pay;
- Postponement or stoppage of annual salary increments or promotion;
- Forfeiture of salary for any period of unauthorized absence from duty;
- Monetary fine;

- Recovery from the salary of the whole or part of any pecuniary loss caused to the Organization by negligence or misconduct of the staff member;
- Dismissal from service with or without termination benefits.

The Procedure

Stage 1 - improvement note: unsatisfactory performance

If performance does not meet acceptable standards the employee will normally be given an improvement note. This will set out the performance problem, the improvement that is required, the timescale and any help that may be given. The individual will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for 2 months, but will then be considered spent - subject to achievement and sustainment of satisfactory performance.

Stage 2 - first warning: misconduct

If the conduct does not meet acceptable standards the employee will normally be given a written warning. This will set out the nature of the misconduct and the change in behavior required. The warning should also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning should be kept, but it should be disregarded for disciplinary purposes after a specified period (e.g., 12 months).

Stage 3: final written warning

If the offence is sufficiently serious, or there is a failure to improve during the currency of a prior warning for the same type of offence, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to action under Stage 4 (dismissal or some other action short of dismissal), and will refer to the right of appeal. A copy of this written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after ... months subject to achievement and sustainment of satisfactory conduct or performance.

Stage 4 - dismissal or other sanction

If there is still a failure to improve the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). Dismissal decisions can only be taken by the appropriate senior manager, and the employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which the employment will terminate, and the right of appeal. The decision to dismiss will be confirmed in writing.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the supervisor but will be disregarded for disciplinary purposes after ... months subject to achievement and sustainment of satisfactory conduct or performance.

Statutory discipline and dismissal procedure.

If an employee faces dismissal - or certain action short of dismissal such as loss of pay or demotion - the minimum statutory procedure will be followed. This involves:

- step one: a written note to the employee setting out the allegation and the basis for it
- step two: a meeting to consider and discuss the allegation
- step three: a right of appeal including an appeal meeting

The Executive Director or Section Head may formally ask an employee liable to disciplinary action to explain his position, stating the charges and giving him a period of three days to put up the defence in writing. Failure to respond/or an unsatisfactory explanation may attract imposition of a minor penalty, or the Executive Director may order an enquiry on the basis of the charges levelled against the employee.

Enquiry of Misconduct / Investigations

A one-member committee, the member of Senior Management Group, may conduct an enquiry. If the charges are of such a nature as to attract a detailed investigation, a three-member committee may be formed by the Executive Director.

The enquiry officer or the enquiry committee will provide a charge sheet comprising the allegations against the employee, who will be given three days to furnish his defence. The enquiry officer or the enquiry committee may ask the employee to appear in person and answer specific questions pertaining to the case. The proceedings of the enquiry shall normally be completed within a week.

Failure of the employee to put up a defence or to appear before the committee or to answer the questions completely or satisfactorily will attract ex-parte proceedings. The employee will be reminded of their right to be accompanied.

Exceptions

The inquiry procedure shall not apply in case the offender is approaching the end of his contract and has accepted his misconduct. In such cases, the person may be relieved of his duties according to the terms of contract, or forfeiture of his dues. The inquiry procedures shall also not apply in cases of gross misconduct where the person is terminated at 24 hours' notice, at the discretion of Executive Director.

Permanent Record

A written statement of the status of the problems will be prepared for record. Progressive counselling records will be retained for a period of three years. If there have been no further problems during that time period, the counselling record will be removed from the employee's personnel file and destroyed.

If an employee is dismissed, the reasons for dismissal shall form part of the permanent record in his/her personal files.

Gross Misconduct

The following list provides examples of offences which are normally regarded as gross misconduct:

1. Theft, fraud, deliberate falsification of records
2. Fighting, assault on another person
3. Deliberate damage to organizational property
4. Serious incapability through alcohol or being under the influence of illegal drugs
5. Serious negligence which causes unacceptable loss, damage or injury
6. Serious act of insubordination

7. Unauthorized entry to computer records

If you are accused of an act of gross misconduct, you may be suspended from work on full pay, normally for no more than five working days, while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the organization is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

Appeals

An employee on whom penalty is imposed may appeal to the Executive Director within five working days of the receipt of notice of imposition of penalty, provided that if the employee fails to exercise such option, the penalty will be deemed to have been finally imposed. The Executive Director, at her/his discretion, can impose penalties after she/he is satisfied that the employee being proceeded against actually is liable thereto.