

Code of Conduct

for

BSFF Staff Members

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Bangladesh Shrimp and Fish Foundation (BSFF)
Flat# A3, House# 14, Road# 13/C, Block-E
Banani, Dhaka-1213, Bangladesh

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Syed Mahmudul Huq
Chairperson
Bangladesh Shrimp and Fish Foundation

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1. Introduction

Bangladesh Shrimp and Fish Foundation (BSFF) is a non-profit research, advocacy and Business Support Organization (<http://shrimpfoundation.org/>). It was initially registered in 2003 under Trust Act 1882 and subsequently in 2008 under Directorate of Social Welfare Services in Dhaka (Registration No. DHA08488, Dated: 24 December, 2008). The organization was subsequently registered with Registrar of Joint Stock Companies and Firms (RJSC) in 24th July 2023 (Registration No. S-14040/2023). The initial central objective of the Foundation has been to provide fisheries and aquaculture industries with critically needed supports for growth, sustainability and market access. It has also one of the BSFF's major objectives to realize the full potential of the fisheries sector, which in turn can contribute to the national policy efforts to reduce poverty, improve food and nutrition security, improve the lives and livelihoods of the vulnerable sections, women empowerment, gender equality and youth inclusion, especially the ones in the coastal areas where salinity intrusion and associated impacts are being increasingly manifested. The general thrust of the activities of the organization has been making important contribution to small-fishermen in particular in terms of improving their livelihoods, income enhancing skills and their overall nutrition status. BSFF has rich experience of working with the Government and Development Partners like World Bank, USAID, USDA, UKAID, UNFAO, British Council, WorldFish, Winrock International, Swisscontact, Solidaridad Network Asia, University of Maryland and UN University at Iceland. It has Memorandum of Understandings with relevant public and private sector institutions at the national, regional, and international levels. It has a rich track record of implementing collaboratively developed by private sector stakeholders, the Government of Bangladesh especially the Department of Fisheries and international and national development partners. It has experience of working both at the national and local levels.

BSFF is engaged in a range of activities with an objective to realize the full potentials and transform the sector in a sustainable and equitable manner. With rich experience of sector specific project implementation, it extends a wide range of services to the country's fisheries and aquaculture sector to promote pro-growth initiatives, build up capacities, introduce new technologies in the production processes, facilitate trade, exports, investments and ensure social and gender inclusion in the sector. It has also been increasingly working in wider areas to create the enabling condition for private sector investments and compliance with relevant sector specific norms and standards and environmental sustainability imperatives through research, dialogue, policy advocacy, organizing training, field level intervention to enhance production and other initiatives to overcome challenges faced by the sector. BSFF's works over the years also have continued to include a very significant and robust livelihood improvement components and activities with positive ramification for the nutritional status of target beneficiaries of its activities who also include women, youth and vulnerable groups in particular. The BSFF activities, ever since its establishment, also have had important research component in the areas with special relevance to policy formulation for the aquaculture and fisheries sector of Bangladesh and introduction of growth and development oriented modern technology.

2. Outlines of the Code of Conduct

The Bangladesh Shrimp and Fish Foundation (BSFF) is committed to upholding the highest standards of ethical conduct and professionalism in all its activities. This Code of Conduct outlines the principles and standards that all members of BSFF, including employees, volunteers, and associates, are expected to adhere to. These guidelines aim to foster a respectful, transparent, and efficient work environment that supports BSFF's mission of enhancing the growth, sustainability, and market access of the fisheries and aquaculture sectors in Bangladesh.

2.1. Professional Conduct

2.1.1. General Conduct

- a. **Integrity and Honesty:** All members must act with integrity and honesty in all dealings related to BSFF.
- b. **Respect and Dignity:** Treat all colleagues, stakeholders, and community members with respect and dignity, valuing diverse perspectives and backgrounds.
- c. **Accountability:** Take responsibility for actions and decisions, ensuring transparency and accountability in all activities.

2.1.2. Work Manner

- a. **Commitment to Objectives:** Employees should work diligently to accomplish BSFF's objectives and mission.
- b. **Productivity:** Maintain high levels of productivity, ensuring that work is completed efficiently and effectively.
- c. **Team Collaboration:** Foster a collaborative environment, supporting colleagues and contributing to team success.

2.2. Disciplinary Actions

2.2.1. Grounds for Disciplinary Action

- a. **Major Misconduct:** Acts such as theft, fraud, insubordination, or violence are considered major misconduct and will result in severe disciplinary actions.
- b. **Minor Offenses:** Minor offenses, including habitual tardiness or minor breaches of conduct, will result in corrective measures.

2.2.2. Penalties

- a. **Minor Penalties:** May include written warnings, withholding of increments, or temporary suspension.
- b. **Major Penalties:** Can result in demotion, termination, or dismissal from BSFF.

2.2.3. Anti-Fraud and Corruption

- a. **Zero Tolerance:** BSFF has a zero-tolerance policy towards fraud and corruption.
- b. **Reporting:** Employees must report any suspected fraudulent activities to the designated authority within BSFF.
- c. **Investigation:** All reports will be thoroughly investigated, and appropriate actions will be taken against those found guilty.

2.2.4. Use of Assets and Funds

- a. **Proper Management:** All assets and funds of BSFF must be managed responsibly and used solely for the organization's purposes.
- b. **Authorization:** Removal or use of BSFF property requires proper authorization.
- c. **Reporting Loss:** Any damage or loss of property must be reported immediately.

2.2.5. Conflict of Interest

- a. **Disclosure:** Employees must disclose any potential conflicts of interest.
- b. **Avoidance:** Avoid situations where personal interests could conflict with BSFF's interests.
- c. **Neutral Review:** Conflicts of interest will be reviewed by a neutral committee.

2.2.6. Confidentiality and Transparency

- a. **Confidential Information:** Treat all confidential information with the utmost care and do not disclose it without proper authorization.
- b. **Transparency:** Ensure transparency in all dealings and decisions, maintaining open and honest communication.

2.2.7. Staff Relations

- a. **Mutual Respect:** Treat all staff members with mutual respect, regardless of position or status.
- b. **Non-Discrimination:** Uphold a non-discriminatory work environment, ensuring equality and fairness.
- c. **Supportive Environment:** Create a supportive and inclusive workplace that fosters professional growth and personal well-being.

2.2.8. Use of Machinery and Vehicles

- a. **Efficiency:** Optimize the use of machinery and vehicles to avoid wastage.
- b. **Safety:** Do not operate vehicles or machinery under the influence of alcohol or drugs.
- c. **Planning:** Coordinate travel and machinery use to maximize efficiency.

2.2.9. Communications and Technology

- a. **Professional Use:** Use BSFF's communication systems for official purposes only.
- b. **Monitoring:** Be aware that BSFF may monitor communications for security and operational reasons.
- c. **Respectful Communication:** Maintain a respectful tone in all communications, both internal and external.

2.2.10. Bribery and Gifts

- a. **Prohibition on Bribes:** Do not offer or accept bribes or illegal gratifications in any form.
- b. **Gifts:** Avoid accepting gifts that could influence professional decisions or create a conflict of interest.

2.2.11. Safety and Security

- a. **Safe Environment:** Contribute to maintaining a safe and secure working environment.
- b. **Incident Reporting:** Report any safety concerns or incidents immediately to the relevant authority.

2.2.12. Child Protection Policy

- a. **Protection Commitment:** BSFF is committed to protecting the rights and welfare of children.
- b. **Reporting Abuse:** Any suspected child abuse must be reported to the appropriate authorities immediately.

2.2.13. Responsibilities

- a. **Adherence to Policies:** All employees must adhere to the policies and guidelines outlined in this Code of Conduct.
- b. **Continuous Improvement:** Strive for continuous improvement in professional conduct and organizational practices.

3. Conclusion

The Code of Conduct is a living document and will be reviewed periodically to ensure it remains relevant and effective. By adhering to these guidelines, BSFF aims to foster a work environment that is ethical, respectful, and conducive to achieving its mission of supporting the fisheries and aquaculture sectors in Bangladesh.