

	<h2>Code of Conduct Guideline</h2>		
<p><b>Approved By</b> CAHURAST Board</p>	<p><b>Document No.</b> CA/PO/07</p>	<p><b>Effective From</b> December 2020</p>	<p><b>Publication Status</b> Public <a href="http://www.cahurast.org">www.cahurast.org</a></p>

**Code of Conduct Guideline** has been developed with a commitment to conduct the activities that are ethical, legal and consistent with the organization’s values and mission for effectiveness and well reputation of an organization. This guideline is designed to ensure that all employees, board, volunteers conduct themselves with integrity, dignity and respect towards one another, transparent, accountable and ethical and maintain professional standing of the organization.

**Guidelines:**

- Forms of behavior that are acceptable within organization and to organizations reach
  - ✓ Well behavior – honest, trustworthy, ethical manner
  - ✓ Treat each other with respect, dignity and impartiality
  - ✓ Adhering to all applicable laws and organizations policies
  - ✓ Proper management of CAHURAST’s assets, funds and other property.
  - ✓ Avoid practices with force.
- Forms of behavior that are unacceptable within organization and to organization reach
  - ✓ Engagement of violent behavior in the workspace or harassments
  - ✓ Falsification of records
  - ✓ Unlawful and dishonest activities
  - ✓ Theft, misappropriation or inappropriate removal or possession of any assets, funds and other properties belonging to CAHURAST Nepal
  - ✓ Disrespectful conduct
  - ✓ Excessive effort for emotional attention to proceed work inefficiently
  - ✓ Unauthorized use of telecommunications and share the official materials among other friends

CAHURAST Nepal reserves the right to determine, at its sole discretion, whether an employee, volunteer, intern, board, advisory council members if engaged in inappropriate conduct or behavior that may warrant corrective and disciplinary action up to and including termination.