



Jharkhand Women Self-supporting Poultry Co-operative Federation Limited

“CODE OF CONDUCT”

(CONDUCT AND DISCIPLINARY RULES – 2016)

CONTENTS, APPLICABILITY, RULES AND DISCIPLINARY ACTION FOR VIOLATION OF CODE OF CONDUCT

Applicability: *According to Section 26 sub section 7 of the Jharkhand Self Supporting Cooperative Societies Act, 1996 (Jharkhand Act No 2 of 1997):*

(a) Act honestly and in good faith and in the best interests of the Cooperative Society, and

(b) Exercise such due care, diligence and skill as a reasonably prudent person would exercise in similar circumstances.

These rules shall apply to all regular and contractual employees or an individual engaged and associated with our organization

Definitions:

“Organization” would mean **Jharkhand Women Self-supporting Poultry Co-operative Federation Ltd**

“Employee” would mean person employed by the organization, which include Trainees.

“Unit” would mean any office or working unit or subsidiary organization or branch office functioning in relation to JWSPCFL.

“Chief Executive” means the Chief Executive Officer of the organization.

“Competent Authority” means the authority empowered by the apex body through its resolution or specific order to discharge certain functions and powers in the interest of the organization.

“Calendar Year” means the period of twelve months beginning with first day of January in any year and ending with last day of December on close of hours.

ALL EMPLOYEES SHALL:

1. Maintain absolute integrity and devotion towards the organization at all times.
2. Maintain independence and impartiality in discharging their duties.
3. Maintain a responsible and decent standard of conduct in private life, as a need of the organization.
4. Render prompt and courteous service to the clients, customers and general public.

5. Report to the Management, if any legal proceedings are instituted.
6. Act in accordance with the policies of the organization.
7. Strictly follow the code of conduct, wherever applicable and follow the rules.
8. Attend duty in proper dress code.
9. Adhere to the working hours of the organization and fully concentrate in their area of work.
10. Attend to any emergency or other urgent duties outside their regular hours of work including on Sundays, holidays, if required.
11. Work upon the need of the organization and at the exigencies of duty as concerned by the management to achieve some special tasks in the interest of the organization.
12. Protect the property and money of the organization without any encumbrance.

NO EMPLOYEE SHALL:

1. Indulge in any such acts that are detrimental to the organization by its stride and nature.
2. Make joint representation in the matters of common interest.
3. Associate with any political organization/banned organization by law and create nuisance to organization.
6. Form group and demonstrate whose objectives or activities are prejudicial to the interest of the organization.
7. Give or leak the internal information and activities of the organization to any external sources.
8. Engage in canvassing of any business activity within the organization.
9. Bring any kind of political influence in the matters pertaining to their employment and other official functions.
10. Come for duty under the influence of intoxication by consuming alcohol/liquor drinks or Drugs or smoke in the office premises.
12. Indulge in any act of sexual abuse/eve teasing and sexual harassment at work place.
13. Get involved in misappropriation of property/fund of the organization.

13. Offer, demand or accept bribe or illegal gratification.
14. Engage in gambling, gossiping, on-line games, wasting of office time by using unwanted websites, speculation of false rumors which leads to damage to organization.
15. Indulge in willful insubordination or disobedience whether alone or in group against senior officers of the organization.
16. Adopt go slow method of working either self or with other employees, affecting the performance of work of the employer and abatement or instigation of damage thereof.
17. Willfully cause of damage to property of the organization.
18. Do non-compliance to safety measures or failure to apply on emergency.
19. Assault, abuse or intimidate any employee within the premises or any other places.
20. Indulge in private business activities without clear permission of the Management.
21. Accept multiple employment or even consultancy job in nature without written permission of the Management.
22. Habituate to late coming, absence from duty and taking leave without prior sanction or go on leave without intimation to authority and verbal sanctioning of leave.
23. Refuse to accept any communication of misconduct, charge sheet either in person or by Post / courier.
24. Make publication of articles related to employer and its functions, give interview to press, radio, television, etc. media without permission.
25. Habituate to disobedience and violation of General Service Rules of the organization.
26. Incite while in employment and hamper the employer's functions and business.
28. Fight each other or do indecent and bad behavior causing disrespect or conduct likely to endanger life and safety of other employees.
29. Use abusive language (Unparliamentarily in nature) against employees each other and against Management.
30. Any other acts indiscipline of serious misconduct in nature prejudicial to the interest of the organization.

31. Engage in civic, political or trade union activities during working hours except to the extent permitted by law or by Management.

32. Breach any rule, regulations or notices framed or issued by the Management from time-to-time.

Disciplinary proceedings

Breach of any of the aforesaid rules shall make an employee liable for disciplinary proceedings. An employee shall be placed under suspension, pending a Departmental Enquiry for any breach of the afore said rules. During suspension an employee shall be paid 50% of the salary.

A departmental enquiry against any of the employee shall be conducted by an Enquiry Officer appointed by the Competent Authority of the organization by giving an opportunity of being heard to the delinquent official and by following principles of natural justice.

On conclusion of the Departmental Enquiry, the Enquiry Officer shall submit his report to the Competent Authority for a final decision.

The Competent Authority of the organization on the basis of the findings of the Enquiry Officer as contained in his enquiry report shall take a decision as to the quantum of punishment to be given to the concerned employee in any of the following forms:

- ❖ Reprimand.
- ❖ Censure.
- ❖ Adverse entry in Performance Appraisal Report.
- ❖ Stoppage of annual increment.
- ❖ Transfer from one unit to any other units.
- ❖ Demotion.
- ❖ Dismissal from Service.
- ❖ Recovery of the financial losses caused delinquent Official.
- ❖ If need be, legal proceedings against the guilty employee, as per the law.

An employee aggrieved by the decision of the Competent Authority in the award of any of the aforesaid punishment can prefer to have an appeal within a period of 30 Days from the date of receipt of such order, before the Board of Trustees of the organization and which shall consider such appeal by giving due opportunity of being heard to the employee and take a decision on such appeal.

Organization may amend, alter, add or delete any part in this Rules of Conduct from time to time and the same shall be binding on all the employees. Employee will be kept abreast of the changes so made to Code of Conducts and rules thereon.
