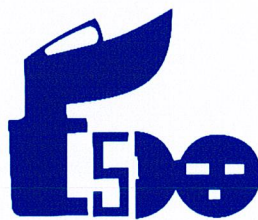


# ESDO-Code of Conduct Policy

Revised on 1<sup>st</sup> July 2025



**Eco-Social Development Organization (ESDO)**

**Head Office**

Collegepara (Gobindanagar)  
Thakurgaon-5100  
Bangladesh



## Code of Conduct and Ethics Policy of ESDO

### 10.1 Organizational Framework

Founded in 1988, the Eco-Social Development Organization (ESDO) has established itself as a leading private development organization dedicated to enhancing the living standards of the impoverished populations, particularly in the northern regions of Bangladesh. ESDO operates with a clear mission to create sustainable improvements in the lives of the underprivileged, fostering an environment where individuals can thrive.

Like all reputable organizations, ESDO operates under a well-defined constitution that outlines its core objectives and policies. These guiding principles serve as the foundation for ESDO's operations and ensure that the organization remains focused on its mission while promoting ethical standards and professional integrity among its employees.

### 10.2 Commitment to Employee Development

ESDO recognizes that the success of its mission hinges on the capabilities and dedication of its workforce. Therefore, the organization is committed to fostering the professional growth of its employees by enhancing their skills and competencies. ESDO believes in creating a supportive environment that encourages personal development and recognizes individual contributions to the organization's objectives.


### 10.3 Building the ESDO Family

At ESDO, every employee is considered a valued member of the "ESDO family." To nurture this sense of belonging, the organization emphasizes the importance of a comprehensive code of conduct that governs employee behavior. This code is essential for cultivating a cohesive and respectful workplace culture, where all members are aligned with ESDO's mission and values.

### 10.4 Expectations of Conduct

All employees within the ESDO family are expected to fully embrace the organization's constitution, policies, and ideals. They must demonstrate empathy towards the communities they serve, prioritizing the well-being of the poor over personal interests. ESDO seeks individuals who are inspired by ethical practices and are committed to effecting positive changes in the lives of marginalized populations.

Employees are expected to uphold the highest standards of moral conduct and fairness in all endeavors, whether personal or collaborative. Loyalty to this ethical framework is paramount and is seen as essential for the collective advancement of both the organization and the communities it serves. This loyalty does not intrude upon employees' personal affairs but rather aims to foster holistic development in all aspects of their professional lives.



Dr. Md. Shafiqul Islam  
Executive Director  
ESDO, Thakurgaon.



MD. SHAFIQL ISLAM  
Chairman  
Executive Committee  
ESDO



### 10.5 Disciplinary Measures

In the event of any violations of ESDO's policies or code of conduct, the organization is prepared to take appropriate disciplinary action against the accused employee. Such actions will be carried out in accordance with established organizational rules, ensuring fairness and transparency throughout the process.


### 10.6 Fostering Integrity and Collaboration at ESDO

ESDO's commitment to its mission, its employees, and the communities it serves is reflected in its operational framework and ethical guidelines. By fostering a culture of integrity and collaboration, ESDO aims to not only achieve its developmental goals but also to build a strong, united family of dedicated professionals working towards a common purpose.

### 10.7 Professional Conduct at ESDO

As a proud member of the ESDO family, I commit to upholding the highest standards of professionalism and competence in all my work. My dedication to these principles manifests in the following ways:

- **Integrity and Fairness:** I pledge to maintain the utmost honesty and fairness in all my dealings, both internally and externally.
- **Diligence and Dedication:** I will approach my responsibilities with diligence, perseverance, discipline, and a deep commitment to excellence in every task.
- **Initiative and Responsibility:** I will take the initiative in my work, demonstrating accountability and a proactive attitude in all projects and assignments.
- **Respect for Communities:** I will show unwavering respect towards the poor and marginalized populations we serve, recognizing their dignity and potential.
- **Commitment to ESDO:** I am dedicated to safeguarding the interests of ESDO at all times, enhancing my responsibilities, and preserving organizational resources while maintaining a close association with the organization.
- **Ethical Behavior:** I will uphold ethical and decorous behavior, treating all individuals—regardless of rank—with equal respect. This includes targeted populations, representatives of partner donor organizations, and colleagues, fostering friendships, mutual understanding, tolerance, and cooperation.
- **Confidence in My Work:** I will maintain confidence in my professional abilities and take pride in the quality of my work.
- **Confidentiality and Integrity:** I will refrain from making negative comments or disclosing confidential information regarding the organization's policies and procedures, both internally and externally.
- **Neutrality and Generosity:** I will strive to be neutral, fair, and generous in my opinions and actions, promoting inclusivity and understanding.
- **Stance against Extremism:** I will take a firm stand against terrorism and extremist activities, promoting peace and harmony.
- **Accountability to Donors and Communities:** I will always remember my individual responsibility toward ESDO's donor organizations and the impoverished populations we serve.



Md. Shahid Uz Zaman  
Executive Director  
ESDO, Thakurgaon.



MD. SHAFIQL ISLAM  
Chairman  
Executive Committee  
ESDO



#### 10.8 Personal Conduct at ESDO

As a member of the ESDO family, I am committed to refraining from any misconduct or inappropriate behavior in both my personal and professional life. I will diligently avoid the following:

- **Undue Benefits:** I will not accept undue benefits through coercion or encourage anyone else to do so.
- **Distortion of Information:** I will not intentionally distort information through embezzlement, deception, or conspiracy.
- **Bribery:** I will not accept or provide bribes under any circumstances.
- **Fraudulent Activities:** I will refrain from theft or any other form of fraud.
- **Misuse of Resources:** I will not misuse organizational resources and facilities for personal gain.
- **Violence and Extremism:** I will not engage in violence, terrorist activities, or conspiring to harm others.
- **Harassment:** I will not engage in sexual harassment or establish illegal physical relationships.
- **Divisive Behavior:** I will not partake in behaviors that create division among colleagues or spread slander.
- **Favoritism:** I will not show favoritism or bias towards relatives and friends in professional settings.
- **Exploitation and Abuse:** I will not exploit others' vulnerabilities or engage in any form of exploitative behavior towards beneficiaries and subordinate employees.
- **Disobedience:** I will not disobey or disregard reasonable orders and requests from senior officials.
- **Policy Violations:** I will not ignore or distort the organization's policies and regulations.
- **Harmful Actions:** I will refrain from any actions that could harm the organization or the interests of the poor and marginalized populations.

#### 10.9 Lifestyle Expectations at ESDO

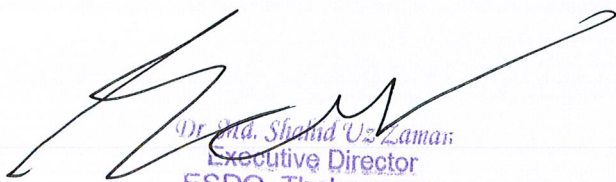
As a member of the ESDO family, I will ensure that my personal lifestyle aligns with the organization's objectives, ideals, values, and activities. My commitment includes:

- **Promoting Positive Values:** I will strive to embody the principles of a capable and progressive citizen, setting a positive example for my colleagues and avoiding any form of duplicity.
- **Rejection of Injustice:** I will actively refrain from all forms of injustice, including polygamy, disrespect towards women, exploitation or oppression of children, dishonesty, deception, violence, communalism, religious extremism, and abuses against minors. I will also reject the encouragement of addiction, child labor, and usury.

#### 10.10 Citizen Responsibilities at ESDO

As a proud member of the ESDO family and a responsible citizen of Bangladesh, I commit to fulfilling the following responsibilities:

- **Commitment to National Sovereignty:** I recognize and affirm that Bangladesh is an independent and sovereign state. As a dedicated citizen, I pledge my unwavering cooperation in safeguarding national interests and will actively participate in the development and progress of our beloved country.



Dr. Md. Shahid Uz Zaman  
Executive Director  
ESDO, Thakurgaon,



MD. SHAFIQU L ISLAM  
Chairman  
Executive Committee  
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- **Respect for Laws and Regulations:** I will honor and abide by all existing laws and regulations of Bangladesh. My actions will reflect a deep respect for the legal framework that governs our society.
- **Advocacy for Democracy:** I believe in the principles of democracy and holistic development. As a member of a developmental organization, I will advocate for democratic values in all aspects of life. I will champion human rights and ensure that my actions promote justice, equity, and inclusivity, actively resisting arbitrary governance and autocratic behavior.
- **Equality and Respect for Diversity:** I will extend the highest level of respect to all individuals in society, regardless of tradition, ethnicity, religion, caste, gender, class, or culture. I am committed to fostering an environment of equality and will maintain a secular perspective in both my personal and public life.

#### 10.11 Declaration

I, [Name], ESDO ID No. [ID Number], Mother's Name [Mother's Name], Father's Name [Father's Name], Village [Village], Thana [Thana], District [District], hereby declare that I am fully aware of the responsibilities outlined above. I willingly commit to complying with this policy at all times.

#### Human Resources Coordinator:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

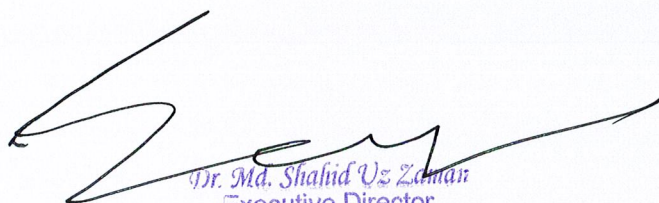
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this declaration, I affirm my dedication to the values and responsibilities that contribute to the growth and well-being of both ESDO and the society in which we operate.

  
Dr. Md. Shafid Uz Zaman  
Executive Director  
ESDO, Thakurgaon.

  
MD. SHAFIQL ISLAM  
Chairman  
Executive Committee  
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