



Code of Conduct

Green Journey is a local non-governmental organization receiving grants and donation from donors to deliver humanitarian assistance. All Green Journey's staff should ensure that the operation of Green Journey, such as applications for services, procurement or staff recruitment, are dealt with in a transparent, fair and impartial manner. This Code of Conduct sets out the basic standard of conduct expected of all staff of Green Journey to protect matters like acceptance of advantages and declaration of conflict of interest by staff in connection with their official duties.

1. General operational rules.

- Green Journey and its staff should work affected communities and individuals regardless the diversified believe of politics, religion, culture, race and ethnicity.
- Green Journey and its staff should not violate any person's fundamental human rights, with which each person is endowed.
- Green Journey and its staff should recognize that all people are born free and equal in dignity.
- Green Journey and its staff should be sensitive to the moral values, religion, customs, traditions, and culture of the communities they serve.
- Green Journey and its staff should respect the integrity of families and support family-based life.
- Green Journey and its staff should respect religious freedom.
- Green Journey and its staff should not involve in political, religious and communal controversies.
- Green Journey's activities, governance, and other matters shall conform to the laws and regulations of government of Myanmar.

2. Financial Accountability to governing body and finance department

- Members of the governing body of Green Journey hold responsibility for their organization and are to understand the organization's financial statements and reporting requirements.
- Any type of approved budget is to be approved by the chairman before utilization, and is to outline projected expenses for program activities, fundraising, and administration. The operation team is to operate in accordance with that budget.
- Internal financial statements shall be prepared regularly and provided to the governing body and /or Chairman. Any and all significant variations between budgeted expenses and actual expenditures, and between budgeted revenues and actual revenues, are to be identified and explained to the governing body and /or Chairman.
- Green Journey's internal financial procedures/policy is to protect against an ex –officio having the power to issue a check to himself or herself, such as requiring an additional signature from Chairman. Green Journey's internal control procedures is against one staff being able to issue a check over a certain amount as mentioned in financial policy.
- Finance team shall adhere to professional standards of accountancy and audit procedures as stipulated by the law in its nation, and fulfill all financial and reporting requirements.



3. Acceptance of Advantages

- It is the policy of Green Journey to prohibit all staff from soliciting any advantage from any persons having business dealings with the organization (e.g. clients, suppliers, contractors). Staff who wish to accept any advantage from such persons should seek special permission from the Green Journeys governing body or chairman prior to the acceptance.
- Any gifts offered voluntarily to the staff in their official capacity are regarded as gifts to the organization and they should not be accepted without permission. Staff should decline the offer if the acceptance could affect their objectivity in conducting the organization's business, or induce them to act against the interest of the organization, or lead to complaints of bias or impropriety.
- There is however no restriction on the acceptance of advantages, in the staff's private capacity, from any person who does not have any official dealings with the organization. In case of doubt, the staff should refer the matter to Green Journey's Chairman for advice and instruction.

4. Conflict of Interest

- Green Journey's Staff should avoid using their official position or any information made available to them in the course of their duties to benefit themselves, their relations or any other persons with whom they have personal or social ties. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest with the organization. Failure to avoid or declare any conflict of interest may give rise to criticism of favoritism, abuse of authority or even allegations of corruption.
- In particular, staff involved in the procurement process should declare conflict of interest if they are closely related to or have beneficial interest in any company which is being considered for selection as the NGO's supplier of goods or services.
- When called upon to deal with matters of the organization for which there is an actual or perceived conflict of interest, the staff member should make a declaration in writing to his supervisor. He/she should then abstain from dealing with the matter in question or follow the instruction of his supervisor who may reassign the task to other staff.

5. Misuse of Official Position

- Green Journey's staff who misuse their official position for personal gains or to favour their relatives or friends are liable to disciplinary action or even prosecution. Examples of misuse include a staff member responsible for the selection of suppliers giving undue favour or leaking tender information to his relative's company with a view to awarding the contract to the latter.

6. Handling of Classified or Proprietary Information

- Green Journey's staff are not allowed to disclose any classified or proprietary information to anybody without authorization. Staff who have access to or are in control of such information should at all times provide adequate safeguards to prevent its abuse or misuse.



7. Property of the Organization

- Green Journey's staff given access to any property of the organization should ensure that it is properly used for the purpose of conducting the organization's business. Misappropriation of the organization's property for personal use or resale is strictly prohibited.

8. Outside Employment

- Staff who wish to take up paid outside work, including those on a part-time basis, must seek the written approval of the organization before accepting the job. Applications for outside work should be made to Chairman of Green Journey for consideration. Approval will not be given if the outside work is in conflict with the interest of the organization.

9. Compliance with the Code

- It is the personal responsibility of every staff member of Green Journey to understand and comply with the Code of Conduct. Any staff member who violates any provision of the Code will be subject to disciplinary action. In cases of suspected corruption or other illegal offences, a termination letter will be made to the respective staff.