ETHICS & ACCOUNTABILITY

TRANSPARENCY POLICY

JULY 2, 2021

MUKTI
Village & P.O.Purba Sridharpur, Raidighi, 24 Parganas (South) West Bengal, India, 743383
Introduction:

MUKTI, a non-governmental organization (NGO), recognizes the importance of ethical conduct, transparency, and accountability in achieving its mission. To ensure that all Associates uphold the highest standards of ethical behaviour, this policy outlines the guidelines and principles that MUKTI associates must adhere to.

Ethical Conduct:

MUKTI is committed to upholding ethical conduct in all aspects of its operations, and as such, all Associates are expected to:

- Act with integrity, honesty, and transparency in all their dealings with colleagues, partners, donors, and beneficiaries.
- Avoid conflicts of interest and declare any potential conflicts of interest that may arise.
- Refrain from engaging in any activity that may compromise the integrity or reputation of MUKTI.
- Protect the confidentiality of sensitive information and only disclose it when necessary and appropriate.
- Refrain from engaging in any form of discrimination, harassment, or retaliation against any individual based on their race, gender, sexual orientation, religion, or any other protected status.

Transparency:

MUKTI is committed to transparency in all its operations, and as such, all Associates are expected to:

- Provide clear and accurate information to partners, donors, and beneficiaries about the organization's activities, achievements, and challenges.
- Provide timely and accurate reports on the progress and outcomes of the organization's programs and initiatives.
- Ensure that all financial transactions and expenditures are recorded accurately and transparently.
- Respond promptly to requests for information from partners, donors, beneficiaries, and other stakeholders.

Accountability:

MUKTI is committed to being accountable to its partners, donors, beneficiaries, and other stakeholders, and as such, all Associates are expected to:

- Take responsibility for their actions and decisions.
- Ensure that all resources, including financial, human, and material, are used efficiently and effectively.
- Conduct regular evaluations and assessments of the organization's programs and initiatives to ensure that they are achieving their intended outcomes.
- Respond promptly and appropriately to any concerns or complaints raised by partners, donors, beneficiaries, or other stakeholders.
- Participate in regular training and professional development to enhance their skills and knowledge.
Conclusion:

MUKTI expects all Associates to adhere to the highest standards of ethical conduct, transparency, and accountability. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. MUKTI is committed to fostering a culture of ethical conduct, transparency, and accountability, and all Associates are encouraged to report any concerns or violations of this policy.

Date: 2, July 2021