

TRANSPARENCY INTERNATIONAL NEPAL (TIN)



OPERATION MANUAL (OM) 2020*

(Personnel, Admin, Procurement, Finance and additional policies and regulations)

***TIN Operational Manual 2002** with TIN Executive Committee (EC) approved amendments dated 25 July 2006, 7 March 2008, 22 April 2011, 26 April 2013, 6 June 2014, 1 August 2014, 3 April 2018, 11 January 2019, 26 September 2019, 30 January 2020, 20 March 2020, 22 June 2020, 12 November 2021, 12 May 2023

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1. INTRODUCTION

Transparency International Nepal is a civil society organization dedicated to increasing public accountability and curbing corruption in all walks of life. It is registered at the Kathmandu District Administration Office and is affiliated with the Social Welfare Council.

TIN is one of national chapters of Transparency International, a NGO that leads a global movement against corruption. Transparency International is active in more than 100 countries with its secretariat in Germany. It builds up a network of national chapters as part of a growing international movement for a transparent and corruption-free society.

TIN envisions a Nepal in which government, politics, business, civil society and the people are free of corruption.

TIN defines Corruption as the abuse of position, power or trust for personal or private benefit.

TIN's mission is to work towards corruption-free Nepal.

TIN believes and works towards corruption-free Nepal, because corruption:

- traps people in poverty and misery;
- retards social and economic development;
- undermines the rule of law;
- breeds social, economic and political crisis;
- threatens domestic security;
- undermines democracy, the core values of an open society;
- disrespects human rights;
- negates free press;
- reduces accountability in government;
- wastes public resources;
- distorts national and international trade and commerce;
- jeopardizes sound governance and ethics in the private sector;
- threatens the sustainability of natural resources.

TIN anti-corruption movement is directed to:

- eradication of underdevelopment;
- promotion of social integrity and ethics; and
- redemption of ordinary people from deprivation and miseries.

TIN core values are:

- Democracy
- Integrity
- Transparency
- Accountability
- Justice
- Solidarity
- Courage
- Honour and Dignity

TIN Objectives

Main objectives are to:

- combat corruption in all forms at national and international levels through advocacy, representation, networking, coalitions and awareness building,
- discourage abuse of public posts and authority for personal interests, and
- motivate movements, organizations, groups, communities for pro-active role against corruption.

TIN Working Tools

TIN focuses on building systems that inhibit corruption. It works as a non-partisan, impartial and independent organization. Its tools and modules are:

- promotion of transparency in the conduct of public business and affairs;
- creation of awareness among people about benefits of transparency in government, public institutions and societies at large;

- encouragement to public institutions for formulation and enforcement of code of conduct to make their financial activities transparent;
- adoption of measures to control all forms of corruption in development works, public constructions, purchases and sales involving national resources and foreign aid;
- encouragement to the government to prepare and observe a code of conduct for international financial dealings and actively support international moves in this direction;
- dissemination and sharing of its own experience, skill and information widely with other anti-corruption organizations;
- maintenance of relations with anti corruption organizations to strengthen the movement;
- creation and continuous updating of corruption/integrity research database.

Organizational Structure

The General Body (GB): The GB comprises of all TIN members. It is the supreme governing body of TIN. GB includes individual and institutional members. It meets once a year during the Annual General Meetings (AGM). GB elects President and 8 executive members who constitute the Executive Committee (EC). GB members are guided by the Code of conduct for members of TIN (Annex 1). GB provides instructions to the EC on policy matters. It approves Annual and Financial Reports of the organization. GB appoints external auditor. Special GB meeting can be called in special circumstances.

Executive Committee (EC): The EC comprises of 9 members who are elected by the AGM for two- years. EC is responsible to the GB. EC issues policy guidelines, formulates/ executes action plans and monitors plans/programs. EC comprises of 4 portfolio holders- President, Vice President, Secretary General and Treasurer and members. President elected by AGM appoints Vice President, Secretary General and Treasurer. Portfolio holders and members of the EC are individually and collectively responsible to the GB (Position Description- Annex 2).

EC may form sub-committees to carry out specific activities. Terms of reference of such sub-committees will be as decided by EC. It may formulate organizational rules and regulations. It can appoint office chief and other staff. EC Portfolio holders (President, VP, SG and Treasurer) may, in special cases, delegate their authority to other office bearer or office chief to carry out organizational work.

President: The President is responsible to the GB and EC. President leads the organization and provides guidance in formulating policies and programs of the organization. President works to enhance organizational credibility, strengthen membership and build coalitions/networks. President represents organization at national and international level. President chairs the GB and EC. President exercises administrative and financial authority as listed in the OM.

Vice President (VP): The VP is responsible to the President, EC and GB. VP assists the President and performs the role of President in his/her absence.

Secretary General (SG): The SG is responsible to the President, EC and GB. SG works in consultation with the President in implementing plans, programs, rules and working procedures approved by the EC. SG oversees day-to-day activities and functions of the organization. In consultation with the President, SG facilitates meetings of the GB and EC. SG prepares Annual Progress Report, assisted by the ED, and presents it to the EC for approval. After approval, SG presents the report to GB on behalf of EC. SG exercises administrative and financial authority as listed in the OM.

Treasurer: The Treasurer is responsible to the President, EC and GB. Treasurer is the financial controller and resource mobilizer of the organization. Treasurer oversees compliance of financial rules. Treasurer is responsible for inspection, supervision, monitoring and reporting financial transactions and accounts. Assisted by the ED, Treasurer prepares and presents Audited Annual Financial Report and Budget Projections to the EC for approval. After approval, Treasurer presents the report to GB on behalf of EC. Treasurer exercises financial authority as listed in the OM.

Management Sub Committee (MSC): MSC is responsible to the EC to oversee TIN management and operational issues. President, Vice President, Secretary General, Treasurer and Executive Director make the MSC. MSC is authorized to frame programs and projects for the approval of EC, expedite approved programs, oversee procurement of services and goods, and approve staff and consultant/s recruitment plans. For this purpose, MSC may delegate authority to its member. MSC takes final decision on mandated issues and briefs the EC. MSC submits for consideration issues that come under EC mandate.

MSC meeting may be held once a month to facilitate EC decisions and oversee Secretariat project work. Other sub committee or task forces formed by the EC, with TIN members and a Coordinator, may meet at TIN as required with the support of SG.

Secretariat: The Secretariat is responsible to implement organizational plans and programs approved by the EC. It coordinates with state and civil society organizations, including district based affiliated organizations to reach out to all strata of society. The ED, as office chief, is responsible for day-to-day administration and management of TIN Secretariat assisted by staff/employees and interns/consultants/experts/volunteers.

Executive Director (ED): The ED is the office chief and is responsible to the President, SG and Treasurer. ED is responsible for day-to-day administration and management of TIN Secretariat. ED assists in the preparation of organizational programs and budget. In consultation with the President and SG, ED executes TIN plans, programs, activities and projects. ED works in consultation with Treasurer on financial matters. ED assists SG and Treasurer in preparing Annual Progress and Budget cum Financial Reports, respectively. ED presents activities and expenses report to SG and Treasurer from time to time. ED ensures enforcement of personal, administrative and financial rules/regulations as per OM. ED facilitates maintenance of books of accounts and external audit. ED exercises administrative and financial authority as listed in the OM. ED may delegate his/her authority to other staff.

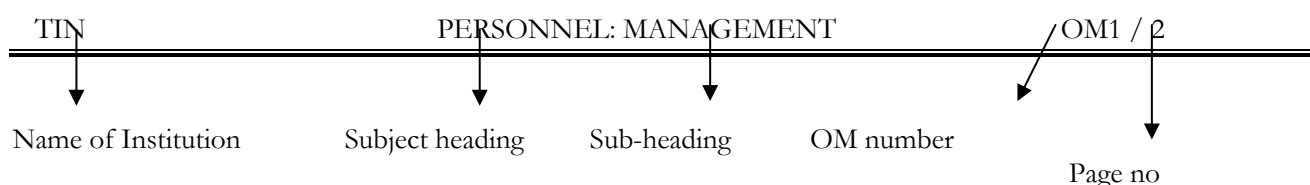
2. PURPOSE OF OPERATION MANUAL

This Updated Operation Manual (OM) 2018 will regulate general and day-to-day management of personnel, office administration and financial matters of TIN. Office management shall abide by the OM in all matters where it is specific. On matters not covered by the OM or where the OM allows the exercise of discretion, it shall serve as a guide and reference for MSC to base its decisions upon. Changes in the OM (revision, addition, deletion) can be affected by the EC in keeping with the power of authority vested in it by the constitution of TIN. Any fundamental contradiction against TIN constitution, EC decisions or instructions, or applicable Nepalese laws, will be considered void.

3. ARRANGEMENT AND FILING OF OPERATION MANUAL

Experience shows that in course of implementation, it is often necessary to make changes in the provisions of the OM. To facilitate such changes, the OM is designed, compiled and bound accordingly.

All matters pertaining to a subject heading (e.g. Personnel) are grouped under sub-headings (e.g. Management) with an OM number followed by the page number. Each OM number will have its own set of page numbers. The arrangement will appear as a header on all pages of the OM, like this:



All pages of the OM shall be in loose sheets and compiled in an index file. The above arrangement so facilitates that any change in OM1 e.g. pertaining to the subject heading Personnel and sub heading Management can be affected and the corresponding 1 or 2 pages replaced without having to recompile and bind the whole manual. The effective date of change shall appear in the footer like this:

OM 1: PERSONNEL: MANAGEMENT**1.1 Creation of New Position(s)**

The EC is responsible for creating new staff positions for TIN office. Creating staff positions shall begin with the preparation of a job description by the SG for that position. Induction of new staff shall be carried out in compliance with the approved project Work Plan.

1.2 Vacancy Announcement

- (a) To provide equal opportunities to all qualified Nepalese, to compete to serve, vacancy notices will be issued in national paper/s (minimum 7 days, maximum 35 days time limit) with brief job descriptions and requirements for major staff positions to be filled.
- (b) In case of abrupt vacancy of a staff position, alternate candidates, exam/interview appeared candidates or candidates who had applied will be given 1st priority. Such recruitments can take place without vacancy announcement. As interim management, ED may take necessary measures to address abrupt vacancy led difficulties.
- (c) In vacancy, staff can be transferred internally from one program to any new/ upcoming program subject to their appropriate experience, suitability of work nature and availability of budget, as per EC/MSC decision.
- (d) Educational qualification in vacancy for Kathmandu office-based staff from Officer level and above will be master degree with 2 years of similar working experience or bachelor degrees with 4 years of working experience. Educational qualification of other staff will be decided when needed.

1.3 Selection of Candidate(s)

As per the OM, the EC will recruit personnel as follows:

- (a) For recruiting the ED, Management Sub Committee (MSC) shall prioritize at least three candidates from among the applicants.
- (b) MSC (and a subject specialist if necessary) shall interview each of the prioritized candidates. It shall present its choice/s for appointment to the EC.
- (c) In case the recruitment is for Coordinator/Officer- level core or project staff, ED shall take over the role of the subject specialist. The process to be followed will be as per 1.3 b.
- (d) For recruiting junior and supporting staff, MSC/ED shall prioritize candidates, hold interview and arrive at an unanimous choice for appointment.
- (e) In a recruitment process, preference will be given to former employees/ consultants/ interns of TIN who have had successful experiences in the similar field.
- (f) Whenever available, women, dalits and candidates from marginalized communities will be given preference in appointment.

1.4 Appointment Contract and Job Description

- (a) After the candidate(s) is selected, a standard Appointment Contract (Annex 3) shall be prepared and signed by the SG or ED and the employee to be. This document shall indicate the salary scale, entitlements and other relevant matters.
- (b) Job Description (Annex 4) will be issued to all staff and may be subject to change by ED on consultation with SG as per the changing organizational needs.
- (c) The ED shall make it a point to orient and introduce the new employee to the overall organization, its goals and objectives. The ED shall give a thorough explanation of the job description, duties and obligations, the OM and other rules and regulations of the organization. The new employee shall be introduced to all senior and junior colleagues. In case the new employee is taking over responsibilities from another employee, the ED shall oversee that the handing and taking over is smoothly and thoroughly accomplished allowing overlapping for a reasonable period of time. This function shall be performed by the SG in case the new appointee is ED.
- (d) SG or ED will settle grievances or disputes related to staff contracts. If needed, President shall be

approached for final decision.

1.5 Contract Period

- (a) Core staff will be hired on a fixed term basis not exceeding a year. Project staff will be hired on project requirement basis not exceeding a year. Contract period will be mentioned in the appointment/service contract and may be renewable.
- (b) TIN may extend contract of an employee, for a certain period, considering upcoming project/program related vacancies of similar nature.
- (c) An Assistant and a Driver may be retained by the EC as core staff to facilitate office operations even in the absence of project-based HR budget.

1.6 Confidentiality, Liability and Working for Third Parties

- (a) It is the employee's duty to keep all employment and work-related information confidential.
- (b) The employee will be held liable for losses incurred by the organization if caused due to gross negligence on the part of the employee.
- (c) A full-time employee shall not engage oneself in any other employment unless otherwise mentioned in the service contract.
- (d) Any third-party part-time consultancy or engagement of full-time staff, before/after office hours needs to be informed, for approval of the MSC.

1.7 Probationary Period

- (a) All new employees are required to undergo a probationary period which shall not be less than (3) three months.
- (b) Staff who are reemployed again by TIN may not be subjected to probationary period of 3 months provided previous work period is 6 months or more.
- (c) All applicable staff facilities/benefits will be made available to staff even during the probation period.
- (d) There will be no probationary period for service providers on short-term or temporary assignments.

1.8 Voluntary Termination of Contract

Either party may voluntarily terminate the appointment contract in writing subject to the following notice period:

- (a) 1 week's notice during the probation period.
- (b) 1 months' notice or 1 months' salary in lieu of notice during the first year of employment after probation period and there-after.
- (c) In exceptional cases, if it does not hamper the work of the organization, suitable arrangement can be made with mutual consent of the ED and the employee.
- (d) Farewell to outgoing staff will be a part of staff turnovers.

1.9 Forced Termination of Contract

- (a) The ED, after investigation, may initiate disciplinary action against an employee in case of lack of discipline or uncooperative behaviour. Such action may be in the forms of verbal or written warning, withholding increase in salary, decreasing salary or even consulting the Secretary General for a possible step towards termination of contract. In case of ED, such action may be initiated by the EC. Employee may appeal to the EC against such decision.
- (b) After necessary clarifications, forced termination of appointment contract and employment of core and project staff by the MSC, and the ED by the EC, will result in the following cases:
 - (i) On abolition of the post for whatever reason.
 - (ii) On unsatisfactory and/or substandard performance of the employee/s.
 - (iii) On grounds of corrupt (financial or otherwise), unethical, immoral behavior against fellow

employees, failure to observe codes of conduct of the organization and lack of discipline and etiquette.

- (iv) On ground of absence without leave or prior permission for two weeks and failure to furnish justifiable and acceptable reasons for absence.
- (v) On grounds of performance inability due to physical disability and long illness.
- (vi) On grounds of irresponsible behavior or misbehavior on duty, deliberate or under the influence of alcohol or drugs.

1.10 Entry and Retirement Age

For ED and Officer-level staff, the minimum age for entry into service will be 21 and above. For other staff, it will be 18 and above. Staff, shall retire upon completion of 60 (sixty) years of age. However, in the case of the ED, the EC may extend the age of retirement up to a maximum of 65 years of age, if a need is felt.

1.11 Personal Files

Personnel files shall be maintained for employees with information relating to job advertisement, appointment contract, job description(s), insurance documents (if applicable), performance evaluation, leave applications and other records.

1.12 Consultants/Experts/Interns

- (a) The EC, based on recommendations of the MSC, shall select and appoint national and international consultant/s, with Terms of Reference (ToR), to perform specific job/s.
- (b) If funds are available under project budget, ED may engage part-time consultants/experts/helpers when needed for media, web, social media, data entry, report writing, designing, typing, repair, hospitality, cleaning and other technical works, not exceeding pay of Rs. 33,000. (excluding tax)- for each, per month.
- (c) ED may engage interns as per internship policy for up-to 3 months on voluntary basis to support secretariat work.

OM 2: PERSONNEL: SALARY AND BENEFITS**2.1 Salary**

- (a) The EC will finalize and make adjustments in salaries of the staff, based upon MSC recommendation, from time-to-time.
- (b) Any adjustment in staff salary by EC will be performance based and subject to availability of project budget. TIN does not provide a cost of living adjustment.
- (c) Deserving employees with excellent work performance based on evaluation and recommendation by the ED may be entitled to receive higher grades as promotion or initiative. On the other hand, the ED may caution or punish employees performing less than expectation by denying them the inflation benefits, steps or grades.
- (d) TIN staff Organogram (positions) and salary range (per month) will be as under:

1. Executive Director	Rs.60,000.- to 75,000.-
2. Coordinator	Rs.55,000.- to 60,000.-
3. Senior Officer	Rs.45,000.- to 55,000.-
4. Officer	Rs. 35,000.- to 45,000.-
5. Assistant	Rs.25,000.- to 35,000.-
6. Driver	Rs.20,000.- to 25,000.-

Scale will be reviewed once in every two years. Positions may have senior or Junior suffixes.
- (e) Annual salary and tax deduction calculation details will be provided to staff at the beginning of the Nepalese fiscal year.
- (f) Staff shall submit monthly progress report and monthly time/work sheets for supervisor certification and ED approval within 15 days to facilitate preparation of Salary Sheet (Annex 5).
- (g) Staff may be allocated additional work by the ED as per organizational needs. Assistant level staff can be paid token amount, not exceeding Rs. 1000.- per month, for additionally assigned work.

2.2 Transport (Home-Office-Home) Expense

- (a) Fixed Transportation/fuel allowance of Rs. 800.- per month shall be paid to cover transport/fuel expenses.
- (b) Claims for two-way taxi fare based on actual expenses may be reimbursed to members/staff to participate in TIN meetings or attend meetings/functions representing TIN.

2.3 Festival Bonus

Employees are entitled to festival bonus once a year equivalent to one month's basic salary just before the festival (e.g.: Dashain, Eid, X-mas, Loshar and others). Proportionate festive allowance will be provided if the service period of the staff is less than a year

2.4 Medical Reimbursement

A medical insurance policy of NRs. 100,000. - each will be provided to each staff from a reputed insurance company covering additional immediate family members to partly compensate for medical expenses.

2.5 Retirement Fund

- (a) Each employee will be provided with retirement fund scheme in the form of a savings account to which the employee contributes 10% of the salary. This is matched by an equal amount of contribution by the organization. Employee may deposit an amount that is allowed as per prevailing law in the retirement fund account from his/her salary. The retirement fund shall be deposited in a financial institution.
- (b) In case of need, with the approval of ED, an employee may borrow up to 75% of the amount of his/her total retirement fund from the Financial Institution. However, the amount of loan shall not exceed his/her 6 months' salary. The next loan from the retirement fund to the same employee will be allowed only after the employee has received full salary for 3 (three) months after having fully repaid the previous loan.

2.6 Taxes

- (a) Tax payable on salary paid to employees shall be deducted according to prevailing tax laws and regulations of GON and deposited at the tax office. A copy of the tax deposit will be kept at the office and the original given to the concerned employees who shall themselves settle their income and tax assessment with the tax office.
- (b) Tax deduction at Source (TDS) will be applicable in third party payments as per Nepalese Income Tax Act, rules and regulations.

2.7 Accumulated Leave

Staff can accumulate unutilized Annual Leave and get monetary compensation against it for up-to 11 days at the end of the fiscal year or contract period which ever is earlier.

2.8 Insurance

- (a) Group Personnel Accident (GPA) and Travel insurance coverage will be provided to employees and EC who have to travel within and outside the country while representing TIN.
- (b) The insured amount for each staff will be Rs. 10 lakhs per year under GPA policy. GPA for EC member will be of Rs. 15 lakhs per year.
- (c) GPA ceiling for District based partner AO invitees for TIN events/conferences/ meetings will be Rs. 5 lakhs each for up-to a week.

2.9 Gratuity

8.33% of the basic salary of all staff will be deposited as Gratuity Fund (as severance pay), effective from Shrawan 2075, and paid after the end of service contract or service-end and upon completion of the handover.

OM 3: PERSONNEL: HRD* and Training**3.1 Staff meetings**

- (a) Staff meeting, in the presence of President and SG, will be held once in three months to review work progress and effective coordination of TIN activities. Minutes of the meeting shall be made available to all participants.
- (b) Project specific meeting will be held by the ED at least twice every month.

3.2 Performance Evaluation

- (a) Based on a performance evaluation form, Program Coordinator/Designated Supervisor shall provide ED the annual performance evaluation of concerned staff.
- (b) ED shall evaluate annual performance of Program Coordinator and other applicable staff, and SG the performance of the ED.
- (c) Based on the evaluation, the question of reward (higher grades, promotion, award), punishment (issue warning letter, stop salary increment, outright expulsion) and contract renewal for the employee shall be decided.

3.3 HRD and Training for Employees

- (a) The ED and SG shall assess the local training needs for employees considering program needs and resource availability. Care shall be taken to ensure that the work of the organization will not be disturbed due to training schedule of the employee (s).
- (b) Short-term training and familiarization visits outside the country shall be considered as per budget and need of the organization for deserving employees. The MSC shall identify the candidate, course of study of purpose of visit, duration, place and country etc.
- (c) Member/Staff returning from training or workshops outside Nepal shall present lessons learnt to portfolio holders and staff.
- (d) Any application or participation or representation of the organization by staff, in any form, without full prior consent/ approval of the MSC, for any foreign events, workshops conference, training, professional courses is prohibited. MSC shall decide representation with consideration to relevance, need, benefit and equality.

* Human Resource Development

OM 4: ADMINISTRATION: HOLIDAYS AND LEAVE

4.1 Official Working Hours

- (a) With respect to official working hours, the organization will follow Government of Nepal (GoN)'s schedule.
- (b) Excluding holidays, the official working hours from Kartik 16 to Magh 15 shall be 35 hours per week and from Magh 16 to Kartik 15, 40 hours per week.
- (c) A daily 35 minutes lunch break may be availed to staff without hampering work, preferably between 1.30-2.05 pm.
- (d) Digital attendance for Kathmandu based staff will be used for all incomings and outgoings during office hours. Manual attendance will be maintained at district offices.
- (e) Written/Verbal pre-approval from immediate supervisor is mandatory for all types of delays, short office exits.
- (f) Timesheet approval work may be delegated to any supervising staff by the ED.

4.2 Overtime

- (a) The ED and other employees shall plan their work so that overtime work may not be required. However, in case of heavy workload or emergencies, the SG or ED can ask the employee/s to work overtime to accomplish their job.
- (b) The employee is allowed to take compensation leave for overtime work within the next 6 months after which balance hours of overtime will be considered lapsed.
- (c) As an exception, monetary compensation for overtime work shall be paid to staff except ED. The rate of overtime payment will be calculated by dividing the monthly salary by 130 hours. Total overtime for an employee shall not exceed 20 hours in a month.

4.3 Public Holidays

With respect to public holidays, the organization will follow GoN's public holiday calendar and announcements. However, in the interest of the organization, it might change the same.

4.4 Annual Leave

- (a) An employee is entitled to an annual leave of 16 (Sixteen) working days per fiscal year/one-year contract period. Employees wishing to take leave must submit a written application 2 (two) days in advance to the ED, who will grant leave only ensuring no adverse impact on organizational work. Only in case of emergencies, telephonic notices as requests will be accepted. However, on the first day of reporting to work, the employee shall submit a written application detailing the nature of the emergency.
- (b) A 3-hour approved absence during office hours will be taken/recorded as a half-day leave.
- (c) On the recommendation of the ED, SG may decide on granting leave-without-pay to staff when such need arises. Under special circumstances, staff may be granted up-to a month's leave-without-pay, provided work is not hampered. Any leave requests beyond a month within the contract period shall need extra ordinary reason and will be subject to EC approval.
- (d) Annual leave must be availed within the fiscal year/contract year, as applicable.
- (e) Pro-rata basis will be used to calculate leave for contracts of less than a year.
- (f) Leave approval work may be delegated to any supervising staff by the ED.

4.5 Compensation Leave

A full day's work done on a public holiday will entitle for compensation leave that must be taken within the next 6 months after approval from ED. Otherwise that will lapse. Weekends and public holidays that occur during in-country fieldwork or foreign assignment or in the course of travel will not be compensated.

4.6 Sick Leave

7 days fully paid sick leave per fiscal year will be granted or proportionate days, if service period of the

staff is less than a year. Absence from work due to sickness must be communicated in writing or orally to the ED on the day of absence. A registered physician stating the nature of the illness must certify sick leave taken for two days and more. Sick leave not approved by the office shall be regarded as unauthorized absence resulting in leave without pay.

4.7 Maternity / Paternity Leave

- (a) A female employee shall request maternity leave at least one-month before the anticipated delivery. Pregnant staff will be entitled to 14 weeks of maternity leave before or after delivery where 60 consecutive days shall be fully paid.
- (b) Male staff will be provided 15 consecutive days of fully paid paternity leave.

4.8 Mourning Leave

- (a) Employee is entitled to a maximum of 15 consecutive days of mourning leave on the death of near relatives (spouse, father, mother), 5 days on the death of children and 3 days on the death of brothers, sister, father/mother-in-law, grandparents, grandchild.
- (b) Mourning leave of 15 consecutive days will be applicable to female staff in case of death of father-in-law or mother-in-law.

OM 5: ADMINISTRATION: PROCUREMENT, STOCK & INVENTORY

5.1 Procurement

All expenditures made for procurement of goods and service shall be authenticated by a supporting document - a bill or a receipt.

- (a) Petty cash shall be used to procure consumable or non-consumable goods and/or services, not exceeding Rs.10,000.- (Ten thousand) at a time, by the designated Office/Finance/Account staff after approval of the ED. (Procurement Form, Annex 6).
- (b) Direct purchase method shall be used by the ED to procure consumable or non-consumable goods and/or services, as a single unit or in bulk, not exceeding Rs.200,000/- (Two lakh) at a time. No competitive bidding or quotations will be required for this type of procurement.
- (c) For procurement of consumable or non-consumable goods or services as a single unit or in bulk exceeding Rs.200,000. - to Rs.500,000. - (Two Lakh to Five Lakh) quotations/bids from at least three suppliers shall be invited. Findings on budget, price, quality and other conditions shall be analysed by the ED and purchase made. Purchase decision will be approved through the signature of 3 MSC members in journal vouchers or placed before MSC for endorsement.
- (d) For procurement of consumable or non-consumable goods and services, as a single unit or in bulk, exceeding Rs.500,000. - (Five lakh) bids shall be invited publicly. Recommendation will be submitted to MSC for a final decision.
- (e) After MSC decision, sole sourcing or direct purchase of goods or services, exceeding value of Rs. 100,000. -, can be made from a single party based on specialized nature of TIN need or specialized nature of service or supply or expertise of the party.

5.2 Stationery and Office Requisites

Stationeries such as letterheads, envelopes, etc. must follow the standard specifications of the organization. Designated personnel shall handle stock and issue of these materials.

5.3 Stock and Inventory

Manual/digital Stock books, one each for consumable and non-consumable items shall be maintained with separate folios for each item. Adequate description of the item, source of procurement (supplier), date of procurement, original cost, location of the item shall be mentioned in the respective folios.

- (a) Every issue and return of non-consumable items (also when sent out for repairs) shall be recorded with the date and countersigned by the concerned employee. Assigned staff shall handle stock and issue of non-consumable items.
- (b) All consumable items must be recorded in the stock book with procurement and issue dates and countersigned by the concerned employee.
- (c) Manual Stock book will be maintained to record all incoming and outgoing Books for the Library.
- (d) Any Physical Good of a value of Rs 6,000. - and above is to be included in the Fixed Assets List.

5.4 Servicing, Maintenance and Repair

It will be the duty of the ED to oversee that all non-consumable assets, especially vehicles, office equipment and machinery receive timely service and maintenance. Authorized, competent service providers shall be called to repair damaged and repairable equipment.

5.5 Security

It is the responsibility of the ED and the designated person to ensure security at all times of its office premises, including equipment, furniture and fixtures, official documents, records, books etc. It is left to the discretion of the ED to make the necessary arrangements for security. Adequate and properly located fire extinguishers, pre-scheduled appointments, disallowing unauthorized entry of outsiders, hiring of watchmen etc. are some of the measures that can help maintain security.

5.6 Write off and Auction sale

- (a) ED may dispose off non-useable item/s or damaged good/s of less than Rs. 1000.- value each at offered cost.
- (b) In case a non-consumable property item is damaged beyond repair and not usable anymore, and if the cost of such an item is below Rs. 10,000. - (ten thousand), the ED shall decide whether to include such

item for a future auction sale or to write it off and have it disposed immediately. In either case, the cause and nature of the damage shall be sufficiently explained in the stock book with the decision taken and signed and dated by the ED.

- (c) Normally, damaged non-consumable items or the items not in use costing above Rs. 10,000. - (ten thousand) shall be retained for auction sale. However, if such item is not suitable for auction, it may be disposed with the prior consent of the Treasurer.

5.7 **Handing over**

- (a) When handing over any non-consumable property to another party, the make, brand, condition and other relevant descriptions (including spares, if applicable) should be meticulously documented and signed by both parties in the presence of witnesses.
- (b) As handover, staff separating from TIN is required to settle all advances in her/his name, handover all office property and official documents to his/her Supervisor and get clearance from the supervisor. After the staff fulfils all the separation requirements, Finance staff will make final payment upon making necessary calculation of left-over leave/benefits/other entitlements.

OM 6: ADMINISTRATION: TRAVEL EXPENSES

6.1 Fooding, Lodging, Portaging and Representative Expenses

- (a) Daily expenses are intended to compensate the expenses incurred during field assignments outside the duty station. Based on EC/MSC decision/endorsement or project funded travel plans, Travel Order (Annex 7) will be approved by the ED.
- (b) An all-inclusive expense amount at the following daily rates shall be paid to cover daily expenses (accommodation, DSA) for all places within Nepal other than the duty station. Kathmandu as the duty station shall mean to cover Kathmandu valley including parts of the three districts of Kathmandu, Lalitpur and Bhaktapur.

TIN President	NRs.3500.-
TIN EC/Members -	NRs.3500.-
TIN Staff/Others	NRs.3000.-

Half of the daily allowance will be paid on the day of arrival to duty station and travel during the whole night in bus/car.
- (c) Daily expenses of/up to Rs. 1000.- will be applicable for day-long travels outside Kathmandu valley with returns on the same day. Driver will be paid Rs 500 for driving to/fro events held at the outskirts of Kathmandu valley exceeding 6 hours turnaround time.
- (d) Road travel food expenses will be reimbursed as per actual or from Rs. 500.- to Rs.750.- one way to district residential workshop invitee.
- (e) For in-country residential official workshop/ seminar/ meeting in hotels, up-to Rs. 6000/- (for federal capital), Rs. 5500 (for province capital) and Rs. 4500/- (for other cities) can be paid for one-night lodging and food package consisting of occupancy, 3 meals and tea/coffee etc. Applicable hotel rate for international level seminar will be decided by the EC/MSC.
- (f) Only selected staff shall be allowed to make representative expenses during field assignments. Representative expenses will be reimbursed as per actual expenses only if it has been allowed and only to the extent of the amount approved by in the Travel Order before embarking on field assignment. The ED may refuse to reimburse such representative expenses that he considers unjustifiable even if the total amount is within the pre-approved limit.
- (g) Costs for portaging program materials shall be reimbursed as per actual expenses against presentation of receipts.

6.2 Travel Costs

- (a) The mode of transport shall be pre-approved at the time of preparing the travel order and the itinerary. Travel costs shall be reimbursed as per actual expenses against supporting document and justifiable claim of the member/employee.
- (b) Visit guideline and modality of use of the 4-wheel office vehicle will be as decided by the EC. As approved, single staff /member travel to districts will be by air (in airport cities) or comfortable public transport (bus/micro bus) or in rare case of importance/emergency by office vehicle. Preference will be given to use office vehicle for district travel when two or more people are officially travelling. For official work inside Kathmandu valley, office vehicle can be used for singular/plural occupancy or taxi/bus may also be used, if needed.
- (c) Vehicle log book mentioning distance travelled and fuel consumed will be maintained by Driver/ Assistant and certified by user and ED designated officer or relevant program supervisor/s.
- (d) Project/ area related travel, hotel and logistics management will be the responsibility of relevant project chief or supervising officer/officer, in consultation with the ED.

6.3 Foreign-country Travel and Daily Allowance

- (a) The travel plan for foreign country travel and assignment shall mention person/s, purpose, duration and mode of transport etc. and prepared after approval of the travel by EC. Travel Order shall be signed by ED.
- (b) The following rates (for lodging and DSA) shall apply to member/staff for visits to foreign countries:

India, Metro/Main Cities	US\$144.- (Others US\$120)
SAARC countries	US\$144.-
Other Asian countries, Africa, Latin America	US\$180.-
Europe, Australia, USA, Japan	US\$210.-

No allowances shall be paid on the day of return. If the return is after 2 pm and involves meal timing before flight, 20% allowance shall be paid.

- (c) Only 20% of the daily rate will be paid for night spent in travel (plane) and when there is no need to pay lodging or lodging provided by others. Same will apply in long transits of over 6 hours.
- (d) When Lodging and Fooding are provided by other organization with no allowance, TIN will pay a pocket money of 10% of the respective daily expenses. When only lodging is provided, 25% of respective daily allowance will be paid for fooding and other expenses.
- (e) In a foreign-country travel, if a project per-diem rate differs from the above rate, the lower rate among the two will be applicable.
- (f) Local travel and transportation costs for official journeys will be reimbursed against receipt. Representative expenses made by the leader of the delegation/authorized delegate may also be reimbursed through MSC decision.
- (g) TIN will bear expenses related to visa, insurance, airport tax, and transfer and transit costs for officially approved visits.
- (h) The members and employee himself/herself shall attend to passport, visa and personal foreign exchange arrangements. Recommendation letters will be issued by the organization if necessary. Travel ticket and where applicable accommodation arrangements shall be made by the administration.
- (i) Travel expense account shall be neatly and properly submitted with all bills and receipts. Advances and reimbursements shall be settled within the next two weeks after returning.
- (j) Every member/employee, separately or jointly, or the team leader/delegation head of the foreign or in-country field assignment shall submit a travel report detailing the dates, places visited and the work done during the assignment within the next two weeks after reporting to work at the duty station.

OM 7: ADMINISTRATION: USE OF OFFICE EQUIPMENT, FACILITIES**7.1 General**

- (a) TIN members and employees shall always keep in mind safety and economy considerations while making use of office facilities, computer, photocopy, other audio visual and electronic equipment, furniture and fixtures, stationery etc. Training/orientation on operating and handling such equipments shall be provided to the concerned employees. Unauthorized and untrained personnel shall abstain from operating and handling such equipment.
- (b) In case of doubt or confusion in operating electronic gadgets and equipment the employee shall refer to the knowledgeable person, the supplier or service provider without experimentation leading to damage. The operating manuals of the equipment, gadgets must be kept handy for immediate reference.

7.2 Computers/Laptops

- (a) The ED shall decide on the quantity, hardware and software requirement of Laptops/computers based on the need of the organization. As a matter of policy only those software programs will be installed that will be used by the respective user. Strictly, no games or entertainment programs shall be installed.
- (b) All computers shall be Laptops/stand-alone PC units.
- (c) Other Laptop/computer users may have their own directory structures and filing methods.
- (d) ED designated Officer/admin/finance/staff shall back up of all official data one a month.

7.3 Photocopy

- (a) The in-house operating, servicing and maintenance cost of small and moderate sized photocopy equipment is considered uneconomical for bulk photocopy work. Therefore, as a matter of policy, photocopy needs exceeding 500 sheets shall be given out after being authorized by ED.
- (b) The photocopy machine shall be accessible to all employees for official work. An Assistant shall keep a log of the opening and closing counter numbers on a daily basis.
- (c) The ED shall decide on a per copy rate for private photocopies. This rate shall be double the market rate. All private copies shall be charged at that rate.

7.4 Access to office during Silent Hours

Apart from official working hours on workdays, all other hours, weekends and off days are considered 'silent hours'. TI-Nepal members and only employees authorized by the SG or ED shall be allowed access to the office during silent hours.

7.5 Use of Office Equipment and Facilities for Private Purpose

- (a) Employees wishing to use office facilities, computer, equipment etc. for private purpose must obtain prior approval of the ED. Employees are allowed to use office equipment and facilities that they themselves operate or those used in common only. They may not use equipment and facilities exclusively used and meant for other colleagues without their consent.
- (b) Laptop, computer, tablet, printer and motorcycle, cycle purchased under project budget may be allocated to portfolio- holders and staff, after official record/permission, for continuing work at home, official use, home-office-home use and official travels.
- (c) Any damage or loss caused to office equipment during private use shall be fully compensated by the user. Use of office equipment and facilities will not be allowed to non-employees and outsiders.
- (d) Computers, photocopy machine, scanners and non-portable items etc. shall not be allowed to be taken outside office premises for private use. Other pieces of portable equipment allowed outside office premises must be returned back to the office within the stipulated time fixed by the ED. The 'portability status' of gadgets and equipment shall be clearly mentioned in the stock book folio.
- (e) TIN will bear the cost of regular maintenance of Laptops and Motorcycles allocated to portfolio-holders and staff which are under its ownership.

OM 8: BUDGET AND FINANCE**8.1 Planning and Budgeting**

- (a) At the beginning of each financial year, yearly budget based on plan of operation will be prepared by the ED and Treasurer and presented to the EC for approval.
- (b) Budget will contain all major costs for routine operations and programs and conform to the Charts of accounts.
- (c) Attention must be given not to deviate from the approved budget. In case the approved budget under any category becomes likely to be overspent by more than 10%, pre-approval from the EC and/or the steering committee must be obtained with explanation for such deviation. Wherever applicable a pre-approval from funding organization must be obtained for overrun of budget by more than 10% in any heading.

8.2 Sanctioning Authority

- (a) ED shall sanction approved and budgeted regular expenditure like salary, allowance, travel, utilities, stationery, publication, newspapers, hospitality, rent, repairs, conveyance, meeting, communication & other office and program costs, as well as due contractual payments etc.
- (b) Allocation of common charges to different projects (like rent, electricity, newsletter, communication, repair, fuel, refreshment, publication, part-time staff and activities cost etc) will be guided by annual budget, number of staff, space utilization at office and the ratio is to be decided by the ED, applicable in general, and on specific cases during booking of expenses in journal voucher.

8.3 Project Account

- (a) The project/s will maintain an account for recording and reporting each and every monetary transaction.
- (b) ED and designated Finance/Accounts staff be responsible for maintaining accounts of TIN.
- (c) The accounts will be maintained in Nepali rupees (NRs).
- (d) Expenses will be charged to respective approved cost codes.

8.4 Chart of Accounts

- (a) The Chart of Accounts (Annex 8) shall be broadly divided and maintained into the following four categories:
 - (i) Assets
 - (ii) Liabilities
 - (iii) Expenditure
 - (iv) Income
- (b) The accounts, basically the income and expenditure, are further sub-categorized into a number of departments which will facilitate in maintaining and reporting project accounts separately.
- (c) The Chart of Accounts of TIN (Annex 8) must be followed for book keeping. The account heads can be reviewed annually and modified, as required.
- (d) Coding to TIN chart of account will be made in all project journal vouchers even if the chart of Accounts of a donor funded project differs to TIN chart of Accounts.

8.5 Accounting Period

Accounting period will cover financial year that starts from 1st Shrawan (Mid July) and ends on 31st Asad (Mid July) of the following year.

8.6 Signature

- (a) After EC/MSD approval, President or SG or ED shall sign donor funding agreements.
- (b) President, SG, Treasurer and ED shall sign the Annual Financial Reports. ED and Treasurer shall sign all quarterly financial reports. ED shall sign TIN monthly expense statement. ED or chief of project and Finance/Account staff shall sign all financial transactions (vouchers) and other related documents. Finance/Account staff or concerned employee shall sign all bills and invoices.

- (b) Program in charge or ED designated concerned staff will review and certify bills, statements/ vouchers before final approval by the ED.

8.7 Voucher

A double entry journal voucher (Annex 9) shall be maintained for each financial transaction. A voucher must be filled with all required information like date, amount, description of transaction, cheque number, debit and credit account heading etc and supported by appropriate evidences like invoices, bills, receipts and other relevant documents signed by the Designated/Finance/Admin staff and certified/approved by the ED.

8.8 Accounting Materials

Accounting materials, receipts, ledger accounts etc. will be developed based on this manual.

8.9 Reporting

- (a) The ED and designated Finance/Accounts staff shall be responsible for keeping the accounts up-dated and preparation of financial reports in time.
- (b) The Treasurer will present Annual Financial Report to the AGM that will include:
 - (i) Balance sheet, including detailed statements to be annexed to B/S. like advance list, bank reconciliation, cash control statement, list of receivables and payables, inventory, etc.
 - (ii) Income and expenditure statement.
 - (iii) Specific reports like detailed program-wise statement of expenses, budget control (variance) statement etc. shall be issued as may be required.
- (c) Quarterly income expenditure statement prepared by the TIN Finance/ Account staff and certified by ED will be issued for internal management use.
- (d) Six monthly financial reports including, income and expenditure statement, budget control statement and detailed program-wise statement will be issued by the Treasurer and ED to the EC within 30 days.

OM 9: INTERNAL FINANCIAL RULES AND REGULATIONS

9.1 General Principles

The project shall adhere to:

- (a) Financial regularity
- (b) Conformity with objective
- (c) Economy and efficiency
- (d) Internal control system
- (e) Law of the land
- (f) Sufficiency of appropriate evidences
- (g) Free from fraud and error

9.2 Bank Management

- (a) TIN bank accounts shall be operated with dual signatures of President and/or SG and Treasurer. EC shall open a separate bank account, operated by the Secretary General and/or Treasurer and/or ED and/or Finance/Account and/or other staff, for regular administrative and program expenses as mentioned under 5.1 and 8.2. Reimbursement from TIN/Project account/s to the Operational account shall be made to facilitate program activities in a timely manner as per recommendation made by the ED.
- (b) Payments of higher value (more than Rs. 10,000. - have to be made with account payee cheque unless decided otherwise by the ED on request and in exceptional cases.
- (c) Bank balances must be reconciled quarterly with the statement from bank.

9.3 Cash Management

- (a) The Petty cash account shall be of Rs. 35,000. - to accommodate various project expenses and record maintained digitally by Assistant/Accounts staff.
- (b) Withdrawal of petty cash should be justified and approved by ED.
- (c) Reimbursement of petty cash will be made only after the verification of the statement of previous withdrawal.
- (d) At least, once every month, cash balance is to be counted, verified and difference reported immediately to the ED.

9.4 Advance Payments

- (a) The ED has the right to approve advances to staff or external parties in reasonable cases, such as working advance, field advance, salary advance, etc. The request for advance payment must be made to ED on valid grounds.
- (b) Salary advance shall not exceed salary of two months and shall be deducted from salary of following four months or within the contract period, which ever is earlier.
- (c) Request for working advance must be supported with detailed estimate of work and expenses. Working advance may be provided twice within 30 days for separate works.
- (d) All advances should be settled by presenting expense statement with appropriate documents in a prescribed format based on the approved work estimate within 30 working days after completion of work. The statement should not include expenses other than those for which the estimate was originally approved while taking advance.

9.5 Auditing of Project Accounts

- (a) A Chartered Accountant (CA) proposed by the Treasurer, approved by the EC and appointed by the TIN GB shall audit TIN accounts annually. The CA will be provided with a TOR (terms of reference). An Internal Auditor can be appointed by the EC.
- (b) Project based audit fee will be finalized by the MSC considering assignment and project budget.
- (c) An Audit report template may be suggested by the Treasurer to Auditor as per Audit standards before reports are prepared.

OM 10. ADDITIONAL POLICIES AND STANDARDS

10.1 Governance & Accountability

TIN will foster and ensure governance and accountability through its constitution, policies, systems, controls and oversight as well as the roles and responsibility of custodians of the organization's values, while ensuring people are put first and institutional governance and accountability is followed.

10.2 Code of Conduct

Codes of Conduct that clarifies the values, principles and the acceptable behaviors within that organization and which influences organization's culture will be applicable to all members, staff and assigned representatives of the organization to ensure a robust safeguarding environment.

10.3 Safeguarding

TIN's approach, practice and culture will ensure a comprehensively safe environment for all people that the organization engages with and are associated with. TIN will ensure safety from bullying, sexual exploitation, harassment among children, women, youth and vulnerable people that it may interact or engage with. TIN EC (Board) has the ultimate responsibility for safeguarding and will act in the best interests of the organization.

10.4 Whistle-blowing

TIN will encourage whistle blowing to allow concerns to be raised and resolved at the EC (Board) and Secretariat level without any reprisals for the whistleblower.

10.5 Risk Management

For each program/project, a risk management framework will be framed with identification and assessment of safeguarding risks, which will be reviewed regularly.

10.6 Office openings during closures

TIN central office in Kathmandu will follow Federal government announcement on office closure. District office will follow Federal or Province government announcement on office closure. During holiday or office closure, the ED may arrange to open office partially and call project staff to office for project related work (mainly related to fiscal year closures, timeline management, urgent payments, meeting deadline, reporting and communication works etc).

10.7 Communication during office closure

When needed, even during a holiday or office closure, TIN may issue its communication in the form of a letter or a press release or an email. Such communication may also be done digitally or through on-line method.

10.8 Scanned Signatures

The scanned signatures of TIN officials may be used in TIN letters to be sent by email or through digital medium to concerned party/s.

10.9 Work from Home

During government-imposed curfew or lock-down, when it is not possible for staff to attend office, the office may issue a notice granting staff to do official work based at home (Work from Home) on the condition that the staff remains present online during office hours, communicates with Supervisor by email and phone. On other circumstances, ED may also grant a maximum of two days of Work from Home (not exceeding 10 days in a year) to staff to complete assigned work on the condition that the staff remains present online during office hours and communicates with Supervisor by email and phone, and completes the work assigned.

CODE OF CONDUCT FOR TIN MEMBERS

Believing that one should have a good conduct in order to be able to ask others to have the same, TIN approved a code of conduct for its members in 1999. The following guidelines govern the conduct of a member:

1. Benefits: Members of TIN shall not enjoy any office of profit or draw any kind of pecuniary gain in return to the service they offer to the activities or programs undertaken by TIN.
2. Acceptance of gifts, entertainment, favors and other offers of reward: A member shall not solicit or accept gifts, goods, or any form of gratification for services provided or to be provided by virtue of his/her position in or association with TIN.
3. Conflict of interest: Any organization in which an office bearer, executive member or advisor of TIN has direct or indirect financial interest will be disqualified as a supplier of goods or services to be procured by TIN, except when it is provided free of cost.
4. Misuse of information: For the purpose of furthering a private interest, a member shall not, directly or indirectly, use or allow the use of official information obtained through or in connection with the organization.
5. Use of TIN property: A member shall not, directly or indirectly, use or allow use of TIN property of any kind for other than officially approved activities.
6. Neutrality: Members of TIN, while carrying out their official responsibilities, are expected not to have relations with any particular interest group.
7. Litigation in Court: Members must immediately notify the Executive Committee of summon, or any notice which would involve them in court proceeding, related to corruption charges.
8. Core Value: A member shall be opposed to corruption and supportive of the core values of Transparency International Nepal (TIN) and Transparency International (TI) and play an active voluntary role to promote the anti-corruption activities in the country.
9. Transparency: All TIN members shall declare their membership, ownership and interests in organizations they are involved in or have direct or indirect financial interests so that the conflict of interest clause can be properly and transparently applied.
10. Accountability: A member shall in the performance of his/her TIN related duties and functions be accountable to TIN for the works carried out by him/her or on his/her behalf. All members shall honor the role, status and authority of TIN Executive Committee all times.
11. Networking: TIN members shall strive to establish and maintain a constructive relationship with the organizations interested in fighting corruption. Members are expected to participate in activities which bring to public attention the negative effects of corruption as well as effective steps to contain it.
12. Prejudiced statement: A member shall not make public statements involving specific allegations of corruption, in his/her capacity as a TIN member.
13. History: A member is not expected to have a history of involvement in corrupt business practices.
14. Lobbying: TIN members shall act as lobbyists for action to ensure proper standards of conduct in national and international business transactions and play an active role in strengthening all efforts against corruption.
15. Earnings: All earnings of a member on behalf of TIN or works related to TIN shall be deposited in the bank account of TIN.
16. Financial obligation: All members are expected to pay their taxes regularly on their taxable incomes.
17. Disciplinary action: Violation of the code of conduct by a member could lead to disciplinary action by the Executive Committee. The committee will decide the nature of such an action.



CODES OF CONDUCT FOR TIN STAFF

1. TIN Staff shall be supportive of the core values of Transparency International Nepal (TIN) and adhere to TIN Statute, Operational Manual and Directives.
2. Staff shall not engage in employment in any other office and draw a salary, and declare out of office/non office-hour part-time or short-term engagements, if any, for approval.
3. Staff shall not solicit or accept gifts, goods, or any form of gratification for services provided or to be provided by virtue of his/her position in or association with TIN.
4. Any organization in which a staff has direct or indirect financial interest will be disqualified as a supplier of goods or services to be procured by TIN.
5. Staff shall not, directly or indirectly, use or allow use of TIN property of any kind without officially obtaining approval for its use.
6. Staff, while carrying out official responsibilities, is expected not to have relations with any particular interest group.
7. Staff shall in the performance of his/her TIN related duties and functions be accountable to TIN for the works carried out by him/her or on his/her behalf.
8. All earnings of a staff on behalf of TIN or works related to TIN shall be informed to TIN for necessary action.
9. Violation of code of conduct by a staff will lead to disciplinary action. The Executive Committee will decide the nature of such an action.



POSITION DESCRIPTION

President

Responsible for:

Leading the organization.

Responsible to:

The General Body and Executive Committee.

Roles and Responsibilities:

- To appoint Vice President, Secretary General and Treasurer
- To represent the organization and enhance its credibility.
- To establish and develop networking of like-minded people and organisations.
- To promote transparency movement at the national and international level.
- To guide the organization and bring it out of critical and crucial moments.

Administrative Functions and Authority:

- To chair the proceedings of the Executive Committee and the General Body.
- To cast the decisive vote.

Vice President

- To assist the functions of the President and to perform role of the President in his/her absence.

Secretary General

Responsible for:

Implementing plans and programs approved by the Executive Committee.

Responsible to:

The President, Executive Committee and General Body

Roles and Responsibilities:

- To formulate policies and programs for the approval of the Executive Committee.
- To facilitate implementation of the policies, plans and programs approved by the Executive committee.
- To formulate rules, regulations and work procedures required for the financial and administrative activities and to get it approved by the Executive Committee.
- To report the progress to the President, the Executive Committee and the General Body.
- To oversee day to day activities.

Administrative Functions and Authority:

- To prepare Annual Progress Report and present it at the Executive Committee (EC) and Annual General Meeting (AGM)
- To call the meeting of the Executive Committee and the General Body in consultation with the President.
- To communicate with government, other agencies within and outside the country.
- To delegate authority to any other members of the organisations or to the Officer-in-charge.

Treasurer

Responsible for:

Performing the role of financial controller and resource mobilizer.

Responsible to:

The President, Executive Committee and General Body.

Roles and Responsibilities:

- To facilitate the maintenance of the books of accounts and the financial records.
-



- To facilitate audit of financial records and books of accounts.
- To ensure the observation of the financial rules and regulations.
- To manage funds for organizational activities.

Administration Functions and Authority:

- To participate in the preparation of budget for presentation to the Executive Committee.
- To sanction expenses and incur liabilities.
- To check and certify the truth of the financial reports.
- To prepare and present the Annual Financial Report at the AGM.

Executive Director

Responsible for:

1. Execution of TI Nepal programs
2. Management of TI Nepal office

Responsible to:

The President and Secretary General

Roles and Responsibilities:

- To work on the basis of authority granted by TIN Operational Manual 2018 for office and program management.
- To assist the President, Vice President, Secretary General and Treasurer in other official works deemed necessary.
- To help formulate TIN Policies, Programs and Budget for approval from the Executive Committee.
- To execute TIN programs and activities as approved by the Executive Committee.
- To network with anti-corruption agencies, NIS institutions, donors, civil society, media, TI Berlin, National chapters and other international organizations.
- To facilitate finalization of Annual Progress Report and Audited Financial Reports of TIN.
- To facilitate meetings of General Body, Advisory Council, Executive Committee, Steering Committees, various Sub-committees etc.
- To provide guidance to TIN Affiliated Organization activities.
- To review reports submitted by Consultants, Senior and other staff.
- To redress staff grievances, when needed.

Functions and Authority:

- To enforce personal, administrative and financial rules/procedures as per TI Nepal Operational Manual (OM) 2020.
- To approve expenses of TIN programs.
- To be a signatory to TIN operational account.
- To engage/hire and supervise consultants, resource persons, experts, interns and short-term staff for TIN programs.
- To arrange for the procurement of approved support services and logistic facilities.
- To delegate program and administrative responsibilities to staff, as needed.



A P P O I N T M E N T / S E R V I C E C O N T R A C T

Between

Transparency International Nepal (TI-Nepal) the employer represented by

....., Executive Director

and employee,

Post

Project

Responsible for Assisting implementation of program at the level

Reporting to Designated TIN Officer

Duty Station

Type Full time service

Duration

Duties and competencies As per the attached Job Description

Salary The monthly basic salary is NPR.

Term & condition As per TI –Nepal Operational Manual 2020 and TI-Nepal Executive committee decisions.

The Employer
On behalf of TI-Nepal

The Employee

Executive Director
(SG in case of ED)

(Citizenship Certificate Number)



$$\overline{(1)}$$

M O N T H L Y S A L A R Y S H E E T

MM/YYYY

S · N o .	Emplo yee Name	Design ation	Proje ct	Payme nt (Full/P artial)	Basic Salar y	10% Retire ment Fund Contri bution (+)	Total Salary	Tran sport ation (+)	Gross salary/Ta x assessabl e income	(CIT)	SST tax (-)		Inco me tax (-)	Adva nce	To tal Pa ya ble am ou nt	Bank Acco unt num ber	R e m a r k s
										(-)	%						
1																	
2																	

Other notes:

Prepared by,

[Name of Employee]

[Post of Employee]

Date:

TRAVEL ORDER

Issued in the name of:

Purpose of Travel:

T e n t a t i v e I t i n e r a r y

[illegible]

Authorized to make representative expenses on behalf of the project: ☐ YES ☐ NO

Maximum amount of representative expenses allowed NRs.

(Note: representative expenses may be rejected if not justified)

(in words)

Amount to be given as advance (In words.....)

Filled in and verified by: Signature & date of employee:

Checked and approved by: Signature & date of ED:

Remarks:

Ulu

PROCUREMENT FORM**PROCUREMENT REQUISITION**

Request/Filed in by:

Signature:

Date:

S.N.	Description of items to be procured (attach separate sheet if necessary)	Qty	Unit	Date when needed

MODE OF PROCUREMENT

(tick one)

- ☐ through petty cash
☐ simple market survey by PROJECT STAFF
☐ quotation/bids and negotiation by ED
☐ MSC and EC APPROVAL

PROCUREMENT Approved by:

Treasurer or ED: Signature & date:

ACTUAL PROCUREMENT MADE

Source(s) / supplier(s):

Serial number from above or description of items, if different	Qty	Unit	Rate per unit	Total Amount	Date received	Overall condition of items*

Non-consumable Items received, checked and
entered in stock book by: Signature & date:

Consumable items received, checked and
entered in stock book by: Signature & date:

PROCUREMENT Approved by:

Treasurer or ED: Signature & date:

CHARTS OF ACCOUNT

Transparency International Nepal

Account Category	Remarks and explanations	Account Category	Remarks and explanations
<u>Assets</u>		<u>Assets</u>	
Cash	Petty Cash	Cash	Petty Cash
Bank (Name)	TIN Saving (own fund)	Bank (Name)	TIN Saving (own fund)
Bank (Name)	Project account (Donor 1)	Bank (Name)	Project account (Donor 1)
Bank (Name)	Project account (Donor 2)	Bank (Name)	Project account (Donor 2)
Advance (name)	Individual advance for travel, salary etc	Advance (name)	Individual advance for travel, salary etc
Advance (name)		Advance (name)	
Advance (name)		Advance (name)	
Advance (name)		Advance (name)	
Advance (name)		Advance (name)	
Receivables	Amount to be recived by TIN	Receivables	Amount to be received by TIN
Receivables		Receivables	
Deposits	Refundable Deposits like for Telephone,	Deposits	Refundable Deposits like for Telephone,
<u>Liabilities</u>		<u>Liabilities</u>	
TIN Reserve Fund	Endowment, Accumulated, Savings, Other funds or advances received	TIN Reserve Fund	Endowment, Other funds or advances received
Project Fund (Donor 1)	Advance received from donor X	Project Fund (Donor 1)	Advance received from donor X
Project Fund (Donor 2)	Advance received from donor Y	Project Fund (Donor 2)	Advance received from donor Y
Project Fund (Donor 3)	Advance received from donor Z	Project Fund (Donor 3)	Advance received from donor Z
Payables	Sundry Creditors	Payables	Sundry Creditors
Payables	Sundry Creditors	Payables	Sundry Creditors
Income Tax payable	TDS to be paid to Tax office	Income Tax payables	TDS to be paid to Tax office
<u>Expenditure</u>		<u>Expenditure</u>	
<u>Personnel cost</u>		<u>Personnel cost</u>	
Salary and allowances	Salary, PF, Medical and other allowances	Salary and allowances	Salary, PF, Medical and other allowances
Salary (Casual)	Remuneration for Part time Services	Consulatants cost	Remuneration for Short term Services
<u>Administrative Cost</u>		<u>Administrative Cost</u>	
Rent	House rent	Salary (Casual)	Remuneration for Part time Services
Utility	Electricity, Heat (Gys), Water	Rent and utility	House rent, water, electricity, repairs, renovation
Repair & Maintenance	Repairs, renovation	Office materials	Stationaries and consumable material cost
Office materials	Stationaries and consumable material cost		
Communication cost	Postage and telephone fees, Website	Postage and telephone fees	All communication cost
Meeting Refreshments	Food and drinks for meetings	Hospitality, meeting cost	Food and drinks for meetings
Transport and conveyance	Taxi, bus, car hire, Fuel expenditure and reimbursements	Transport and conveyance	Taxi, bus, car hire and reimbursements
Resource Center	Purchase of Books, magazines, publications, News clippings	Documentation/Resource Center	Purchase of Books, magazines, publications, News clippings
Travel and daily expenses	Travel and daily expenses to staff and members	Travel and daily expenses	Travel and daily expenses to staff and members
Training cost	Human Resource Dev./training cost	Training cost	Human Resource Dev./training cost
Miscellaneous expenses	Pettytype of expenses		

OM Annex -8 - 2 Charts of Account

Registration and Taxes	Fees paid to Government	Registration and Taxes	Fees paid to Government
Insurance expenses	Premium paid to Insurance Company	Insurance expenses	Premium paid to Insurance Company
Audit fee	Auditors' fees	Audit fee	Auditors' fees
Bank charge	Charges taken by Bank	Miscellaneous expenses	Petty expenses
Miscellaneous expenses	Petty expenses	<u>TI-N programme cost</u>	
<u>TI-N program cost</u>		Awareness and Publicity	TV, Radio slots, use of media service
Rent	House rent	Printing and publication	Printing cost of report and publications
Utility	Electricity, Heat (Gys), Water, Repair & renovation, Postage & Telephone fees	Survey and studies/Research	Cost for servises and reporting
Office materials	Stationaries and consumable material cost	Awards and prizes	Journalism award, best article prizes etc.
Meeting Refreshments	Food and drinks for meetings	Contribution and support	Support to anti-corruption initiatives to other org.
Transport and conveyance	Taxi, bus, car hire, Fuel expenditure and reimbursements	Work shop and Seminar	All cost involved for W/S, Seminar
Resource Center	Purchase of Books, magazines, publications, News clippings	Miscellaneous expenses	Pettytype of expenses
Travel and daily expenses	Travel and daily expenses to staff and members	<u>Capital cost</u>	
Training cost	Human Resource Dev./training cost	Office Equipment	Purchase of Equipment, machine, computer
Awareness and Publicity	TV, Radio slots, use of media service	Furniture	Purchase of Office Furniture
Printing and publication	Printing cost of report and publications	Vehicles, Bikes	Purchase of car, bike



Research & Consultancy	Cost for servises and reporting	Other Assets	Asets under other catagories
Consulatants cost	Remuneration for Short term Services		
Awards and prizes	Journalism award, best article prizes etc.	<u>Financial & Nominal cost</u>	
		<u>accounts</u>	
Contribution and support	Support to anti-corruption initiatives to other org.	Depreciation	Depreciation of TI-N assets
Work shop and Seminar	All cost involved for W/S, Seminar	TI-N Overhead charges	TI Overhead charge (lump sum charge account)
Bank charge	Charges taken by Bank	Exchange loss/gain	Loss/gain on foreign currency exchange
Miscellaneous expenses	Petty type of expenses		
		<u>Income</u>	
<u>Capital cost</u>			
Office Equipment	Purchase of Equipment, machine, computer	Membership fees	Income from TIN membership fees
Furniture	Purchase of Office Furniture	Interest Income	Interest from bank accounts
Vehicles	Purchase of car, bike	Sale of Publications	Income from sale of publications
Other Assets	Asets under other catagories	Grant income	Other income (donation and grants)
		Income from OH charge	Income from Overhead charge to Project
		Donor Grant	Income from Donors (Name)
<u>Financial & Nominal cost</u>			
<u>accounts</u>			
Depreciation	Depreciation of TI-N assets	Project income	Income from Donors for Project (Name)
TI-N Overhead charges	TI Overhead charge (lump sum charge account)	Miscellaneous Income	Petty income
Exchange loss/gain	Loss/gain on foreign currency exchange		
		<u>Programme Name</u>	
<u>Income</u>			
Membership fees	Income from TIN membership fees	TIN General account	All TIN general (own funded) costs
Interest Income	Interest from bank accounts	Program (name)	
Sale of Publications	Income from sale of publications	Program (name)	
Grant income	Other income (donation and grants)	Program (name)	
Income from OH charge	Income from Overhead charge to Project	Program (name)	
Donor Grant	Income from Donors (Name)	Program (name)	
Project income (Restricted Fund)	Income from Donors for Project (Name)		
Miscellaneous Income	Petty income		
<u>Programme Name</u>			
TIN General account	All TIN general (own funded) costs		
Program (name)			
Program (name)			
Program (name)			
Program (name)			
Program (name)			
Program (name)			



VOUCHER

TRANSPARENCY INTERNATIONAL NEPAL
Chakubaku Marg, New Baneshwor
General Journal
Amount (NRs)

Printed Date

Journal Date

Journal No:

Serial No.

Ac Name	Particular	Dr. Amt.	Cr. Amt

Grand Total:

In Words:

Remarks:

.....
Prepared by.....
Received by.....
Checked by.....
Approved by

Transparency International Nepal (TIN) Resource Mobilization Policy

TIN, guided by the following conditions, will mobilize financial resources in a transparent way to counter corruption and build integrity.

1. Without being dependent on a single donor, TIN will maintain diversity in mobilizing financial resources for its programs.
2. Financial resources will be sought without compromising institutional independence, trust, integrity, reputation, effectiveness and sustainability.
3. Financial contribution has to be unconditional and pre approved by TIN Executive Committee.
4. Contributions from Government, Private Sector, NGO, Individual, Foreign and National Donor Organizations, Foundations, Donors and Members, in cash and kind, can be accepted.
5. In most cases, financial donations from foreign organizations will be utilized to conduct programs and in-country donations from individuals and organizations to run core functions of the organization.
6. Financial support will be taken only for institutional programs, operations or other specific works.
7. Financial contribution received by the organization can only be spent on activities approved by TIN Executive Committee.
8. Financial support will not be accepted with the intention of advocating policies and programs of a donor organization.
9. Excess publicity, either explicitly or implicitly, will not be made about a donor organization.
10. Government of Nepal (GON)'s approval, as per prevailing rules, will be obtained while receiving financial support from a foreign donor organization.
11. Financial support will not be sought from persons with a history of corruption or its allegation.
12. Any donor involvement, institutional or individual, that harms institutional image will be suspended or terminated.
13. Being a recipient of financial support does not prevent TIN from protesting against the negative activities of a donor..
14. In the course of seeking financial support from a donor, TIN will not portray itself as an organization interested only in running 'Projects'.
15. While receiving financial contributions from private sector, it will be asked to make its policy public on anti-corruption.
16. While receiving funds at the local level, Support Groups will follow guidelines prescribed herein and obtain prior approval of TIN Executive Committee.
17. Works will be initiated towards establishment of an Endowment Fund of around NRs. 50 million, with the support of national and foreign donors, for sustainability and longevity of the organization.

(Adopted: 02.05.2008 EC 163)



Transparency International Organization Affiliation Directives, 2011

Preamble:

Whereas the institutional role of civil society is crucial to combat corruption and control abuse of public authority at the national level; to support the endeavors of Transparency International Nepal that is always at forefront establishing its bold position to enhance integrity, transparency and accountability in Nepal at central as well as the local level;

whereas so as to expand anti-corruption movement providing affiliation to the different organizations at district and major cities and villages of the country, with an objective to adopt strategy of concerted efforts with the affiliated organization, this Directives has been adopted by Transparency International-Nepal by exercising the authority of section 29 of its Constitution.

Chapter-1 **Preliminary**

1. **Short Title and Commencement:**

- (1) This Directives may be cited as "Organization Affiliation Directives, 2011".
- (2) This Directives shall be commenced after the approval of the executive committee¹.

2. **Except the content and subject-matter otherwise requires in the Directives,**

- a. "Transparency International" means the Transparency International, an international organization carrying out anti-corruption movement.
- b. "Transparency International Nepal" means the organization established in Nepal, as national chapter of the Transparency International obtaining institutional affiliation, pursuant to the prevailing laws of Nepal. The Transparency International Nepal shall be cited as "TI Nepal" in this Directives.
- c. "Constitution" means the constitution of the TI Nepal.
- d. "Executive Committee" means the executive committee of the TI Nepal.
- e. "Affiliated Organization" means organizations affiliated to the TI Nepal under this Directives, established at people's level as a non-governmental organization pursuant to the prevailing laws (Societies Registration Act, 1977) of Nepal.
- f. "Affiliation" means the affiliation awarded to organizations pursuant to section 8 of this Directives.
- g. "Memorandum of Understanding (MoU)" means a written consent/agreement between the TI Nepal and affiliating organization for the purpose of Organization Affiliation.
- h. "Prescribed or as Prescribed" means as prescribed in the Constitution of the TI Nepal, Strategic Work Plan, Working Procedure Directives, Financial Regulation or other documents as prepared or to be prepared by the TI Nepal in time to time.

Chapter-2 **Objectives of the Directives**

3. The objectives of this Directives shall be to endow affiliation to those organizations, as an affiliated organization, that are independent in terms of financial and other resources and are keen to carry out

¹ Approved by the executive committee meeting of the Transparency International Nepal held on 22th of April, 2011.



activities to promote transparency and accountability in the public sector in accordance with the values, recognition, ideology and principles of the Transparency International and TI Nepal.

4. The objective of this Directive shall also mean to provide technical and managerial assistances to the affiliated organization in the joint-campaigning against corruption.

Chapter-3 **Provisions relating to Affiliation**

5. Affiliation may be awarded to Organizations:

- (1) Affiliation may be awarded to those organization that are active at the people's level and have carried out or to carry out their activities at district, municipal or village level and are keen to work at forefront so as to make corruption-free society, by creating people's voice at local level, and to promote integrity, transparency and accountability in consonance with the objectives of the Transparency International and the TI Nepal.

6. Required qualifications of affiliated organization:

- (1) Organization for the purpose of affiliation shall be determined based on contribution or interest to work for the promotion of transparency and accountability in the public sector and interest to carryout activities to create pressure against corruption;
- (2) Affiliating organization shall, with its inclusive character, respect the diversity of Nepalese Society ensuring representation of its membership from various sexes, castes, classes, occupations and regions of Nepalese Society;
- (3) Affiliating organization shall, in its Chapter on objective in the Constitution, make commitment for promotion of integrity and anti-corruption activities;
- (4) Organizations that desire to work in collaboration with the TI Nepal shall prepare their annual anti-corruption programs/activities; and
- (5) In case, organizations, that have obtained affiliation with the TI Nepal as partner organization before the commencement of this Directives, are lacking provisions in relation to promotion of integrity and anti-corruption programs in their Objective Chapter of the Constitution, shall maintain the objective part within one year of the commencement of this Directives.

Chapter-4 **Selection procedures and affiliation**

7. Selection Procedure: The TI Nepal may adopt the following procedures for the selection of affiliating organization:

- (1) Considering its geographical region of priority and local necessity as a major base, to identify affiliating organization conducting proper consultation with organizations and individuals of the respective region; and
- (2) Providing information to the affiliating organization regarding the objectives of the organization, provisions contained in the Constitution, strategies and code of conducts, make an offer to be affiliated to those organizations that show keen interest in promoting integrity and solidarity against corruption, in consonance with the objectives of the TI Nepal.

8. Affiliation to Organization: The TI Nepal shall bestow affiliation to affiliating organization via formal declaration subject to the provisions contained in section 5, 6 and 7 of this Directives. As stated in this Directives, an affiliated organization may be present at every level (District, municipality, Village) across the country. A memorandum of understanding shall be signed so as to provide legal status to the affiliation. An organization shall be deemed to have been an affiliated organization after the signature in the memorandum of understanding by the TI Nepal and affiliating organization.

Chapter-5

Expected working areas of affiliated organization and coordination and monitoring

9. Working areas of the affiliated organization shall be as follows:
- (1) To promote integrity in various sectors;
 - (2) To endeavor making public service more transparent and accountable;
 - (3) To carryout anti-corruption activities;
 - (4) To make collaboration against corruption; and
 - (5) To provide necessary assistance to the activities as conducted by the TI Nepal
10. **Coordination and Monitoring:** Coordination with the affiliated organization shall be as follows and monitoring thereof of the affiliated organization shall be conducted as follows:
- (1) Office-bearers, members and employees of the affiliated organization may be included in the programs/activities as conducted by the TI Nepal;
 - (2) The TI Nepal may conduct training programs (trainings, seminars, workshops) to the affiliated organizations;
 - (3) After the completion of a Fiscal Year, the affiliated organizations shall submit their annual progress report and audit report to the TI Nepal, as approved by the general meeting; and
 - (4) The TI Nepal may inspect and monitor the activities carried out by the affiliated organizations.

Chapter-6

Termination of Affiliation

11. **Conditions of termination of the affiliation:**
- (1) Subject to the decision of the executive committee, the TI Nepal shall terminate the affiliation of any organization in the following conditions. In the situation of the termination of the affiliation, collaboration with the affiliated organization shall be deemed to have been, *ipso facto*, terminated.
 - a. In case the TI Nepal receives information that the affiliated organization has performed its activities in contrary to TI Nepal's Constitution or against this Directives;
 - b. In case it is proved that the affiliated organization or any member of it is found to be involved in any act to provide undue benefit to any person;
 - c. In case it is found that the affiliated organization has not followed or worked in contrary to the directives of the executive committee of the TI Nepal;
 - d. In case no result-oriented activities were carried out during the whole year;
 - e. In case the financial assistance has been misused;
 - f. In case the annual progress report and annual financial report has not been ratified within 5 months of the completion of a fiscal year;
 - g. In case, so as to achieve objectives, the affiliated organization does not amend its Constitution in consonance with the Directives within one year; and
 - h. In case of failure to renew affiliation of the organization.
 - (2) In case any member of the affiliated organization perform any act against the spirit of this Directives or the Constitution of the TI Nepal, the affiliated organization shall take action to terminate his/her membership providing 15 days notice. In case the TI Nepal considered that the affiliated organization has been unable to take actions against the member of the organization pursuant to this section or finds any reasonable ground to believe so, the TI Nepal may terminate affiliation of the organization.



Chapter-7
Miscellaneous

12. Provision relating to renewal: The affiliated organization shall renew their affiliation in every two years from the executive committee of the TI Nepal. The procedure of renewal shall be as prescribed by the executive committee of the TI Nepal.
13. Use of logo, letterhead and other descriptions so as to confirm affiliation: The affiliated organizations may contain "An Organization Affiliated to TI Nepal" in their letterhead and other publication so as to demonstrate their affiliation to the TI Nepal. Provided that, no logo or other information of the TI Nepal shall be used.

Provision relating to financial assistance: No financial assistance shall be provided to run office or carryout administrative activities of the affiliated organization. In case an affiliated organization is to conduct program in collaboration with the TI Nepal, financial assistance shall be provided by signing a separate contract. In such programs, the affiliated organization shall bear 25% of the total cost of the program.



Ulu

ट्रान्सपरेन्सी इन्टरनेसनल नेपाल

“राष्ट्रिय सदाचार सम्मान”

छनौट तथा सम्मान कार्यविधि -२०६७

(कार्यसमितिको २२२ औं बैठकबाट पहिलो पटक र २४० औं बैठकबाट दास्रो पटक परिमार्जित)

ट्रान्सपरेन्सी इन्टरनेसनल नेपालद्वारा मुलुकमा सदाचारको अनुकरण योग्य आदर्श प्रस्तुत गर्ने वा भ्रष्टाचार नियन्त्रणमा विशेष योगदान पुऱ्याउने कुनै व्यक्ति वा संस्थालाई हरेक वर्ष भ्रष्टाचारविरुद्धको अन्तरराष्ट्रिय दिवसका दिन (९ डिसेम्बर) आयोजना हुने विशेष समारोहमा “राष्ट्रिय सदाचार सम्मान” प्रदान गरिने निर्णय भएकाले सो सम्मान गरिने व्यक्ति वा संस्था छनौट तथा समान प्रदान प्रक्रिया निश्चित गर्ने कार्यविधि २०६७ बनाई लागू गरिएको छ ।

क) राष्ट्रिय सदाचार सम्मानका लागि सिफारिस प्रक्रिया

- ट्रान्सपरेन्सी इन्टरनेसनल नेपालले राष्ट्रिय सदाचार सम्मानका लागि कम्तिमा ३० दिनको समय दिई सार्वजनिक सूचना प्रकाशित गरी सिफारिस गर्न आह्वान गर्ने छ ।
- नेपालमा भ्रष्टाचार नियन्त्रणको क्षेत्रमा उल्लेखनीय योगदान पुऱ्याउने नेपाली नागरिक वा संस्था वा राष्ट्रिय जीवनको महत्वपूर्ण पदमा रहेर सदाचारयुक्त आचारण र जीवनशैली अवलम्बन गरी समाजमा आदर्श प्रस्तुत गरेका नेपाली नागरिकलाई सिफारिस गर्न सकिने छ । संस्थालाई सिफारिस गरिएको भए सो संस्थाको विवरण (नाम, ठेगाना, उद्देश्य, दर्ता प्रमाणपत्र) र सो संस्थाले गरेको उल्लेखनीय कामको विवरण पनि संलग्न हुनुपर्ने छ ।
- यस्तो सिफारिस कुनै पनि व्यक्ति वा संस्थाले कुनै पनि व्यक्ति वा संस्थालाई गर्न सक्ने छन् तर आफैंले आफ्नै नाम सिफारिस गर्न पाइने छैन ।
- विगतमा सम्मान प्राप्त गरिसकेको व्यक्ति वा संस्थालाई पुनः सिफारिस गर्न सकिने छैन तर सम्मानका लागि सिफारिस गरिएका व्यक्ति वा संस्थालाई अर्को २ वर्षसम्म सिफारिस गर्न सकिने छ ।
- ट्रान्सपरेन्सी इन्टरनेसनल नेपालका सदस्य, कर्मचारी तथा छनौट समितिका व्यक्तिहरुले कसैलाई सिफारिस गर्न पाउने छैनन् ।
- आवश्यक विवरण सहितको सिफारिस पत्र, पोष्ट बक्स वा इमेल मार्फत पठाउन सकिनेछ ।

ख) राष्ट्रिय सदाचार सम्मानका लागि सिफारिस गर्न नसकिने (अयोग्यता):

- ट्रान्सपरेन्सी इन्टरनेसनल नेपालका सदस्य तथा कर्मचारीहरु ।
- छनौट समितिमा रहेका व्यक्तिहरु ।
- सदाचार प्रवर्द्धन एवं भ्रष्टाचार नियन्त्रणको आदर्श विपरीत कार्य गरेका व्यक्ति वा संस्था ।

ग) सिफारिस पत्र विवरणसहित हरेक वर्ष सूचनाद्वारा तोकिएको मितिभित्र ट्रान्सपरेन्सी इन्टरनेसनल नेपालमा पुगि सक्नुपर्ने छ । उक्त मितिपछि प्राप्त सिफारिस छनौट प्रकृत्यामा समावेश गरिने छैन ।

घ) राष्ट्रिय सदाचार सम्मान छनौट उपसमिति:

- ट्रान्सपरेन्सी इन्टरनेसनल नेपालको कार्यसमितिले वा कार्यसमितिले छानेका सदस्यहरु रहेको उपसमितिले छनौट समितिको रुपमा कार्य गर्ने छ ।
- छनौट उपसमितिमा आवश्यकतानुसार प्रतिष्ठित व्यक्ति वा विशेषज्ञलाई समावेश गर्न सकिने छ ।
- छनौट उपसमितिले सर्वसम्मत रुपमा छनौट गरी कार्यसमितिलाई सिफारिस गर्ने छ । सर्वसम्मत हुन नसकेमा मतदान प्रकृत्याबाट टुङ्गो लगाइने छ । मतदान प्रकृत्याबाट टुङ्गो लगाइसकेपछि बाहिर कुनै टिका-टिप्पणी वा प्रतिकृत्या व्यक्त गर्न पाइने छैन । छनौट समितिको सिफारिसमा परेका व्यक्ति वा संस्था समितिका कुनै सदस्यको नजिकको नातेदार पर्ने वा स्वार्थ बाध्ने भएमा छनौट समितिबाट अलग हुने वा मतदान प्रकृत्यामा सामेल हुन पाइने छैन ।



- सिफारिस भइ आएका व्यक्ति वा संस्था मध्येबाट “राष्ट्रिय सदाचार सम्मानका लागि छनौट उपसमितिले मनोनयन गरी कार्यसमिति समक्ष प्रस्तुत गर्ने छ। ट्रान्सपरेन्सी इन्टरनेसनल नेपालको कार्यसमितिले “राष्ट्रिय सदाचार सम्मान” प्रदान गर्ने निर्णय गर्ने छ। ट्रान्सपरेन्सी इन्टरनेसनल नेपालको कार्यसमितिको निर्णय अन्तिम हुने छ। कार्यसमितिको निर्णय उपर कतै उजुरी लाग्ने छैन र निर्णयमा संशोधन वा हेरफेर हुन सक्ने छैन।

ड) छनौट उपसमितिको अधिकार:

- आफ्नो कार्यविधि आफैं निर्धारण गर्ने।
- सिफारिस प्रकृत्यामा हेरफेर वा संशोधन गर्नुपर्ने देखिएमा कार्य समितिलाई सिफारिस गर्ने।
- सिफारिस भएका व्यक्ति वा संस्थाको सम्बन्धमा प्रस्तुत भएका विवरण/प्रमाणको विश्वसनीयता परीक्षण गर्ने।
- सिफारिस भइआएका व्यक्ति वा संस्थाको विश्वसनीयता पुनर्पुष्टि गर्ने।
- सिफारिसमा परेका कुनै पनि व्यक्ति वा संस्था राष्ट्रिय सदाचार सम्मानका लागि उपयुक्त नदेखिएमा सो वर्ष यो सम्मान प्रदान नगर्न सिफारिस गर्ने वा अन्य कुनै उपयुक्त संस्था वा व्यक्ति छुन् भन्ने लागेमा सो संस्था वा व्यक्तिको विवरणसहित सिफारिस कार्यसमितिमा पेश गर्न सक्नेछ।

च) राष्ट्रिय सदाचार सम्मान फिर्ता हुन सक्ने:

कुनै व्यक्ति वा संस्थालाई प्रदान गरिएको राष्ट्रिय सदाचार सम्मान देहायको अवस्थामा ट्रान्सपरेन्सी इन्टरनेसनल नेपालले फिर्ता लिन सक्ने छ :

- सम्मान प्राप्त व्यक्ति वा संस्थाको सम्बन्धमा प्रस्तुत गरिएको विवरण झुठो ठहरिएमा।
- भ्रष्टाचार नियन्त्रण वा सदाचार प्रवर्द्धनमा नै प्रतिकूल असर पर्ने गरी आचारण गरेको भेटिएमा।

छ) राष्ट्रिय सदाचार सम्मान प्रदान गरिने प्रकृत्या:

- राष्ट्रिय सदाचार सम्मान हरेक वर्ष डिसेम्बर ९ का दिन भ्रष्टाचारविरुद्धको अन्तरराष्ट्रिय दिवसका दिन प्रदान गरिने छ।
- छनौट समितिका संयोजकले राष्ट्रिय सदाचार सम्मानका लागि छनौट भएका व्यक्ति वा संस्थाका प्रमुख/प्रतिनिधिलाई फुलको गुच्छाले मञ्चमा स्वागत गर्दै परिचय गराउने छन्।
- परिचय पश्चात् ट्रान्सपरेन्सी इन्टरनेसनल नेपालका महासचिवले सदाचार सम्मानपत्रको व्यहोरा पढेर सुनाउनुका साथै सो सम्मानपत्र ट्रान्सपरेन्सी इन्टरनेसनल नेपालका अध्यक्षलाई हस्तान्तरण गर्नेछन्।
- राष्ट्रिय सदाचार सम्मान ट्रान्सपरेन्सी इन्टरनेसनल नेपालका अध्यक्ष र सो समारोहका प्रमुख अतिथिले संयुक्त रूपमा दोसल्ला ओढाएर प्रदान गर्न गर्नेछन्।
- ट्रान्सपरेन्सी इन्टरनेसनल नेपालले सम्मानित व्यक्ति वा संस्थालाई संस्थाको मानार्थ सदस्यता पनि प्रदान गर्न सक्नेछ।



TRANSPARENCY INTERNATIONAL NEPAL
Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
(This policy is formulated under clause 10.3 of TI Nepal Operational Manual (OM) 2020)

Purpose

Transparency International Nepal (TIN) has a zero-tolerance approach to **Sexual Exploitation, Abuse and Harassment (SEAH)** and commits to identify and manage risks, and ensures that any suspected or alleged cases are reported and investigated immediately. Effective mechanisms are in place to prevent SEAH. The organization has a culture and practices where people are treated with dignity and respect, both in the workplace and in projects conducted by TIN. These practices are integrated into workplace and in the delivery of TIN's programs. Procedures are in place to raise concerns or allegations and make complaints, and effective action taken when concerns are raised or allegations are made.

Statement: This policy reinforces TIN's commitment to the rights of all the gender and their safety, and a strong framework that can drive change and best practices across TIN's PSEAH protection policy.

Scope

This policy applies to TIN Board, employees and interns. This policy may also apply to partners, volunteers, consultants that are directly involved in TIN's project work/activities.

Objective

- TIN effective mechanisms are in place to prevent SEAH and ensure that people are treated with dignity and respect within the work space and activities of project conducted by TIN.
- TIN ensures that effective procedures are in place to raise concerns or allegations, and make complaints, and effective action is taken when concerns are raised or allegations are made.
- TIN ensures that its policy is survivor-centered approach that prioritizes the rights, needs and empowerment of survivors of sexual exploitation, abuse and harassment SEAH in both the prevention of and response to SEAH.

Definitions

Criminal record check	A criminal history record of an individual to be checked under the provision of Nepal law.
Harm	Any serious injury especially that is deliberately inflicted on a person's physical, psychological or emotional wellbeing. Harm can be caused by financial, physical, or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended.
Sexual abuse	Sexual abuse is an act of violence or threatened physical intrusion of a sexual nature, whether by force or under unequal terms. It includes sexual offences without consent such as attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching).
Sexual exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.
Sexual harassment	A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favors, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms such as direct or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender.

Principles

The following principles define TIN's commitment to PSEAH and its broader principles:

- A zero-tolerance approach to SEAH. Ensures gender equality, accountability and, transparency to Sexual abuse, sexual exploitation and sexual harassment related issues.
- A collective responsibility of TIN who come in contact with TIN through their engagement with TIN in activities or events. Also, an approach of TIN to protect all gender across the organization in identifying and managing risks and building a gender friendly environment.
- A commitment to implementation procedural fairness of policy of SEAH in responding to concerns or allegations.

Responsibilities

This policy is implemented under the supervision of the TIN Secretary General, Executive Director (ED) and supported by staff. Their responsibilities will include;

- Overseeing the implementation of compliance standards defined under the policy;
- Promoting a culture of Preventing SEAH across the organization and its works, TIN to provide training to employees of TIN, interns and volunteers to understand their SEAH protection and responsibilities;
- Identifying and managing SEAH risks across the organization and its works;
- Creating an environment where all genders are encouraged to opine their rights and concerns;
- Managing responses to SEAH allegations or incidents in line with reporting and referral protocols;
- External reporting in line with donor requirements;
- All persons covered by this policy are required to report any PSEAH incidents, allegations to staff and/or ED in line with TIN's Operation Manual (OM) 2020 clauses 10.2, 10.3 and 10.4.

Practice**Recruitment & Screening**

To comply with SEAH standard, in addition to OM of TIN, the PSEAH policy will be followed. Position descriptions will reflect the behaviors expected in the Code of Conduct and will be reviewed periodically.

- Job descriptions required for all positions, which describe key selection criteria and outline tasks and accountabilities.
- Applicants required submitting details of their background such as dates and places of employment, education and other activities.
- Verbal referee checks required for all preferred candidates. This includes short- and long- term positions, interns. The candidate's most recent employer/supervisor must be one of these referees. TIN verifies the identity of the referee and makes direct contact with each.
- All staff required to provide proof of identity including citizenship certificate mentioning birth date.

Incident Reporting & Investigation

TIN commits to immediately report allegations relating to sexual abuse, sexual exploitation and sexual harassment to the ED and/or Secretary General of the Board to assess the core issue through an initial investigation. If necessary the case will be passed on for investigation to the relevant investigating authority of Nepal. Any substantiated allegation of SEAH is considered gross misconduct and may lead to the termination of contract. TIN commits to, wherever possible, de- identifying the victim/survivor, consistent with a survivor-centered approach. (Incident Reporting & Investigation will be under the provision of Nepal law.)



Risk -based approach

TIN is committed to safe programming and effective risk management. Although not a major focus, some work that TIN undertakes is focused on community engagement. With this, there is always a possibility of inflicting unintended harm, particularly in relation to vulnerable populations. TIN ensures that, where risks are identified, proactive steps are taken to address them in program design process.

Code of Conduct

TIN people covered under this policy will adhere to TIN Code of Conduct that outlines their acceptable behavior in the workplace.

Acceptable behaviors

- Promote equality and fairness with respect and dignity
- Take consent if physical contact is required
- Create encouraging environment
- Confront with bullying and abuse

Unacceptable behaviors

- Discrimination of caste, gender, class with disabilities
- Making sexual comments
- Avoid unnecessary physical contact
- Using inappropriate language

Communication of the Policy

This Policy will be available on the TIN website and it is communicated to the public with details of how to report at any event held by TIN. An introduction to the Policy and relevant procedures and responsibilities will be given to staff and Board.

Related Documents

This policy should be read in conjunction with:

- The Sexual Harassment at Workplace Elimination Act, 2014;
- Nepal - Criminal (Code) Act, 2074 (2017);
- Child Labor (Prohibition and Regulation) Act, 2000;
- TIN operation Manual 2020;

Effective Date and Review

Title	Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy
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TRANSPARENCY INTERNATIONAL NEPAL

Child Protection Policy

(This policy is formulated under the clause 10.3 of TI Nepal Operational Manual (OM) 2020)

Purpose

Transparency International Nepal (TIN) has a zero-tolerance approach to child exploitation or abuse and commits at all times to identify and manage child protection risks, and ensures that any suspected or alleged cases of child exploitation or abuse are reported and investigated immediately.

Statement: This policy reinforces TIN's commitment to the rights of children and their safety, and a strong framework that can drive change and best practices across TIN's child protection policy

Scope

This policy applies to TIN Board, employees and interns. This policy may also apply to partners, volunteers, consultants that are directly involved in TIN's project work/activities.

Definitions

Abuse	- Physical abuse: Any form of physical force against a child that harms the child. Physically abusive behavior includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning - Neglect: Failure by a parent or a caregiver to provide proper care to a child (where they are in a position to do so) in situation that is culturally accepted and have been practiced as being essential for their physical and emotional development and wellbeing - Emotional abuse: Inappropriate verbal or symbolic act by a parent or a caregiver towards a child. Also, failure to provide adequate non-physical nurture and emotion availability towards a child that ultimately results in damaging self-esteem and social capability of a child - Sexual abuse: Sexual Indulgence of a child by an adult or significantly older child or adolescent. Some of the sexually abusive behaviors include; fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing the child to, or involving the child in, pornography, peer abuse - Ill-treatment: Correcting a child in an inappropriate or improper manner; making excessive demands from a child, also degrading their demands; use of force towards a child; and/or a hostile behavior and degrading comments towards a child <i>Note: the above includes a child or children being present (bearing or seeing) while a parent or sibling is subjected to any of the above</i>
Child or children	In accordance with the United Nations Convention on the Rights of the Child, 'child' means person under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, Child Labor (Prohibition and Regulation) Act, 2000 considers a child to be a person under the age of 18 years.
Child abuse material	A child under 18 years of age, being a victim of torture through the producing of and disseminating any form of material such as (videography, pictures), cruelty or physical abuse.
Child exploitation	- Pressurizing or compelling other person to commit an act, act of grooming or online grooming, acts of abuse against a child. - Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material. - Misusing a minor for profit, labor work, sexual gratification, or some personal or financial advantage.



Child exploitation material	Forming or distributing material, irrespective of its form that is classified as child abuse material or child pornography material.
Child pornography	In accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.'
Child pornography material	Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances.
Child protection	An action or initiative to prevent children and, ensuring that no child is subject to child abuse.
Child protection policy	A statement of intent that is determined to assure to safeguard children from any form of abuse and hostile behavior be it physically or emotionally. It ensures safe and positive environment for children to illustrate that the organization is taking its responsibility of child protection seriously.
Child safeguarding	TIN ensures that the design and delivery of TIN programs and organizational operations do not expose children to adverse impacts, including the risk of abuse and exploitation, and that any concerns about children's safety within the communities where TIN works are appropriately reported.
Contact with children	An activity that involves or may involve contact with children, either under the position description or due to the nature of the work environment (also see Working with children definition)
Criminal record check	A criminal history record of an individual to be checked under the provision of Nepal law.
Harm	Any harmful effect on a child's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended
Informed consent	Ensures the child and the parent or guardian understand the implications, purpose and potential uses of photographs or videos
Working with children	Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity.

Principles

The following principles define TIN's commitment to child protection and the broader principles of child safeguarding:

- A commitment of TIN to the rights of the child, in protecting children from harmful events, harmful influences in line with national legislation and international conventions;
- A collective responsibility of TIN to all children, particularly children with disabilities, that come into contact through engagement in TIN activities or events. Also an approach of TIN to child protection across the organization in identifying and managing child protection risks and building a child safe environment.
- A commitment to publicize Child Protection Policy externally through TIN publication means.
- A commitment to review and improve child safeguarding capacities in required areas across the organization.



Responsibilities

This policy is implemented under the supervision of the TIN Secretary General, Executive Director (ED) and supported by staff, their responsibilities will include:

- Overseeing the implementation of compliance standards defined under the policy
- Training for employees of TIN, interns and volunteers provided to understand their child protection responsibilities;
- Promoting safe environment for a child across the organization and its work;
- Identifying, managing child protection risks across the organization and its work;
- Creating an environment where children are encouraged to opine their rights and concerns;
- Managing responses to child protection allegations or incidents in line with reporting and referral protocols;
- Persons covered by this policy are required to report any child protection allegations or incidents to staff/ED/ Secretary General of the Board as per the provisions of the policy.

Practice**Child Safe Employment Practices**

Each position within TIN is evaluated if the incumbent is likely to have contact with children or work directly with children. The Position description will reflect if the incumbent's requirement includes direct work with children or need to come in contact with the children. Position descriptions are to be reviewed periodically.

Communication of the Policy

This Policy will be available on the TIN website. An introduction to the Policy and relevant procedures and responsibilities will be given to staff and Board.

Child Safe Recruitment & Screening

TIN will institute screening measure in the recruitment process for staff involved directly or coming in contact with children in order to identify if the person is a risk to children. TIN's screening procedures include;

- Application question requesting candidates to disclose their suitability to work with children and specifically any child exploitation offences;
- Child safe specific interview questions included during the recruitment process;
- Child safe specific referee checks and follow up mechanism with minimum of two referees if they have any doubts about the applicant working with children; criminal record checks to be under the provision of Nepal law
- Specific child protection statements of responsibility provided through training, in advertisements as well, position descriptions and terms of reference.

Child Protection Incident Reporting & Investigation

TIN commits to child protection incident reporting mechanism. This mechanism requires immediate, mandatory reporting of any suspected or alleged incidents of child exploitation or abuse or non-compliance with the TIN Policy or Code of Conduct to the responsible persons within TIN and to other respective authorities.

TIN commits to immediately report allegations relating to Child exploitation to relevant investigating authority of Nepal. However, before the case is passed on to investigative authority of Nepal it will be brought to the attention of ED and the Secretary General of the Board. Any substantiated allegations of Child exploitation is be considered gross misconduct and may lead to the termination of contract. (Incident Reporting & Investigation will be under the provision of Nepal law).



Risk-Based Approach

TIN ensures that, where risks are identified, proactive steps are taken to address them. A risk-based approach will form part of program design and will be reviewed regularly as part of the program review process. Separate risk assessments will be designed for special events e.g., meetings with high school students.

Photography, Filming and Use of Children's Images

TIN ensures that picture or videos that represent children respects dignity of the children and guarantees that it does not compromise their safety and wellbeing. Informed consent from children is taken before collecting the picture or videos also respecting the local culture and tradition.

Code of Conduct

Board, staff, intern under this policy require to adhere to the TIN Child Protection Code of Conduct outlining acceptable and unacceptable behaviors in dealing with children. This may also apply to partners, volunteers, consultants.

All persons should adhere to following Code of Conduct.

Acceptable behaviors

- Promote equality and fairness with respect and dignity
- Maintain appropriate distance
- Take consent if physical contact is required
- Take written consent before taking photos, videos
- Create encouraging environment for children
- Confront with bullying

Unacceptable behaviors

- Discrimination of caste, gender, class and children with disabilities
- Making sexual comments
- Avoid unnecessary physical contact
- Interacting with minors in social media
- Allowing children to use inappropriate language
- Filming and or photographing minors without written parental consent

Related Documents

This policy should be read in conjunction with:

- Child Labor (Prohibition and Regulation) Act, 2000;
- TIN Operational Manual 2020;

Effective Date and Review

Title	Child Protection Policy
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