



Non-Resident Nepali Association (NRNA) Code of Conduct

1. Introduction

The Non-Resident Nepali Association (NRNA) is a non-political, non-profit and voluntary international organisation. The mission of the NRNA is to make Nepal a peaceful, prosperous and a developed country. The NRNA is guided by the motto: **'For Nepali by Nepali'**.

A **code of conduct** of NRNA is a set of rules outlining the responsibilities of, or proper practices for an individual and organization. Related concepts include ethical, honour and moral **codes**

2. Objectives

NRNA is committed to ensuring that high standards of honesty, integrity, ethics and legality are adopted and upheld by members of NRNA.

This Code of Conduct applies to all registered members of the NRNA globally, including the following:

- members of the International Coordination Council (ICC);
- members of the National Coordination Councils (NCCs); and
- General members.

This Code of Conduct sets out the values held by NRNA and its expectation of its members. This Code of Conduct aims to ensure that the activities of NRNA and its members are conducted in accordance with high ethical standards.

Each member is required to read and familiarise themselves with this Code of Conduct.

3. Act in the interests of NRNA

All members shall:

- (a) At all times, act honestly, in good faith and in the best interests of NRNA.
- (b) Promote the interests of NRNA and strive to enhance the reputation of NRNA.
- (c) Refrain from any conduct that may negatively affect NRNA or brings NRNA into disrepute.
- (d) In performing any duties, responsibilities or obligations for NRNA, do so with skill, honesty, care and diligence, and comply with any relevant laws or regulations.
- (e) Act with impartiality and neutrality in performing any duties, responsibilities or obligations for NRNA or in carrying out any activities for NRNA.



- (f) With the exception of employee staff of NRNA, not receive any monetary sum, wages or salary for time devoted or work undertaken for NRNA. Members however, may claim reimbursements for authorised expenses incurred in carrying out authorised activities for NRNA.
- (g) Abide by the Constitution of NRNA.
- (h) Treat fellow members and others fairly and with respect and courtesy.
- (i) Refrain from representing themselves as spokesperson for, or as acting on behalf of NRNA unless authorised to do so.

4. Conflict of interest

Members must avoid any situation that involves or may involve an actual or perceived conflict of interest between the member's personal interest and the interests of NRNA.

A conflict of interest may occur when the interests of a member or relative or associate of the member, conflict with the member's duties and responsibilities to NRNA.

Any potential conflict of interest must be disclosed promptly and frankly. Such reporting should be made to NRNA Disciplinary team.

Some examples of a conflict of interest include, but is not limited to:

- (a) Using or exploiting their position or relationship with NRNA or any affiliated body of NRNA, for personal, business or financial gains. This includes gains for the member personally, as well as gains for member's relatives, friends or associated businesses;
- (b) NRNA email, signatures and NRNA visiting cards should not be using on personal/business activities.
- (c) NRNA group email should not be using for the personal greeting and celebration.
- (d) Requesting or accepting any gifts of cash for themselves in connection with their activities for NRNA. Members must not pay or receive any bribes, inducements or commissions;
- (e) Engaging in activities, which is contrary to NRNA's aims and objectives.



5. Property, assets and resources of NRNA

NRNA property, assets and resources include cash, securities, intellectual property, confidential information, supplies, plant and equipment and human resources.

Members must only use NRNA funds/property, assets or resources for proper, authorised purposes. Members must not use any NRNA funds/property, asset or resource for private use.

Members shall use their best endeavours to safeguard any NRNA fund/property, asset or resource under their control.

6. Political

NRNA is a non-political organisation. Political defines for the Nepali political party, which is registered in Nepal election commission and they defined for theirsister's organisation registered in any countries.

Members must not cause, or conduct themselves in a manner that is likely to suggest, their political views reflect the views or position of NRNA.

NRNA Executive or General Members can be general members of any political parties and sisters organisation of those political parties in any country., but cannot reflect their political opinion or use their political influence whilst carrying out NRNA activities;

Executive members of ICC and office bearer of NCC must not hold executive positions in any political parties and sisters organisation of those political parties in any country during their tenure as Executive members. An executive member meansthat who are holding the current position in NRNA NCC and ICC.

7. Confidentiality

In the course of NRNA activities, members may have access to confidential information. Confidential information may include information about the affairs of NRNA or its associated bodies, such as its strategies, plans, marketing, financials, and personal information of members or information of third parties.

Members must not use or disclose confidential information other than for a proper authorised purpose.

Members must not use confidential information to obtain financial reward, benefit or advantage for themselves or for others, including relatives, friends and associated businesses.



Members must keep confidential information acquired whilst they are with NRNA, confidential. This obligation of confidentiality applies both during and after they cease membership with NRNA.

8. Breach of the Code of Conduct

All members have an obligation to observe and abide with the Code of Conduct.

All members are responsible for reporting, in good faith, any breach of the Code of Conduct. Such reporting should be made to disciplinary committee.. All reports will be treated as confidential.

Any member who breaches the Code of Conduct may be subject to appropriate disciplinary action, which may include, termination of membership.

9. Review of Code of Conduct

This Code of Conduct may be reviewed and amended by Policy and Procedure committee.

This Code of Conduct was approved by IES on 02/09/2014.

Member's acknowledgement & acceptance:

I acknowledge that I have read and understand this Code of Conduct and I agree to abide by this Code of Conduct.

Member's Title
(Mr, Mrs, Ms, Dr Etc.)

Member's Name

(PLEASE PRINT FULL NAME CLEARLY IN BLOCK LETTERS)

Signature

Date