



## CODE OF CONDUCT FOR MEMBERS OF DE-SUUNG

### 1. Rationale and Objective

1.1. The Code of Conduct (“**COC**”) is intended to guide the professional and personal conduct of Members (De-suups, Trainers/Experts and De-suung staff members, regardless of rank) in the course of their membership and / or employment with De-suung. Members must adhere to both the spirit and the letter of the COC at all times by exercising good judgment so that their actions uphold the values of De-suung and do not compromise its standing and reputation.

### 2. Scope

2.1. The COC is founded on the core principles set out below which are expected of all Members:

- (a) Integrity
- (b) Service
- (c) Self-Discipline
- (d) Commitment
- (e) Accountability and Responsibility
- (f) Ethics
- (g) Respect

### 3. Integrity

3.1. Members must at all times conduct themselves:

- (h) Ethically, diligently and conscientiously;
- (i) with honesty and in good faith;
- (j) in the best interests of De-suung, its Members, community partners, and beneficiaries;
- (k) with propriety and in a responsible and professional manner and in compliance with the terms of the Members' employment agreement and / or volunteer recruitment agreement (where applicable) with De-suung; and
- (l) in a manner that upholds the values, integrity and good reputation of De-suung.

3.2. All Members shall strictly uphold the De-suung Code of Conduct.

3.3. Confidential Information. All Confidential Information received or obtained by the Member in the course of a Member's duties to De-suung shall be managed and kept strictly confidential in accordance with this COC and any relevant Policy Documents. The Member must not disclose the Confidential Information to any person not authorized to receive such information



or used to the disadvantage of De-suung any such confidential information, without the express authorization of the De-suung Office.

- 3.4. Personal Data. All Personal Data received or obtained by the Member of any other Member, beneficiary, and / or member of the public obtained in the course of duty must not be disclosed to any person not authorized to receive such information or used to the disadvantage of De-suung any such confidential information, without the express authorization of the De-suung Office.

#### 4. Service

- 4.1. Members of De-suung must always observe the following in the discharge of the Members' service:

- (a) Display at all times the spirit of camaraderie, volunteerism and cooperation;
- (b) Conduct themselves in a professional, responsible and conscientious manner so as to portray a positive and professional image of De-suung;
- (c) Implement a positive safety culture (mindset, attitudes and behaviors of Members) and comply with all relevant Policy Documents relating to such matters;
- (d) Seek proper leave from designated or authorized officials of the relevant programs or projects of the De-suung Office if they are unable to attend to their duties due to unavoidable circumstances;
- (e) Comply with all reasonable instructions and lawful orders and directions received during duty to the best of their ability; and
- (f) Use all De-suung property (including IT Resources) and finances or property and finances entrusted to De-suung, in accordance with any relevant Policy Documents.

#### 5. Self-Discipline

- 5.1. De-suungs shall be smartly attired in the De-suung uniform (or such other attire as may be allowed by the De-suung Office), and only wear the De-suung uniform when actually on duty, en-route to or from duty, unless otherwise authorised by the De-suung Office.
- 5.2. Members shall report for their volunteer project when called upon in a timely and professional manner.
- 5.3. Members shall be free of influence from alcohol and / or any Controlled Drugs and Substances when reporting for duty.
- 5.4. Members must not consume any alcoholic beverages whilst on duty and / or in De-suung Uniform.



5.5. Members must not store, distribute or consume any Controlled Drugs and Substances or otherwise be in breach of the NDPSSA.

## 6. Commitment

6.1. Members shall:

6.1.1. Not take any unexplained absence or leave the duty area without seeking proper leave from the Supervising officers; and

6.1.2. Seek leave when expected to be out of duty area or unable to report for assigned duty due to unavoidable circumstances.

## 7. Accountability and Responsibility

7.1. Conflict of interests. Members must not engage in any activity that may give rise to a conflict of interests. A conflict of interests occurs when there is a divergence between an individual's personal interests/relationships and his or her professional obligations to De-suung, such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

7.2. Receipt of benefits. Members must not draw any personal gain or other benefit (except their salary and any additional compensation under the terms of their employment with De-suung, where applicable) from any arrangements and / or business they undertake for and on behalf of De-suung.

## 8. Ethics

8.1. Dishonesty. Members must avoid dishonesty in any form, including but not limited to, plagiarism and all acts of Fraud.

8.2. Intellectual Property.

- (a) In developing any materials for De-suung, Members shall not plagiarise, copy or otherwise take someone else's work or ideas and pass them off as their own. Proper citation and acknowledgement should be made in respect of any work presented, circulated, taught, demonstrated etc.
- (b) Members must safeguard the interests and Intellectual Property of De-suung.
- (c) All rights, title and interests to the Intellectual Property developed, generated, created or produced by Members prior to, on or after the effective date of this COC, in the course of his/her membership with De-suung, whether during or after work hours or whether as part of his/her usual scope of work ("**De-suung IP**") shall be solely owned by De-suung.
- (d) Members shall assign all rights, title and interest that it might have in the De-suung IP to De-suung.



## 9. Respect

9.1. Members must treat other Members and the public with dignity, consideration, and respect.

9.2. All Members shall:

9.2.1. treat his/her supervising officers with courtesy and respect;

9.2.2. at all times be humble, civil and orderly; and

9.2.3. exercise patience and caution in the exercise of his/her duty.

9.3. Personal relationships.

(a) Members must not engage in an intimate consensual relationship with another Member over whom the Member has or reasonably expects to have a supervisory or mentoring relationship.

(b) Members must not exchange personal contact details for inappropriate purposes with and / or engage in an intimate relationship with a member of the public / beneficiary in the course of duty.

(c) Members must not allow their personal relationships with any Member and/or any other person in the De-suung community to affect their professional relationships.

Situations that Members should avoid involving another Member with whom they have a personal relationship include, but are not limited to:

(i) recruitment, selection and appointment process;

(ii) teaching, managerial, supervisory and/or assessment relationships, including but not limited to, allocation of duties, performance evaluation, job development, promotion prospects, training opportunities etc.;

(iii) allocation and/or approval of financial and other resources;

(iv) access to confidential/restricted information;

(v) nomination for or appointment to committees/working groups etc.; and/or

(vi) any involvement in investigatory, disciplinary and/or sanctioning processes pertaining to such related Member.

(d) A Member must immediately declare to his / her supervisor if he/she is in an existing or has had a past relationship which falls under the abovementioned prohibited Member-Member relationships.

9.4. Members should not engage in conduct which violates another person's dignity or create an environment which is hostile, degrading, humiliating or offensive for another person.

9.5. Members must refrain from all acts of sexual misconduct towards other Members.



9.6. Members should be sensitive and respectful of each other's differences, including but not limited to differences in culture, beliefs, gender, race, religion, language or age.

## 10. Reputation

10.1. Reputation of De-suung. All Members must bear in mind that they are regarded as ambassadors of De-suung. It is therefore of utmost importance that Members shall at all times carry out responsible communication in the discharge of their duties.

10.2. Members must conduct themselves in a professional, responsible and conscientious manner so as to portray a positive and professional image of De-suung.

### 10.3. Social Media Usage

(a) In relation to the creation or use of De-suung's Social Media Accounts, Members shall:

- (i) not create or develop Social Media Accounts, profiles or initiatives bearing De-suung's name;
- (ii) not post or publish anything directly or indirectly with De-suung without prior written approval from the De-suung Office;
- (iii) not express political opinions or engage in political activities when engaging on social media whether on De-suung's behalf or otherwise;
- (iv) observe the highest levels of cybersecurity hygiene and minimize security risks to De-suung's Social Media Accounts; and
- (v) not maintain dormant Social Media Accounts bearing the De-suung name or logo.

(b) In relation to the creation or use of Members' personal Social Media Accounts, Members shall:

- (i) not use any logos or Intellectual Property of De-suung without official authorisation;
- (ii) not post images and/or stories about duty, deployment and training without official authorisation;
- (iii) not post inappropriate images or links to inappropriate content; ensure that all posts, comments and actions on social networks do not adversely affect the reputation of De-suung as well as other Members and/or individuals affiliated with De-suung;
- (iv) not make comments that expose the personal data of others, contain commercial solicitations, are factually erroneous or libelous, are threatening or abusive, or are obscene or associate their Social Media Accounts with websites that host offensive content or promote hatred, intolerance, discrimination, or violence;
- (v) make it clear that the Member is acting in his/her personal capacity when using a personal account in a professional capacity;



- (vi) not post images of any current or former Members or other persons related to De-suung without obtaining prior consent for such Member;
  - (vii) post any Confidential Information; and
  - (viii) avoid the appearance of speaking or acting for De-suung in political matters.
- (c) De-suung will not be liable for and will not indemnify any Member for any liability that results from postings from personal Social Media Accounts.

10.4. Political Associations and Activities. All Members shall not:

- (a) engage in any political campaign activity in support of or opposition to any candidate for elective public office (including giving or receiving funds or endorsements), political party or political action committee in the course of duty;
- (b) use De-suung space or facilities or receive De-suung support for the purposes of supporting or opposing candidates for public office, political parties or political action or engaging in other political campaign activities;
- (c) use the name or seal of De-suung or of any of its departments on letters or other materials for political purposes;
- (d) use the Member's association with De-suung or with its programs and activities to derive or advance direct or indirect political advantages;
- (e) perform tasks in any way related to any political agenda; and
- (f) give and / or receive gifts in breach of the Bhutan Gift Rules 2017.

## 11. Disciplinary Procedures

- 11.1. Adherence to the COC. Compliance with the COC is mandatory and any failure to comply with the COC (including any arrangements that are established under it) shall be dealt with in accordance with the De-suung Disciplinary Practices.

## 12. Definitions and Interpretation

### 12.1. Interpretations

- (a) If there is any discrepancy, or inconsistency between the terms of the De-suung Charter, the Policy Documents and the COC, the terms of the De-suung Charter shall take precedence, followed by the COC, then the Policy Documents.
- (b) Throughout the COC, "they" is used to refer to both genders.
- (c) The spirit of these instructions is to be applied to the discharge of all duties, even where the circumstances described may not be exactly relevant.
- (d) De-suung shall be entitled to revise, amend or update the COC and to issue additional guidelines from time to time. All such revisions, amendments, updates and additions shall be deemed to be a part of the COC. Any revisions, amendments, updates or additions to the COC issued by De-suung may be published or notified through written



notice, electronic mail, De-suung website, or such other form of communication as De-suung may deem appropriate.

12.2. The various Capitalised terms used in this COC shall have the following meaning:

**“Confidential Information”** means any proprietary or confidential information that is competitively sensitive material or otherwise of value to De-suung and not generally known to the public, including the De-suung IP, trade secrets, scientific or technical information, design, invention, process, procedure, formula, improvements, operation planning information, financial information, information regarding operations, and internal performance results relating to the past, present or future activities of De-suung, but does not include information that (i) has been published or has otherwise become available to the general public as part of the public domain without breach of this COC, (ii) has been furnished or made known to the Member without any obligation to keep it confidential by a third party under circumstances which are not known to the Member to involve a breach of the third party’s obligations, or (iii) was developed independently of information furnished or made available to the Member as contemplated under this COC.

**“Controlled Drugs and Substances”** shall refer to all controlled drugs and substances as listed in the NDPSSA.

**“De-suung IP”** shall have the meaning ascribed to it in Clause 8

**“Fraud”** means an act or omission in order to obtain an illegal, inappropriate or unethical gain or benefit for oneself or any other party, cause loss to another party and/or avoid an obligation/liability, regardless of whether such intended objective is achieved. The wrongful act is the attempt to deceive and as such, any attempts to commit Fraud will be deemed a breach of the COC. A non-exhaustive list of examples of Fraud includes but is not limited to:

- (i) cheating;
- (ii) bribery (either giving or receiving of a bribe in any form);
- (iii) corruption;
- (iv) conspiracy and collusion;
- (v) money laundering;
- (vi) extortion;
- (vii) embezzlement/misappropriation/impropriety in the handling of funds, securities, supplies, or any other assets;
- (viii) theft/stealing;
- (ix) false representation;
- (x) concealment and/or destruction of documents/ information/data etc.;
- (xi) falsification, forgery or fraudulent alteration of documents (e.g., cheques, bank drafts, contractual agreements, purchase orders, invoices, etc.) or data such as financial, operational and computer data; and
- (xii) submission and/or use of fictitious/falsified documentation/ data.

**“Harassment”** means any unwelcome, unwarranted and uninvited conduct or behaviour by a Respondent that: (i) discomfits, demeans, humiliates, insults, threatens, intimidates, alarms, distresses, offends, bullies, coerces, exploits or otherwise violates the dignity of a Complainant; or (ii) creates an intimidating, abusive, hostile, degrading, humiliating, offensive or unfavourable environment for the Complainant. Harassment must be differentiated from behaviour that, despite being potentially unpleasant or distressing, is appropriate, reasonable and/or necessary for the performance of various



management functions and responsibilities (e.g., the provision of advice, performance reviews/appraisals/evaluation reports etc.).

**“Intellectual Property”** means patents, utility models, rights to inventions, copyright and neighbouring and related rights, trade marks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

**“IT Resources”** means information technology resources owned, controlled or managed by De-suung, including but not limited to:

- (i) all components and functions of a computer system which includes the hardware (e.g., personal computers, servers etc.), software (both system and application) and communication network systems;
- (ii) peripheral devices such as telephones, printers, fax machines, wireless communications, public safety radio services and other technologies; and/or
- (iii) the information databases, including, but not limited to, files, emails and data analytics and all other data created and maintained in the course of employment.

**“Law”** means all applicable laws relevant to this COC including but not limited to the laws of Bhutan. This shall include, but is not limited to, any and all existing legislation in Bhutan, any and all rules, regulations, codes of practice, by-laws, ordinances, decrees, practice directions, standards of performance and any other requirements imposed by any governmental authority, and all amendments and/or revisions thereto from time to time.

**“Members”** means all De-Suung, Instructors, De-suung trainees, and De-suung staff members, regardless of rank.

**“NDPSSA”** means the Narcotic Drugs, Psychotropic Substances and Substance Abuse Act 2018, or as may be amended from time to time.

**“Personal Data”** means data about an individual who can be identified from that data, or from that data and other information to which Members have or is likely to have access in view of their affiliation to De-suung.

**“Policy Document(s)”** means a De-suung document, which is employed in the governance and administration of De-suung’s operations (i.e., policies, procedures and guidelines and such other documents as management may from time to time designate as such). This includes, but is not limited to, the De-suung Standard Operating Procedures, the De-suung Training Handbook, and any other standard operating procedures, rules, regulations, policies and/or guidelines.





“**Social Media Accounts**” refers to accounts on any online platform through which users create online communities to share information, ideas, personal or public messages, and other content, including but not limited to Facebook, Instagram, Twitter, Reddit, LinkedIn and TikTok accounts.

“**Trainers/Experts**” means Members in De-suung instructor positions.

I attest that I have understood, agree with, and agree to abide by the COC. Any non-adherence or non-compliance to the COC shall be dealt with as per my **[employment agreement / volunteer recruitment agreement]**, Policy Documents, and / or Bhutan Law, where applicable.

Signature

Name of Member:

DID/Designation: