

Code of Conduct for AEPC Staff Members

AEPC is a reputed institution recognized for Renewable Energy Promotion to enhance livelihood of women and men of rural population in Nepal. The program under AEPC is supported by multi development partners and involved many stakeholders in its execution. The AEPC has its own policy, guidelines and operational procedures and it has taken GESI approach to extend its service to rural women, poor and disadvantaged groups. The organization will not acknowledge the activities of employees who achieve results through violation of law or unethical dealings.

1. The AEPC is dedicated for inclusive and gender sensitive RET service delivery, hence all staff must be accountable for inclusive and gender sensitive behavior. It promotes zero tolerance for gender base violence and sexual harassment.
2. The organization expects its employees to conduct themselves in professional and honest manner befitting a mature, respectable and honorable AEPC staff member.
3. The organization respects its employees as accountable to their services without bias of any caste, creed, religion, sex, age, disability, conscience, belief, culture, language and place/regions, etc.
4. The organization promotes working environment conducive to women staff and other social groups.
5. The organization and its employee must at all times comply with all applicable laws and regulations, employee must ensure that their action always follow the laws and regulations governing the organizations operations.
6. The organization strictly prohibits kickbacks and commissions or any other form of corruption.
7. Decisions should be taken in order to avoid unduly gain of financial or other benefits for families or friends or other associates. It should serve in the interests of community and its beneficiaries as a whole and for the organization. If an employee suspects that he/she or his/her associates will benefit from a decision he/she is to make, the employee is obliged to proactively declare himself/herself disqualified due to potential conflict of interest.
8. The organization promotes a participatory, transparent and democratic style of leadership/management directed towards the attainment of the vision, mission and goals, and away from self promotion and personal prestige.
9. The organization must ensure that information is publicly accessible to all stakeholders and social groups that their work activities are easily understood and that information on program and activities is widely disseminated.
10. The style and mode of operation of AEPC should be financially modest and focus on optimization of resources.

11. The employee should be sensitive to the local culture, tradition and religion. This implies treating everyone with respect, courtesy and consideration.
12. The employees must not presume to speak for the organization on any topic, unless they are certain that the views they express are those of the organization, and it is the organization's desire that such views be publicly disseminated.
13. The employee should be as open as possible with regard to all decisions and actions taken in the performance of its functions.
14. The right of confidentiality and secrecy among the staff must be respected.
15. Personal issues are discouraged to indulge into official matter.
16. Employees should avoid misuse of organization identification, facilities and equipment for personnel matter.