

One Society Organization for Peace and Development

(Binding Administrative Document for all Staff and Executive Members)



Approved

15/ March, 2025

Preamble

This regulation is based on the Organization's Constitution. It aims to regulate the relationship between the Organization and its workforce (employees, volunteers, office members), and to define duties, prohibitions, and penalties to ensure work proceeds with professionalism and discipline.

Chapter 1: Code of Conduct and Work Ethics

Article 1: Duties of the Executive Member/Employee Everyone working within the Organization's executive structure must:

1. Dedicate work time to performing assigned tasks with accuracy and honesty.
2. Respect the administrative hierarchy and execute the directives of the Direct Supervisor (unless contrary to law or ethics).
3. Maintain work secrets and not disclose any information or documents outside the scope of official work.
4. Preserve the Organization's property and assets and use them only for their intended purpose.

Article 2: Prohibitions (Red Lines) It is strictly prohibited for any executive member to:

1. **Political Activity:** Engage in any political or partisan propaganda within the Organization's offices or during field activities.
2. **Abuse of Power:** Use the Organization's name to achieve personal or commercial gains.
3. **Accepting Gifts:** Accept any gifts or commissions from suppliers or beneficiaries.
4. **Harassment and Discrimination:** Practice any form of discrimination (racial, tribal, religious) or harassment (verbal or physical) against colleagues or beneficiaries. This violation warrants immediate dismissal.

Chapter 2: Work System and Meetings

Article 3: Attendance and Punctuality

1. The Executive Administration defines official working hours (for employees) and commitment hours (for volunteers).
2. The Direct Supervisor must be notified of any delay or absence well in advance.
3. Continuous absence for more than **15 days** or intermittent absence for **one month** without official permission exposes the member to legal accountability and dismissal.

Article 4: Handover

1. No member leaving the Organization is cleared of liability until they hand over what is in their possession (devices, documents, funds, electronic accounts) via an official Handover Report.
2. In case of refusal to hand over, the Organization has the right to take legal measures and recover assets by force of law.



Chapter 3: Violations and Penalties (Accountability Policy)

Article 5: Gradation of Penalties In the event a member commits an administrative violation or negligence in work, penalties are applied in the following order:

1. **Verbal Warning:** For simple violations for the first time.
2. **First Written Warning:** Upon repetition of the violation or clear negligence.
3. **Second (Final) Warning:** A stern warning placed in the member's file.
4. **Financial Deduction/Suspension:** Deduction from salary (for employees) or suspension of powers (for volunteers) for a specific period.
5. **Dismissal (Termination):** The final decision to end the relationship with the Organization.

Article 6: Violations Warranting Immediate Dismissal (Zero Tolerance) The Executive Director has the right (after an administrative investigation) to dismiss a member immediately in the following cases:

1. Proven financial embezzlement, theft, or forgery of documents.
2. Disclosure of Organization secrets causing serious harm.
3. Physical assault on a colleague or beneficiary.
4. Committing an act violating honor or public morality during work.
5. Working with a competing entity or one with conflicting interests without permission.

Article 7: Grievance Mechanism The penalized member has the right to appeal in writing to the "Grievance Committee" or the "Board of Trustees" within one week of being notified of the decision, and the Committee's decision shall be final.

Chapter 4: Financial and Administrative Controls

Article 8: Financial Disbursement

1. No amount of money may be disbursed except with approved official documents (tax invoice, receipt voucher).
2. It is prohibited to "set aside" funds (keeping cash outside the safe) for any reason.
3. Liquidation of financial advances ("Petty Cash") must be completed within 72 hours of the activity's end. Delay subjects the member to deduction of the amount from their dues.

Article 9: Use of Communication Means and Official Name

1. The Official Spokesperson for the Organization is the (Executive Director) or whomever the Media Director delegates.
2. It is prohibited to publish any photos or data of beneficiaries without their consent (respecting privacy), and it is prohibited to publish photos of children in positions degrading to human dignity.

Chapter 5: Executive Structure and Brief Job Description

(This part defines reporting lines to control hierarchy)



Article 10: Administrative Authority

1. **Executive Director:** The primary administrative authority; their decisions are binding on all Department Directors and Coordinators.
2. **Department Directors:** Responsible for their office members; a member has no right to bypass their manager and address the Executive Director directly except in grievance cases.
3. **Field Coordinators (States/Countries):** Report administratively to the Executive Director and technically to specialized Department Directors.

Article 11: Key Accountabilities

- **Finance Director:** Personally responsible for any deficit in the safe or error in accounting entries.
- **Programs Director:** Responsible for the quality of activity implementation and its compliance with the approved proposal.
- **Field Coordinator:** Responsible for the safety of the team and assets in their area.

Conclusion

This regulation is considered an integral part of the Employment Contract or Volunteer Agreement. Signing it constitutes an acknowledgment of having read and committed to all its clauses.

Date of Approval: 15-MAR-2025

Signature of Executive Director: _____

