

# **DISCIPLINARY ACTIONS AND COMPLAINTS/GRIEVANCE PROCEDURES**

**Development Wheel (DEW)**

**13-A/4-A (3<sup>rd</sup> floor), Block-B, Babar road**

**Mohammadpur, Dhaka-1207**

**[www.dewbd.org](http://www.dewbd.org)**

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**DISCIPLINARY ACTIONS AND COMPLAINTS/GRIEVANCE PROCEDURES**

**1. General Conduct and Practices**

- 1.1 All employees are obliged to follow the office orders, service rules of Development Wheel (DEW) and also the instructions of the higher authorities.
- 1.2 All employees shall perform honestly and sincerely and maintain secrecy of the official matters.
- 1.3 No employee shall remain absent from duties or leave workplace without prior approval of the competent authority.
- 1.4 No employee shall take part in any activities detrimental to the interest of DEW.
- 1.5 No employee shall engage directly or indirectly in any business contract with DEW.
- 1.6 No employee shall take or give bribe from/to anybody related to DEW Works.
- 1.7 No employee shall be involved in any acts and omissions liable for disciplinary action as Stated in the Service Rules.
- 1.8 All employees are obliged to follow the code of conduct as specified in the Gender Policy, Child Protection policy, information Disclosure Policy and Anti-corruption Policy of DEW as adopted/ amended from time to time.
- 1.9 All employees of DEW must avoid activities or situations which may result in a conflict of interest or the appearance of a conflict of interest as stated in the Service Rules.
- 1.10 All employees shall sign a declaration form giving their consent for observing the general conduct and practices.

## **2. Punishable Acts and Omissions:**

The following acts and omissions shall be treated as misconduct:

- 2.1 Willful insubordination or disobedience, whether alone or in combination with others, to any lawful or reasonable order of a superior/authority.
- 2.2 Theft, fraud or dishonesty will be treated as “O” tolerance.
- 2.3 Taking or giving bribes or any illegal gratification alone or in combination with other employees under the employment of DEW.
- 2.4 Taking advantage(s) using employees' office/ position for the direct or indirect financial, personal or. Professional benefit of themselves, members of their families or others with whom they have a personal relationship.
- 2.5 Habitual late attendance.
- 2.6 Habitual absence or absence without leave for more than ten days.
- 2.7 Disrespect to female colleagues and physically challenged persons.