



***Policy on
Ethics, Transparency and
Accountability and Code of
Conduct***



Ethics, Transparency and Accountability Policy

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Ethics, Transparency and Accountability Policy



1. Our Core Principles and Philosophy

Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) is guided by the fundamental principle of trust, built through ethical conduct, transparency, and accountability towards all stakeholders. These values form the core philosophy governing the Foundation's operations and decision-making. In alignment with this philosophy, BCKIC Foundation continuously strives to promote robust practices and governance structures that ensure transparent communication and responsible conduct at every level. This policy serves as a guiding framework for all persons covered under it, encouraging behavior that is ethical, accountable, and aligned with long-term sustainability and public interest.

Policy Statement and Objective

This Policy on Ethics, Transparency and Accountability and the Code of Conduct ("the Policy") is intended to provide a guiding framework for ethical behavior, responsible decision-making, and professional integrity in all activities of Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation). The Policy applies to all persons covered under it and serves as a benchmark for maintaining the highest standards of conduct while representing or working for the Foundation. BCKIC Foundation places strong trust in its employees, officers, and associates to comply with this Policy in both letter and spirit at all times, thereby upholding the values of transparency, accountability, and public trust.

Scope and Applicability

This Policy shall apply to Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation), its Board of Directors, senior management, officers, employees, and all individuals acting for or on behalf of the Foundation. The Policy shall be complied with at all times while representing or discharging duties for the Foundation. BCKIC Foundation also encourages its partners, consultants, vendors, and other associated parties to adhere to the principles and standards set out in this Policy when acting in its name or on its behalf. All covered persons are expected to avoid any form of participation or complicity in actions that violate the principles contained herein.

Regular Communication and Policy Updates

Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) shall ensure that all employees receive regular communication, guidance, and updates regarding this Policy and the principles contained herein. Such communication is intended to promote awareness, understanding, and consistent compliance with the Policy across the

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Protecting the Foundation's Assets

All employees and associates are responsible for safeguarding the Foundation's assets and exercising sound judgment to ensure that physical, intellectual, informational, and financial resources are protected from damage, theft, misuse, or waste. BCKIC Foundation generates valuable non-public ideas, research, strategies, and business information that are confidential in nature and must be adequately protected. Unauthorized access, use, or disclosure of such confidential information is strictly prohibited. Similarly, physical assets including equipment, materials, and facilities used in day-to-day operations must be used responsibly and safeguarded at all times.

Internet and Information Systems Policy

BCKIC provides internet access, email services, and other information systems to its employees and authorized third parties strictly for official and business purposes. These facilities shall be used to support effective communication, collaboration, and organizational operations. All internal and external business communications must be conducted only through BCKIC-approved electronic platforms and official email accounts. Misuse or abuse of BCKIC's IT resources, including internet access, email, or communication systems, for illegal, unethical, or unauthorized purposes is strictly prohibited. Users are expected to maintain professionalism, confidentiality, and integrity at all times. BCKIC reserves the right to monitor and regulate system usage in accordance with law and good governance principles.

Third party and employee confidential information

All persons covered under this Policy shall be responsible for protecting confidential information entrusted to Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) by its stakeholders, including customers, suppliers, partners, and collaborators, with the same level of care as applied to the Foundation's own confidential information. Collection, storage, processing, and maintenance of employee and stakeholder data shall be carried out strictly in accordance with applicable laws and regulations. Access to such data shall be limited to authorized personnel only and permitted solely for legitimate business purposes.

Non-Discrimination and Equal Opportunities

BCKIC Foundation is committed to providing a fair, inclusive, and respectful work environment and ensures equal opportunities irrespective of gender, age, cultural or educational background, ethnicity, professional experience, skills, knowledge, or length of service. The Foundation does not tolerate discrimination in any form. Recruitment, retention, and development of personnel are based solely on merit, role suitability, and performance, with equal opportunities for personal and professional growth for all.

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organization while reinforcing ethical conduct, transparency, and accountability in all professional activities.

Violation

Any violation of this Policy, its principles, or related directives may result in serious consequences. Such violations may adversely impact an employee's performance appraisal and career progression and may attract appropriate disciplinary action, including suspension or termination of engagement or employment. Depending on the nature and severity of the violation, the matter may also give rise to civil or criminal liability for the individuals concerned and, where applicable, for Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation), in accordance with applicable laws and regulations.

Annual Confirmation

Every employee of Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation), including members of the Board of Directors, shall annually confirm that they have read, understood, and complied with the principles and provisions of this Policy. Such confirmation shall be provided in the prescribed format. The compliance affirmation format applicable to employees is enclosed as **Annexure I**, while the compliance affirmation format applicable to the Board of Directors is enclosed as **Annexure II**.

Outsider's Recourse

No third party or external person shall have any right, claim, or recourse of whatsoever nature against any director, officer, or employee of Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) for any alleged non-compliance with the provisions of this Policy, including the Code of Conduct. This Policy is intended for internal governance and guidance purposes only and does not create any rights, obligations, or enforceable claims in favour of any external party.

2. Conduct at the Workplace

Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) is committed to maintaining the highest standards of ethical conduct in all its activities and interactions with internal and external stakeholders. All persons associated with the Foundation are expected to adhere to the following principles:



Health and Safety

The health and safety of employees and all persons working with or for Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) is of paramount importance. The Foundation has established detailed guidelines and procedures to define acceptable and unacceptable practices from a health and safety perspective at the workplace. All employees, workers, consultants, contractors, and associates are required to strictly comply with these guidelines to ensure a safe, secure, and healthy working environment.

Threats or Acts of Violence

All employees and associates of BCKIC Foundation are expected to act with courtesy, respect, and consideration for the dignity, liberty, and rights of others. Any form of violence, threat, intimidation, abusive behavior, or disruptive conduct at the workplace is strictly prohibited. The Foundation is committed to maintaining a work environment free from fear, coercion, or hostility.

Harassment

Harassment, in any form, constitutes a serious violation of this Policy. It includes unwelcome physical, verbal, written, or visual conduct that creates an intimidating, hostile, or offensive work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature. BCKIC Foundation strictly prohibits harassment by employees or non-employees and is committed to providing a workplace that upholds dignity, respect, and equality for all.

3. Integrity in Business Practices

Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) is committed to maintaining the highest standards of integrity and ethical conduct in all its operations. The Foundation strives to comply with all applicable laws and regulations and does not tolerate any form of bribery, embezzlement, corruption, or unethical practices. All persons covered under this Policy are expected to adhere to the following principles:

Compliance

The Foundation shall ensure full compliance with all laws, rules, and regulations applicable to its activities and encourages all stakeholders, partners, and entities across its value chain to do the same.

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Contractual Obligations

BCKIC Foundation shall honour its contractual commitments and ensure timely and accurate payments to employees, suppliers, service providers, and other entitled parties strictly in accordance with agreed contractual terms, unless otherwise mutually agreed.

Fair Competition and Compliance with Competition Laws

The Foundation believes in fair and transparent practices and supports free and ethical competition. It is committed to complying with all applicable competition and antitrust laws. Any violation of such laws is strictly prohibited. Employees involved in business development, procurement, or service delivery shall conduct themselves in accordance with this commitment and affirm compliance as prescribed by the Foundation. Associated parties are also encouraged to follow these principles and avoid any complicity in violations.

Business Integrity

All persons covered under this Policy shall not offer, give, solicit, or accept—directly or indirectly—any improper financial or non-financial advantage for personal or business gain. The offering of extravagant, lavish, or inappropriate gifts, particularly to government or public authorities, which may influence or appear to influence decision-making, is strictly prohibited.

Anti-Bribery and Anti-Corruption

BCKIC Foundation upholds zero tolerance towards bribery and corruption in any form. The Foundation is committed to the rule of law and ethical conduct in all interactions with public officials, commercial entities, and other stakeholders. A separate Anti-Bribery and Anti-Corruption Policy outlines detailed principles and guidelines and is accessible through the Foundation's internal systems. All persons covered under this Policy are required to strictly comply with its provisions.

Conflict of Interest

Employees of Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) shall avoid any activity, relationship, or association that may create, or appear to create, a conflict between personal interests and the legitimate interests of the Foundation. Where a real or perceived conflict of interest arises—such as when a vendor, partner, or counterparty is personally known to the employee—the employee shall promptly disclose such interest to the concerned authority and their reporting manager and shall recuse themselves from any related decision-making process.

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No employee shall engage in any activity that may be construed as a conflict of interest, including but not limited to personal investments in business partners or competing entities, misuse of insider information, or undue influence in transactions. All employees are required to comply with the Foundation's policies relating to conflicts of interest, including those concerning employment of relatives, business dealings with friends or family members, re-engagement of former employees, and related-party transactions.

Insider Trading / Dealing

Insider trading or dealing is unethical and illegal under the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, as amended. Directors, officers, employees, auditors, and other connected persons of BCKIC Foundation are strictly prohibited from trading in securities of the Foundation or any related entity while in possession of unpublished price-sensitive or material non-public information. It is also prohibited to directly or indirectly communicate, disclose, or "tip" such information to any person who may use it to make an investment decision or further disseminate the information.

Dealing in International Business

Given the global scope of its activities and collaborations, Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) may engage with international partners and operate in overseas jurisdictions. The Foundation is committed to complying with all applicable international, national, and local laws and regulations, including export and import controls, trade sanctions, embargoes, and relevant government orders or policies governing cross-border transactions.

Prevention of Money Laundering

BCKIC Foundation endeavours to engage only with reputable partners who conduct lawful business activities and whose funds originate from legitimate sources. Employees involved in financial or commercial transactions shall strictly adhere to all applicable accounting, record-keeping, and financial reporting requirements. Compliance with prescribed due diligence, including Know Your Customer (KYC) norms and related regulatory obligations, shall be ensured for all relevant transactions.

Accuracy of Records and Disclosures

All employees shall ensure the completeness, accuracy, and reliability of the Foundation's records, whether financial or otherwise. Information disclosed internally or externally, including public communications, shall be fair, timely, and understandable and shall comply with applicable laws and regulations.

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Records shall be maintained and retained in accordance with statutory requirements and the Foundation's internal policies and guidelines.

Code of Conduct Guidelines

BCKIC Foundation expects all employees, officers, and Directors to observe and uphold the principles of its Code of Conduct as set out in this Policy. All covered persons shall provide an annual confirmation of compliance in the prescribed manner.

4. Conduct for the Community

Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation) recognizes its responsibility towards the community and society at large and is committed to conducting its activities in a socially responsible, ethical, and sustainable manner.

Environment

As a responsible institutional citizen, BCKIC Foundation is mindful of its obligation to protect and preserve the environment. The Foundation strives to minimize its environmental footprint by promoting energy and water conservation, reducing waste generation, lowering greenhouse gas emissions, and encouraging the use of sustainable and alternative resources. All persons covered under this Policy are required to support and adhere to these environmental commitments in their professional activities.

Human Rights

BCKIC Foundation respects and upholds the human rights of all stakeholders within and beyond the workplace, including employees, communities, consumers, and vulnerable or marginalized groups. The Foundation strictly prohibits child labour, forced or compulsory labour, physical punishment, discrimination, harassment, violence, or any other practices that violate human dignity. All persons covered under this Policy are expected to uphold these principles at all times.

Stakeholder and Community Engagement

The Foundation shall systematically identify and engage with stakeholders in an open, transparent, and inclusive manner to create sustainable, long-term value. BCKIC Foundation endeavours to contribute positively to communities through meaningful engagement, capacity building, and responsible initiatives, while fostering relationships based on mutual respect and trust. All covered persons shall ensure that the Foundation's actions reflect this commitment.

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Public Policy Advocacy and Protection of Interests

BCKIC Foundation may engage responsibly with governments, regulatory authorities, and relevant institutions—directly or through recognized industry or professional bodies—to represent its legitimate interests and contribute to the development of public policy and regulations affecting its activities. Such engagement shall be conducted transparently, ethically, and in compliance with applicable laws. All persons covered under this Policy are expected to adhere to these principles.

5. Roles and Responsibility

The **Environment, Social and Governance (ESG) Committee** of BCKIC Foundation is responsible for:

- Establishing processes to ensure proper implementation of this Policy;
- Reviewing the Policy periodically to ensure relevance and effectiveness;
- Tracking, monitoring, and reviewing deviations or exceptions; and
- Authorizing any exceptions to the Policy, where necessary, in accordance with governance norms.

6. Communication and Updation

This Policy shall be communicated to all employees and relevant external stakeholders and will be made available on the Foundation's website. It is subject to continuous review and updating in line with changes in law, the Foundation's philosophy, vision, business plans, or other requirements. Any amendments or modifications shall take effect prospectively from the date specified therein.

7. Reporting

Questions regarding the applicability or implementation of this Policy, or concerns related to ethical conduct, may be referred to the **Compliance Officer** at [compliance email]. Employees, Directors, and other persons covered under this Policy who observe non-compliance, violations, or ethical dilemmas—such as misconduct, conflict of interest, or breaches of this Policy—are required to report these matters to their supervisor, department head, functional head, or the Compliance Officer. All reports made in good faith shall be thoroughly investigated and addressed in accordance with the Foundation's **Whistleblower Policy**.

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Four Eyes Principle – BCKIC Foundation

BCKIC Foundation follows the Four Eyes Principle, ensuring that all key decisions and financial transactions are reviewed and approved by at least two authorized persons. This system of dual oversight strengthens internal controls, prevents errors or misuse, and promotes transparency and accountability.

BCKIC Foundation

1. Objective

The objective of the Principle of Functional Separation is to ensure strong governance, effective internal control, and risk mitigation by clearly segregating key functions and responsibilities within BCKIC Foundation, a Section 8 company incorporated under the Companies Act, 2013. This principle aims to prevent concentration of authority, reduce operational risk, and promote accountability.

2. Definition

Functional Separation refers to the systematic division of duties and responsibilities so that initiation, approval, execution, recording, and review of activities are handled by different persons or bodies, wherever practicable.

3. Scope of Application

This principle shall apply to all major operational and governance areas, including:

- Financial management and accounting
- Procurement and vendor management
- Grant and donation management
- Statutory compliance and reporting
- Program planning, implementation, and monitoring
- Human resource administration

4. Key Areas of Separation

To the extent feasible, BCKIC Foundation shall ensure the following separations:

- Authorization vs. Execution
Approval of transactions shall be separated from their execution.

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- Execution vs. Recording
Individuals responsible for carrying out transactions shall not be solely responsible for recording them in the books of accounts.
- Custody vs. Accounting
Custody of cash, bank instruments, and assets shall be separate from accounting and reconciliation functions.
- Operational vs. Oversight Functions
Day-to-day operations shall be distinct from monitoring, review, and governance oversight functions exercised by the Board or Committees.

5. Roles and Responsibilities

- The Board of Directors shall define roles, responsibilities, and authority levels and ensure effective functional separation.
- Management and staff shall perform duties strictly within their assigned roles.
- Where staffing limitations exist, compensating controls such as dual approvals, periodic reviews, and enhanced supervision shall be implemented.

6. Documentation and Controls

- Delegation of authority and functional responsibilities shall be documented and approved by the Board.
- Standard operating procedures (SOPs) shall reflect functional separation requirements.
- Deviations, if unavoidable, shall be recorded with reasons and approved by competent authority.

7. Monitoring and Compliance

- Adherence to functional separation shall be reviewed periodically by the Board or an authorized committee.
- Statutory and internal auditors may examine compliance as part of audit processes.
- Any non-compliance shall be addressed promptly with corrective measures.

8. Review and Amendment

This policy shall be reviewed periodically to ensure alignment with Companies Act, 2013 (Section 8), Income-tax Act, 1961 and Applicable NGO governance standards and internal control best practices

9. Commitment

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BCKIC Foundation affirms its commitment to the Principle of Functional Separation as an essential element of transparent, accountable, and ethical governance.



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ANNEXURE 1

AFFIRMATION TO BE GIVEN BY EMPLOYEES REGARDING COMPLIANCE OF THE CODE OF CONDUCT BY THEM

(By every employee of Company on Annual basis with in a month of end of Financial Year)

I,.....[Name], Chairman having read and understood the **Policy on Ethics, Transparency and Accountability and Code of Conduct** applicable to all personnel, including members of the Board of Directors of Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation), hereby solemnly affirm that:

- During my tenure as Chairman, I shall serve BCKIC Foundation faithfully and act in accordance with the directions given to me while discharging my responsibilities.
- While performing my duties, I shall act within the limits prescribed by applicable laws, rules, and regulations.
- I shall not accept, directly or indirectly, any illegal payment, gift, remuneration, or reward from anyone connected with my official dealings.
- Without prior approval of the Foundation, I shall not hold any position (director, consultant, employee, representative, or agent) in any entity supplying goods or services to BCKIC Foundation or seeking to do business with it.
- I shall not have any personal commercial interest in any organization doing business with BCKIC Foundation.
- I shall maintain proper decorum, punctuality, and professional appearance during official engagements.
- I shall maintain a disciplined and responsible approach while representing BCKIC Foundation on social media, following official guidelines.
- I shall maintain harmonious and professional relationships with all employees, stakeholders, and associates of the Foundation.
- I shall provide full support and assistance in the Foundation's legal proceedings and compliance matters, as directed by the management.
- I shall act to protect BCKIC Foundation from fraud, theft, or any unlawful activity.
- I shall not have any personal interest or gain in purchases of equipment, vehicles, or other assets acquired for official purposes by the Foundation.
- Without prior approval, I shall not hold any interest in partnership firms or other business entities doing or seeking to do business with the Foundation.
- I shall not share profits or losses from any business entity that deals with the Foundation.
- I shall not engage in any activity or capacity with competitors or suppliers while serving as Chairman.

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- I shall not compete with the Foundation in any transaction involving purchase or sale of assets.
- I shall comply with all service conditions, rules, and regulations of the Foundation as amended from time to time.
- I shall not contest any elections or engage in political activities without written permission of the Foundation.
- I shall not disclose any confidential policies, data, technology, systems, drawings, process charts, or any other proprietary information of BCKIC Foundation without prior authorization.
- I acknowledge that any act deemed by the management as dishonesty, disobedience, insubordination, incivility, intemperance, breach of trust, breach of integrity, financial irregularity, or violation of any terms or conditions may result in appropriate action, including removal from my position.
- I declare that any firms related to my close relatives that conduct business with BCKIC Foundation do not involve any personal interest, profit, or gain on my part. If I have any personal interest in any business entity dealing or seeking to deal with the Foundation, I shall disclose it to the management at the earliest opportunity as follows:

"I, [Name], in my capacity as Chairman, hereby disclose that I have personal interest/gain, effective from [Date], in [Name of entity] with whom BCKIC Foundation is doing or seeking to do business (equipment, services, goods, or any other transaction)."

I further confirm that I shall comply with the broad principles of the Code of Conduct:

1. Act in the best interest of, and fulfill my fiduciary obligations to, BCKIC Foundation.
2. Act honestly, fairly, ethically, and with integrity.
3. Conduct myself professionally, courteously, and respectfully, without taking improper advantage of my position.
4. Act in a socially responsible manner, in accordance with applicable laws, rules, regulations, customs, and traditions.
5. Contribute to the upliftment of the poor, downtrodden, and needy.
6. Comply with all communication and other policies of the Foundation.
7. Act in good faith, responsibly, with due care, competence, and diligence, maintaining independent judgment.
8. Not use the Foundation's property, position, or resources for personal gain.
9. Not exploit information or opportunities for personal interest or in a manner detrimental to the Foundation's interests.
10. Act to enhance and maintain the reputation of BCKIC Foundation.
11. Help create and maintain high ethical standards and a commitment to compliance.

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12. Keep the Foundation informed, in a timely and appropriate manner, of any information critical to decision-making.
13. Practice and promote non-discrimination on the basis of race, gender, religion, caste, age, disability, national origin, or other such factors.
14. Strive for excellence in all activities and maintain the highest quality, effectiveness, and professionalism, fulfilling duties conscientiously and without fear or favour.
15. Encourage and support professional development of fellow employees through guidance and cooperation.
16. Avoid situations that may create a conflict between personal interest and duties to the Foundation.
17. Not engage in any internal trading of the Foundation's shares, stocks, or financial instruments.
18. I shall not indulge in the consumption of tobacco, cigarettes, drugs, alcohol, or any other banned substance within or outside the premises of the Foundation during or after official hours.
19. I shall not carry any weapon or unsafe article within the premises of the Foundation.
20. I shall ensure the protection of the Foundation's property, assets, and interests at all times.

I hereby confirm that I have read and understood the above **Ethics and Code of Conduct** and commit to abide by the same. I also understand and accept that any breach of the above Ethics or Code of Conduct may attract punitive or corrective action at the discretion of the management.

Signature: _____

Name: _____

Designation: Chairman

Date: _____

ECD / Employee ID: _____ **Designation:** _____

Date: _____



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ANNEXURE II

AFFIRMATION OF CODE OF CONDUCT BY BOARD OF DIRECTORS

(To be submitted annually within one month from the end of the financial year)

I [Name], [Designation],
having read and understood the **Policy on Ethics, Transparency and Accountability and Code of Conduct**, applicable to all personnel including members of the Board of Directors of **Bhubaneswar City Knowledge Innovation Cluster Foundation (BCKIC Foundation)**, hereby solemnly affirm that I have complied with, and have not violated, any of the provisions of the Policy during the year ended [Date/Financial Year].

I further confirm that, where applicable (for Independent Directors), I will:

- a) Undertake appropriate induction programs and regularly update and refresh my skills, knowledge, and familiarity with the Foundation;
- b) Seek clarification or professional advice from external experts, where necessary, at the Foundation's expense;
- c) Strive to attend all meetings of the Board of Directors and of the Board committees of which I am a member;
- d) Participate constructively and actively in the committees of which I am Chairperson or member;
- e) Strive to attend the general meetings of the Foundation;
- f) Raise any concerns regarding the management or proposed actions of the Foundation, ensure they are addressed, and if unresolved, insist that such concerns are recorded in the minutes of the Board meeting;
- g) Keep myself well informed about the Foundation and the external environment in which it operates;
- h) Not unfairly obstruct the functioning of any properly constituted Board or Board committee;
- i) Ensure adequate deliberation before approving related-party transactions and satisfy myself that such transactions are in the best interest of the Foundation;
- j) Ascertain that the Foundation has a functional vigil mechanism and ensure that individuals using it are not prejudiced;
- k) Report any concerns about unethical behaviour, actual or suspected fraud, or violations of the Code of Conduct or Ethics Policy;
- l) Assist, within my authority, in protecting the legitimate interests of the Foundation, its stakeholders, and employees;
- m) Not disclose confidential information, including commercial

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secrets, technology, plans, or unpublished price-sensitive information, unless approved by the Board or required by law.

Signature: _____

Name: _____

Place: _____

Date: _____



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BCKIC Foundation – Powers and Duties (Manual)

Functional Separation

1. Board & Top Management Powers and Duties

Designation	Powers	Duties
Board of Directors	Full powers, subject to statutory approvals on key policy issues	Governance, strategic oversight, ensuring compliance with BCKIC objectives
Chairperson / CMD	Chief Executive of the Foundation; entrusted with overall management powers as delegated by the Board	Lead implementation of Foundation's programs, oversee operations and finances
Head (Finance)	Head of Finance; exercises control over financial functions	Manage budgets, grants, donations, and financial reporting
Manager(Operations)	Head of operations; oversees operational activities	Supervise programs, projects, and staff for smooth functioning
Manager (HR)	Head of Human Resources; manages HR policies and practices	Recruitment, training, staff welfare, and HR compliance
Secretary	Statutory post under applicable NGO / Section 8 company laws	Compliance, secretarial duties, record-keeping, and coordination with authorities
Unit / Program Heads	Heads of respective units or initiatives	Plan, execute, and monitor projects; report progress to management

2. Program & Project Management Duties

Designation	Duties Assigned
Manager – Programs	Plan, coordinate, and oversee Foundation programs; policy guidance; liaison with government / partners
Manager – Grants & Finance	Manage funding proposals, disbursements, and reporting; ensure compliance with donors' regulations
Project Officer	Implement projects; monitor timelines, budgets, and deliverables; maintain records

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Designation	Duties Assigned
Assistant Project Officer	Support project implementation; assist in coordination and documentation
Research & Data Officer	Conduct research, compile data, and prepare reports for decision-making and external reporting

3. IT & Digital Infrastructure Duties

Designation	Duties Assigned	Reporting To
IT Head / Manager	Oversee IT strategy, digital systems, data security, and IT infrastructure	Chairperson / CMD
IT Officer / Assistant	Maintain digital platforms, ensure system uptime, user support, data backups, and cybersecurity	IT Manager

4. Finance & Administration Duties

Designation	Duties Assigned
Finance Head / Manager	Manage all financial transactions, budgeting, accounting, and compliance
Accounts Officer	Maintain accounts, process payments, prepare reports for audits
Admin Officer	Handle administrative work, record-keeping, office management, and HR support

5. Governance & Compliance

Designation	Duties Assigned
ESG / Governance Committee	Ensure policy implementation; review compliance; track exceptions; authorize exceptions to policy
Compliance Officer	Address queries on ethics, transparency, accountability; receive reports of misconduct / whistleblowing

6. Operations & Community Engagement

Designation	Duties Assigned
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Designation	Duties Assigned
Operations Head	Manage daily operations of Foundation; oversee programs, staff, and facilities
Program Coordinators	Implement specific community initiatives; liaise with stakeholders
Field Staff / Volunteers	Support program execution; maintain reporting; assist beneficiaries

This structure can serve as **BCKIC Foundation's official "Power and Duties Manual"**, clear, professional, and ready for circulation to all staff and Board members.



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