

Ethical & Environmental Policy

Tadbeer Consulting

Research, Consulting & Capacity building

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Overview

Tadbeer is an Afghan consulting firm, active in three major division; research, consultancy and capacity building. Its rich infrastructure and strong linkage in local, regional and international level and existed proficiency marks it as an exceptional institution.

Vision

A unique combination of local wisdom and international knowledge for a thriving and prosperous Afghanistan

Goal

To adapt, apply, and spread indigenous insight for improved policy making and sustainable development in Afghanistan.

Principle

TADBEER seeks to accomplish its mission by adherence to the following principles:

- Afghan leadership of development;
- Human development focus;
- Gender equity;
- **Transparency and accountability;**
- Demand driven approach;
- Sustainability of intervention;
- Environment protection;
- Strictly consider ethical issues in all interventions;

Ethical & Environmental Policy Statement

This Policy aims to reflect the beliefs of TADBEER Consulting as well as outline procedures recognizing TADBEER's actions towards a more environmentally and ethically responsible Consulting Firm. TADBEER **Consulting** believes that within its operations, it can make a difference across the board to improve its ethical and environmental standing. Ethical and environmental responsibilities will be inherent across the entire Consulting Firm.

Ethical Policy

1. Staffing

TADBEER will endeavor to encourage environmental and ethical behavior within the role of all permanent staff and try when possible, to include it in the job description of staff, particularly senior managers. TADBEER is committed to ensuring that our employment practices and the enforcement of laws and regulations ensure the protection of the rights of all those who work for us and as well as, ensure our employees are fully safe, fairly rewarded and valued. Following are the core principles while staffing:

- a. No forced, bonded or involuntary labor shall be used.**
 - All employment with TADBEER is freely and fairly chosen.
 - Staffs are hired by assigned recruitment committee after shortlisting the eligible candidates.

- Staffs are free to leave TADBEER after reasonable notice.

b. No child labor shall be used

- There shall be no recruitment of child Labor.
- Children or persons under 16 are not employed at any time, day or night.
- Children or persons under 18 are not employed full-time.

c. Working conditions are safe and hygienic.

- TADBEER takes adequate measures to prevent accidents and minimize potential hazards.
- Staffs receive regular health & safety training.
- Staffs have unrestricted access to required facilities.

2. Working Hours and Remuneration

Working hours and remuneration are reasonable and comparable to other firms in our sector and regular employment is provided.

- Staff pay rates are above the national legal minimum standards.
- Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.
- Staffs are provided 1 day off per week.
- Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.
- Government Tax is deducted based on Afghan government rules and regulation.

3. No discrimination is practiced

- There is no discrimination in pay, hiring, compensation, access to training, promotion and termination or employment or retirement on the grounds of race, nationality, religion, age, gender, disability, marital status, union membership or political affiliation.
- Opportunities of personal and career development are equally available to all employees.

4. Harassment, threats, abuse or intimidation

No Harassment, threats, abuse or intimidation shall be practiced. Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

5. Operation

Ethical Considerations in Research, Survey and Evaluation

Tadbeer is cognizant of all harms and inconveniences likely to occur as a result of a questionnaire or focus group discussion. As such, the following precautions are considered in all research activities:

- All participants in the interviews or in the focus group discussions will be briefed on the research process, including information on the length of the interview, its purpose, its contents and how the respondents' replies will be used. In this manner, respondents will provide knowledgeable and informed consent to conduct the research and, if specified by client, the respondents will sign a consent form.

- Prior to beginning the sessions, participants will be invited to ask the researchers any questions about the research process, or any questions related to the questionnaire or focus group discussion. In the unlikely event that participants will discuss personal or sensitive information that may trigger negative feelings or reactions, participants may either abstain from answering the question or withdraw entirely from the interview or focus group itself.
- Information that participants provide will at all times remain confidential, and the names of participants will not be used. In order to protect the individual, identifying characteristics of the participants will be concealed. Further, any information that the participants wish to have deleted in part or in whole from the written record may be deleted without explanation.

Ethical principles to be considered in all Researches, Surveys, Assessments and Evaluations:

- ***Voluntary Participation:*** Informants will not be coerced into participating in researches, surveys, assessments and evaluations;
- ***Informed Consent:*** Prospective research, survey, assessment and evaluation participants will be fully informed about the procedures and risks involved in research and must give their consent to participate.
- ***Risk of Harm:*** Informants will not be put in a situation where they might be at risk of harm as a result of their participation. Harm can be defined as both physical and psychological.
- ***Confidentiality:*** Informants are assured that identifying information will not be made available to anyone who is not directly involved in the study.
- ***Anonymity:*** Informants will remain anonymous throughout the study.
- ***Impartiality:*** Researchers will strictly remain impartial in all researches, surveys, assessments and evaluations;
- ***Honesty:*** Researchers strictly strive for honesty in all communications; reporting, data collections, presenting the results; researchers do not fabricate, falsify or misrepresent the data. And, do not deceive colleagues, research sponsors, or the public.
- ***Objectivity:*** Researchers strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, and other aspects of research where objectivity is expected or required.
- ***Integrity:*** Researchers keep their promises and agreements; act with sincerity; strive for consistency of thought and action.
- ***Carefulness:*** Researchers strictly avoid careless errors and negligence; carefully and critically examine their own work and the work of their peers. Keep good records of research activities, such as data collection, research design, and correspondence with relevant clients.
- ***Openness:*** Researchers are open to criticism and new ideas.
- ***Respect for Intellectual Property:*** Researchers honor patents, copyrights, and other forms of intellectual property. Researchers do not plagiarize; do not use unpublished data and results without permission. Proper acknowledgement or credit will be given for all contributors to research.
- ***Legality:*** Researchers must know and obey relevant institutional and governmental laws and policies.

- **Human Subjects Protection:** Researchers respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations.

Environmental Policy

We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner. We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods. It is our priority to encourage our business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to:

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimize our waste and then reuse or recycle as much of it as possible.
- Minimize energy and water usage in our central and regional offices, vehicles and processes in order to conserve supplies, and minimize our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.
- Ensure that all employees understand our environmental policy and conform to the high standards it requires.
- Assess complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Update our Environmental Policy annually in consultation with staff and associates.

1. Communications

TADBEER should seek to look into alternative ways to communicate with its clients, reducing paper usage and wasteful communication methods. TADBEER realizes the importance of online resources and aims to provide an effective website, and effective use of social networking websites. Poster boards should be maintained and kept tidy in order to reduce unnecessary excess printing for replacement posters. TADBEER should endeavor to be creative in its communications through initiating a sustainable approach to further communications provisions.

2. Printing

Printing practices throughout the organization will adhere to ethical and environmental responsibility. This includes any printing from individual usage, to marketing resources and publication printing.

3. Energy and Resources

TADBEER is committed to responsible activities with regards to energy usage throughout all operations. TADBEER aims to ensure that all equipment will be turned off when not in use, including lights, computers and television screens. Heating usage will regularly be monitored to avoid any environmental pollution and meanwhile, will seek out alternative renewable sources of energy and will adopt them where feasible.

4. Recycling

TADBEER is committed to reduce waste generated daily throughout the firm. Recycling points are available throughout all central and regional offices, and staffs are encouraged to recycle individual use waste. TADBEER aims to consider the slogan “Reduce, Reuse then Recycle” during the waste reduction process. Non-recyclable materials will be limited, and as and when new recycled/recyclable materials and technologies become available, TADBEER will opt for those which improve the provisions already in place. Electronic equipment including, but not limited to, old computers, phones, toner and ink cartridges will be recycled when necessary.

5. Plastic Bags

TADBEER will do its utmost to not use plastic carrier bags, particularly in large scale events. If the use of plastic carrier bags is unavoidable, every effort should be made to ensure that they are recycled afterwards.