APPENDIX V.

Rules for Conduct and Discipline followed by Cooperatives

(i) Every employee has to use his utmost endeavour to promote the interests of the society and to be respectful to and to show courtesy and attention to its constituents and persons with whom he has to deal while discharging his duties in all of the transactions and relations of the society. Every employee has to be respectful and show courtesy and good manners in his behaviour towards his superiors as well as subordinates and his conduct outside the society should be such as not to bring any discredit to the society. (ii) Every employee has to be diligent, regular and punctual in attending to his duties and should not absent himself from his duties without having first obtained the permission of the competent authority, nor should he absent himself in the case of sickness or accident without submitting a medical certificate of a doctor approved by the society. (iii) No employee can accept any outside employment, whether honorary or otherwise, without previous permission obtained in writing of the competent authority. (iv) No employee can engage himself in any commercial business or pursuit either on his own account or as an agent while in the employment of the society except with the prior permission in writing of the competent authority. (v) No employee can take an active part in politics or engage himself in any political, religious or communal demonstration of any sort or in any elections of any cooperative institution. No employee can contest any election to or interfere— by canvassing or otherwise use his influence in any way—with any election of a local body, legislature, or parliament constituted under the Act of Government of Gujarat or India. (vi) An employee cannot accept or solicit or allow any of the members of his

1. The Gujarat State Cooperative Union Ltd., Ahmedabad: Rules - Staff regulations, Provident Fund Rules, Gratuity Rules and Leave Rules for the employees of the Union: pp.3-5.
family to accept or solicit any gift from the society or its members or employees except with the permission of the Chairman or Vice-chairman or Hon. Secretary. (vii) Any employee, who is found to have indulged in activities against the interests of the society or in activities of a criminal nature or who is found using his official position for personal and private gain, shall be deemed to have infringed upon the discipline of the society. (viii) An employee of the society cannot, unless empowered, communicate directly or indirectly to the press or supply to anybody outside the society, any document or information which has came in his possession in course of his duties or has been prepared or collected by him in course of his duties. (ix) Every employee of the society has to conform to and abide by these regulations and observe, comply with and obey all orders and directions, which may from time to time be given to him, by any persons or persons under whose supervision and control he may for the time-being be placed. (x) Every employee is bound to serve the society faithfully and is bound, while on duty, to devote his whole time and energy in the faithful discharge of his duties.