



Achieve more with Diversity and Inclusion!

## Governance Policy

### 1. Purpose

Diverse Patterns is committed to promoting transparency, accountability, and ethical decision-making in all its operations. This Governance Policy provides a framework for leadership, decision-making, and oversight to ensure the organization fulfills its mission effectively while maintaining inclusive and participatory governance.

### 2. Organizational Structure

Diverse Patterns is a **privately organization** and has a streamlined decision-making process while fostering collaboration within the organization. The structure consists of:

- **Founder/Director:** Responsible for overall leadership, strategic direction, and daily operational management while ensuring participation and consultation with key personnel.
- **Execution Team:** Comprises full-time and part-time staff responsible for implementing projects and operational tasks under guided leadership.
- **Consultants:** External experts engaged on a role-based, project-specific basis to provide specialized knowledge and expertise.
- **Advisory Members:** Provide recommendations and insights to strengthen the organization's strategic direction without holding governance authority.

### 3. Roles & Responsibilities

#### Founder/Director:

- Provides leadership and strategic vision while fostering a collaborative work environment.
- Oversees organizational activities, administration, project execution, and compliance.
- Represents the organization in external relations, partnerships, and negotiations.
- Ensures sound financial management and sustainability while maintaining transparency.
- Engages with the Execution Team and consultants to encourage knowledge-sharing and innovation.

21/08/2028



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### Execution Team:

- Implements projects and services according to organizational goals, ensuring quality outcomes.
- Works closely with the Founder/Director to develop and execute strategic initiatives.
- Maintains ethical and professional standards, upholding the organization's core values.
- Engages in internal discussions and feedback mechanisms to improve organizational practices.

### Consultants:

- Provide specialized expertise based on project needs and contribute to the organization's objectives.
- Work in alignment with the organization's mission and operational guidelines.
- Offer insights and recommendations that enhance service delivery and project impact.

## 4. Decision-Making & Meetings

- The **Founder/Director** leads decision-making in consultation with key personnel to ensure well-rounded, informed choices.
- Regular **internal meetings** (monthly) are conducted to review progress, discuss challenges, and explore new opportunities.
- Consultants and advisory members contribute their perspectives in meetings relevant to their expertise or project involvement.
- Major organizational decisions, including financial and strategic matters, are reviewed collaboratively before implementation.

## 5. Code of Conduct & Ethics

Diverse Patterns upholds a strong ethical foundation, emphasizing:

- Integrity, professionalism, and respect for diversity and inclusion.
- Prevention of conflicts of interest through disclosure and transparency in decision-making.
- Protection of confidential and sensitive organizational information.
- Commitment to ethical research, service delivery, and engagement with partners and beneficiaries.
- Accountability in all actions, ensuring that stakeholders and team members adhere to high ethical standards.



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## 6. Oversight & Compliance

- Compliance with **legal, financial, and donor** requirements is a priority for operational integrity.
- Periodic internal reviews are conducted to evaluate performance, financial management, and project implementation.
- External audits or financial assessments may be conducted to strengthen financial accountability.
- Feedback mechanisms are established to ensure continuous improvement and adherence to best practices.

## 7. Policy Review & Amendments

- This Governance Policy will be reviewed every **two years** or as needed to remain relevant and effective.
- Amendments require approval through an internal review process, ensuring alignment with the organization's mission, ethical principles, and legal obligations.

**Approved by:** Sagar Prasai, Director

**Date:** July 23, 2024

**Next Review Date:** July 20, 2026



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