

Human Resource Policy



বাদাবন সংঘ
Badabon Sangho
(A Women's Rights Organisation)

Badabon Sangho
Kathamari, Vekotmari,
Rampal, Bagerhat.

Preface

Badabon Sangho made its debut in 2015 in Rampal upazila of Bagerhat district in southwestern Bangladesh. To the locals, Sundarbans is widely known 'Badabon'. Badabon Sangho's name has also been inspired by the same.

Adopting and implementing timely and effective policies is essential for the overall development and sustainability of any organization. The policy provides guidelines and sets standards for the smooth and successful implementation of all activities of the organization. With the passage of time and capacity, the company adopts a variety of policies and adds and subtracts as needed. It is an ongoing process through which the organization is managed. Badabon Sangha could not formulate a human resource policy at the beginning of the journey. Human resource policy review and recommendations are adopted through the representative participation of staff at all levels in the implementation of the activities conducted by the organization. The implementation of the policy started in January 2017 with the approval of the executive council of the organization.

We hope that the effective implementation of this policy will contribute to the creation of a more conducive workplace for all employees. The policy addresses all human resources as workers. The policy is currently being used in Bengali and will be published in English later. In this case, if there is any ambiguity about the meaning of Bengali and English, the policy written in Bengali language will be considered as final.


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Chapter One Basic introduction to human resource policy

All the staff of Badabon Sangho, a non-government development organization, are a part of it's human resources. Human resources are the main driving force of the organization. This policy is applicable for proper management and development of human resources.

1. Policy Objectives:

Procurement, recruitment, management and development of skilled human resources to achieve the goals of the organization with efficiency and effectiveness.

1.1 Initiatives to achieve policy objectives:

1. Take necessary steps to enhance the capacity of the human resources department and ensure a unique position.
2. Creating a supportive, consulting and collaborative attitude among the employees in the organization.
3. To take initiative to create a clear idea of the policy for all working in the organization and to believe, observe and preserve all the provisions of the policy.
4. To establish a friendly environment model among all the employees of the organization.
5. To constantly work to improve the quality of human resources of the organization to bring it up to national and international standard.
6. To provide necessary assistance to the Human Resources Department at all levels in various initiatives to change the cultural quality of the organization.
7. To adopt transparent and quality standards in the management and evaluation of human resources.
8. Finding new human resource challenges and make plans to address them.
9. Allocate appropriate budget for human resource management development.

1.2 Strategic Directions for Human Resources:

A self-reliant organization is dependent on the characteristic qualities of its human resources, relationships and the results of its work. Considering the need for human resources in the organization for a long period of time, the human resources department will constantly formulate, implement plans and do research.

1. Awaken the values of the organization in human resources.
2. To provide maximum facilities within the capabilities of the organization.
3. Ensuring appropriate position by analyzing the type, nature and skills of the employee.
4. Create versatile workplaces.
5. Create a safe and cooperative work environment.
6. Formulation and implementation of gender policy in the light of this policy for the development of women employees and creating proper working environment.
7. To store the information of all the active employees through a database.
8. To maintain the environment of continuous learning.

1.3 Human Resource Management:

Every employee of the organization will make full use of his/her skills and performance by improving themselves. Everyone will play a role in human resource management by achieving the ultimate excellence of their work. The organization will provide equal employment opportunities to all Bangladeshi citizens and provide equal opportunities to all men and women employees to improve their skills and standards. The organization maintains the following guidelines for all human resource management.

1. All employees will always work with reputation and discretion, respecting the values of the organization.
2. The organization will strive to bring equality among all male and female employees.
3. Provide applicable facilities as per qualifications to all levels of human resources working in the organization.
4. Development and rewards will depend on the performance of all the employees based on their professionalism including efficiency, commitment, loyalty, creativity.


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5. The organization will create a safe, healthy, friendly and women-friendly environment for employees to work in all its workplaces.
6. The organization will continue to work to bring about gender equality in all areas to achieve its goals, mission, vision and objectives of this policy.
7. Preference will be given to women who have completed the recruitment process.
8. In case of such incident where the safety of the employee may or could be disrupted, the employee in charge of human resource department / program / project will take necessary action.

1.4 Use of Policy:

This policy will provide guidance on human resources. The policy will be used by the management of the organization and all employees will be involved. The policy will assist in policy formulation and development process regarding human resources. The policy is a document for making appropriate and reasonable decisions on all aspects of the organization's human resource management and development.

1. Employees at all levels working in all departments, units and programs of the organization will follow the policy.
2. The Department of Human Resources will be responsible for the implementation and interpretation of all sections and sub-sections of the policy at all levels.
3. The policy will be used in coordination with other policies of the organization.
4. This policy may be transferred to any person or organization without the permission of the Executive Director or any officer nominated by the Executive Director.

1.5 Daily working hours:

One employee will be engaged in work for 7/8 hours every day. However, in case of emergency, one may have to work overtime. Permanent employees will not be paid for overtime work after the stipulated time.

1.6 Work schedule:

1. The working day will be from Sunday to Thursday. There will be weekly holidays on Friday and Saturday.
2. Daily office hours are from 9:00 a.m. to 4:00 p.m.
3. If there is any special announcement of the government / organization, then the work schedule and working day may change.

1.7 break:

1. 30-minute work break for staff lunch and prayer. Break time will be from 1.30 pm to 2.00 pm.
2. Women employees with children under one year of age will have an extra 45 minutes of lunch and prayer break.

1.8 Office close:

1. The organization will prepare a list of annual (January-December) holidays according to the government's national holiday gazette in Bangladesh. According to the list, the office will remain closed.
2. If the government announces additional public holidays, the organization shall consider.
3. Since some holidays depend on government announcements and moon sightings, the organization's offices will be closed accordingly.


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1.9 Attendance record:

1. All staff will record attendance in the workplace attendance book by signature / mechanical method.
2. All employees will be present at the workplace within the stipulated time. (Any employee who does not show up for work within 30 minutes of the scheduled time will be deemed to have arrived late.) The time may not be specified or further reduced to 15 minutes.
3. If an employee is on leave, the type of leave and duration should be clearly mentioned in the scheduled attendance register.
4. As per the rules, the prescribed page of attendance register has to be closed every month.

1.10 Religious festivals:

1. The organization will provide festival holidays to the employees of all religions to observe the religious festivals with due dignity.
2. Festive holidays can be allotted for a maximum of 7 days for Muslim employees.
3. Since most of the people in Bangladesh are Muslims, their offices are closed during the festival, so employees of other religions are also enjoy this facility. All religions except Muslims will be able to enjoy a maximum of 3 days off on the occasion of the festival.
4. Taking any additional holiday with festive holidays will be discouraged.

1.11 Clothing:

Every employee has to wear tasteful and elegant clothes and conduct activities including office management and representation outside the organization. Given the security and familiarity of the office, only drivers, peons, guards and cook-cum-cleaners may wear organization-prescribed clothing (but not mandatory).

1.12 Employee Identity Card:

1. Identity cards will be provided for staff identification, security and field level activities. The validity of each issued identity card will be maximum 3 years. The identity card will be changed with the change of post considering the need.
2. Separate identity cards will be provided for permanent and temporary employees.
3. The identity card must be kept with the employee at all times. If necessary, it should be worn around the neck during office hours.
4. If the identity card is lost / damaged, it is necessary to apply to the Department of Administration and Human Resources with appropriate reasons. The cost of the identity card will have to be borne by the employee if he / she fails to show proper reason or is ruined due to negligence.
5. When making a new identity card, the old identity card has to be submitted to the Administration and Human Resources Department.
6. In case of exemption from employment, dismissal, retirement the ID card has to be transferred to Administration and Human Resources Department.

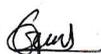
1.13 Policy Amendment / Change / Modification / Enhancement:

1. Any kind of policy amendment is an ongoing process. Any clause / sub-clause of the Human Resource Development Policy may be amended and supplemented to adapt the policy to the changing conditions in keeping with the needs of the organization, internal conditions and changes in the environment and national level.
2. The Executive Director will take up the final proposal after reviewing and finalizing the proposal at the meeting of the Central Management Team of the organization for amending and adding any section / sub-section of the policy. The Executive Director will present it to the Executive Council for final approval.

The decision of the Executive Council / Executive Director of the organization will be final if the provisions of this policy can resolve any issues raised.

Chapter 2

Recruitment-Transfer-Promotion


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2. Recruitment:

The organization is committed to fill all the vacant posts with skilled, qualified, experienced and inexperienced Bangladeshi citizens. If necessary, it will be able to recruit citizens from outside the country. In the case of recruitment, the following sections will be followed.

- A) Gender policy will be followed in recruitment.
- B) Education, skills, training, experience, general knowledge, communication skills, presentation, expression, gender sensitivity, successful job results, etc. will be taken into consideration in hiring skilled employees. There will be relaxation in recruitment for the disabled.
- C) Men and women below 18 years of age cannot be recruited.
- D) Discourage permanent employment of citizens above 50 years of age. The age limit is relaxed in case of hiring a consultant or on contract basis considering the requirements.
- E) In case of recruitment, HIV positive persons, sex employees (abstaining from work), third gender, disabled and tribal all will be recruited on priority basis with equal qualifications.
- F) The organization will not appoint anti-independence, militancy if it is proved or suspected to be a believer in any evil power. If an employee conceals information and is caught, he/she will be expelled and legal action will be taken against him/her through the prevailing law of the country.
- G) A regular or contract employee of any other organization shall not be employed as a permanent employee of Badabon Sangho.
- H) If any candidate or appointee has been convicted under civil law, if he is convicted in civil and criminal case, his candidature and appointment will be canceled later on the basis of documentary evidence and if any person is recruited and caught hiding information. He will be expelled and legal action will be taken against him through the country's customary law.
- I) Employees expelled from any other organization for serious offenses cannot be hired and if a person is hired for concealing information and is caught, he will be fired and legal action will be taken against him through the prevailing laws of the country.
- J) Employees working in the organization can apply through the in-service human resource department if they are eligible for recruitment against the advertisement of the vacant post in the organization. Note that this rule will not apply to trainee employees.
- K) SSC will be the minimum educational qualification for recruitment up to 1-6 grade. Educational qualifications can be relaxed considering additional experience / qualifications. However, doctors, engineers, agriculturists etc. can be recruited considering the required skills.
- L) No employee dismissed from the organization can re-apply. If an employee leaves the organization for personal or family reasons without being charged, he / she can apply for re-employment after 1 year.
- M) The organization will recruit through skill development by organizing internship courses on various programs.
- N) In case of appointment of any foreign national, appointment can be made following the customary law of both the countries.
- O) In case of recruitment, if there is any advice of donor / development partner and it does not conflict with the rules and regulations of the organization, the organization will give priority to accepting such advice.

2.1 Classification of employees:

Under the various programs run by the organization, it has been implementing activities in different areas and under different commitments. The following types of staff will be recruited to run the activities in continuation of long-term work.

2.1.1 Permanent employees: In order to make the program / project suitable for implementation, staff at all levels should be employed as apprentices for a period of 3 months to 12 months. Employees who are included in the pay scale of the organization after the apprenticeship period will enjoy all the benefits provided by the organization including job security. The organization will express responsibility for the employment of all these employees.

2.1.2 Program / Project employees: All the staff who will be recruited to manage the activities of the project will be treated as program / project staff. Appropriate staff from outside and within the organization can be involved here. Employees engaged in programs / projects are divided into 2 categories 1) project or contract employees 2) community development employees.

2.1.3 Contract Employees: Employees hired for any term in the implementation of the program / project will be considered as contract employees. All these employees will be provided the facilities


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prescribed by the program / project and the dismissal will be effective at the end of the program / project. No facilities will be applicable outside the allocation of such programs / projects. In case of expiration / running of the program / project, the organization will be able to employ some of the employees as permanent employees through the prescribed process considering their efficiency and contribution.

2.1.4 Community Development Employees: All the manpower residing in the field of various projects / programs who are recruited locally for the implementation of supportive activities of the projects / programs will be considered as Community Development Employees. The tenure of all these employees will end with the duration of the project or program.

2.1.5 Interns: Anyone interested in development work in the country and abroad can be hired as interns for a period of 3-6 months according to their qualifications. If the interns can achieve satisfactory success as per the conditions, they can be regularized in a certain position.

2.1.6 Consultant: The organization may, if necessary, appoint a local / foreign skilled citizen as a consultant for a period of time for any special work or if necessary. The term of the contract may be extended. However, in the case of hiring a foreign national as a consultant, the customary law of both the governments will be followed.

2.1.7 Volunteers: The organization can recruit volunteers in case of short term need / emergency. Volunteers will be recruited for related work with or without honorarium.

2.2 Recruitment Sources:

The organization will recruit staff from 2 sources as required.

Namely: 1) internal source and 2) external source

2.2.1 Internal Source

1. In order to be appointed to a specific post, the employees working in the organization can be recruited by checking the previous record of development of professional life considering the experience of conducting various activities.
2. If deemed necessary, the Chairman and Executive Director of the Executive Committee shall approve the appointment as per the merits of the notice. However, in the meeting of the executive committee, the minutes will be prepared by discussing the skills and qualifications of the staff in the project.
3. In case of filling up of vacancies, the vacancies may be filled by transferring the same grade or lower grade staff qualified within the organization (permanent / contract / project based / part-time).
4. At the end of the project period, the vacancies will be filled through transfer considering the higher qualifications of those working in the project.
5. In case of recruitment of staff for higher vacant posts or newly created posts, if there are suitable staff working within the organization (permanent / contract based / project based / b-period) then they can meet the demand through promotion. However, in that case section (2) of 2.2.1 has to be followed.
6. An employee working in the organization can apply for any internal post subject to the approval of his / her supervisor.

2.2.2 External Sources

The Department of Administration and Human Resources will make arrangements for any kind of public payment for recruitment of staff from external sources.

1. Printing of recruitment notices on newspapers/media.
2. Organization web site / job based web sites.
3. By evaluating the personal profile or resume of a person's job site
4. By publishing local recruitment notices
5. By evaluating the personal profile or resume of a person's job application deposited in the data bank / human resources department of the organization.
6. By an external recruitment organization.
7. Emergency Recruitment Search Committee can be formed to recruit staff anywhere in the work area.


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2.3 Re-employment:

1. If an employee voluntarily withdraws from any program or project of the organization, that employee will not be able to apply for re-employment in the organization within 1 year of the resignation and even if he does, it will not be accepted.
2. If an employee is fired for a serious offense, he or she cannot be re-employed.
3. In case of re-employment, the organization may adopt any of the recruitment procedures mentioned in the policy or may hire directly on the basis of experience.

2.4 Training period:

1. The post-recruitment period will be considered as apprenticeship period ranging from 3 months to 1 year to enhance the skills in conducting its activities and to adapt itself to the culture of the organization. The apprenticeship period can be extended if necessary.
2. This rule will only apply to those who are considered for permanent employment by the organization.

2.5 Job security of apprentices:

1. If the apprenticeship is completed satisfactorily as per the terms of employment, the employee's employment will be made permanent.
2. Employees of any post will be made permanent if they successfully conduct activities for six (6) months.
3. If the employee joins the service within the 15th day of the month, the employment will be fixed from the 1st of that month after the specified time and if it is after the 15th of the month of recruitment, it will be fixed from the 1st of the next month.

2.6 Recruitment Agreement:

In case of appointment to special posts or all posts, the organization may enter into employment agreement with the employees if necessary. This agreement will be completed with the consent of both parties.

1. Both parties will be contracted by specifying the terms in the appointment letter or preparing the contract separately.
2. According to the employment contract, the employee must complete his tenure with the organization.
3. In case of breach of contract or employment conditions, the organization hold the right to take necessary official and legal action against the employee.

2.7 Change of designation:

The organization hires staff in various positions to implement the project and programs. The program may also change the title when the project expires or in a new way or when a new program or project starts or the organization may create a new post by changing or modifying or adding any of its terms. In that case the executive director will make the decision.



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2.8 Staff recruitment needs:

1. The administration department will take initiative for recruitment of staff subject to discussion with the chief executive.
2. It should be clearly mentioned what kind of qualifications candidates need to have for recruitment for the respective posts.
3. If candidates need experience for recruitment, it is necessary to specify how many years of work experience is required for each previous organization(s).
4. The name of the project / program, place of work and duration of the project / program should be mentioned in the demand notice of employment.
5. The salary and other benefits should be mentioned in the post to be filled.

2.9 Formation, meeting and decision making of appointment committee:

The executive director may act as the convener of the appointment committee and shall form the appointment committee. The committee will decide on the following issues by holding a pre-appointment meeting to complete the recruitment process transparently.

1. Determine the last date and time of receipt of application.
2. How to sort out the application form for verification.
3. Sort the application form and prepare short list of selected candidates.
4. How to inform the candidates to participate in the written test (Interview Card / Telephone / Mobile / SMS) / E-mail
5. Arrange the place of examination.
6. When will the written / oral examination start and when will it end.
7. Selection of question paper preparation / examination party inspector / board member of oral examination evaluating answer sheets.
8. Finalize written and oral full marks.
9. Candidates will be informed about the results of the examination in any process.

2.9.1 Formation of Interview Board / Recruitment Committee:

Considering the importance of appointment, the Executive Director / Human Resources Department, can form the interview board / appointment committee with the consent of the honorable members of the Executive Council, consultants of the organization, experts from outside the organization on the subject matter, any other NGO head, director of the organization and senior officers working in the organization. The rules of the organization will be followed in hiring project staff from government and development partner donors, but the organization may or may not re-engage government and development partner donors in the recruitment process, it will only depend on the organization's decision. If there is a specific written obligation in the project commitment of the government and development partner donors, only then can an interview board consist of representatives from government departments and donor agencies.

2.10 Recruitment Application Form:

1. Applicants can apply in Bengali or English at the time of appointment through recruitment notification or any other source.
2. Applicants can submit the biodata and application only through the organization's own format.
3. Candidates must submit the following: handwritten or printed application form with CV, 2 copies of recent passport size photo. Application form along with photocopy of Citizenship Certificate or ID card, contact number, photocopy of all education certificates (all attested).
4. The organization will accept the application form by hand, post / courier or online.

2.11 Recruitment Test Procedure:

The organization may adopt one or more of the following examination methods depending on the importance of the position.

1. Answer sheet / Computer written test.
2. Oral examination.
3. Technical examination.
4. Interviewing candidates inside or outside the country electronically.
5. Any procedure can be adopted to verify the suitability of the post including the procedure prescribed by the partner organization.


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2.12 Method of inviting recruitment test:

The organization will conduct two types of recruitment tests:

1. The recruitment committee will conduct the recruitment examination by accepting the job application form and setting the date of the examination.
2. On the basis of the recruitment notification, the candidates along with the application form shall appear in person on the day of the examination and participate in the examination.

2.13 Appointment letter and ancillary information:

Once the appointment is finalized, the Human Resources Department will provide the employee with the relevant information including the appointment letter and will receive the necessary information from the employee.

1. The appointment letter will be signed by the Executive Director / Chief Officer of Human Resources.
2. The appointment letter will contain the name of the post, name of the program / project / department, date of effective recruitment, grade, salary-allowance, type of employment, place of work, apprenticeship period, terms of permanence, tenure obligation and other conditions including notice period.
3. Along with the appointment letter, the employee has to be provided with the details of responsibilities and duties.
4. If a candidate have work experience from another organization, he/she must submit the clearance of the previous organization to the Human Resources Department in order to join.
5. In addition, the organization will be able to attach new conditions to the appointment letter if necessary.

2.14 New employee posting:

1. In any place of the country where the organization has activities, the organization will post the candidates in the required posts.
2. In case of women employees, the organization will try to provide recruitment in their own district or adjoining district up to 7-8th grade. This rule will be applicable in case of 6th grade female employees considering the vacancy.
3. Candidates with disabilities can be recruited in any upazila / district of their choice except their own upazila. However, the recruitment of choice will depend on the vacancies in the respective upazilas / districts.

2.15 Joining the job:

1. The employee has to appear in person on the specified day and join during office hours in the workplace mentioned in the appointment letter.
2. In case of non-attendance on the scheduled day due to unforeseen (family, physical, political) reasons, the employee will inform the office authorities (in writing / telephone). Accordingly, the authority will fix the date of joining or take necessary decision regarding the employee.
3. Absence without informing the authorities within 3 days from the date of joining the service will be considered as cancellation of appointment.
4. If employees are transferred from one workplace to another or to another project / program, they must join the workplace by writing a letter of joining.

2.16 Recruitment Finalization:

If the employee is recruited through any of the means mentioned in the policy, the organization will next verify the issues mentioned in the job application. In this case, priority will be given to his family status and position along with the certificate of educational qualification, training certificate and record verification mentioned in his application form in the previous organization. The organization may cancel his / her appointment if there is any discrepancy in the information given in the application form or if he / she is found guilty of any offense. However, in this case, there will be an opportunity for the candidate to speak in his/her favor.

2.17 Transfer

If necessary, the organization can transfer any employee to any of the offices located in the work area of the organization. The transferred employee will receive the clearance by giving all the information



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and property in writing to the directed employee on the appointed day. Staffs can be transferred for the following reasons:

1. To improve the quality of work of the staff.
2. For avoiding redundancy.
3. In contrast to the vacant position.
4. If there is a vacancy on the basis of the employee's application and the application is accepted.
5. In case of transfer from one workplace another, the following rules shall apply to the employee for joining the same post or any new post:
 - A. The employee has to be present at the transferred place on the specified day and join the work. If he/she needs to change residence for the purpose of joining a new workplace, he/she will be given 1-3 days transfer leave depending on the distance to the workplace after joining. General holidays in case of emergency will also be included in the joining period.
 - B. If the employee is transferred from one workplace to another, the travel expenses for the new workplace will be paid by the organization in accordance with the sub-section of the transfer allowance.
 - C. Gender policy will be followed in case of transfer of female staff.

2.18 Promotions:

The promotion system will be present in the organization as an ongoing process by promoting the employees to higher and more dignified and responsible positions.

2.18.1 The organization's approach to promotion:

The organization believes and promotes that promotion elevates respect and dignity of employees, duties and responsibilities, salaries and benefits. Increases work satisfaction, increases employee confidence and loyalty to the organization and awakens new impetus to work. Recognized promotion of the work of the employees will play an important role. Matters to be considered in case of promotion:

1. The promotion will be based on the evaluation of the annual activities conducted by the staff. The organization can promote the skilled employee at any time of the year considering the requirements.
2. The promotion will largely depend on the efficiency of the employee. Besides, the needs and opportunities of the organization will also be taken into consideration.
3. If there is no scope for promotion (Peon, Night Guard, Day Guard), allowance will be given at fixed rate through performance appraisal.
4. In case of promotion, seniority, merit-education, professionalism and honesty of the employees will be taken into consideration.
5. Promotion will be considered if the employee is able to perform the duties properly as per the job description and responsibilities and if he / she is able to perform the duties in a more qualified position.
6. The promoted employee will get all the benefits as per the salary scale of the organization.
7. The provisions of the Gender Policy will be followed in the promotion of women employees.
8. Employees will be considered equally for promotion while on long-term (international / internal) training, higher education and maternity leave.
9. The Executive Director will form the promotion proposal committee and the committee will submit the final proposal following the below procedure.

2.18.2 Promotion Process:

Grade	Things to evaluate	Tests
Up to Grade 2-6	Proficiency, Term, Educational Qualification, Values and Behavior	Written / Oral Interview

10. In case of promotion, the executive director will play the main role and if necessary, the senior officer of the organization will be able to take the decision.

2.19. Preservation of personal files and records of employees:


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1. A personal file will be opened in the name of the employee as soon as the employee is hired. All the information of his working life will be stored in personal file.
2. Personal files will be treated as confidential documents.
3. The files will be preserved for up to 10 years after the debts of the dismissed or retired or retired employees are paid.
4. Personal files may be provided to an internal or external auditor or a representative of the donor organization as needed or to resolve legal complications.

2.20 Data Bank:

The organization will maintain effective storage system by collecting all the information of working life.



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Chapter Three Dismissal

While working in the organization, an employee may stop working or may be dismissed due to various reasons. In order to avoid any misunderstanding between the employee and the organization in the process of dismissal, the organization has mentioned some rules and regulations in this policy. All types of dismissals will be governed by the following measures.

3.1 Staff resignation:

- a. If any staff wants to resign, the application should be presented in handwritten addressing the executive director before the prescribed time mentioned in the terms of the appointment letter.
- b. The Executive Director will not accept the resignation letter if the allegation brought against the employee is not settled or the contract executed with the employee has not expired. Considering the importance of resignation, the executive director can make alternative decisions.
- c. The resigning employee will get the clearance by coordinating the debts and obligations including explaining the responsibilities assigned to the specific authority. Exemption will be effective on the basis of clearance.
- d. All decisions regarding the resignation of the Executive Director shall be taken by the Executive Council.

3.2 Redundancy:

1. The staff engaged in the project is recruited according to the design of the project. All these employees are considered as short term or long-term employees of the organization. The tenure of all these employees is set according to the duration of the project. At the end of the term, the organization can employ the concerned employees in any other vacancy and can layoff the staffs it finds excess. Or even if the staff is reduced according to the design of the donor organization or the project, the organization can lay off additional staff considering the qualifications.
2. If the organization reduces the size or scope of a program for a special reason, it can retrench the additional staff by employing the required number of staff through evaluation.
3. In case of retrenchment of permanent employees, all the due benefits along with a timely notice will be issued in due course of time.
4. In this case, notice will be given to the employees at the prescribed time as per the terms of the appointment letter.
5. The Executive Director will decide on the elimination of redundancy.

3.3 Lay-off

The organization can terminate the employee if he / she fails to carry out the activities as per the responsibilities and duties assigned to him / her. In this case-

1. The employee will be terminated with notice before the time mentioned in his / her appointment letter.
2. Apprentices can be terminated by giving short notice i.e. 1-3 days notice. In this case the conditions of appointment will not be applicable.
3. In the long run, permanent staff may be given a last chance of 3-6 months to strengthen their weaknesses, recognizing their long-standing failure to perform their duties and responsibilities. Termination will be done if he is not able to perform his duties as per the statement of responsibilities and duties within the stipulated time.
4. The decision of the authority regarding the resignation of the heavily punished employee will be considered final. In this case the employment conditions will not be applicable.
5. The termination letter will be signed by the Executive Director.

3.4 Dismissal


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Necessary action will be taken against the employee as per the rules of the organization if he / she is involved in such activities which are against the employee policy or tarnish the reputation of the organization while working in the organization. In this case-

- a. Employees may be dismissed if a departmental inquiry is initiated against the employee for non-compliance with the organization's policy and the allegations are proved to be true. The decision to dismiss the employee will be given in writing by the Executive Director stating the reasons.
- b. Dismissal order will be issued if it appears that the employee has been or is involved in any terrorist activities.
- c. In no case shall the period of dismissal be more than 90 days. Within this period a decision has to be made about the punishment of the employee. However, considering the situation, the authorities have to extend the idle time of the employee as per the need.
- d. In case of dismissal, the employee will handover all the responsibilities to the directed person.
- e. If there is a suspicion that the organization may be harmed by the employee / staff, he/she can be dismissed. However, if the cause of suspicion is not proved, the employee will be reinstated by paying the dues due to him or them.
- f. If any kind of action is taken against the gender policy of the organization, an employee can be dismissed.

3.5 Release/Discharge??

If the employee has a health problem or has been physically and mentally ill for a long time, or if he or she is unable to work due to the resulting problem, he / she will be discharged.

1. A doctor's consultation letter will be required to check the physical and mental condition of the employee.
2. Employees who have been involved with the organization for a long time should be informed in writing why they will be discharged one month before the discharge.
3. The Executive Director will approve the discharge (release) on the basis of appropriate information.

3.6 Retirement from service:

- A) Any employee permanently employed in the organization will be retired from the service if he / she reaches the age of 60 years. However, in case of special needs of the organization, the authority can extend the tenure of any employee from 1 year to 3 years, but it will be contractual and will have to be renewed every year.
- B) Compulsory retirement will be given to the employee when he / she reaches the age of 62 years.
- C) The organization can retire any employee after the completion of 15 years of permanent service. Similarly, if an employee wishes to retire voluntarily after completing 15 years of service, the organization will arrange retirement subject to the provision of all its benefits.
- D) Retirement from service will be notified to the employee by letter 6 months before retirement.
- E) At the time of retirement after 15 years of employment in the organization, the employee will be given 1 month paid retirement leave.


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Chapter Four **Job Amenities**

The organization will provide various financial and non-financial facilities to the employees for conducting and implementing various activities. All these facilities will be provided according to the title of the employee. The specific rules for all these facilities are mentioned in detail below.

4. Rules for payment of salaries and allowances

1. Salary will be paid as per the salary structure prescribed by the organization or as per the salary structure mentioned in the appointment letter.
2. The monthly salary of the employee will be paid between 28th and 31st of every month. However, keeping in view the various festivals, the executive director can authorize to pay the salary and allowance up to 15 days before the festival.
3. In case of festival before the 15th of the month, only festival allowance will be paid and salary-director can authorize to pay the salary-festival allowance together as per the decision.
4. In case of project, the employee will get full festival allowance if the duration of the festival from the beginning of the project does not exceed the apprenticeship period of the employee, but if the duration of the festival from the beginning of the project was beyond the apprenticeship period of the employee, the employee will get festival allowance at a proportional rate. The salary of the employee hired from joining the project will depend on the receipt of project money. However, if the necessary funds are allocated, the same rules will apply to the project.
5. The salary of an employee will be paid at any time of the month by the following rules.

Monthly Salary X Active Duty Days **30 (or 31 or 28)**

6. If income tax is applicable on the salary of the employee, it will be deducted and deposited in the government treasury.
7. Salary of all employees will be paid through bank account. Salary will be paid in cash in special cases.
8. Employee's appointment letter and working office clearance must be considered while paying / repaying all types of dues.

4.1 Salary-Allowance Deduction:

Employees working in the organization will be deducted from their salaries at a fixed rate due to the formation of future funds, adjustment of loan funds and misappropriation of various funds during their service.

- 1) Approved leave, unpaid leave, deduction as punishment for crime and deduction of salary for the period of temporary dismissal.
- 2) In case of intentional loss or damage to the goods in charge of the employee and loss of money of the organization, the same amount will be deducted from the salary.
- 3) The money received as advance will be deducted from the monthly salary of the employee if he does not pay on time.
- 4) Appropriate information should be stored for all types of deductions.

4.2 Yearly Increments

1. The organization will provide increment to the permanent employee in July every year according to the fixed salary structure.
2. Increased salaries or increments of project employees will depend on the allocation in the project budget.
3. If the employee enjoys unpaid leave for a maximum of six consecutive months (six months in case of maternity leave), the next annual increment will be considered eligible. In that case, the management will make a decision based on the evaluation of the last 6 months of the employee and considering the recommendation of his supervisor. However, the next year's increment will not be considered eligible for six months of unpaid leave.


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4. If an employee has to leave the workplace for higher education, training or any other purpose and stay in or out of the country for a long time due to the need of the organization, then the annual increment will be applicable to that employee.

4.3 Increment payment and suspension rules:

- 1) Annual increment will be provided by evaluating the activities conducted by the permanent staff on an annual basis.
- 2) Increment will not be applicable in case of trainee employee. The increment will be applicable through performance appraisal one year after job stabilization.
- 3) If the employee is promoted, the new salary scale will start. The salary structure will be determined with the necessary increments to ensure a 10% increase in the scale of the promoted post.
- 4) The organization will be able to give additional increment as a reward to the employee for the significant achievement.
- 5) If the result of the work evaluation is unsatisfactory, the organization can suspend the annual increment of the employee for a period of 1-12 months. If the result of the work is satisfactory at this specified time, his increment will be paid from the time of withdrawal by withdrawing the suspension order. However, next year, the work will be evaluated at the specific time.

4.4 Salary Management and Pay Scale:

1. The pay scale will only apply to permanent employees. At the end of June of each financial year, the next salary structure of the employee will be determined based on the annual performance appraisal and the new salary structure will be effective from July.
2. If the period of tenure or promotion is one year, it will be evaluated annually and the next pay structure will be determined.
3. If the program associate conducts the activities satisfactorily for 1 year, the employee will be promoted and the program will be organized and he/she will enjoy the facilities according to the grade.
4. If the employee is unable to perform his / her duties as per the statement of duties and responsibilities, the organization may suspend the pay scale of the employee.
5. The pay scale and salary structure will be approved by the Executive Council.
6. All the employees of the organization have been divided into 9 grades and the following pay scale and salary structure has been prepared accordingly.

The pay scale and salary structure of the organization:

Grade#	Designation	Pay-Scale	Salary Structure
1	Executive Director	15,000-20,000	15,000-1,500-30,000
2	Coordinator / Manager	7,500-10,000	7,500-750-15,000
3	Technical Officer (Accounts/IT)	6,000-7,500	6,000-600-12,000
4	Program / Training Officer	5,000-7,500	5,000-500-10,000
5	Admin / Office Assistant	3,500-5,000	3,500-350-7,000
6	Part-time Employee	3,500-8,000	3,500-350-7,000
7	Peon/Night Guard/Driver	5,000-6,000	5,000-500-10,000

4.5 Salary of staff during training

Salaries and allowances can be paid in accordance with the opinion of the Executive Director and the Executive Council during the training period on its own initiatives including micro-credit / income generating programs of the organization.

4.6 Salary and other benefits of the project:

1. The salary and other benefits of the staff will be applicable as per the budget allocation of the project implemented in collaboration with the donor agencies.
2. The salary budget allocated in the project budget can be allocated by the organization in several parts.
3. Salary allocated in the project budget for those employees who have partial responsibilities in the project can be paid from the mother account of the organization or from the project account.


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4.7 Rules for providing benefits in different situations and locations:

Permanent employees will receive the following allowances for the purpose of attracting the attention, responsibility and financial independence of the employees in the organization employment. All types of allowances will be paid along with the monthly salary.

4.7.1 House Rent Allowance:

The organization will provide house rent allowance for comfortable living. House rent allowance is 60% of basic salary. The house rent allowance will be 75% of the basic salary of those working in Dhaka office only.

4.7.2 Medical Allowance

The organization shall provide medical allowance to ensure proper medical treatment for the sick. Grade 1-6 will be paid at the rate of 10% per month.

4.7.3 Travel and Daily Allowance:

Badabon Sangho employees are required to participate in field visits, meetings, trainings, seminars outside their work area. In this case, in the light of the travel and travel allowance mentioned in the staff management policy of Badabon Sangho, the travel allowance will be paid at the rate of following.

Grade	Designation	Travel Allowance		Travel
		Dhaka	Other Cities	
Management	Executive Director Member of the Executive Council	600 Taka	400 Taka	Shall A/C Bus, Launch Cabin for travelling
Middle Row	Project Officer IT Officer Accounting Officer	500 Taka	300 Taka	Shall A/C Bus, Launch Cabin for travelling
Field Level	Program Officer Office Assistant Peon Night Guard Driver	400 Taka	250 Taka	Can travel in elegant chairs, non AC chair coaches of trains & launch sofas

1. Employees can take an advance of 50% of travel allowance and 50% of accommodation expenses. In this case dues on previous advance has to be cleared. In case of advance acceptance, the Travel Approval and 'Advance Request' approved by the Executive Director have to be filled and submitted.
2. The allowance allocated for food cannot be overcharged.
3. If out of 24 hours, an employee will get full 1 day allowance. If he/she travels more than 12 hours but less than 12 hours, he/she can claim 50% travel allowance.
4. If there is a guest house of Uttaran in the area to be visited, the employee must stay there compulsorily.
5. All employees are required to submit an original staying bill as attachment bill along with their travel expenses bill. The maximum amount allocated as travel allowance according to the status of the post or the lowest amount mentioned in the original bill will be paid to the employee.
6. If an employee stays under the supervision of the invited organization or in the guest house provided by them and eats breakfast, lunch and dinner there, he cannot make any bill.

4.7.4 Communication / Conveyance Allowance:

The organization has made arrangements to provide communication allowance for all grades of staff to ensure effective communication. The calculation of the communication allowance will be included in the salary of permanent officers and employees at all levels. All employees will be paid mobile phone bills. The decision to pay the bill will be taken after discussion in the staff meeting.

4.7.6 Hardship Allowance and Other Allowances:


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1. This allowance will be applicable at all times to the officers, staff and all support staff in the implementation of the program. However, this allowance will be applicable to the person declared by the Executive Director / Management considering the scope and place of work.
2. The calculator can be purchased from the office as required for the accountant.
3. Badabon Sangho provides motorcycles for its work needs. If anyone wants to use a personal motorbike to conduct the program, he/she will be paid in light of the decision of the staff meeting for fuel and maintenance subject to approval.

4.7.7 Maternity leave pay / allowance benefits:

1. During maternity leave, a female employee will be paid only basic salary, house rent, medical allowance, location allowance (if applicable) and festival allowance (if applicable) excluding associate salary. As travel allowance, communication allowance and tiffin allowance are paid while in operation, these allowances will not be applicable.
2. In case of permanent female employee during maternity leave, annual increment will be paid on time in evaluation of her previous activities.
3. All the benefits will be applicable to the women employees engaged in the project implemented in collaboration with the partner organizations as per the project allocation.

4.7.8 Accommodation:

1. If required and facilities can be provided by the organization in the implementation of the program / project on a time-space basis.
2. When leaving a residence, security must be considered and safety measures must be taken accordingly.



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4.7.10 Festival Allowance:

The organization will provide festival allowances to the employees of different religions for proper observance of various festivals. According to the calendar, every devotee will be given 1 festival bonus in a year. In the case of Muslims, the allowance will be given on the basis of major religious festivals and in the case of Hindus, Christians and Buddhists, the festival bonus will be given on the basis of one major festival.

4.7.10.1 Festivals

Muslim	:	Eid Ul Fitre or Eid Ul Azha
Hindu	:	Durga Puja
Christian	:	Christmas
Buddhist	:	Buddha Purnima

4.7.10.2 Rules for payment of festival allowance:

The following rules will apply to all the programs / projects of the organization-

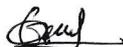
1. The festival allowance of all permanent employees of the organization will be equal to one month's basic salary. Festival allowance will be 50% of the total salary for the temporary employees.
2. Festival allowance can be paid 10-15 days before the festival.
 - A) If the period of appointment is less than 30 days from the day of the festival, then the festival allowance will not be applicable to those employees.
 - B) 25% allowance will be paid if the appointment time is between 30 days and 90 days from the day of festival.
 - C) 50% of the total bonus will be paid if the appointment period is between 91 days to 180 days from the day of the festival.
 - D) 100% allowance will be paid if the appointment time is more than 180 days from the day of festival.
3. If an employee resigns or retires or is discharged before the festival, he will not receive the festival allowance.
4. Festival allowance will be payable during maternity leave.
5. If any employee leaves the workplace on Eid leave after receiving salary and Eid bonus and does not join the work later, his leave will be deducted from the starting day of his leave and the salary and other allowances along with festival allowance will have to be returned to the organization.
6. If an Eid bonus is applicable during a project of less than one year, then Eid bonus will be applicable for him/her if he/she is employed till the time of the project.
7. If any employee dies during the festival month, his/her festival allowance will be effective as per the rules.

4.7.11 Transfer Allowance:

A) Officers / staff / support staff / interns from other locations may be able to recover the actual cost of the transfer from the office if transfer is required to carry out the activities of the organization.

4.7.12 Gratuity Fund:

1. If the employee permanently employed in the organization completes 2 years from the time of stabilization of employment, the first gratuity amount equal to the basic salary will be paid and the money will be credited to the gratuity fund. Thereafter, an amount equal to the basic salary will be credited to the fund as gratuity every year.



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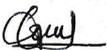
2. If any permanent worker leaves the job due to resignation, retirement, dismissal, he will get gratuity at the following rate:

Term of service	Resignation / Exemption	Retirement	Dismissal
2 years or more after permanence but up to 5 years	Number of applicable gratuities Last Basic Salary	Number of applicable gratuities Last Basic Salary + Last Basic Salary for One Month	Only return the deposited gratuity
More than 5 years after permanence but up to 10 years	Number of applicable gratuities Last Basic Salary	Number of applicable gratuities Last Basic Salary 1.25	Number of applicable gratuities Last Basic Salary
More than 10 years after permanence but up to 15 years	Number of applicable gratuities Last Basic Salary 1.25	Number of applicable gratuities Last Basic Salary 1.5	Number of applicable gratuities Last Basic Salary
More than 15 years after permanence but up to 25 years	Number of applicable gratuities Last Basic Salary 1.5	Number of applicable gratuities Last Basic Salary 2.0	Number of applicable gratuities Last Basic Salary 1.5
More than 25 years	Number of applicable gratuities Last Basic Salary 2.0	Number of applicable gratuities Last Basic Salary 2.5	Number of applicable gratuities Last Basic Salary 2.0

3. The organization will deposit the gratuity money in the fund of each permanent employee within one month of the expiration of the gratuity. However, in the case of fundraising, the gratuity can be deposited in the fund even after a certain period of time or in the month of December and June of each year.
4. The money deposited in the gratuity fund can be used to purchase savings certificates, FDRs or other lucrative sectors for the welfare of employees and to increase future funds.
5. If an employee is fired for a criminal offense or financial inconsistency, the authority may adjust the employee's gratuity by deducting the embezzled money from the money deposited in the fund.
6. In case of death of any employee his nominee or nominees will be paid the prescribed amount of funds.
7. The employee may at any time by written notice cancel the name of his or her previously nominated nominee and nominate another person or persons as a new nominee. If a male employee is married, his wife's name must be included in the list of nominees.
8. If the employee dies without nominating anyone, his / her gratuity fund will be paid to his / her legitimate heirs on the basis of proof of inheritance.
9. If the employee does not withdraw the money deposited in his / her gratuity fund even after 2 years have elapsed since the withdrawal / expulsion from the organization, then the money can be withdrawn and used to cover the deficit of embezzled money or deposited in the reserve fund of the Gratuity Fund.
10. The Gratuity Fund may audited every year by a reputed audit firm, the fees of which will be borne by the fund.

4.7.13 Benefits in case of temporary suspension and dismissal:

- A) If the allegation against the employee or officer is proved and the employee is exempted from the organization, he / she will be reimbursed the salary / allowance and other funds deposited in the fund.


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- B) If any employee is temporarily expelled / suspended due to a specific complaint, no salary-allowance will be applicable to him if the complaint is proved during the period of suspension of work.
- C) If it is time to pay festival allowance at the time of suspension of the activities of the employee, it will not be paid. The festival allowance will be paid if the allegation is not proved later and joins the organization again.

4.7.14 Medical vacation benefits:

- A) Only basic salary, house rent and medical allowance, location allowance (if applicable), city allowance (if applicable) will be paid to the permanent employee during medical leave (above 7 days). In case of trainee staff only salary will be applicable, no allowance (if applicable), city allowance (if applicable) will be paid. If there is a festival during the medical period, the allowance will be applicable.

4.7.15 Travel Regulations:

In case of need of the organization, the employee has to undergo training in the country and abroad including the work area, attend every visit, meeting / seminar and travel for official work. For this the underwritten rules will be applicable.

1. Travel expenses cannot be paid without the prior written permission of the Executive Director.
2. If an employee needs to travel outside the work area for a specific program, training, workshop, or office work, he/she needs to get the approval of the Executive Director in writing by filling out the 'Travel Approval' format.
3. Later, when applying for the travel bill, the employee needs to fill in the Travel Bill along with the 'Travel Format' approved by the Executive Director and submit all the transport, overnight, food bills as per the Human Resources Policy.
4. The office assistant will be responsible for verifying the date, time and place with the movement book while paying the travel expenses. The Accounts and Administration Manager will then verify the bill. Final approval will be given by the Executive Director or Program Coordinator.

4.7.15.2 Overseas Travel:

1. For international travel (less than 7 days) maximum USD 600; Medium or long stay (more than 7 days) maximum 1500 US dollars can be paid in advance. In addition the actual fare of the vehicle used for travel will be paid.
2. Arrangements will be made in accordance with the guidelines of the partner organization in case of going abroad at the invitation of the partner organization (donor organization).

4.7.16 Matters relating to death of employee:

In case of death in the line of duty, the organization will remit all its dues to the deceased person's nominee / persons or in the absence of the nominee to any dependent. From the day the employee dies, the job will be considered vacant. As soon as possible the responsible employee will inform the superior employee by phone and in writing. The relevant letter should mention the name, surname, place of work, cause of death, time, time of employment. Details of posthumous debts are given below:


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- B) If any employee is temporarily expelled / suspended due to a specific complaint, no salary-allowance will be applicable to him if the complaint is proved during the period of suspension of work.
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4.7.16.1 In case of death while in service:

1. In case of death while in service, due arrears of salary and allowance (as long as he is active), and other funds will be refunded.
2. In case of death in the line of duty, the nominee of the said employee will be paid three months' basic salary / half of the total monthly salary of the contract employee. This benefit will not apply in case of death during the period of temporary dismissal.
3. The period of service will end from the day after death.

4.7.16.2 Necessary steps to recover the debt of the deceased employee:

1. Nominees or heirs have to apply to the Executive Director for receipt of all dues.
2. The application form should be accompanied by a certificate of inheritance issued by the Union Parishad or the municipality.
3. If the nominee is nominated to receive all receivables before death, he/she will be reimbursed all receivables.
4. If there is a debt to the deceased employee, it will be deducted or the organization will give up the debt.



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Chapter Five Leave

Absence from office on any working day subject to approval will be called leave. Weekly holidays or government declared holidays cannot be called leave. The organization has arranged various types of leave for the employees to solve their personal, family and physical problems. However, leave has to be taken on the basis of certain rules and at the end of the year all types of leave will be eliminated.

5. Leave Approval Rules:

1. Employees can apply for leave up to 6 days (casual, earned, sick) in the prescribed form. The respective supervisors will approve this type of leave. Employees have to apply along with the executive director on white paper for extra leave beyond 6 days.
1. The Executive Director shall approve all leave.
2. The Executive Director shall approve maternity leave, maternity leave, marital leave, medical leave and educational leave.
3. During the training period (6 months) the employee will be able to enjoy 3 days sick leave and 1 day casual leave including weekly general leave. However, in case of an accident while on duty, the higher authority may extend the leave period. If the apprenticeship period increases, the leave will increase proportionately.
4. Employees have to apply 2 working days in advance to take 3 days leave in one shot and 3 working days in advance to take leave for less than 7 days in 3 days in one shot and if it is more than 7 days in one shot leave employees have to apply at least 10 working days in advance.
5. Half a day off can be taken in case of emergency. A 2-days half-day leave will be treated as a 1-day leave.
6. If there is a weekly / general holiday within the approved holiday, the number of approved holidays will be calculated by adding these holidays.
7. An employee will transfer the responsibility to the designated employee before going on leave and will assume the responsibility at the end of the leave.
8. An employee may be called in case of emergency while on leave. In that case, he/she will be considered working from the date of departure for the purpose of returning to work.
9. The rules and regulations for granting leave to employees engaged in the project will be the same. If the rules are mentioned in the project then the leave will be effective accordingly.

5.1 Different types of leave:

Different leave is required during the time of employment. The organization has the following different types of leave provisions for its employees.

5.1.1 Casual Leave

1. Every permanent employee will be able to enjoy 14 days casual leave in the calendar. 1 day leave will be given for every 21 working days.
2. Not more than 3 days casual leave can be applied for at a time. In case of emergency, the authorities may extend the leave.
3. If the required leave is not due and the employee faces an emergency, the officer in charge will be able to approve the leave on the basis of subsequent leave adjustment. Such leave will be applicable once a year.
4. Taking casual leave before or after weekly and other holidays will be discouraged.
5. Apprentice employees will be able to enjoy casual leave for 1 day per month. If the apprenticeship period increases, the leave will increase proportionately.

5.1.2 Earned Leave

A) Permanent employee will be able to enjoy 6 days of earned leave in a year. 1 day leave will be given every two months.

5.1.3 Sick Leave

1. If an employee suddenly falls ill while working or falls ill at residence after leaving work, he/she can take such leave.
2. This type of leave will be applicable for 07 days every year.


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3. If an employee falls ill while working, he / she can leave the office taking permission of the supervisor. Verbal permission can be taken in case he / she is not capable of writing the application due to sickness.
4. If the employee falls ill after leaving the workplace, he / she should inform the office authorities by any means and after getting well, he / she should return to the office and get the leave approved first.
5. To take more than 3 (three) days leave in total, the doctor's advice letter must be attached with the application form.

5.1.4 Maternity Leave

1. If the term of service of a woman employee is at least 01 year 06 months, she will get maximum 180 days or 6 months paid leave due to maternity reasons.
2. Maternity leave will not be applicable during the apprenticeship. With special consideration, the management can approve 6 months leave without pay.
3. No other type of leave will be applicable to the employee during her maternity leave. After joining the work will be able to enjoy other leave as per the leave clause.
4. A woman can enjoy at least 2 maternity leave.
5. If the employee has a child before joining the organization, he / she will be able to enjoy maternity leave on paid basis only once. If it is necessary to take such leave in the next, the authorities can approve the leave without pay considering the matter. Self-paid maternity leave will not be applicable to an employee having 2 children before joining the organization.
6. However, if the number of surviving children of the employee falls below 2 (two) or if the child is disabled, he / she will get similar maternity leave again, no matter how many times he / she has already taken maternity leave.

5.1.5 Paternity Leave

1. The organization has arranged paternity leave for male employees. Employees will be able to enjoy this holiday for 6 days on their own.
2. Such leave will be applicable for 2 children.
3. If the employee has 2 children before joining the organization, such leave will not be applicable.

5.1.6 Marital Leave

The organization reserves marital leave as well as other holidays for the employees. A female employee working in the organization will be able to enjoy marital leave for 7 days and a male employee will be able to enjoy paid leave for 7 days.

5.1.7 Education Leave

The Authority shall, in the interest of the organization, provide permanent leave to selected permanent employees for higher education or special training in accordance with the following arrangements.

1. This type of leave can be given on completion of 3 years of uninterrupted tenure of the permanent employee in the organization.
2. The duration of this type of leave will be according to the duration of the course. If the time is extended due to the educational training institution, the leave period can be extended.
3. The leave will not be more than 1 year of service and the employee has to sign a pledge for such leave.
4. The terms of the pledge are as follows:
 - A. If the leave for higher education is more than 3 months and less than 6 months, the employee has to sign a pledge guaranteeing to work in the organization for 3 years after completion of education. If the leave is more than 6 months and less than 1 year, the employee has to sign a pledge guaranteeing to work in the organization for 4 years after completion of education.
 - B. The pledge will be written on a non-judicial stamp worth Tk. 150 / - and signed between the employee and the organization.
 - C. If the cost of education or training is borne by any other organization on behalf of the organization, then the employee still has to sign a pledge guaranteeing employment in the organization for the specified period mentioned at the end of the training / education.



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5.1.8 Leave without Pay

Considering the urgent need of the employee, the authority can grant general leave without pay. The duration of general leave without pay shall not exceed 3 months at a time. Leave may be granted in consideration of the following cases. E.g .:

- A) If the employee gets the opportunity to train abroad and promises that after receiving the training he/she will be keep working in the organization for at least 2 years.
- B) If the employee is undergoing treatment and presents a certificate from a registered doctor for proper proof.
- C) If the employee is unable to join the duty due to reasons beyond his/her own control.
- D) Due to exams.
- E) A female employee can apply for unpaid leave at the end of maternity leave due to physical illness and if the registered doctor recommends rest.

5.2 Leave record keeping:

- A) If leave is approved, photocopy of application form should be provided to the employee as proof. The rest of the application form will be saved in the personal file of the employee.
- B) In case of transfer, leave account has to be given and the next office will keep the account of leave mentioned in the leave register in the leave register on an annual basis.
- C) A holiday register should be used for 2-3 years. At least every 6 months the responsible staff will check in the leave register office.
- D) Annual leave will be considered from January to December.
- E) At the end of the year (January-December) the responsible staff will prepare the annual leave report and get the signature of his supervisor.


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Chapter Six
Code of Conduct / Discipline Rules-Complaints-Punishment

All employees will work hard to achieve the goals of the organization from loyalty to the organization. The organization will take corrective measures to improve the performance of the employees and improve their conduct.

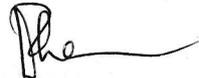
6.1 General Discipline:

1. Obey the office orders, procedures and legal instructions of the higher authority of the organization.
2. Perform work with honesty and integrity and maintain the necessary privacy in office work.
3. Refrain from being absent from work or leaving the workplace without the approval of certain authorities.
4. Demonstrate proper respect for each other and maintain friendly and professional behavior with colleagues.
5. Respect, responsibility and honest attitude towards the work rules by all the staff of the organization.
6. Not engaging in any work that is detrimental to the interests of Badabon Sangho - directly or indirectly.
7. Not accepting bribe or gift from any person or organization on any matter whatsoever.
8. Not to be involved in any work contrary to the gender policy of the organization.
9. Not taking any illegal advantage in the use of all types of property directly or indirectly and seek to maintain the property of Badabon Sangho.
10. Not showing negligence or intolerance in action.
11. The staff of the organization should not conduct party activities directly with the support of any political party.
12. Not to engage in morally chaotic activities.
13. Not involving in anti-state and anti-organization activities or similar activities
14. Refrain from doing or saying anything that is harmful for the organization.
15. Not engaging in activities that fall into the category of misconduct or breach of discipline.
16. Voluntary disobedience or disobedience of the legal and reasonable order of the caretaker individually or jointly with others.
17. Forge, alter or damage Badabon Sangho's documents.
18. Refrain from smoking in the office.
19. Habitual or unauthorized absence and regular late attendance or neglect of work.
20. Fueling or inciting any work that causes dissatisfaction among the employees of the organization.
21. Not to hinder the work of others.

6.2 Code of Conduct:

1. Adhere to polite manners in conduct, greetings and speech to all employed in the organization.
2. Treat men and women equally.
3. Everyone in the workplace is a co-worker, there is no respite from kinship.
4. Ensuring peer-to-peer relationships with employed cook-cum-cleaners and other female-male service employees.
5. Wear locally acceptable clothing.
6. Not serving food that is unacceptable to other religions.
7. Do not use obscene language, gesture and do not yell at the employee.
8. Immediate action should be taken to eliminate the unethical relationship between the employees which tarnishes the image of the organization.
9. Avoid over-enthusiastic and inquisitive attitude towards personal matters of co-workers in the office.
10. Prefer female staff when using guest/rest rooms.
11. Consider the safety of women employees in remote and risky field work and take necessary safety measures accordingly.
12. If anyone is sexually harassed, immediately inform the authorities.
13. Avoid invisible criticism and gossiping of employees.
14. Any guest in the organization should be courteously treated.


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15. Do not do any employee for any personal work.
16. Not to create division on the basis of community, region, kinship etc.
17. Be neutral in all aspects of all work.
18. Keep written records of any complaints, recommendations and actions taken.
19. Inform any employee of any personal news as soon as possible.
20. Maintain a women-friendly environment in the office.
21. Immediately inform the staff of the policies, circulars and decisions issued in the office.
22. Not be contemptuous or ignorant with development participants and never staying in their places and food in their homes.

6.3 Stress control:

The following initiatives will be taken to relieve the stress of the employee to maintain a conducive work environment.

1. If any employee seems to be under stress, the officer in charge will take necessary action through personal discussion.
2. Take appropriate measures to avoid personal conflicts in the workplace.
3. Keep all communication systems in the office active.
4. The organization will take necessary steps to provide support and cooperation in the good work efforts of the employees.
5. The organization will provide a variety of professional advices.
6. Appropriately evaluate and reward the work.

6.4 Complaints:

Employees can complain about any matter including work, work-environment, working conditions, compensation or salary-allowance, benefits, transfer, promotion, seniority, leave, breach of contract and misconduct. The organization will take cognizance of the allegations and arrange for a fair trial.

6.4.1 Steps in handling complaints:

1. Considering the seriousness of the complaint raised, action will be taken first on the more important complaint.
2. All information related to when, how, where, why and against whom the complaint was raised will be collected. Based on the information received, the authorities will take necessary action. The accused must have a chance to defend himself/herself.
3. Once the decision is implemented, its effectiveness will be tested.
4. Punish the complainant if the allegation is not correct.

6.5 Punishments:

Depending on the nature and severity of the crime, there may be two types of punishment. E.g. :

1. Light Punishment
2. Heavy Punishment

6.5.1 Light Punishment

- A) The employee's supervisor may warn the employee considering the type of crime.
- B) In case of any financial loss to the organization by the employee, it can be recovered from his/her salary or allowance or any other amount due.
- C) The employee may be given a punitive transfer to resolve the behavioral problem of the employed employee.

6.5.2 Heavy Punishment

- A) The employee may be suspended for criminal reasons. In the case of the same person, in case of multiple dismissals in a year, special attention should be paid to assess the eligibility of his work at the end of the year. Can be fired too if necessary.
- B) If the employee is found guilty by the authority subject to investigation, the management authority may impose such punishment as dismissal of the employee.
- C) The Executive Director may grant compulsory retirement from the service for the serious offense of any employee. In case of compulsory retirement of Grade No. 01 officer, the decision has to be taken through discussion in the Executive Council meeting.


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D) For heavy punishment, proper investigations must be made and the accused will have an opportunity to defend himself/herself.


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Chapter Seven **Work-Assessment**

At the end of each working year (July-June) or at the time fixed by the organization, the employee will be assessed for the performance of the duties and responsibilities assigned to him / her. The evaluation process for this must be arranged by the organization.

7.1 Work-Assessment:

1. To determine increment, promotion, transfer to important post or dismissal of the employee on the basis of performance appraisal.
2. Identify the areas of training and development by identifying the shortcomings of knowledge and skills of the employees.
3. Strengthen their morale by giving rewards including selection of suitable staff.

7.2 Work-Assessment Method:

1. The method of work-evaluation will be determined depending on the nature of the work.
2. Due to the variety of programs, projects and work based on different departments, the work-evaluation method of the employee can also be done in different ways.
3. Work evaluation can be done in a format considering the programs, projects and different categories.
4. Among the current conventional assessment methods, the method that is most effective and suitable and timely appropriate will be used to evaluate the one year working life of the employees.

7.3 Completion of work-assessment process:

To complete the work evaluation process successfully and without any impact, the employee himself/herself, the employee's supervisor, the supervisor's supervisor and the administration and human resources department will be directly involved in the evaluation process in order.

7.4 Areas of performance appraisal:

In order to announce the annual award of the employees in the organization, work evaluation will be done once in a year as well as in the following cases.

1. When the training period of the employee is over.
2. Prior to the promotion of the employee.
3. While verifying the qualified staff for the created position.

7.5 Things to consider in performance appraisal:

1. Apply appropriate evaluation methods for performance appraisal.
2. The evaluation process will strive to maintain complete neutrality and the evaluation method must be understood by all.
3. Personal information, seniority, duties, educational qualifications, training and personal documents of the employee should be taken into consideration.


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