



Date: 14 February, 2019

COAST Trust

Security Management and Staff-welbeing Policy

(All relevant policies are described elaborately at Human Resource Policy)

Methodology of Preparation of this Policy:

At initial stage of the policy it was discussed 03 (Three) several times with the senior staffs at Field and Principal office level and made it update according to their comments. Accordingly, the 2nd draft policy was given to the Executive Director for seeking his comments. Ater getting commenst from ED, the Director has finally reviewed it and made it as final draft for taking final approval from the Chairperson-Board of Trustee.

Security Management Policy

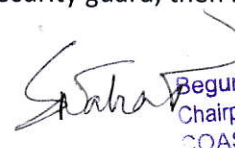
A. Objectives

1. To ensure security of all offices, assets and for the staff well-being.
2. Staff can be free from all sorts of political engagement.

B. Office Security

1. Without official puprse no visitor can be entered at office. Any stanger or any member of any organization are strongly prohibited to enter the office along with the belongings like laggage, any bags, carton box etc.
2. In case of emergency purpose, the relatives or friends of any staff is allowed to visit office subject to the proper needs and justifications. In that case, the visitors' belongings have to be checked before entering the office and has to be taken prior permission with positive approach for its checking.
3. Before leaving office, everybody has to be ensured switching off all electronic devices like light, fan, computer, air condition, etc properly.
4. Before leaving the office, the last person/staff of the office will make sure that the door and windows of all rooms are properly closed and locked and also ensure the security of the vehicles like four wheel cars, motorcycle, bi-cycle and others.
5. A per financial policy, two persons of the organization will go jointly to the bank for withdrawing large quantity of money.
6. All offices will be ensured the updated (non-expired) fire estigusher machine. There will be two kinds of machie for putting out fire, one is for general fire and other one for electric shrt circuit fire. Every staff has to be well aware about the usage of the fire extinguisher machine.
7. All offices will be ensured fixing CC camera for its safety and security.
8. Emergency phone no of police station and fire brigade office will be hanged at notice board of every office.
9. If any accident is happened due the lack of responsibilities of the security guard, then he/she will be responsible for bearing the cost of all the loassess and damages.


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C. Staff Security:

1. It is mandatory to wear helmet both rider and pillion for riding motorcycle. Without valid driving licence it is prohibited to ride motorcycle. If any staff drives motorcycle without valid driving licence and hereby fall on police case then the driver will be responsible for this and office will not take any responsibility in this regard. The maximum speed limit of the motorcycle will be 40km/hr.
2. In respect of driving jeep/car/micro bus, the driver must be used seat belt during driving. He/she has have valid driving licence. The maximum speed limit of the jeep/car/micro bus will be 60km/hr. The driver can not speak or use mobile phone during driving.
3. If any staff falls in a seivour sickness or accident then instantly he/she has to be taken to the hospital or clinic and has to be arranged an effective treatment for the patient and later on would be informed the office chief.
4. In case of taking fire at office, it is mandatory to leave the office immediately. During emergency leaving no one should try to take the personal belngings.
5. Before starting the travel, the concern staff will pre-inform the name and nature of transport to the respective supervisor even after arrival at the place/area. Pre-information about the weather condition has to be taken before starting the ferry (launch) journey during rainy season.
6. Do not run here and ther during the time of earth quake. Take shelter under or beside the great beam of the building. Everybody has to be followed the govt. instructions or pre-cautions during earthr quake.
7. Female staff can not be travelled alone by bus, micro-bus, auto & CNG taxi etc. it is applicable for filed level staff.
8. All the time every staff must keep official ID card aong with them.

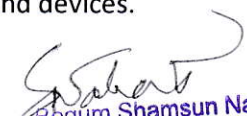
D. Security of Foreign Guests:

1. If any foreign guest visit Bangladesh as a guest of COAST then COAST will ensure all sorts of security with a cooperation of the guest.
2. COAT will provide an ID card to the guest and will also brief him/her about the security policy.
3. A written Declaration of Commitment (DoC) has to be collected from the foreign guest(s) that he/she/they will not do or engage any illegal activities according to Bangladesh law and if it does then COAST will not take any responsibility of this even also not be liable for this.

E. Security of Property and Assets of Organization:

1. The concern staff/user will ensure the safe-security of the devices or materials which will be given by the office for official use. If the devises or materials is hereby lost or theft then office will not take its responsibility and the cost will be covered by the concern staff.
2. Office will not provide any security of the personal belongings of any staff and guests. The concern staff or guest will have to ensure the security especially for valuable materials and devices.


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F. To be aware from Terrorism

1. It has to be kept distance and avoid those person(s) who does promote terrorism in the name of religion.
2. For every staff it is mandatory to inform the Assistant Director-Admin & SR and also to the Executive Director if he/she finds someone is engaged or about to engage with the activity of terrorism and other illegal activities.

G. To free from Party politics:

It has to be attentive and updated about the country and international politics. It is mandatory for not to engage directly with the party politics and any political activities by any staff. Apart from keeping away from the politics, no one will be engaged with any political conflict for any election and its activities.

Staff Well-being Policy

A. Annual Appraisal of Staff:

The appraisal process will have to be two way rather than one way from the part of supervisor. Before starting the appraisal, the supervisor will have to ensure the two way appraisal process by taking opinion from his/her subordinate, equal position holder and other senior staff by following the prescribed appraisal format as per HR management policy. As a result both parties will be benefited for their professional and other capacity development and on top will achieve the organizational development.

B. Festival Allowance:


As per COAST or donor project policy all regular and contractual staff will get 100% festival bonus which is equivalent to two basic salary of one month salary. In respect of provisional period the concern staff will get bonus as per actual days effective from the date of his/her joining.

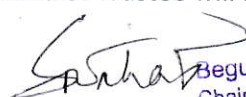
C. Gratuity:

1. Every regular staff will get gratuity benefit for 12months and it will be the two basic salary of last month basic salary of the year. The gratuity calculation will be made as per following table:

Jon duration with COAST	Gratuity Calculation
1. Up to 03 years.	1. Gratuity will not be entitled.
2. From 03 years over up to 05 years.	2. 1.5 times of last basic salary x time duration
3. From 05 years over up to 15 years.	3. 02 times of last basic salary x time duration
4. 15 years over up to 05 years.	4. 03 times of last basic salary x time duration

2. If any staff accused for any misconduct under the clause of "Misconduct" then his/her Gratuity fund will be forfeited as per HR policy.
3. As per following conditions the gratuity can be refunded to any continual staff prior to the approval of Executive Director (ED). In respect of ED, the Chairperson-Board of Trustee will approve it.


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- i. Those who are more than 15 years with the organization and is dedicated and acting positively in the organization.
- ii. 100% Gratuity may be refunded in respect of purchasing flat, land, developing land and constructing house.

D. Staff Provident Fund:

1. Provident Fund (PF) is an independent fund and it will be driven by a separate Trustee board that formed from Organizational staff.
2. To entitle contributory PF, the staff will have to be the regular staff of COAST and also be the member of PF. To generate PF, the 10% amount will be deducted from basic salary on a monthly basis and the organization will provide the same 10% as contribution to the fund.
3. If any staff leaves the organization and if the job duration is more than 03 (Three) years then the staff will be entitled to get both own and organizational contribution of the PF.
4. If any staff is accused for any misconduct under the clause of "Misconduct" then his/her Provident Fund will be forfeited as per HR policy.
5. Every member of the PF can get a PF loan for either emergency medical treatment, land purchasing, building construction, its repairing, education for the children and for marriage. In this regard the applicant has to be applied through a prescribed PF loan format. The concerned staff may get up to 50% PF loan from his/her recent ended monthly balance. For getting more than 50% PF loan then ED's special approval has to be taken.
6. As per following conditions the own and organizational contribution of PF can be refunded to any continual staff prior to the approval of Executive Director (ED). In respect of ED, the Chairperson-Board of Trustee will approve it.
 - i. Those who are more than 15 years with the organization and is dedicated and acting positively in the organization.
 - ii. 100% PF may be refunded in respect of purchasing flat and land, developing land and house construction.

E. Medical Support Policy:

1. Medical support is only applicable for the family members (husband/wife and children) of the regular staff.
2. A committee consisting of three members from Principal office will process all medical bills. The committee will take necessary steps for providing medical bills after checking, evaluating and giving final approval of the demanded medical bill.
3. Medical bill support will be provided considering the position and time duration with COAST as per HR policy.
4. Organization will cover the full medical expenditure if any staff fall in accident during office time for official purpose.

F. Accidental Allowance:


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1. If any staff become disable due to the accident during office time on official duty then apart from other facilities of the organization he/she will get 05 (Five) years of last basic salary as separation allowance.
2. If any staff would have normal death during office time on official duty then apart from other facilities of the organization he/she will get 05 (Five) years of last basic salary as separation allowance.
3. If any staff would die due to the accident or killed by some during office time on official duty then apart from other facilities of the organization he/she will get 10 (Ten) years of last basic salary as separation allowance.

G. Child Care Allowance:

1. Child allowance is applicable for the regular female staff or the widower so that he/she can take care of the child.
2. He/She will get monthly Tk.500/- (Five hundred only) as child allowance from the age of 03 (Three) months to 03 (Three) years and this facility will be applicable who have maximum 02 (Two) children.

H. Annual Leave:

1. Staff annual leave will be settled as per following table considering the working area.

Working area	At Branch office level	At Management & Training Center and Regional level	At Princial office level
Own Upazila (Sub-district)	15days	15days	20days
Own district	18days	18days	
Outside district	30days	24days	

2. During provision time the staff will get monthly one day leave as a part of annual leave.
3. Maximum 10days due leave of the year will be carried forward o add with the next year annual leave.

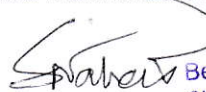
I. Medical Leave:

The staffs are entitled to get maximum 14days annual sick leave and it will be with pay salary. Apart from this the Director may approve additional 14days as special sick leave and if it more than 14days then the Executive Director will approve it.

J. Maternity Leave:

1. The female staffs are entitled to get six months maternity leave and it will be maximum for two times of her entire work life with the organization. In this regard the concern staff will have to complete one year job duration with the organization.
 - i. Maternity leave will be for six months. Among the leave the first three months will be with full pay salary as per salary structure and for last three months it will be one basic salary and house rent on monthly basis. If any staff intends to joint after three months then she will get full salary with other benefits.
 - ii. If the job duration of any Credit Development Office (CDO) or Program Organizer (PO) is more than one year then she will get Tk.500/- as travel allowance for using Rickshaw (manual three wheeler) for her local travelling. The allowance will be entitled for last two months before the date of maternity leave.


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2. After joining from maternity leave the staff will get the following benefits for breast feeding of her baby.
 - i. Every day she will get total one hour for feeding her baby and the facility will be remained for two years.
 - ii. The staff can bring a baby-sitter to take care of the baby and the office will provide Tk.500/- as food subsidy for her lunch at office. If any staff wants then she can be brought her baby at office up to 48months.
 - iii. Office will provide maximum Tk.1500/- for purchasing baby toys for playing and the toys will be supervised by the office.

K. Paternity Leave:

The regular male staff who is more than one year with the organization is entitled to get two times paternity leave with pay where each leave duration will be for six days. If the job duration is less than one year and if the staff is a contractual staff then the leave will be considered as leave without pay.

L. Education Leave:

1. The regular staffs are entitled to get education leave where the contractual staff will not avail this facility.
2. The regular staff of whom job duration is more than 36months then the male staff will get maximum 02 (two) times leave where as the female staff will get 03 (three) times leave. Each time leave duration will be for 30days and it will be after adjusting the leave from the annual due leave. Special leave for female is considered to encourage them in education.

M. Less Burden Work During Sickness:

In case of sickness of any female staff, the respective supervisor will provide her less burden work for her easy tolerance and if needed, public transport will be arranged instead of bi-cycle or motorcycle.


N. Travel support for Children Carrying:

1. The female staffs are entitled to take a baby-sitter along with her during official travel and office will cover her actual travel expenditure. The support will be continued up to three years of the baby.
2. Either male or female staffs are allowed to take children along with him/her during official travel and office will cover travel expense of the children till the age of 16years. This support will be applicable if the children either have father or mother in the organization and without prior approval from respective supervisor this support will not be allowed.

O. Retirement:

1. The staff who will work minimum 20 years with the organization is entitled to avail Retirement allowance. Position wise retirement ages are as follows:

Sl No	Position	Retirement Age
1	Support staff / Driver	42years
2	Credit Development Officer/Program Organizer/Paramedics/ Br. Accountant/Asst. Manager/Technical office	45years
3	Manager/Br. Manager/Asst. Coordinator	47years
4	Coordinator to Sr. Coordinator	55years
5	Head to Asst. Director	60years
6	Deputy Director to up position	70years


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2. The staff will get five (05) years of basic salary as retirement allowance and the basic salary will be ever last month of his/her salary. To avail this facility, the work duration with the organization will have to be minimum 20 years. If any staff leave the organization before completing 20 years and later on come back again then the calculation will be made base on the latest date of his/her re-joining.

Approved by The Trustee Board: This policy has been approved unanimously in the 99th BoT meeting held on 22 March, 2019.

Review of this policy: This policy can be reviewed with the significant changes made in the national and international laws, policies, human rights declaration.

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