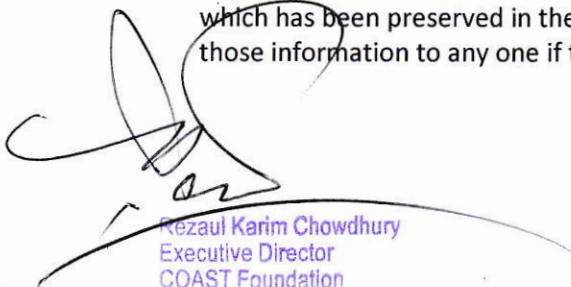
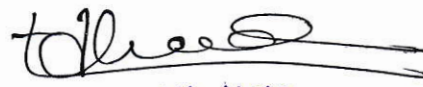


Information Disclosure Policy

1. COAST is to keep information open to everyone and to provide information according to the Right to Information Act of 2009.
2. The purpose of this policy is to inform the beneficiaries of the organization, employees and the parties concerned to disclose the information of the organization. In order to publish information, provide information and get information, this policy will be helpful for all parties. Implementing the information disclosure policy means to follow the principles and standards of the HAP (www.hapinternational.org) in compliance with the "**Right to Information Act 2009**" and accountability.
3. Priority of policy: This policy will be prominently if any policies of the organization are contrary to the principles of this policy. Again, if there is any contradiction between "**Right to Information Act 2009**" with that policy, then the Right to Information Act 2009 will be applicable.
4. Anyone can apply to get this information through any kind of media as oral, written, visiting or discussion with anyone of organization. Within 7 working days, information will be provided through which he/she wants it. If the required information there has a link with a third party, then it will take 30 working days to provide the information. For this, if any expenditure, the person will carry the expenditure who wants the information. The authority of COAST Foundation will fix the expenditure rate. Authority will let them know the fixed rate of expenditure, information providing time within 3 days.
5. Willingly published all type of information will have open to all in website of www.coastbd.net and in all offices. Those are: background of organization, statutory documents (NGOAB, MRA and TIN), aim of organization, structure of organization, worker and e-mail of Trusty Board member, Telephone number, explanation active structure, development plan in the project area, under implement project proposal, contract deed, budget and yearly working plan, process of beneficiary selection and classification, advancement report against the working plan, training calendar, content of meetings, meeting report, circular, economic report, publication Audit report, policy of complain management, policy of information publication, Human resources management policy, salary structure and advantages, account and observe policy, micro credit policy, operation manual, yearly report and the number and list of beneficiaries.
6. But the under trail or the personal information of workers will be provided only to state if they want. Interview of workers and visit activity-related issues if it's not being "official" then the organization is not bound to provide that information. Information of member or third party which has been preserved in the organization, then the organization is not bound to provide those information to any one if the member or third party does not permit.



Rezaul Karim Chowdhury
Executive Director
COAST Foundation



Tofal Ahmed, PhD
Chairperson
COAST Foundation


7. The branch office, project office and regional offices will act as the information unit and the office chief /he will also be the information officer of that office. Or information can be found and available directly to the Chief Information Officer of the Head Office. If any employee lingers to give information or not, then they will face disciplinary measures.
8. Each registering unit will have one register open so that a record of the information and information provided will be preserved and the head of the concerned office will send a monthly report directly to the Chief Information Officer. The Chief Information Officer will create an integrated data report for the organization and publish the report as self-proclaimed information.
9. If any discrepancy occurs at any stage, anyone who directs the Chief Information Officer / Deputy Director-Admin & SR

10. Approved by the General Council and effective date:

The review of this policy has been approved unanimously in the 6th Annual General Meeting which was held on 6 July 2024 at COAST Principal Office, Dhaka, and be effective with no delay.

11. Review of this policy:

This policy will be reviewed by 2027 or earlier, if necessary, incorporating significant changes in national and international laws, policies, and human rights declarations.


M. Rezaul Karim Chowdhury
Executive Director / Member-Secretary
COAST Foundation

Rezaul Karim Chowdhury
Executive Director
COAST Foundation



Professor Tofail Ahmed, Ph.D
Chairperson,
COAST Foundation

Tofail Ahmed, PhD
Chairperson
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