

Safety and Security Policy

1. Objectives

- 1.1 To ensure the safety and security of all offices, assets, and for staff.
- 1.2 Staff can be free from all sorts of political engagement.
- 1.3 To protect the terrorism practices in the organization.

2. Methodology for preparation

The policy has been prepared taking participation through representation of all level staff


3. Office Security

- a. Without official purpose no visitor can be entered at office. Any stranger or any member of any organization is strongly prohibited to enter the office along with the belongings like luggage, any bags, carton box etc.
- b. 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.
- c. Before leaving office, everybody has to be ensured switching off all electronic devices like light, fan, computer, air condition, etc properly.
- d. 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.
- e. As per financial policy, two persons of the organization will go jointly to the bank for withdrawing large quantity of money.
- f. All offices will be ensured the updated (non-expired) fire extinguisher machine. There will be two kinds of machine for putting out fire, one is for general fire and other one for electric short circuit fire. Every staff has to be well aware of about the usage of the fire extinguisher machine.
- g. All offices will be ensured fixing CC camera for its safety and security.
- h. Emergency phone no of police station and fire brigade office will be displaced at the notice board of every office.
- i. If any accident is happened due the lack of responsibilities of the security guard, then s/he will be responsible for bearing the cost of all the losses and damages.

4. Staff Security:

- a. It is mandatory to wear helmet both rider and pillion for riding motorcycle. Without valid driving license it is prohibited to ride motorcycle. If any staff drives motorcycle without valid driving license and thereby 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.
- b. In respect of driving jeep/car/micro bus, the driver must be used seat belt while driving. S/he will have valid driving license. The maximum speed limit of the jeep/car/micro bus will be 60km/hr. The driver cannot speak or use mobile phone while driving.
- c. If any staff falls in a saviors 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.
- d. 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 belongings
- e. 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


Rezaul Karim Chowdhury
Executive Director
COAST Foundation


Tofail Ahmed, PhD
Chairperson
COAST Foundation

- f. Do not run here and there 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 earth quake
- g. All the time every staff must keep official ID card along with them

5. Security of Foreign Guests:

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

6. Security of Property and Assets of the organization:

- a. 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 devices or materials is hereby lost or theft then office will not take its responsibility and the cost will be covered by the concern staff.
- b. 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.

7. Definition of Terrorism:

The unlawful use of violence and intimidation, especially against civilians, in the pursuit of political aims or force a government to act.

8. To be aware from Terrorism

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

9. To free from party politics:

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

10. Protection and confidentiality

- a. Here it is noted that the organization shall ensure full protection of the whistle blower. By no means the name of the complainant shall be disclosed but could do it only taking the approval from the whistle blower. While discuss, never squeeze the complainant in a way that pretend to defame or harass him/her.
- b. If any whistle blower is proved false, fabricated or intentionally registered then administrative action shall be taken against the whistle blower under the Human Resource and Administration Management Policy.

11. Duties and responsibilities of staff/volunteers

- a. All staff must read this policy, they should have clear understanding on this. They have to abide by this.
- b. Management action can be taken against those who violate this.

11. Scope:

The policy shall be applicable for all staff, members of EC/GC, volunteers, vendors/suppliers, consultants, program-participants.


Rezaul Karim Chowdhury
Executive Director
COAST Foundation

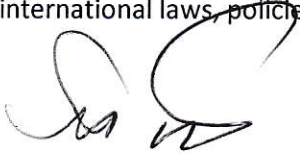

Tofail Ahmed, PhD
Chairperson
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12. Approved by the General Council and effective date:

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.

13. 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
COAST Foundation