

## Staff-wellbeing Policy

### Methodology of Preparation of this Policy:

At the initial stage of the policy, it was discussed 03 (Three) several times with the senior staff at the Field and Principal office level and made it updated according to their comments. Accordingly, the 2<sup>nd</sup> draft policy was given to the Executive Director for seeking his comments. After getting comments from ED, the Director has finally reviewed it and made it as final draft for taking final approval from the General Committee.

#### 1. 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 opinions 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.

#### 2. 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. In respect of provisional period the concern staff will get bonus as per actual days effective from the date of his/her joining.

#### 3. Gratuity:

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

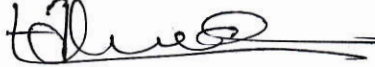
Jon duration with COAST	Gratuity Calculation
1. Up to 3 years	1. Gratuity will not be entitled.
2. From 3 years over up to 10 years	2. 1.0 times of last basic salary x time duration
3. From 10 years over up to 15 years	3. 1.5 times of last basic salary x time duration
4. From 15 years over up to 20 years	4. 2.0 times of last basic salary x time duration
5. 20 years+	5. 3.0 times of last basic salary x time duration

- ii. If any staff accused of any misconduct under the clause of "Misconduct" then his/her Gratuity fund will be forfeited as per HR policy.
- iii. As per following conditions the gratuity can be refunded to any continual staff prior to the approval of the Executive Director (ED). In respect of ED, the Chairperson-Board of Trustee will approve it.
- a. Those who are more than 15yers with the organization and is dedicated and acting positively in the organization.
- b. 100% Gratuity may refunded in respect of purchasing flat, land, developing land and constructing house.

#### 4. Staff Provident Fund:

Provident Fund (PF) is an independent fund and it will be driven by a separate Trustee board that formed from Organizational staff.

  
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- ii. 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 monthly basis and organization will provide the same 10% as contribution to the fund.
- iii. 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.
- iv. If any staff accused of any misconduct under the clause of "Misconduct" then his/her Provident Fund will be forfeited as per HR policy.
- v. Every member of the PF can get 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 concern 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.
- vi. 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.
  - a. Those who are more than 15 years with the organization and is dedicated and acting positively in the organization.
  - b. 100% PF may refund in respect of purchasing flat and land, developing land and house construction.


#### 5. Medical Support Policy:

- i. Medical support is only applicable for the family members (husband/wife and children) of the regular staff.
- ii. A committee consist of three members from Principal office will process all medical bill. The committee will take necessary steps for providing a medical bill after checking, evaluating and giving final approval of the demanded medical bill.
- iii. Medical bill support will be provided considering the position and time duration with COAST as per HR policy.
- iv. The organization will cover the full medical expenditure if any staff falls in an accident during office time for official purposes.

#### 6. Accidental Allowance:

- i. 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.
- ii. 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.
- iii. 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.

  
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## 7. Child Care Allowance:

- i. Child allowance is applicable for the regular female staff or the widower so that s/he can take care of the child.
- ii. S/he 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 for those who have a maximum of 02 (Two) children.

## 8. Travel Allowance

### A. Travel Allowance: inside the country

Travel Area	Breakfast	Lunch	Dinner	Eligibility Condition
Outside of district or working area	200	450	450	<ol style="list-style-type: none"> <li>a. If a staff member travels after 8:30 am or returns to base before 7:00 am, they will not be entitled to an allowance for that morning.</li> <li>b. If a staff member travels after 2:30 pm or returns to base before 12:00 pm, they will not be entitled to an allowance for that noon.</li> <li>c. If a staff member travels after 10:00 pm or returns to base before 7:30 pm, they will not be entitled to an allowance for that night.</li> </ol>
-				The rate (highest) will be-
<b>Office</b>				
If a staff member travels to other branch offices, they will take food from that office mess and collect the bills. This will not apply to RPC, AM, BM, PM/PC/PIU staff in their working area.	For Branch Staff			70
	For Regional Centers, Charfession, Cox's Bazar & PIU			100
	For Principal Office Staff			150
	For Training, Meeting, Workshop (including snacks)			150

### B. Travel Allowance: outside the country

Description	For South and South-East Asian Countries (US\$)	Other Countries (US\$)	Special instructions
Food (if it is not provided by the organizer)	Breakfast- 10 Lunch- 20 Dinner- 20	Breakfast- 20 Lunch- 30 Dinner- 30	-
Daily Pocket Allowance	20	20	-
Daily Hotel Rent (if it is not provided by the organizer)	100	150	-
Local Travel	25	40	Only for ED and DED
Roaming Bill- Internet (Weekly basis)	Combo pack/35	Combo pack/50	-
Roaming Mobile Call	Actual	Actual	Only Director to ED

## 9. Annual Leave:

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

Working area	At Branch office level	COAST Centers	At Princial Office level

  
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Own Upazila (Sub-district)	15days	15days	24 days
Own district	18days	18days	
Outside district	24days	24days	

- ii. During provision time the staff will get monthly one-day leave as a part of annual leave.
- iii. A maximum of 15 days due leave of the year will be carried forward to add to the next year's annual leave.
- iv. However, every two months, staff working outside the division will be granted a one-week leave which will not be deducted from their annual leave.

#### 10. Medical Leave:

The staffs are entitled to get maximum 14 days 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.

#### 11. Maternity Leave:

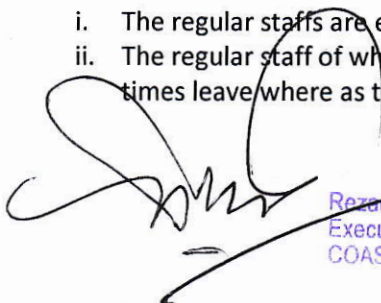
- i. The female staffs are entitled to get six months maternity leave and it will be maximum for two times of her entire work life with the organization. In this regard the concern staff will have to complete one year job duration with the organization.
  - a. Maternity leave will be for six months. 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.
  - b. 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.
- ii. After joining from maternity leave the staff will get the following benefits for breast feeding of her baby.
  - a. Every day she will get total one hour for feeding her baby and the facility will be remained for two years.
  - b. 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 48 months.
  - c. Office will provide maximum Tk.1500/- for purchasing baby toys for playing and the toys will be supervised by the office.


#### 12. 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.

#### 13. Education Leave:

- i. The regular staffs are entitled to get education leave where the contractual staff will not avail this facility.
- ii. 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

  
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and it will be after adjusting the leave from the annual due leave. Special leave for female is considered to encourage them in education.

**14. 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.

**15. Travel support for Children Carrying:**

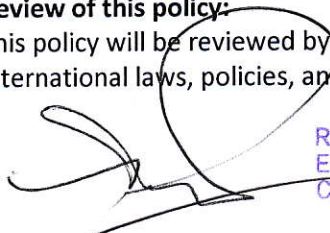
- i. The female staffs are entitled to take a baby-sitter along with her during official travel and office will cover her actual travel expenditure. The support will be continued up to three years of the baby.
- ii. Either male or female staffs are allowed to take children along with him/her during official 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.

**16. Approved by the General Council and effective date:**

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

**17. 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.



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