

## Transfer Policy

Any staff and volunteer working in the organization can be transferred at any time to any office for the interest of the organization. The following-

### 1. Relocation of the position(s):

- i. Deputy Executive Director (DED) will form a committee comprising three staff.
- ii. The committee will sit with the staff and conduct an appraisal. If the performance of the staff is satisfactory then the committee will recommend for relocation.
- iii. Focal person of the programs/projects and Joint Director-Project & Development Communication (JD-PDC) will also recommend for relocation.
- iv. After the recommendations from focal, DED will approve the process and then JD-PDC (for projects) / Director-Core Program (for core program) will issue the relocation letter.

### 2. Project staff:

- i. Project Coordinator (PC) can transfer field staff from one office to another office under his/her project through the discussion with project focal.
- ii. JD-PDC will transfer field staff from one project to another project through discussion with respective PC, focal.
- iii. JD-PDC can transfer the Project Coordinator/PIU (Project Implementation Unit) staff from one project to another through the discussion with the focal, DED and Executive Director.

### 3. Core Program staff:

- i. Area Manager can transfer the Credit and Development Officer (CDO) from one office to another through discussion with the Branch Manager and Regional Program Coordinator (RPC).
- ii. RPC can transfer the Branch Manager (BM)/Branch Accountant (BA) from one office to another through discussion with RPC and Deputy Director-Core Operation (DD-CO)/Assistant Director-Core Operation (AD-CO).
- iii. DD-CO/AD-CO can transfer Area Manager (AM)/equivalent position(s) from one area to another through discussion with RPC and the Director-Core Program.
- iv. Director-Core Program can transfer RPC/equivalent position(s) from one region to another through discussion with DED.

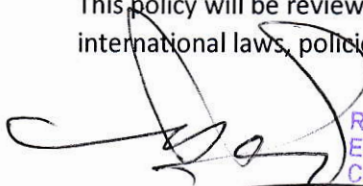
4. For the staff those cannot be categorized within the above criteria, The DED will issue the transfer letter.

### 5. 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.


### 6. 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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