



Resource Development Foundation

RDF

(Human Resources Management Policy)

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PREFACE

Human Resource Management Policy (HRM Policy) of RDF Organization is an essential document of guidance in personnel management of the organization. This policy provides systematic guidance on the management fundamentals of the organization, for example: To provide a healthy and beautiful work environment for the employees at all levels of the organization in conducting all the activities of the organization so that they can take the organization to a unique height with their talent, skills and expertise.

This Policy has been formulated with a view to systematically and efficiently manage the organizational and institutional activities and human resources of the RDF. Aspects taken into consideration in formulating this policy are: organizational direction, institutional management, accountability, Gender Equality, sustainability, organizational values and institutional goals and evolving needs.

Also in this policy, the organization's recruitment process, employee benefits, pay, leave category, employee skill verification, disciplinary rules, organization's discipline and discipline, suspension/dismissal, etc. have been formulated. This policy lays special emphasis on training and development of employees at all levels of the organization in order to increase the quality of work and efficiency.

According to the needs of the organization, this policy can be changed, expanded, added and subtracted by the decision of the management committee.



(M. Golam Mostofa)
Chief Executive Officer



(Md. Shahidul Alom)
Chairman

Chapter - 01

1.1. Organizational structure of RDF

Organizational Structure: Organizational structure is an important issue in any development organization. The RDF organization has an approved constitution, consisting of a three-tiered organizational and institutional management council/committee for taking important decisions. Which are;

- a) General Council
- b) Executive Committee, and
- c) Management Committee

The General Council is the highest policy-making or decision-making authority of the organization. According to the constitution, the general council of the organization will consist of 21 (twenty one) socially respected and renowned individuals who are playing an important role in the development of the society and the state in their respective fields and those who have genuine dedication and social responsibility towards the organization and who will help the organization to work intensively and continuously for organizational, institutional development and socio-economic development of the beneficiaries.

According to the constitution of the RDF organization, 07 (seven) members of the Executive Council will be elected for a period of 3 (three) years from among the 21 (twenty one) members of the General Council in the tri-annual general meeting, which must be approved by the "Directorate of Social Services". The executive committee of the organization is the body for performing executive functions of the organization. The Executive Council of the RDF Organization shall be elected for a term of three years by the vote of at least two-thirds of the members of the General Assembly of the Organization. The executive committee of the organization is the executive committee of the organization. The Executive Council of the RDF Organization shall be elected for a term of three years by the vote of at least two-thirds of the members of the General Assembly of the Organization.

Management Committee: Officers from the organization's chief executive officer to the rank of chief coordinator will be included in the management council and the chief executive officer will be the ex-officio president of this council. The management council will be responsible for taking important institutional decisions of the organization.



(M Golam Mostofa)
Chief Executive Officer

Chapter – 02

2. Goal, Objectives and Internal Management of the Organization

2.1. GOAL

Poverty alleviation of Bangladesh as well as other underdeveloped developing countries in the outside world, achieving food security, renewable energy, provision of green energy support through local means, ensuring basic rights and socio-economic development.

2.2. Objectives:

RDF is carrying out its specific activities with the following objectives in mind to achieve the stated objectives:

- To support neglected women and men, poor and landless, marginalized communities, disabled, indigenous communities and disaster affected people of the society through various income raising and social development programs;
- Providing small and medium credit assistance in agriculture, fisheries, livestock, related businesses and other programs and building capacity, providing necessary training, supply of materials, technology transfer and making the beneficiaries skilled by providing technical assistance in related matters;
- Human Rights of Beneficiaries, Good Governance, Disaster Response and Preparedness, Empowerment of Women, Reduction of Violence Against Women, Protection of Women and Child, Safe water and sanitation management, awareness creation on arsenic issues and provision of financial and technical assistance as per need, Rights (Safeguarding), Education and Rehabilitation Activities for Disabled, Destitute and Orphaned Children, Safe water and sanitation management, awareness raising on arsenic issues and provision of financial and technical assistance as per need
- Installation of Solar Irrigation Pumping System to increase agricultural production and ensure food security, installation of Solar Home System in remote rural areas of Bangladesh as an alternative power source, installation of Solar Rooftop System, pre-primary education, 'Bandhu Chula', and bio gas plant in rural areas for health protection of mothers and children.
- Ensuring change in the quality of education in the country including establishment of general education, technical education and medical education institutions;
- In order to deal with the adverse effects of climate change, construction and development of disaster prevention infrastructure, especially in the southern part of the country, extensive tree planting, undertake and conduct various activities to address the challenges of climate change and create awareness among disaster-prone people through diversification of adaptive agricultural management and various programs.

- Conducting country development research, development monitoring, election monitoring and demand based training management
- To provide financial and income generating activities to people at all levels by involving RDF with domestic and foreign schedule bank management;

2.3. Other policies related to management:

Other policies of the organization have been formulated separately keeping in mind the aims and objectives of the organization and to protect human rights. The list of policies is updated regularly and available separately.

In order to achieve the long-term objectives, RDF has already developed strong trained manpower who have formulated specific organograms based on institutional and organizational management experience: Managing the activities of the following strategy oriented organizations.

The organizational structure is already mentioned in the HRM policy In this continuation, the development activities of the organization based on classification are described below:

Chapter-03

3.1. Program Department

Planning, implementation of regular programs and short-term projects of the organization will be managed under this department. All programs and projects will be implemented under the overall management of a Director. For proper implementation and management, specific officers/staff will perform their respective responsibilities.

Projects: The project work will be carried out with the financial and technical assistance received in view of the agreement with various domestic and foreign donor organizations. According to the nature/type of the project, contractual and voluntary officers/staff will be appointed who will be considered as employees of the RDF organization only for the duration of the project and all these officers/staff will be entitled to salaries and other benefits as per the rules of the respective project.

Each project will have a Project Manager/Chief Project Coordinator who will be accountable to the Chief Executive Officer for project related work. Also the following units will be operated under this section.

a) Project Cycle Management Unit (PCMU): Planning, implementation, monitoring and evaluation, i.e. the activities of all phases of the project cycle (project cycle), with the aim of sending new project proposals to various donor agencies, will be implemented under this unit.

3.1. a.) Monitoring and Evaluation Unit (M&E):

The work of this department is to increase the work dynamics through effective and intensive monitoring of all the activities and projects of the organization at the field level. Apart from this, it is also the responsibility of this department to prepare and present various types of reports as per the requirements of appropriate authorities. A Head of Department will be in charge of this department and he is responsible to the Chief Executive Officer. He (Department Head) will work in close coordination with Program and Department Director.

3.1. b) Public Relation/External Communication Unit:

The main work of this department is to maintain liaison with various donor agencies, prepare concept notes, report and prepare project proposals. Mainly the work of this department is to ensure inclusion of RDF organizations in various projects based on public/private donor agencies. The activities of this department will be managed through a department head. The Head of the Project Cycle Management Unit will be directly responsible to the Chief Executive Officer of the organization.

3.1.c) Research Unit: The work of the research/research department will be to prepare Conceptual documents of the organization, collection of research data from the field level and timely research activities based on it, research paper development, research report preparation for publication, project planning and project implementation methods, brochures, booklets, strategic planning, documents on new ideas adopted by the organization. The activities of this department will be conducted under the leadership of a Head of Department. National and foreign renowned scientists and researchers will work in this unit as contractual research fellows.

3.2) Finance Department:

All affairs related to the finances of the organization will come under this department. The Accounts Department will manage the accounts function as a sub-department under the Finance Department. A Director will be in charge of this department.

3.2.a) Accounts Department

This department will be responsible for maintaining all the accounts of all activities, components, programs and projects of the organization and all related work, preparation of annual budget, communication with banks and other financial institutions.

The activities of this department will be managed and controlled by a Head of Department of the rank of Chief Coordinator. He will be responsible to the Joint Director-Administration of the organization.

3.2.b) Store Unit: The activities of the store unit will be managed under the account department of the organization. An officer of the rank of Senior Assistant Chief Coordinator will be in charge of this unit. The officer in charge of this unit will be responsible to the Head of Accounts Department. The Stores Unit shall be responsible for and maintain all goods procured for the field offices/offices at HQ and in the field offices of RDF ensuring timely delivery as per field requirements and will carry out the activities related to taking necessary measures as per the instructions of the appropriate authorities subject to verification of the returned goods from the field level.

3.3) Human Resource (HR) and Administration Department:

3.3.a) HR Unit: The main responsibility of this department is to perform HR related functions as per the human resource management policy of the organization. This department will be managed by a department heads. He is responsible for the work of this department to the Joint Director-Administration of the organization.

3.3.b) Administration (Admin) Department: All administrative activities including keeping of accounts of all types of movable and immovable assets, logistics supports, administrative supports to the program units and time bound donor funded projects, etc. of the organization will be conducted through this department. A Head of Department shall direct and execute the activities of the Administration Department and shall be directly responsible to the Chief Executive Officer for the work of the Department.

3.3.c) Procurement Unit: Following the organization's "Procurement Policy", all the activities of the purchase unit will be conducted/managed through the administration department of the organization. The team members of this unit will be accountable to the Head of Administration Department. The procurement unit will carry out all procurement related activities of the RDF organization as per the procurement policy of the organization subject to the approval of the management council.

3.3.d) Logistic and Asset Management Unit: All functions related to Logistics and Assets Management will be managed under the Administration Department of the organization. The officer in charge of this unit will be accountable and reportable to the Head of Administration Department. Logistics and Assets Management Unit will maintain the Accounts of all immovable/immovable assets/assets, sales of unusable movable items as per the instructions

mentioned in the purchase policy of the organization. This Unit will carry out the functions/activities related to inter-project or office/branch transfer of movable assets of RDF The Logistics and Assets Management Unit will carry out activities related to inter-project or office/branch transfer of assets of the RDF organization and will ensure professional documentation including updating of asset list.

3.3.e) Transport/Vehicle Pool Management:

All the activities/works of the Transport/Vehicle Pool Management Unit will be managed under the Administration Department of the organization. The Officer-in-Charge of this unit will be reportable to the Head of Administration Department. The Transport/Vehicle Pool Management Unit shall ensure the supply of vehicles subject to the approval of appropriate authorities for smooth execution of all vehicle related accounting, including vehicle routine maintenance, renewal all vehicle license, fitness, tax-token, insurance. The unit will follow the "Vehicle Management Policy" of RDF in this regard.

3.3.f) Legal Affairs Unit: All the Legal affairs of the organization, handling of criminal and civil cases and all related activities will be conducted through the Legal Affairs Unit. A learned lawyer of the High Court will be assigned as "Legal Adviser" to this unit and will be responsible to the Head of HR Department. RDF may recruit one or more competent lawyers and assistants to support the Legal Advisor as per the need of the organization.

3.3.g) Internal Audit Unit: Internal Audit Department will conduct activities independently to ensure transparency and accountability of field level activities. The activities of this department shall be directed and controlled by a head of department on the basis of specific guidelines (to be prepared separately) approved by the senior management team of the organization.

He (head of dept.) will be reportable and accountable to the Joint Director-Administration of the organization. The internal audit report will be submitted to the Chief Executive Officer (CEO) of the organization.

3.3.h) Management Information System (MIS) and Information Technology (IT) Unit: The works/activities/responsibilities of this unit is to store/preserve various information and data of the organization's programs/projects/activities (related to Micro-Credit & EDSc.) in an orderly manner and to prepare and present reports on the current status of various regular programs/activities in brief according to the demands or instructions of higher authorities. Moreover, this unit is also responsible for coordinating the overall Management Information Management process including software development, data management and ensuring multidimensional use of new technologies. Data entry operators (or the field level staff) will collect data from field level and enter it in different types of softwares and forms/formats provided by the organization in an orderly manner and from time to time they will prepare reports as per requirements and present them to the appropriate authorities. The Head of this Unit will be reportable/accountable to the Head of the Accounts Department and the Head of the Accounts Department will be responsible to the Joint Director-Administration of the organization.

Apart from the above, for any donor funded time bound projects, individual project will manage their performance data against the respective projects' set indicators in compliance with the Monitoring Data/Information required by the respective donors.

3.3.i) RDF Training and Research Center

All training activities of the organization will be conducted through its training centers in different locations, like Barguna (RTRC) and Dhaka (Vakurta-Savar, Human Resource Development Center). One Training Coordinator, for each Training Center, of the organization will lead and manage this department. S/he will be responsible for his work to the Joint Director or the Director. HR & Admin department. RDF will focus on imparting training on following areas;

- a) Professional Training to RDF Staff Members
- b) Capacity Building and Skill Development its direct beneficiaries under regular program components.
- c) Skills Training recognized/enlisted by NSDA and other competent authorities of GOB.
- d) Entrepreneurship Development Training for the Youths and Adults.
- e) Climate Resilient and Smart Agricultural Development and Entrepreneurship Development Training
- f) Training on Good Agricultural Practices (GAP)
- g) GAP Handling for Entrepreneurs and Post Harvest Management
- h) Green Energy Promotion Training
- i) Women and Children Rights (Health, Sexual and Reproductive Health Rights (SRHR), Economic Empowerment)
- j) Child Safeguarding.

Chapter-04

4. Definations

4.1. Brief Title, Jurisdiction and Application

- This policy shall be called as “Human Resource Management Regulations” of Resource Development Foundation (RDF).
- This policy shall be applicable to all officers/employees of “Resource Development Foundation (RDF)” in all categories at all levels.
- This Policy (Third Edition) will be effective from 1st January 2024.
- Any kind of addition, subtraction, modification, extension of this policy shall be done by the management authority of the organization duly approval by the Executive Council/Board of the organization.

(4.1.a) **Definitions:** Unless anything contrary to the subject or context, in this Policy:

- (i) **“Institution/Organization”** will mean, “Resource Development Foundation (RDF)” which is registered under the Directorate of Social Welfare, NGO Affairs Bureau and Micro-Credit Regulatory Authority”.
- (ii) **“Competent Authority”** in this policy will mean any competent authority the organization’s Executive Committee, Senior Management Team and the Chief Executive Officer of Resource Development Foundation.
- (iii) **“Employing Authority”** will mean the senior management team/authority under the leadership of the Chief Executive Officer” and any person or authority/team authorized by the Chief Executive Officer for recruitment of any staff members for RDF.
- (iv) **“Board”** shall mean the Executive Committee/Council of the organization.
- (v) **“Officer or Worker”** will mean any employee under any program/project /unit/component including the mainstream component (Core Program).
- (vi) **“Mainstream/Core Program Staff”** shall mean the staff members recruited for longer term under this policy without any specific time duration and salaried from its own source of income. As of now, RDF’s Mainstream/Core Program staff are the employees under its Micro-Credit, Entrepreneurship Development Scheme (EDSc) program and RTRC staff members.
- (vii) **“Time-Bound Project”** will mean the project(s) implemented by RDF for a specific time-duration and with external source of funding by funding/donor agencies.
- (viii) **“Time-Bound Project Staff”** will mean the staff members, employees, volunteer, consultant, advisors who are appointed for a specific period of time under “Time-Bound” Project with specific job-responsibilities.

- (ix) **"Enclosure/Annex"** will mean any document/attachement attached with this policy.
- (x) **"Absconding"** means leaving a job or place of work without permission or being absent from duty for 7 (seven) days or more or remaining absent from duty for a period of seven (7) days or more after the authorized period of absence from duty without permission or leaving the country without permission or leaving the country with permission means staying abroad for 7 (seven) days or more after the authorized period.
- (xi) **"Essential Qualification"** means the required/mandatory qualification mentioned against any post.
- (xii) **"Recognised Institution"** means any institution recognized by the RDF for the purposes of this Policy.
- (xiii) **"Selection Committee"** means any selection committee constituted under the Rules.
- (xiv) **"Male-Female equality"** including other sexual orientation in this policy shall mean equal opportunities, rights and outcomes for men, women and others, i.e. "Gender Equality" both socially and economically.
- (xv) **"Managing Authority"** shall mean those under the Managing Authority from the Chief Executive Officer of the Organization to the Subordinate Chief Coordinator and the Chief Executive Officer shall be the ex officio Chairman of this Council. The management authority will play an important and key functional role in taking institutional decisions of the organization. Who will perform the duties of the pre-executive committee.
- (xvi) **"Amendment"** shall mean additions, deletions, changes, enhancements to the Policy based on specific needs and recommendations of the Organization.
- (xvii) **"Employee level"** shall mean the prevailing grade or step of the organization.
- (xviii) **"Starting Salary"** means the lowest step in the pay-scale of the organization or, in some cases, the starting pay.

Chapter-05

5. Officials, Staff Categories/Classifications

Classification of employees of the organization: According to this policy, the classification of employees of the RDF organization will be 8 (eight) types, which are mentioned below:

- (a) **Regular/Permanent Staff:** A designated staff/employee of the organization shall mean any employee who has been recruited and satisfactorily completed the apprenticeship/probation period and is employed on a full-time basis at any level of the organization.
- (b) **Project Staff:** Any time-bound project undertaken by the organization, it shall mean the staff temporarily appointed for the project implementation period as per the contract with external funding agencies and the person or persons whose posts will be deemed to be abolished (if not otherwise decided by the senior management of RDF) at the end of the project period.
- (c) **Contractual Staff:** It means any employee employed for a specific period or work on the basis of contract in the organization under set Terms of Reference (TOR) whose contract period may be extended or reduced depending on the actual condition of the project/determined tasks.
- (d) **Temporary Staff:** Those employees who are appointed on temporary basis for the special needs of the organization and which are likely to be completed within a limited period of time will be considered as temporary employees. All these workers shall not be treated as permanent, project or contractual workers. Such employees may be paid on daily/weekly/monthly basis wages/honourarium.
- (e) **Probationary Staff:** An employee is termed Probationary (also termed as Apprentice) when he is initially appointed to a permanent post in an organization and his probation period has not been completed yet.
- (f) **Volunteer Staff: Voluntary Staff are those** who work for the organization through voluntary services either naturally or in response to an emergency situation and are self-motivated. All these workers are not the organization's own employee at all. They are totally temporary.
- (g) **Consultant:** According to the needs of the organization, consultants may be appointed for a fixed period of time based on specific conditions in special cases.

(h) **Internship:** RDF may run internship programs for students in response to applications from national/public and private universities as decided by the managing authority. The internship program will be conducted on the basis of specific policies formulated separately. The following points will be described in the said policy;

- (a) Internship Application Process.
- (b) Duration of Internship.
- (c) Assigning Supervisor.
- (d) Conditions of payment of allowance (in particular cases).
- (e) Examination.
- (f) Certification.

The Chief Executive Officer shall retain jurisdiction over the internship program.

Chapter-06

6. Employment by the organization

RDF will recruit required staff members of its regular and time bound projects with required competence. Before recruitment under any position, RDF management will critically analyze the requirements and competence in order to avoid redundancy of that/those position. The following considerations and policies will be followed in recruitment:

a) Points/Issues to be considered: The qualifications for appointing a person to any post are-

1. S/he must be a citizen of Bangladesh.
2. S/he must be of mentally sound and of legal age (minor under the laws of the People's Republic of Bangladesh can't be appointed).
3. S/he is accused or punished for abuse of women and children (of any kind), not accused of any form of anti-social and anti-state charges and not sentenced by the court or convicted of any serious crime (criminal cases).
4. S/he has duly completed his service (if any) from the previous employing organization and received formal release from the said organization.
5. The minimum age for any regular position/post in RDF will be 18 years and the maximum age limit at the time of applying for the job will be the age prescribed by the authority for the posts mentioned in this policy.

(b) At the beginning of each year, the department heads or program heads of all departments will determine the need for new employees for the entire year in line with the respective components' budget (duly approved by the competent authority) and send the demand letter to the HR department. For any budgeted but vacant positions can be filled up (by recruiting new staff) at any time. There will be an opportunity to re-examine the staffing requirement every three months and recruit officers/staff as required.

(b.1) Recruitment for Time Bound Project (funded by external sources): For time bound projects, staff will be recruited within one month of the commencement of such project(s). However, RDF may start the recruitment process even before the commencement of the any project subject to formal approval of funding/donor agency and where appropriate consent from NGOAB should be obtained. In such cases, the costs incurred for recruitment process should be charge/reimbursed from the respective project(s) immediate after formal commencement of the project.

(c) For **regular/core programme staff recruitment**, the HR department will propose a grade of "Eligible for Employability" which must be approved by the CEO of the organization prior to the commencement of the recruitment process. For **"Time Bound" (funded by external sources, national/International) project(s)** number of positions, job descriptions, gross salary and other allowances/benefits will be pre-defined/budgeted which is already approved by the funding agency(ies) and accordingly HR department will proceed for staff recruitment following all other terms and conditions/procedures for staff recruitment of RDF.

IV. The HR department will prepare the annual plan for recruitment of staff based on the demand (as per annual budget) received.

V. As per requirement (in case of new posts) HR Department will prepare specific "Job-Description".

(f) In case of appointment against any vacant post or newly created post, the appointment can be made in the following manner with full compliance of RDF's HR policy (this policy):

(1) Director Recruitment:

(2) Recruitment against vacant position by promoting existing staff member:

g) If a person does not have the required qualifications (education, experience and age) for a post, he cannot be appointed to that post. However, educational qualification and age limit can be relaxed/flexible in case of experienced candidates.

h) Based on the needs of any department/program, all types of recruitment process will be carried out subject to the recommendation of the HR department of the organization and the approval of the Chief Executive Officer.

6.1.1. Direct Recruitment:

(a) In case of direct recruitment against any post, if there is a qualified candidate within the organization, with emphasis to female candidates, will be given preference. This preference is also applicable for recruitment under both regular/core project(s) and "Time Bound Project(s)".

(b) In case of direct recruitment, the Chief Executive Officer will constitute a selection committee. The HR department of the organization will complete the recruitment process after the recommendation of the selection committee is approved by the Chief Executive Officer.

(c) In case of direct recruitment, all the posts will be filled by inviting applications through advertisement in;

- Any national daily newspaper of Bangladesh
- Local or Regional Newspaper
- Any recognized Recruitment Sites
- Through organizational website

The mandatory requirements like educational qualification, experience, age, last date for receipt of applications and other relevant details (like documents, proof of educational qualification, nationality, recent photograph of the candidates, etc) for the post must be mentioned clearly.

(d) In case of direct recruitment, orientation/induction training will be imparted to all the newly recruited employees as per the guidelines made by the HR department.

(e) As per the appointment letter, the service period of the employee will start from the day on which he joins the work. If he does not join the work within the working day, his employment will be considered from the next day. In this regard, it is noted that the application form containing the information regarding the reason for late joining and the date of joining should be sent to the HR department within 7 (seven) days of joining.

(f) The Chief Executive Officer may appoint qualified persons to any position at any time subject to discussion with the Management Committee as per the needs of the organization.

(g) The newly appointed officer/employee should declare his/her family member or any nearest person as guarantor (with consent and signature) at the time of joining the organization.

6.1.2. Recruitment Call/Notice

Subject to the approval of the Chief Executive Officer of the organization, the HR department will complete the recruitment of staff by inviting applications through advertisements in widely circulated national daily newspapers or widely used online job-sites. In case of general recruitment, at least 15 days should be allowed from the date of publication of advertisement to the last date of application. This rule is not applicable in case of emergency appointment for short term (part-time) period. In light of the replace's "Non-Discrimination", Inclusive and Gender Policy, the "Declaration" mentioned in the said policy should be printed in the advertisement.

(b) Recruitment Committee: The Chief Executive Officer shall constitute a recruitment committee comprising 3 to 5 (three to five) members including at least one woman member. The committee will include;

- 1) A senior officer of director level (mandatory)
- 2) Head or Deputy Head of HR Department
- 3) For specific issues (e.g. gender, CP, Environment, agriculture, renewable energy, M&E, etc.) at least one "Subject Matter Specialist", who can an external as well as/if needed, or any other senior staff nominated by the Chief Executive Officer.
- 4) Head of Department concerned, or in his/her absence, any senior officer nominated by him/her.
- 5) 1 (one) other senior officer nominated by the CEO.

Job applications against the advertised position can be received in hard copies or via email with mentioned documents' scanned copies including a cover letter at attachments. RDF may supply Comoon Template for any Jon Application. No application will be accepted by hand delivery or through any other electronic apps, like whatsapp, messenger, etc. While applying though/via email, all interested candidates will mentioned, "**Name of Position+his/her Name**" in the subject line of the email. In the body of the email, the candidate will mention "source of the job availability with RDF as reference and **the email ID** where the application documents to be sent/mailed. Along with other information, these condicions needs to be mentioned in the advertisement clearly.

Avoiding Conflict of Interest:

In order to avoid Conflict of Interest, any member of the "recruitment committee" personally knows or aware about any request/persue for any candidate (shortlisted for written test and interview) **MUST** inform the board/committee and/or to the Chief Executive Officer. S/He will try to restrain himself/herself from the "Recruitment Committee" for such particular recruitment process. If otherwise

found avoidable, s/he will ensure 100% neutrality and fairness in the process of recruitment for any participant position.

(c) Short Listing of Candidates (applicable for all programs and time bound projects)

The Recruitment Committee will prepare a short list of applicants (minimum three candidates per position) based on merits (mainly the level competence and experience comparing with required qualification and job specifications) of the applicants keeping in view the number of applications/ candidates and the demand for the post. For this purpose the "Recruitment Committee" will prepare a check-list and score sheet/CV evaluation sheet from which the specified number of candidates with the highest scores will be invited through written (e.g., e-mail/mobile call/SMS) for the written/viva or both tests. Female,

At least 7 (seven) working days should be given/allowed to be prepared to attend the test/interview from the date of registered posting the letter/email. The letter should detail the date, time, venue and list of documents/certificates to be produced during interview. No TA/DA will be admissible for any candidate for attending the test/interview.

Other Gender and Persons with disability will be given extra preference (considering the needs of the positions). Interview place will be women and Person with Disability (PDW) friendly. In the interview letter, candidates with any form of physical disability should be asked whether they need any type movement assistance at the interview venue/place. The Recruitment Committee will keep in consideration of the pre-requisites of other policy documents, like Gender Policy, Child Safeguarding Policy, ethics of non-discrimination etc. while shortlisting the applications for any position.

(d) Procedure for Selection of Eligible Candidates

- 1) There may be written, oral or both types of examination in the case of staff selection.
- 2) Minimum of 15 (fifteen) days prior to the examination (written and viva), the final short-listed candidates will be notified/called for interview by post/courier service/email, mobile phone.
- 3) The final list of candidates will be prepared on the basis of the recommendation of the recruitment committee subject to the approval of the Chief Executive Officer.
- 4) Prior to finalization of recruitment, the HR department will conduct a "reference check" of the pre-selected candidates. If the "Reference Check" is satisfactory, the HR department will complete the further processes for recruitment subject to the approval Chief Executive Officer. The finally selected candidates will be offered the position first over phone and will discuss about the selection and will verbally offer the position mentioning the soonest availability of the selected candidate. The same question should be made clear/information to be obtained and noted during the interview stage. Usually, at least one month notice period might be required for the candidate to get released and join RDF if the candidate is already on-job with some other employer. But for urgent recruitment requirement by RDF, the candidate may be requested to get formal release and join RDF on her/his soonest possible time. But this can't be mandatory or can't be disqualification if the selected candidate can't join RDF before one month from the date of receiving the formal appoint letter from RDF's competent authority. This is another important reason of starting the recruitment process well ahead so that all the stages (including notice period required for the selected candidates) so that the required staff members for program/projects can be on board on time.

- 5) After recruiting the staff as per the requirement of the programme/department, the HR department will prepare the waiting list of additional selected nominated staff and later, if necessary, the appointment can be made according to the highest order of this waiting list.
- 6) If any employee while in service in RDF applies for re-employment hiding or keeping the information of present employment undisclosed, it will be rejected and will be considered activities outside of HR regulations. The organization can take administrative action on the recommendation from his/her supervisor.
- 7) RDF will ensure equal opportunity irrespective to the male, female, ethnicity, religious faith, cast and creed. But female candidate will always be encouraged to apply. Suitable candidates' other sexual orientation and persons' differently able (person with disability) will be given extra preference. Preference will be given to the "differently able persons" (person with disability) for most suitable positions for them.
- 8) In case of children of freedom fighters and tribals, age limit will be relaxed and fixed quota will be applicable. In this case maximum 5% quota benefit will be payable.
- 9) The Chief Executive Officer, taking into account the needs of the organization, may appoint any qualified person at any time as a "Contractual Staff" in consultation with the senior management team of the organization. Depending on the needs and performance of the person appointed, this position can be regularised in due course.

(d) Reference Check

Candidates selected for appointment to any post will be required to undergo a reference check from at least two persons prior to appointment. HRM department will prepare a check list in this regard. If the candidate has previously been employed, this reference check must be obtained in writing (where applicable, it may also be checked over phone) from the candidate's last employer/supervisor.

(e) Joining the job and maintaining personal files with necessary documents:

i. Joining the job with RDF:

Any finally selected candidate fulfilling the above mentioned other terms and conditions and stages of the recruitment process, the person will report to Admin Department on due time (mentioned in the Appointment Letter) with required documents and credentials. To TA/DA admissible to report to HQ and to his/working working station (working area location/office).

ii. Personal File Opening and Preservation of the required Documents:

At the time of joining the service, all employees must submit the following documents to the HR department of the organization and must show the original copies of all the educational qualification certificates:

Sl. No.	Required Document at the time of Joining	Remarks
01.	Job Application	Hard Copy, Email Copy Printed
02.	Bio-Data/Curriculum Vitae (CV)/Resume	

Sl. No.	Requred Document at the time of Joining	Remarks
03.	Two copies of recent PP size Photorgraph	wWwRUvj ±fvUvi AvBwW Kv±W@i d±UvKwc]
04.	Attested Copies of All Academic Certificates	For some positions (e.g. MC and EDSc program), original copy of certificates to be preserved by Admin Dept. Candidate Must agree with this condition, otherwise joining report will not be accepted.
05.	Copy of Registration of latest academic exam	If the result is not yet published.
06.	Attested Copies of All Training Certificates	If Any. The original should be shown at the time of interview and/or during joining to Admin department.
07.	Copy of NID/Birth Registration Certificate	Original needs to be shown.
08.	Copy of Professional Experience Certificates	If previously employed.
09.	Formal Release Order with No Claim Certificate	From previous employer.
10.	Affidevit from at least one guaranter who is reputed and socially well-recognized person.	Applicable for RDF's Micro-Credit and EDSc programs.

Sl. No.	Requred Document at the time of Joining	Remarks
11.	Joining Report with present/permanent address, mobile number, emergency contact number, contact number referre/guaranter for certain positions.	
12.	Declaration of "No criminal case under prosecution or never convicted" for any criminal case.	On RDF's prescribed format.
13.	Copy of valid driving license	For Particular positions/program
14.	Security Deposit (equivalent to one month salary)	For some positions (e.g. MC and EDSc program) RDF may ask for security deposit (refundable at time of departure from RDF subject to no financial liabilities of the employee persists) equivalent to one month salary. Candidate Must agree with this condition, otherwise joining report will not be accepted.
15.	Copy of Reference Check	Done of RDF/Admin before issuing the formal Appointment Letter.
16.	Secutiry Check	Online Checking on the Criminal Record.
18.	Copy of Code of Conduct agreed and signed by the employee.	The employee will agree and sign the organizational Code of Conduct.
19.	Signed Copy of Child Safeguarding Policy of RDF	The specific/separate Code of Conduct on "Child Safeguarding" would suffice.

6.2. Internal Recruitment

Staff may be appointed to any project/department at any time through internal notification, as per the requirements of the organization. In this case, any employee who has the necessary qualifications can apply. In this case, the recruitment process should be completed by following the direct recruitment rules. No "probation period" shall be required in case of internal recruitment. But the employee appointed to the new post has to leave the old post in order to join the new post. In that case, all old debts must be paid. That is, the date of joining the new post will be considered as the new joining of the employee.

6.3. Internal or inter-project/programme Job transfer:

- Change of position
- Change location.
- Pay structure changes.
- Change of agenda/responsibility.

6.4. Joining the Job with RDF

As per the terms and conditions of the appointment letter, the new employee will join the specified officer on the specified date. In case of late joining of newly appointed employees, it may be considered if they apply to the Head of HR Department 3 (three) days prior to the scheduled date of joining stating proper reasons.

The application form must be submitted in the prescribed format (as per Annexure-2, not attached with the document) of the organization.

6.5. Apprentice period:

(1) All recruited inexperienced workers shall work as apprentices in the organization for 06 (six) months. After 06 (six) months of satisfactory completion of the apprenticeship period, the Chief Executive Officer will approve him as a permanent employee of the organization based on the recommendation of his supervisor.

(2) The line manager of the newly appointed employee shall provide necessary feedback to the employee regarding his/her performance (advantages/disadvantages, performance) every 2 (two) months during the employee's apprenticeship/probation period and provide him with the necessary professional assistance, which shall be documented in detail with the employee's signature, which shall be preserved in the employee's personal file.

If an employee fails to demonstrate proper qualification during the apprenticeship period, the supervisor will record the reasons for the employee's absence and inform the concerned department head and HR department. The employee's apprenticeship period may be extended by 03 (three) to 06 (six) months subject to the approval of the HR Department, Chief Executive Officer on the recommendation of the immediate supervisor. If an employee fails to prove his efficiency then he can be dismissed from service. However, in case of experienced staff, the apprenticeship period may be extended to 3 (three) months in special cases subject to the approval of the Chief Executive Officer. Apprentices can resign subject to the approval of the appropriate authority by submitting a written application 01 (one) month in advance. If an employee resigns during the apprenticeship period or is not made permanent after completion of the apprenticeship period, then the employee will not get any benefit other than due salary. (eg benefits, festival allowance etc.).

- (3) The Chief Executive Officer reserves the right increase or reduce the “probation period” with his discretionary power.
- (4) For the staff recruited under any “Time Bound Project funded by external sources/agencies” will not fall any such restrictions (mandatory conditions of Probation Period).

(4) Exemption of Probation Period for “External/Donor Funded Time Bound Project Staff”.

Depending on the duration of external/donor funded time bound projects, if the project duration is upto two years, probation period for such project staff is not applicable. If any similar projects’ duration is more than two years, the Chief Executive Officer, in consultation with the senior management team of RDF may exempt the probation period as they are not eligible for organizational other benefits, like gratuity, provident fund etc. The salaries, other benefits (e.g. festival bonus, fringe benefits etc. as allocated in the budget) of the project staff will be as per the agreed budget (as per the contract with the funding agency/agencies).

6.6. Job regularization (Confirmation):

This condition is applicable for RDF’s regular/mainstream projects’ staff members only. After satisfactory and successful completion of the apprenticeship period, the employee/s will be included in the RDF pay scale as a regular employee of the organization and will get all other benefits of the organization including provident fund. Relevant documents (confirmation letter, probationary staff appraisal form, etc.) must be preserved in the Personal File of the respective staff member with full confidentiality.

As mentioned above, this provision/condition is not applicable for “Time Bound Projects funded by external sources/agencies/donors”.

6.7. Promotion:

(1) RDF encourages staff member to reward their performances. One of such reward is “Promotion/ In case promotion of an employee, the following matters shall be seriously considered.

- a) If the values, objectives, goals, values, culture, conduct and discipline etc. of the RDF organization are properly nurtured and nurtured.
- b) if he has demonstrated honesty, integrity, reasonable conduct and punctuality.
- c) If considered to be meritorious, efficient, honest, industrious and capable of discharging duties in a higher position.
- d) No officer/employee during apprenticeship shall be considered for promotion. Only permanent employees of the organization will be considered for promotion.
- e) To justify/legitimate the promotion of any employee/staff (core project/program staff members only), the routine performance appraisal will be treated as the major tool/means of justification.

(2) For promotion to various posts, the Chief Executive Officer shall constitute a selection committee comprising of the officers involved in the concerned department/programme/programme/activities and

the HR department. The HR department of the organization will complete the promotion process after the recommendation of the selection committee is approved by the Chief Executive Officer.

(3) In order to select the most qualified candidates for promotion, the appropriate authority may, if deemed necessary, introduce a written or oral or both written and oral examination. Promotion will be based on the results of these tests and other records including confidential reports.

(1) No person shall be entitled to claim promotion by reason of seniority alone.

(6) In case of grant of promotion, the letter of receipt of latest promotion should be submitted in the form of attachment.

(7) All permanent officers/employees of the RDF Organization shall be promoted as per the table below-

SI.	Designation	Service duration after completion of Apprenticeship/Probation Period.
1.	Technician to Field Organizer	Minimum 01 (one) Year
2.	Assistant Co-ordinator to Senior Co-ordinator	Minimum 02 (Two) Years
3.	Assistant Chief Coordinator to Chief Coordinator	Minimum 03 (Three) Years
4.	Chief Coordinator to Assistant Director	Minimum 05 (F) Years
5.	Assistant Director to Director	Minimum 05 (F) Years

(8) The Chief Executive Officer may promote qualified persons to any post at any time subject to discussion with the management authority as required by the organization.

6.8 Performance Evaluation of Employees/Staff:

The Marks obtained in ACR Form or Staff Appraisal Form of employee will be the considerable factor/indicators for promotion and increment. Performance appraisal (Appraisal) of an employee will be done in the month of December every year (January-December). There will be specific checklists or question papers for this assessment. For senior level staff “Competency Based Performance Appraisal” method may be adopted. Competency Based Annual Employee Appraisal Form duly completed by the immediate Supervisor must be sent to the HR department within the second week of December through the concerned supervisor following the provisions of the policy and necessary action will be taken subject to evaluation of the employee's performance based on the marks obtained, which will be recorded in the employee's personal record. The HR department of the organization will send a unique AID form to all the concerned offices by November every year. Adequate training will be arranged for all managers on the prescribed form by HR department.

After the said ACR form is collected from the field level, the head of the HR department will review the said form and submit it to the chief executive officer after giving his signature and subject to feedback. The Chief Executive Officer will re-send the forms to the HR Department after signing them for evaluation.

6.9 Transfer/Transfer:

(1) The organization may transfer/transfer any employee to any workplace as per the policy. In this case, while joining the new workplace, the employee must take the release order from the old workplace, the latest salary clearance certificate (last payment certificate-LPC).

(2) In case of transfer the following rules shall be followed:

For RDF's regular program (MC & EDSc), the Branch/Area/Zonal/Divisional Manager shall submit the transfer proposal in writing (as per Annexure-5) to the appropriate authority or the concerned Program Head. The Program Head will forward the proposal along with the recommendation to the HR Department and the HR Department will carry out the transfer process.

(3) Transfer from one program to another program may be made subject to the approval of the Head of Department on the basis of merit and need.

6.10 Approval of transfer:

Subject to the approval of the Chief Executive Officer, the departmental head of the HR department of the organization will sign the transfer order and take appropriate measures to send it to all concerned levels.

6.10.1 Transfer of duties in case of transfer

(a) The employee ordered to be transferred shall explain all his duties to his replacement employee/Head of Office/Officer-in-Charge as per the time specified in the office order.

- iii. At the time of joining the new workplace, the employee shall join the new workplace along with the transfer order and send 1 copy of all the related documents to the concerned branch and 1 copy to the HR department of the organization.

6.10.2 Time of Joining of Transferred Worker:

(a) The transfer shall take effect from the date of transfer of charge. The employee shall join the new workplace within a maximum of 3 (three) days unless the transfer requires a change of residence.

(c) Disciplinary action shall be taken against any transferred employee who fails to join the new workplace without proper reason and prior approval from the Head of HRM department and the days of absence shall be treated as leave without pay and shall be effective in annual increments thereof of 01 (one) month or thereafter.

6.10.3 Salary and Travel Bills of Transferred Employees:

- (a) In case of transfer, the employee shall draw salary for the month of joining from the new place of work.
- (b) Travel and other bills during working hours at the previous place of work shall be paid from the present place of work subject to the approval of the appropriate authority and Branch/Area/Zonal Manager will carry out all accounts related to all these debts and liabilities of the employee after the transfer takes effect.
- (c) In the case of transfer of permanent staff, in case of transfer with family members, the said bill shall be approved by the Chief Executive Officer.

6.11 Attendance/Attendance Record:

- a. The employee shall sign the reserved attendance sheet within 15 minutes of the commencement of office. If an employee does not attend work within 30 minutes of the start of office, he/she will be considered late and one day's leave for late attendance of 03 (three) days in any month, one day's pay will be deducted if leave is not due. The rate of salary deduction will be 1/30th of the monthly salary.
- b. In case of late attendance of 07 (seven) days in a month, the HR department will issue a warning notice to the employee on the written recommendation of the supervisor of the concerned employee. A copy of the notice for enrollment shall be sent to the HR department which shall be retained in his personal file. It will be considered/taken into account during staff skill evaluation and promotion later on. If an employee is served with 2 (two) warning notices in the same post, he/she may be dismissed from service.
- c. Employees of all levels shall sign the attendance book. Field level Branch/Area/Zonal Manager and Administration Department at Head Office will save the attendance. The name of the employee must be entered in the attendance book as per the appointment letter and the ID number must be mentioned.

6.11 Resignation and Termination from Job:

Any employee wants to get released or resign from his/her the (job) organization will have to submit one month priod notice to the employer through her/his line manager. If fails to do so, will have to surrender "Notice Pay" equivalent to one month's current salary to the organization.

If the organization (RDF) wants to terminate service contract with any employee (both core program and time bound project staff) will have provide 01 (one) month's formal service contract termination notice. Otherwise, organization may choose to pay "one month notice pay" to the employee concerned and can terminate the service contract at any time,

In both cases, the staff concerned will be formally/finally released from the organization provided the organizational other liabilities (e.g. provident fund, gratuity, unenjoyed leave, etc.) to the staff concerned and also all liabilities of the employee to the organization are fully settled and necessary “no-liabilities certificates” are submitted to the head of HR department for final payment and formal release from RDF.

Chapter-07

7. Service Benefits

7.1. Terms and Conditions for Salaries and other Allowances

(a) For the core/regular program/projects of the organization, Salaries and allowances of all the officers/employees of the organization shall be determined based on the final approval of the Chief Executive Officer subject to the recommendation and approval of the Management Authority. For the "Time Bound Projects", Salaries and Allowances/benefits will be determined as per the the budget agreed and approved by the funding/donor agencies of each individual projects.

- (a) **Starting Pay:** When an employee is first appointed to a post, his starting pay will be the first and lowest level of the pay scale prescribed for that post. The salary structure of the staff employed under any "Time Bound Project" funded by the funding agencies or donor organization(s) will be fixed/determined in accordance with the asproove budget of the project. Such project employees will not be entitled to provident fund or gratuity. However, they will be entitled benefits like festival bonus or frienge benefits as and if budgeted under any "Time Bound Project" budget by external funding or donor agency(ies).
- (b) In case of such benefits (festival bonus and/or fringe benefit) for the external funding and/or donor agency funded "Time Bound Project(s), will not be under the obligation of completion of any "probationary period or completion of at least one year of service". Such benefits will be paid on annual basis and on eve of the religious festival of individual staff (e.g. for Muslim staff, it will be paid before Eid Ul Fitre, for Hindu staff members, it will be paid before Durga Puja, for Christian Staff it will be paid before Christmas and for the Buddist staff members it will be paid before "Bouddha Purnima or Probarona". RDF may prefer to pay festival bonus in two installments (50% each), one during Eid-ul Fitre and another one during Eid Ul Adha. RDF will try to pay festival bonus to all elligible staff member at least ten (10) days prior to the day of main festival(s).
- (c) In recognition of his special merit and efficiency, the Chief Executive Officer may fix the starting salary of the employee at a higher level on the recommendation of the concerned recruitment committee.
- (d) In consideration of any special case/incident, the Chief Executive Officer may grant additional increments of annual increments based on the performance and qualifications of the employees which will be considered as "Special Increment". There should be recommendation and opinion of the concerned supervisor, department/program head and head of HR department in this regard.

(e) Salary in case of promotion:

When an employee is promoted, his pay will be fixed at the lowest of the pay scale normally prescribed for the post. However, if the basic pay of the employee in his old post is higher, the pay scale for the higher post which is immediately above the basic pay of his new post will be fixed.

(f) The Chief Executive Officer reserves the power to fix lower/higher pay in the recruitment of staff to any post subject to conditions.

7.2. Deduction from Salary:

(a) Deposits in Provident Fund, Income Tax, Conveyance, Overpayment Adjustment, Employee Loan Installment, Absenteeism, Advance Payment and any other grant shall be directly deducted from salary in these cases.

(b) Leave without pay, uncoordinated temporary loans and any kind of uncoordinated advances requiring deduction from salary shall require the prior approval of the appropriate authority with the recommendation of the Head of Department.

(c) Monetary value of losses incurred due to financial irregularities or destruction of immovable/immovable property of the organization may be adjusted by deduction from salary.

d) The seat rent (common/shared accommodation/Mess) can be deducted from the salaries of the officers/staff who stay in the offices of the organization at the head office and field level for the purpose of living.

7.3 Annual Increment:

Every year every regular/permanent employee will be given increments according to his work skills and abilities which will be effective from the month of January every year. The scope of this rule may vary depending on the reality of the organization. Only permanent employees of the organization will be entitled to annual increment benefits.

The Chief Executive Officer may grant increments at the following rates subject to the evaluation of the Annual Confidential Report (ACR) form and in some cases may decide to reduce/increase the rate:

Level of Competence (total score obtained out of 100)	Grade	Rate of Increment
75-100	"A" (Excellent)	8%
Below 75	"B" (Average)	8%

This is to be noted that the HR department of the organization will send a warning letter and show cause notice to those officers/employees whose performance will be in the “B” Grade (average quality) index to increase the quality of work and to be more focused on the work of the organization.

In case of “**Time Bound Projects**” staff there will be no such auto-provision. However, they may get “increased salary” only if the concerned project budget allows. So, while developing new project proposal (if the project duration is more than one year), for staff salary calculation, it is recommended to consider the “increased salary” keeping in mind the “inflation rate” and try to convince the funding/donor agencies.

7.4. Festival Bonus/Allowance

The staff/employees who have been permanently employed in the main stream of the organization and have worked continuously for a minimum of 1 year will be entitled to festival bonus/allowance. Such benefits will be paid on annual basis/once in a year and on eve of the religious festival of individual staff (e.g. for Muslim staff, it will be paid before Eid Ul Fitre, for Hindu staff members, it will be paid before Durga Puja, for Christian Staff it will be paid before Christmas and for the Buddhist staff members it will be paid before “Bouddha Purnima or Probarona”. RDF may prefer to pay festival bonus in two installments (50% each), one during Eid-ul Fitre and another one during Eid Ul Adha. RDF will try to pay festival bonus to all eligible staff member at least ten (10) days prior to the day of main festival(s).

The staff employed under any “Time Bound Project” funded by the funding agencies or donor organization(s) will be entitled benefits like festival bonus or frienge benefits as and if budgeted under any “Time Bound Project” budget by external funding or donor agency(ies). Any consultant or contractual staff members will NOT be eligible to any Festival Bonus/Allowance.

Chapter-08

Working Days, Leaves, It's Categories and Rules

8. Working days and working Hourse:

RDF Management Authority may fix, change and extend the office hours of operation following the rules/declaration of Bangladesh Government.

(a) The working days of all offices of the organization shall be 06 (six) days in a week (Saturday to Thursday). However, for the "Time Bound Projects" the Chief Executive Officer, in consultation with the Senior Management Team" can fix the weekly working days differently.

(b) Head office office hours from 9.00 am to 5.00 pm. In between, there will be a break for prayers and food from 1.00 pm to 2.00 pm.

(c) Field level office hours for Mainstream/Core Program will be from 8.00 am to 4.00 pm and midday break from 1.00 pm to 2.00 pm. (This may vary depending on the situation).

(d) The Chief Executive Officer shall determine the office schedule for the month of Ramadan in consultation with the Senior Management Team of the organization and the HR Department shall publish the necessary written instructions/circular/notice at the beginning of Ramadan every year.

8.1) Weekly and Public holidays:

(a) **Weekend:** Friday will be a weekend.

(b) **Government Holidays:** RDF will allow/grant all the gazetted/public holidays and administrative holidays occassionally declared by the state/government. However, in case of emergency (such as during natural calamities), RDF authorities may cancel the weekly/official leave of all employees/certain employees of any project/programme, regional/zonal/branch offices. RDF authority may later allocate/compensate the said (cancelled) leaves on a case-by-case basis as compensatory leave (not by monetary benefit). But it will not be considered as mandatory.

(c) **Festival Leave:** Any religious festival holiday (e.g. Eid-ul-Fitr and Eid-ul-Azha for Muslim/Islamic employees, Durga Puja for Sanatan/Hindu employees, Christmas for Christian employees and respective major religious festivals for employees of other religious faith) will be applicable as announced government of Bangladesh. If RDF management decides to allow additional days as holiday for festival, will be adjusted annual leave.

At the beginning of the year, the HR department will take necessary measures to publish the list of festival holidays by following the gazette published by the government.

8.2 Leave approved by the organization:

RDF staff members including "Time-Bound Project Staff" may be allowed the following categories of leave.

- (1) Casual Leave
- (2) Earned Leave
- (3) Medical/Sick Leave
- (4) Maternity Leave
- (5) Drme QywU (Festival Leave)
- (6) Working Station Transfer Leave

- (1) **Casual Leave:** All staff/employees of the organization can enjoy casual leave for 7 (seven) days in a year. This is to be noted that more than 3 (three) days of casual leave cannot be availed at one time. However, in the case of Apprentice Officers/Workers, they may enjoy more than 3 (three) days of casual leave subject to the approval of appropriate authorities for special needs.

Casual leave cannot be availed in conjunction with (earlier or later) any public holiday or weekend.

(1) Annual Leave:

- If an employee wants to take more than three days of annual leave at a time, he should first apply for the leave to the appropriate authority (Head of HR Department). The head of HR may approve or cancel at his discretion.
- Annual leave with full pay for all regular employees shall be fourteen (14) days per full year. Only working days shall be considered in computing such leave.
- Employee wants to enjoy annual leave will have to prepare "annual leave plan" at least month ahead and will apply for the planned leave at least one week before the date of effect and submit to her/his line manager who will recommend (considering the work priorities and alternatives to ensure the field works uninturrupted) to the Director HRM and Admin for final approval.
- Unenjoyed Annual Leave maximum of five (5) days can be carried over for the next/following year.

(2) Medical/Sick Leave:

An employee can take such leave due to any illness or any emergency such as accident, hospitalization, surgery, longer term complete or absolute bed-red rest advised by qualified medical doctor, etc.

As soon as any staff get/falls sick, s/he will inform to the appropriate authority (line manager). The concerned line manager will inform the HRM and Admin Coordinator immediately. Any sick leave required more than for three (3) days, will require to submit medical certificate (as proof) while resumes his/her work.

Any employee will be entitled for maximum of fifteen (15) days full paid leave per year. If anyone needs more than fifteen (15) days will have to apply to the Director HRM with proper documentation, e.g. surgery advice, post-surgery complete or absolute bed rest, etc.. Considering the situation/actual need, the Director HRM will recommend to the Chief Executive Officer (CEO). The CEO can allow maximum of another 15 days medical/sick leave with half pay or with full pay. If any staff member needs further leave after this second fifteen days' leave, can be granted without pay. Reviewing the situation, such leave without pay can be maximum upto 2 months from the beginning of his/her sickness. In the mean time, if the staff is not medically fit to resume his/work the CEO in consultation with the Senior Management Team may decide to terminate the employment contract with that staff member or sent him/her on retirement. In such case, s/he will be allowed one month notice pay and other dues/eligible benefits.

(4) Maternity Leave:

- Female workers who completed one (01) year of work with RDF (for all eligible staff members) will be entitled for 120 days i.e. 4 months maternity leave with full pay. However, considering the importance of health condition, it may be extended by the Chief Executive Officer.
- Any female staff member requires "maternity leave" will have to apply at least three months ahead of her EDD (expected date of delivery) as diagnosed by the physician. For better Ante-Natal Care (ANC), s/he will be encouraged to go for maternity leave at two months of her EDD but it can't be less than one month before EDD.
- Any pregnant staff member must consult physician (by her own cost) for minimum four (4) ANC and at least one (01) PNC (Post-Natal Care) and necessary certification/ANC-PNC card must be produced to the Head Office.
- Any employee under maternity leave, RDF will ensure her salary payment on time.
- In case of unexpected pre-matured delivery or unfortunate "still birth" or "neo-natal death" of the baby of the staff, she or her spouse or parents/inlaws will inform RDF immediately. RDF management will be considerate regarding her maternity leave considering her health and mental condition as well as the advices from her medical doctor.
- Any female staff under probation period requires "maternity leave" will be "leave without pay". Other conditions will remain same as the regular staff.
- An officer/employee will get maternity leave with pay only during the first and second child births in the entire working life. If any staff has already one child (before joining RDF) will be eligible for one paid maternity leave for second child. After second child, any maternity leave required will be allowed without pay.

(5) Religious Festival Leave:

- All Staff Members of RDF will be entitled to religious Festival Leave as per the official declaration of Bangladesh. This is to be noted that the chief executive officer will decide the period of festive leave at the field level in consultation with the management authority of the organization.
- The HR department will take necessary measures to publish (as official notice) the list of festival holidays by following the gazette published by the government in due course.

(6) Leave on Transfer/Job relocation:

The employee will get a maximum of 02 (two) days of leave with pay depending on the situation due to transfer/relocation of posting.

9. Disciplinary Measures

RDF personnel at all levels shall strictly adhere to all policies of the organization, conditions of employment and the “Code of Conduct” (described in a separate document). Any staff member found guilty or accused of breaching any of the policies of RDF will be subject to disciplinary action appropriate to the nature of the offence/guilt. Disciplinary action according to type of crime are described below;

9.1. Minor Misconduct/Infringement:

- Frequent delayed attendance
- Unauthorized leave
- Damaging employees’ team bonding.
- Causing damage to organizational assets by malhandling.

Types of Disciplinary Action upon Minor Misconduct

- (a) Verbal Warning
- (b) Written Warning
- (c) Salary Deduction/Financial Penalty
- (d) Transfer

9.2. Major Infringement)/Major Misconduct

- Repeatability of Minor Infringement
- Violation of Gender and Child Safeguarding Policy (disciplinary actions will be taken as per the relevant policy)
- Financial Misappropriation/Fraudulent Activity (disciplinary actions will be taken as per the relevant policy)
- Convicted by any competent court as per the law of the land (criminal case)

Types of Disciplinary Action upon Minor Misconduct based on the findings from the “Investigation report”.

- (a) Final Warning
- (b) Salary Deduction
- (c) Transfer
- (d) Discharge or Termination of Contract.

9.2.1: Investigation of Major/Minor Misconduct or against any Complaint or Whistle Blowing

- (a) Framing Charge(s)
- (b) Issuing "Show Cause Notice"
- (c) Formation of Investigation Committee
- (d) Suspension from the job
- (e) Submission of Investigation Report to the appropriate authority

9.3. Redundancy of Position(s)

Based on the changing situation in organizational program or project structure or requirement, the management authority of RDF may declare any post Redundant. In that case, the authority shall give at least one (1) month's prior written notice to the employee of the said post/posts, or provide one (1) month's pay (gross salary) in lieu of. The concerned employee shall hand over all responsibilities/charges/dues to the person/officer authorized and mentioned in the notice and thus obtain a written copy of "No-liability Certificate" which shall be forwarded to the Head of HR Department for his/her final payment and release from the organization.

Head of HR department will issue the release order after confirming the handing over all the responsibility and liabilities (if any). The final payment shall be made to the concerned employee within the specified period, consulting with the Head of Finance, from the date of issue of release order.

9.4. Retirement (by the organization or voluntary/self retirement)

Apart from the retirement policy of the organization, the management authority of the organization can retire any employee from his position at any time subject to giving specified notice period, if;

- (a) A staff member, notwithstanding his retirement age, becomes incapable of performing his/her duties due to illness.
- (b) cannot be appointed to any other post.
- (c) An employee applies for voluntary retirement.

In such (above) cases the retirement policy of the organization will be followed.

9.5. Resignation:

If any regular employee wants to resign from RDF, he/she has to give one (01) month's prior written notice or pay an amount equivalent to one (01) month's gross salary to the organization as notice pay.

(a) Program/Project's Staff

- The authorities will not accept the resignation if there is any allegation of misconduct or corruption against the employee who submitted the resignation letter or if investigation work is on-going in view of any allegation. However, in this case, the competent authority must give the reason to the employee for not accepting the resignation in writing within one (01) month,

- Staff under probation period (Apprentices) may resign from employment at any time without notice. But s/he has to handover all the responsibilities/charges to the person authorized by the Director HRM before receiving the clearance.

For such cases (resignation of staff under probation period), RDF will pay for the days required to hand over charges and take clearance but the required time will be maximum of seven (07) days.

(b) Service Staff:

Any service staff (office peon/assistant, guard, driver, cook, etc) who wants to resign from the organization must give one (01) month notice in writing to Director HRM through proper channel or refund 1 month's gross salary as notice pay.

(c) Contractual Staff:

The resignation of any contractual staff/employee shall be as per the terms and conditions mentioned of the contract including conditions for notice period and/or not pay.

Chapter-10

10. Code of Conduct

RDF has its code of conduct applicable for all regular, time-bound project staff, contractual staff, volunteers, consultants etc. This is written/clarified in a separate document, titled “Code of Conduct”.

11. Staff Grievences and Complaint Mechanism

RDF has a separate document on Staff Grievence Policy and the Complaint Mechanism are mentioned in other respective policies, like Staff Grievences Policy, Child Safeguard Policy, Gender Policy, Whistle Blowing Policy, etc. That policy and the complaint mechanism are to be followed by the all employees, volunteers, etc.