



# **COMPLIANCE POLICY**

**Revised Version 2024**

**Resource Development Foundation (RDF)**  
**House 21, Road 12, Pisciculture Housig Society, Block-Kha, Shekhertek, Adabor,**  
**Dhaka-1207**

## COMPLIANCE POLICY

### 1. Ownership of the Policy

Resource Development Foundation (RDF)

### 2. Scope

This Policy applies to all offices, staff members, and volunteers within the organization. The principle of proportionality shall be considered for the degree of implementation of this policy.

### 3. Objectives

This policy establishes the **principles and framework** for the Compliance Function, including its scope, responsibilities, and required competencies. It outlines reporting procedures to ensure consistent application across the organization.

The Compliance Function aims to:

- **Identify, analyze, assess, and report** on the exposure to legal, regulatory, and reputational risks associated with the organization's activities.
- **Ensure compliance** with all applicable laws, regulations, and internal policies of Bangladesh and the organization.
- **Promote ethical conduct** and integrity in all organizational activities.
- **Mitigate risks** and prevent fraud, corruption, and other misconduct.
- **Safeguard the organization's assets** and reputation.
- **Support the achievement of the organization's mission and objectives.**

### 4. General Principles

- **Commitment to Compliance:** RDF is committed to conducting its activities with the highest ethical standards and in full compliance with all applicable laws, regulations, and internal policies.
- **Transparency and Accountability:** The organization will maintain transparency and accountability in all its operations and will be open to scrutiny.

- **Respect for Human Rights:** RDF will uphold human rights and dignity in all its interactions with beneficiaries, staff, and other stakeholders.
- **Continuous Improvement:** The organization will continuously review and improve its compliance systems and procedures.

## 5. Governance, Competence, and Reporting Line Framework

The Compliance Function is part of the second line of defence of the Internal Control System. It is structured within the organization through the Corporate Compliance Officer and designated Compliance Focal Points within each department.

- **Corporate Compliance Officer:**
  - Oversees the implementation of this policy.
  - Provides guidance and support to departments on compliance matters.
  - Conduct regular compliance reviews and assessments.
  - Reports to the Chief Executive Officer and the Board of Directors on compliance matters.
- **Departmental Compliance Focal Points:**
  - Act as the primary point of contact for compliance matters within their departments.
  - Assist in the implementation of compliance procedures within their departments.
  - Report any suspected violations of this policy to the Corporate Compliance Officer.

## 6. Scope and Allocation of Responsibilities

The Compliance Function advises the Chief Executive Officer and the Board of Directors on compliance matters and performs the following key responsibilities:

- **Legal and Regulatory Compliance:**
  - Ensure compliance with all applicable laws, regulations, and donor requirements in Bangladesh.
  - Monitor and assess changes in the legal and regulatory environment.
  - Advise on the legal and regulatory implications of new programs and initiatives.
- **Financial Compliance:**
  - Ensure proper financial management and reporting.
  - Prevent and detect fraud and corruption.
  - Comply with all financial reporting requirements, including those related to donor funding.

- **Human Resources Compliance:**
  - Ensure compliance with all labour laws and employment regulations.
  - Prevent and address workplace harassment and discrimination.
  - Promote a safe and inclusive work environment.
- **Program Compliance:**
  - Ensure that programs are implemented in accordance with approved plans and budgets.
  - Monitor the effectiveness and impact of programs.
  - Address any concerns raised by beneficiaries or other stakeholders.
- **Risk Management:**
  - Identify, assess, and mitigate potential risks to the organization's operations.
  - Develop and implement risk mitigation strategies.
- **Internal Controls:**
  - Maintain and strengthen internal control systems to prevent and detect errors and irregularities.
- **Communication and Training:**
  - Conduct regular training sessions for staff on compliance matters.
  - Raise awareness of compliance issues throughout the organization.

## **7. Reporting Procedures**

- Any suspected violations of this policy must be reported immediately to the Compliance Officer or the relevant Departmental Compliance Focal Point.
- The Corporate Compliance Officer will investigate all reported violations and take appropriate corrective action.
- Regular compliance reports will be presented to the Human Resource Manager and the Chief Executive Officer.

## **8. Review and Updates**

This policy will be reviewed and updated periodically to ensure its continued effectiveness and relevance.