



March 2019



**NGO FORUM
FOR PUBLIC HEALTH**

4/6, Block- E, Lalmatia, Dhaka-1207, Bangladesh

HUMAN RIGHTS POLICY

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HUMAN RIGHTS POLICY

1. Introduction:

NGO Forum for Public Health (hereinafter “NGO Forum”) respects human rights, which means NGO Forum acts to avoid infringing on the rights of others and commits to addressing impacts that occur as a result of our organization activities. In developing this policy we are guided by the principles of the internationally recognized human rights norms:

- The Universal Declaration of Human Rights
- The Voluntary Principles on Security and Human Rights
- ILO Declaration on Fundamental Principles and Rights at Work
- UN Declaration on the Rights of Indigenous Peoples

We are also subject to the laws of the country in which we operate and are committed to complying with all such laws, while abiding by the international human rights norms described above.

2. Policy Objectives:

The objective of NGO Forum’s documented policies (as set out in NGO Forum’s Code of Ethics) is to provide an overview of expectations for employees, organization and partners.

In addition, the Human Rights policy exists to:

- 2.1 Inform employees, organization’s partners and supplier of NGO Forum’s commitment to human rights.
- 2.2 Establish NGO Forum’s commitment to ‘know and show’ its respect for human rights through on-going human rights due diligence.
- 2.3 Maintain NGO Forum’s high ethical standards.
- 2.4 Contribute to the realization of human rights.

3. Policy Scope:

NGO Forum's Human Rights Policy applies to all NGO Forum employees, volunteers anyone working for or with NGO Forum and others acting on NGO Forum's behalf. This applies to all locations where NGO Forum works.

4. Definitions:

Human rights are basic rights inherent to all human beings, regardless of nationality, place of residence, sex, sexual orientation, national or ethnic origin, colour, religion, language, or any other status.

5. Guidelines:

NGO Forum implements its activities in a manner that respects the rights and dignity of all people, complying with all applicable laws and regulations. Our policies reflect our commitment to respecting the protection of internationally recognized Human Rights.

5.1 We do not use child or forced labour in any of our operations or facilities. We do not tolerate any form of unacceptable treatment of workers, including but not limited to the exploitation of children, physical punishment or abuse, or involuntary servitude. We fully respect all applicable laws establishing a minimum age for employment, in order to support the effective abolition of child labour.

5.2 NGO Forum abides by all laws and regulations regarding pay practices and the classification of employment according to job level and status.

5.3 Diversity is embraced at NGO Forum. We recognize that a diverse mix of backgrounds, skills and experiences drives new ideas, products, and services and provides us with a sustained competitive advantage.

5.4 We believe everyone should be treated with respect regardless of their background. We are committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, political beliefs, veteran status, marital status or any other protected class.

6. Responsibility:

The Human Rights policy is owned and maintained by NGO Forum's Human Resources function. Human Resources Department is responsible for the creation, administration, updating and communication of the policy.

7. Compliance:

Employees, stakeholders and supplier are expected to comply with this and all applicable NGO Forum policies. Violation of this policy or the refusal to cooperate will result in disciplinary action, up to and including termination and referral to the appropriate authorities, where we have sound reason to believe that our partner organizations infringe Human Rights we reserve the right to cease those relationships as necessary.

Specific to this policy, employees, stakeholder and suppliers are expected to:

- 7.1 Never infringe on human rights.
- 7.2 Be alert to any evidence of human rights infringements in our direct operations or in the operations of our partners and report any situation in which a human rights infringement is suspected.

8. Grievance and Dispute Resolution:

We seek to ensure that stakeholders who are or could be affected by our activities have access to feedback mechanisms that are legitimate, accessible, predictable, timely, equitable and transparent. NGO Forum's approach to resolving disputes and grievances is based on respect, engagement and dialogue with the stakeholders and communities that are affected by us or affect what we do.

Awareness of this policy among NGO Forum's employees, stakeholders and contractors and communities is essential to ensuring that we meet the objectives of this policy. We will communicate our approach to discharge our duty to respect human rights internally and externally, provide training to employees and stakeholders and contractors and communities on their responsibilities, and incorporate feedback from stakeholders to ensure continuous improvement in our implementation of this policy.

We commit to open and transparent reporting on human rights issues and incidents in our Report and through continuous engagement with our stakeholders.