



**Legal policy of NGO: --.** BBSWO has some policies to establish our legal status. Our legal policies are -----

**1) Ethical policy:**

Our organization BBSWO doesn't differentiate between any cast, religions, color, political matter, rich and poor people. Each and every person is same to our NGO.

**2) Administrative policy:**

Our administrative policies in form employees of the office rules. The business expectations and values and HR related issues such as paid time off and health insurance eligibility. This policy must cover a wide array of needs with in the business and serve as a guide for how it's operates policy refer to system and process for filing and records keeping, office correspondence, visitors and phone call management, internal communications, financial management and others administrative duties.

### **3) Human resources policy:**

Our organization must be maintained human resources policy like employment contract, employee wages, code of conduct, leave policy, employment provident fund, gratuity policy, paternity and maternity leave policy, Sexual harassment work place policy, adaptive work culture policy, employment termination policy, Development relationship etc.

### **4) Children policy:**

BBSWO treats every child with empathy and respect. we believe children are special type of gift of God. all children are same in our organization's eye. Regardless of his /her face, color, gender, sex, language, religion belief heritage, political/others opinion, national/ethnic/ social origin or property/disability/ birth /others status.

### **5) Woman policy:**

To empowering women at work series present key guiding frame works and 5 illustrative policies and practices for companies to promote



gender equality at work, with focus on key areas.

1) achievement of equal pay for work of equal value.

2) prevention and elimination of the violence and harassment.

3) creating a harmonious work life balance for both women.

4) equal representation of women in business and management roles.

5) Investment in a future of work that works for women.

#### **6) Farmers policy:**

The major farmers policy include land, water, livestock, Bio resources, animal genetic, resource policy, agrometeorological climate change curriculum policy, farmers credit and insurance and social security, marketing and trade tribal and regional farmers policy, organic and GM crop strategy, disaster management policy.

#### **7) Senior citizens policy:**

BBSWO'S has a power to provide a health insurance policy for senior citizen. side by side

hospitality management for old-age person,  
doctor consultation for senior citizen, pension  
scheme land reform scheme, health camp etc.  
also provides by senior citizen under the policy.

### **8) Human rights policy:**

Human rights include the right to life and  
Liberty from slavery and torture, freedom of  
opinion and expression, the right to work and  
education and many more, everyone is entitled  
to these rights, without discrimination. Basic

10 human rights are included here the policy, 1)

the right to life

2) the right to freedom

3) the right to equal treatment.

4) the right to Asylum

5) the right to marry

6) the right to freedom of free thought, opinion  
and expression.

7) the right to work.

8) the right to education

9) the right to social service.

### **9) Requirement policy:**



BBSWO'S has some policies about employees' requirements. those are

- 1) we require the employee by contract.
- 2) people will be appointed for at least 5yr.
- 3) we appointed people from various sector who have minimum qualification from graduate.
- 4) each employee will be appointed by signing a separate contract paper.
- 5) monthly payment will be determined based on performance.
- 6) if any person recruited for a small training, they will be paid daily.
- 7) if the contract is broken after signing, legal action will be taken for it , but if there is any special reason, the committee will re-examine the matter.
- 8) we will pay (3000-4000)/- for TA bill with basic pay, if it's more than this, the person has to bear his own burden.
- 9) Merit based recruitment will not accept any interference from any political person or powerful person.

10) No permanent appointment is desirable for contract work. If there is vacancy after the new project subject and recruitment the previous recruits can be called up.

11) Action and personal co-operation and good behavior are desired from the people involved.

12) The committee board may expel the person in the project of unethical conduct.

13) Alcohol consumption strictly prohibited at work place.

