



Association For Alternative Development (AFAD)

Safety and Security Policy

R K Road, Khalilgonj, Kurigram 5600

Objective:

- 1.1 To ensure the safety and security of all offices, assets, and staff.
- 1.2 Staff can be free from all sorts of political engagement.
- 1.3 To protect the terrorism practices in the organization.

Methodology for Preparation:

The policy has been prepared taking participation through representation of all level staff.

Office Security:

- a. Without official purpose no visitor can be entered at the office. Any stranger or any member of any organization is strongly prohibited from entering the office along with belongings like luggage, any bags, carton boxes, etc.
- b. In case of emergency purpose, the relatives or friends of any staff are allowed to visit the office subject to the proper needs and justifications. In that case, the visitors' belongings have to be checked before entering the office and have to be taken prior permission with a positive approach for its checking.
- c. Before leaving office, everybody has to be ensured to switch off all electronic devices like lights, fans, computers, air conditioners, etc. properly.
- d. Before leaving the office, the last person/staff of the office will make sure that the door and windows of all rooms are properly closed and locked and also ensure the security of the vehicles like four wheel cars, motorcycles, bi-cycles, and others.
- e. As per financial policy, two persons of the organization will go jointly to the bank for withdrawing large quantity of money.
- f. All offices will be ensured the updated (non-expired) fire extinguisher machine. There will be two kinds of machines for putting out fire, one is for general fire and the other one for electric short circuit fire. Every staff has to be well aware of the usage of the fire extinguisher machine.
- g. All offices will be ensured fixing CC cameras for their safety and security.
- h. Emergency phone no of the police station and fire brigade office will be displayed at the notice board of every office.
- i. If any accident is happened due to the lack of responsibilities of the security guard, then s/he will be responsible for bearing the cost of all the losses and damages.

Staff Security:

- a. It is mandatory to wear helmets both rider and pillion for riding a motorcycle. Without a valid driving license, it is prohibited to ride a motorcycle. If any staff drives a motorcycle without a valid driving license and thereby falls into a police case then the driver will be responsible for this and the office will not take any responsibility in this regard. The maximum speed limit of the motorcycle will be 40km/hr.
- b. In respect of driving a jeep/car/microbus, the driver must use a seat belt while driving s/he will have a valid driving license. The maximum speed limit of the jeep/car/microbus will be 60km/hr. The driver cannot speak or use a mobile phone while driving.
- c. If any staff falls into a savior sickness or accident then instantly he/she has to be taken to the hospital or clinic and has to arrange an effective treatment for the patient and later on would be informed the office chief.
- d. In case of taking fire at the office, it is mandatory to leave the office immediately. During emergency leave, no one should try to take personal belongings.
- e. Before starting the travel, the concerned staff will pre-inform the name and nature of transport to the respective supervisor even after arrival at the place/area. Pre-



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- information about the weather conditions has to be taken before starting the ferry (launch) journey during the rainy season.
- f. Do not run here and there during the time of earthquake. Take shelter under or beside the great beam of the building. Everybody has to follow the govt. instructions or precautions during the earthquake.
 - g. All the time every staff must keep an official ID card along with them.

Security of Foreign Guests:

- a. If any foreign guest visits Bangladesh as a guest of COAST then COAST will ensure all sorts of security with the cooperation of the guest.
- b. AFAD will provide an ID card to the guest and will also brief him/her about the security policy.
- c. A written Declaration of Commitment (DoC) has to be collected from the foreign guest(s) that he/she/they will not do or engage in any illegal activities according to Bangladesh law and if it does then AFAD will not take any responsibility of this event and not be liable for this'

Security of Property and Assets of the Organization:

- a. The concerned staff/user will ensure the safe-security of the devices or materials which will be given by the office for official use. If the devices or materials are hereby lost or theft then the office will not take responsibility and the cost will be covered by the concerned staff.
- b. Office will not provide any security for the personal belongings of any staff and guests. The concerned staff or guests will have to ensure security, especially for valuable materials and devices.

Definition of Terrorism:

The unlawful use of violence and intimidation, especially against civilians, in the pursuit of political aims or force a government to act.

To be aware of Terrorism

- a. It has to be kept distance and avoid those person(s) who promote terrorism in the name of religion.
- b. For every staff it is mandatory to inform the Director-Admin & HR and also to the Chief Executive if s/he finds someone is engaged or about to engage with the activity of terrorism and other illegal activities.

To free from party politics:

- a. It has to be attentive and updated about the country and international politics.
- b. It is mandatory not to engage directly with the party politics and any political activities by any staff.
- c. Apart from keeping away from politics, no one will be engaged in any political conflict for any election and its activities.

Protection and Confidentiality:

- a. Here it is noted that the organization shall ensure full protection of the whistle-blower. By no means the name of the complainant be disclosed but could do it only the approval from the whistle-blower. while discussing, never squeeze the complainant in a way that pretends to defame or harass him/her.



- b. If any whistle-blower is proved false, fabricated, or intentionally registered then administrative action shall be taken against the whistle-blower under the Human Resource and Administration Management Policy.

Duties and responsibilities of staff/volunteers

- a. All staff must read the policy, they should have a clear understanding of this. They have to abide by this.
- b. Management action can be taken against those who violate this.

Scope:

The policy shall apply to all staff, members of EC/GC, volunteers, vendors/suppliers, consultants, programme participants.

Approved by the Executive Committee and effective date:

The review of this policy has been approved unanimously in the 6th Annual General Meeting at AFAD Head Office, Kurigram, and be effective with no delay.

Review of this Policy:

This policy will be reviewed by 2027 or earlier, if necessary incorporating significant changes in national and international laws, polices, and human rights declarations.



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