

Framework of Internal Governance

Part - I

HUMAN RESOURCE MANAGEMENT :RIGHTS AND OBLIGATIONS AT D.NET

Amendments incorporated as of October 2009



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Abbreviations:

AA	=	Appeal Authority
AF	=	Application Form
AFF	=	Appeal Application Form
AO	=	Administrative Order
BORN	=	Bangladesh Online Research Network
DC	=	Disciplinary Committee
EC	=	Executive Committee
FIG	=	Framework of Internal Governance
GB	=	Governing Body
HRM	=	Human Resource Management
IC	=	Information Commission
IDU	=	Information Disclosure Unit
IO	=	Information officer
IS	=	Information Seeker
KMD	=	Knowledge Management Division
MOA	=	Memorandum of Association
NGO	=	Non-government Organisations
R&P	=	Research and Program
RTIA	=	Right to Information Act
SH	=	Sexual Harassment
TOR	=	Terms of Reference
WC	=	Working Committee

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Section I	Human Resource at D.Net		
#	Heading/Sub-heading (in bold)	Text	Applicability
I.0	Organogram		
		D.Net has an organogram for managing its human resources. In order to bring flexibility in operation, the governing body may permit interchange/restructuring of positions in the organogram within the structure as long as total number of position at a particular level of employment is not exceeded.	Annex 1.1 / Part -1
I.1	Content of Human Resource		
		D.Net has five types of human resources for accomplishment of its mission: 1. Regular Employee 2. Project/ Contractual employee 3. Intern 4. Volunteer 5. Consultant.	
I.1.1	Regular Employee		
		An employee of D.Net is a person, selected through a stipulated process, irrespective of race, color, religion, sex, national origin, age or handicap, for performing a set of specified tasks for financial and other compensation, against an appointment letter or agreement.	
I.1.2	Project/Contractual Employee		
		The term 'Project/Contractual Employee' includes an employee appointed on specific terms and conditions for a specific project/program for a certain pre-defined period. Service of all full-time project/contractual employees will be guided by the set of policies under "Policies for Human Resource Management and Development", if otherwise not mentioned in their appointment letter.	
I.1.3	Intern		Detail in Internship Policy (Section VII)
		Intern is a person, who is still a student, or just completed graduation or post-graduation, and who is invited to experience some in practical real life job environment for a specified period. Intern is not an employee and it is not a job for financial compensation. However, a token honorarium or reimbursement of any expenditure for accomplishment of any task is allowed.	
I.1.4	Volunteer		
		Volunteer is a person, who works for D.Net for a specified period against an appointment letter or agreement, but not for financial compensation. However, reimbursement of any expenditure for accomplishment of any task is allowed.	
I.1.5	Consultant		
		Consultant is a person, who is to perform specific task(s) for a specific period for financial and/or other compensation.	

Section II	Recruitment, Appointment, Termination and Resignation Policy		
#	Heading/Subheading (in bold)	Text	Applicability
II.1	Applicability		
		The recruitment and appointment procedure is applicable for all types of human resources at D.Net.	
II.2	Basic Principles of Appointment and Recruitment		
		D.Net is generally an equal opportunity employer. D.Net recruits and does not discriminate on the basis of race, colour, religion, sex, national origin, age or handicap.	
II.3	Positive Discrimination		
		In case of equal qualification, D.Net positively discriminates in favour of women and people with physical handicap.	
II.4	General Qualifications and requirements		
		D.Net recruits employees for the position(s) approved in the organogram which is shown in Annex-1.1. Qualifications, requirements and general terms and conditions of service are drawn up for all positions in the organogram. Project-based appointment is streamlined according to organogram.	Annex 1.1 / Part -1
II.5	Special qualifications and requirements		
		In this case special qualification requirements, terms and conditions will be designed on case by case basis. Such design will be proposed by the Executive Director to the Executive Committee for approval time to time, when such need emerges.	
II.6	Recruitment of Executive Director		
		For the position of Executive Director a “Search Committee” will be constituted by the governing body. The Search Committee will prepare a short list of possible candidates for the post of Executive Director and place the list for consideration to the governing body.	
II.7	Recruitment of Director and Joint Director		
		For the Director and Joint director position, Executive Director will constitute a selection committee in consultation with the Chairman of the governing body. All appointments from the level of Joint Director and above are subject to approval of the governing body. If any members from the founding body or governing body are appointed as an employee, governing body approval is required.	
II.8	Recruitment in other positions		
		For positions other than Director and Joint Director, Executive Director shall determine the methods to be used for recruitment. The Executive Director may postpone, cancel, extend or otherwise modify the recruitment efforts as circumstances indicate. For appointment in positions of Director and Joint Director approval of the executive committee will be necessary.	

II.9	General Procedure of recruitment	Annex 1.1 / Part -1
	<p>A. Vacancies may be filled by regular or temporary appointments, or by transfer/promotion, or by fresh recruitment as mentioned in articles under section II.</p> <p>B. Division head or thematic head or project chief will put demand for (a) particular position(s)</p> <p>C. A recruitment/ selection/ search committee will be formed by the Governing body for the position of Executive Director.</p> <p>D. A recruitment/ selection committee will be formed by the executive Director for all positions other than Executive Director, if not specified otherwise elsewhere in the FIG.</p> <p>E. Executive Director may recruit directly for the position up to Senior Assistant Director without formation of a committee.</p> <p>F. Recruitment/ selection/search committee will publish advertisement for human resource for particular position(s) through advertisement in suitable media (print and/or electronic including web site) or will perform head-hunting, if appropriate.</p> <p>G. Written test and interview are compulsory for all positions other than position of equivalent or above Deputy Director.</p> <p>H. Recruitment Committee or Executive Director, depending on position, will fix the qualification, job responsibility and required traits for required position(s) in line with the qualifications mentioned the organogram.</p> <p>I. Recruitment/ selection committee will publish advertisement for human resource for particular position(s) through advertisement in suitable media (print and/or electronic including web site) or will perform head-hunting, if appropriate.</p> <p>J. Recruitment Committee or Executive Director, depending on position, will fix the qualification, job responsibility and required traits for required position(s).</p> <p>K. Written test and interview are compulsory for all positions other than position of equivalent or above Joint Director.</p>	
II.10	Transparency in Recruitment	
	<ol style="list-style-type: none"> 1. As a general principle, announcement of vacancies will be published in a suitable media (e.g., daily newspapers, www). D.Net reserves the rights to cancel the recruitment announcement if necessary. 2. The appointing authority will interview each short-listed applicant who responds to a vacancy announcement. After making the selection the appointing authority will notify each short-listed applicant interviewed of the results. 3. Applicants who are not short-listed will be notified about the decision of exclusion with reason. 	

		4. The recruitment committee has right to form a panel from the interviewed applicants and inform them about the decisions.	
II.11	Appointment Letter		
		An appointment letter will be issued by an authorized signature	
II.12	Probationary Appointment		
		<p>A. All appointments to fill regular positions shall be probationary appointments, except for demotions or transfers of regular employees, or appointments from reemployment eligible lists unless otherwise mentioned in this document. Former probationary employees serving probation period of one year or less and whose names were placed on a reemployment eligible list before they achieved regular status shall start a new probationary period when appointed from a reemployment eligible list. Former probationary employees serving probation periods of more than one year and whose names were placed on a reemployment eligible list before they achieved regular status shall resume their probationary period when appointed from a reemployment eligible list.</p> <p>B. The probationary period shall be used by the appointing authority for evaluation of the performance of the newly recruited staff as well as for the elimination of any probationary employees who do not meet the required standards of work. The duration of the probationary period will be six months from the date of joining. The appointing authority may terminate a probationary employee at any time during the probationary period without the right of hearing by or appeal to the D.Net governing body/executive committee except when an employee alleges, and substantiates in writing, discrimination based on race, color, religion, sex, national origin, age or handicap as the reason for termination. In case of such rejection during probationary periods, employees shall be given written notice, with reasons therefore, at once. An appeal to the D.Net governing body/executive committee based on the above described allegation and written substantiation of discrimination must be received by postal mail, e-mail, fax or hand delivery by the Executive Director within 14 calendar days of the date on which the notice of rejection is mailed or hand delivered to the employee.</p> <p>C. Time worked by an employee in a temporary, extra help, or provisional status shall not count towards completion of the probationary period. The probationary period shall start from the date of probationary appointment. Probationary employees in regular part time positions shall be credited with that proportion of full time employment which they work in a probationary status.</p>	
II.13	Regularization of employees on probation		
		A. Employees who have successfully completed the probationary period designated for their classifications shall be given regular status. Former regular employees appointed from a reemployment eligible list shall be given regular appointment when reemployed.	

		B. An employee who is not rejected prior to the completion of the prescribed probationary period shall acquire regular status automatically.	
II.14	Temporary Appointment		
		A person may be appointed temporarily to fill a regular position during the temporary absence of the incumbent. If a person appointed is a regular D.Net employee he/she shall retain the right to return to his/her regular position when the employee who has been temporarily absent returns. Probationary employees may not receive temporary appointments. Regular employees who accept a temporary appointment shall not suffer any loss of employee benefits. No person shall achieve regular status as a result of certification or appointment to a temporary position.	
II.15	Emergency Appointment		
		To meet any emergency, the appointing authority may make emergency appointments for the duration of the emergency. When such emergency appointments are made the appointing authority shall immediately notify the Executive Director, naming the appointees, dates of appointment, classifications in which hired, duties of the positions to which appointed, and the nature of the emergency.	
II.16	Medical Check-up		
		<p>A. Persons selected as regular employee may require submitting satisfactory medical examination reports prior to joining the job.</p> <p>B. If there are facts causing the appointing authority to believe that an employee over whom s/he has authority is physically or mentally incapable of properly performing his/her duties, s/he may, with the approval of the Executive Director, order the employee to undergo an examination by a licensed Bangladeshi physician. The 50% cost of such examination shall be borne by D.Net and another 50% shall be borne by the employee. The appointing authority shall arrange for the time and place of examination. The employee shall sign all necessary authorizations and waivers permitting the physician to inform the appointing authority whether or not the employee is capable of properly performing the duties of the position. The employee shall receive a copy of the physician's report and findings.</p>	

Section III	Performance Evaluation Policy		
#	Heading/Subheading (in bold)	Text	Applicability
III.1	Performance Evaluation		Annex-A1 and A2 / part -III
		The performance evaluation is the basis for any confirmation (from the date of joining) of an employee at D.Net. Annex -A1 for Senior Assistant Director and Above & Annex – A2 for below Senior Assistant Director.	

III.1.1	Performance Evaluation of a regular employee	
	<p>A. The person authorized for human resource management at D.Net initiates the process by sending a performance</p> <p>B. The evaluation should be made confidentially and the evaluation report should then be submitted to the Executive Director for her/his counter signature.</p> <p>C. The summary of the evaluation shall be reported to employee.</p>	
III.1.2	Performance Evaluation of Contractual Employee	
	The performance of contractual/ project employee serving for specific period in the organization shall be evaluated after the completion of the period or project duration by the supervising authority. The evaluation should be made confidentially by filling the prescribed form as mentioned for performance evaluation of regular employee and the evaluation report should then be submitted to the Executive Director for her/his counter signature.	
III.2	Promotion	
	The basis of any promotion is report of performance evaluation as mentioned above. It is important to note that no promotion is automatic, i.e., does not depend only on expiry of services years of a position. The score from performance evaluation, recommendation and judgment of the Executive Director are taken into consideration.	
III.2.1	Seniority Calculation	
	<p>If the rank and joining date is same, in that case the seniority will be calculated according to the seniority of joining time. Incumbent must write joining time in the joining letter. An example is appended below:</p> <p>Mr. "A" has joined as Assistant Director on January 01, 2009 at 9.10 am in D.Net. Mr. "B" has joined as Assistant Director on January 01, 2006 at 10.10 am. In this case, Mr. "A" is senior to Mr. "B". For any promotion; promoted person shall be considered as senior position, in this case date of joining in D.Net shall not be considered.</p>	
III.2.2	Promotion of Regular Employee	
	A. Regular employees who are promoted to a higher position shall undergo the probationary period prescribed for the higher position, but if rejected during the probation period the appointing authority shall have the right to demote to their former position in their former department/division if a vacancy in their former position exists. If no vacancy exists, such employee shall be placed in the longest standing vacancy, as determined by the requisition from date. If no vacancy exists, such employee shall displace the least senior employee as determined by the appointing authority.	

	<p>B. Where flexible staffing exists in a general series of positions employees in lower level positions may be promoted to the higher level positions without examination or certification from an eligible list, provided that the division or thematic head furnishes detailed evidence of work performance to the Executive Director, that the Executive Director approves such action, and that the employee satisfies all other requirements of the position. Where flexible staffing exists between trainee and junior level positions the employees shall not have the right to revert to their former trainee positions if rejected during the probationary period.</p>	
III.2.3	Promotion of Contractual Employee	
	<p>Promotion of contractual employee depends on availability of position at the higher level and duration of project and availability of fund. The general procedure mentioned above will be followed for such cases.</p>	
III.2.4	Accelerated Promotion	
	<p>The appointing authority has right to offer accelerated promotion in appropriate case following the above-mentioned procedure.</p>	
III.3	Termination	
	<p>A. The Executive Director may terminate the job of an employee under probation by fifteen days notice or on payment of fifteen days pay without any notice in lieu thereof.</p> <p>B. Part time contracts may be terminated by a 15 days notice from both sides.</p> <p>C. If the appointment is a full time or below one year but six months and above under a project, the notice for termination and resignation period one month applicable for either side.</p> <p>D. If appointment is a full time or at least one year under a project, the notice for termination or resignation period is two months applicable for either side.</p> <p>E. If appointment is a full time or below six months under a project, the notice for termination or resignation period is 15 days applicable for either side.</p> <p>F. The authorized person of HRM will settle the benefits/ due accrued to such employees at the time of termination.</p> <p>G. If an employee becomes unable to discharge his/her responsibilities for physical or mental impairment his/her service can be terminated by the Executive Director giving three months notice, or payment of three months salary in lieu thereof.</p> <p>H. Employees charged with code of conduct (section VI) shall be served with a written <i>show cause</i> notice wherein specific charges shall be mentioned with the directive to respond within seven days of the receipt of the notice, as to why she/he should not be removed from service. In case the reply is not satisfactory or the employee concerned fails to reply to the charges within the specific period, the job may be terminated.</p>	

III.4	Resignation	
	<p>All employees have right to resign from the organization without showing any cause following the procedure of resignation. Letter of resignation should be submitted to the Executive Director. For Executive Director, the authority of receiving resignation letter is the Chairman of the Governing Body. Based on the decision of acceptance, the resignation will be processed through successful completion of current works, handover of all documents, and clearing with finance, then a release letter will be issued. The resignation will be applicable as per following rules:</p> <p>A. In case of regular staff, two (02) months notice will be applicable for resignation. It may be considered for thirty days notice to surrender one month salary.</p> <p>B. In case of contractual staff, thirty (30) days notice will be applicable for resignation.</p> <p>C. If any employee wants to leave her/his job before completion of notification period, s/he has to submit resignation letter mentioning proper reason to the Executive Committee (EC) through the Executive Director. However, the clearance/release order will be issued after approval of the EC. If the employee leaves her/his job before the approval of EC, it will be treated as absence without permission (if the employee does not have approved leave). Relevant clause regarding absence without permission mentioned in FIG will be applicable in this case.</p>	

Section IV	Attendance, Movement and Leave Policy		
#	Heading/Subheading (in bold)	Text	Applicability
IV.1	Office hour		
		<p>A. D.Net will follow a flexible office hour which will start from 8:30 am to 9:30am and end at 4:30 pm to 5:30pm. Depending on arrival within 8:30am to 9:30am one can leave office within 4:30pm to 5:30pm fulfilling 8 hours of working time.</p> <p>B. If someone fails to attend within 9:30am frequently, the authorized person in consultation with Executive Director can impose penalty on case by case basis to maintain good working environment in D.Net.</p>	
IV.2	Penalty for late attendance		
		If someone fails to attend within 9:30am frequently, the authorized person in consultation with Executive Director can impose penalty on case by case basis to maintain good working environment in D.Net.	
IV.3	Movement Procedure for movement notification		
		<p>Following rules shall be applicable for movement during office our:</p> <ul style="list-style-type: none"> • Permission by supervisor • Filled movement register when leave and back 	

IV.4	Leave: Basic Principles		Annex-B / part -III
	<p>A. All employees shall, under normal circumstances, be entitled to leave as designed in the leave policy. However, when exigencies of service so required, the Executive Director may refuse or revoke sanctioned leave of any description. Certain types of leave are considered as right. Leave year shall be counted July 01 to June 30</p> <p>B. The submission of a leave application does not provide right for leaving the office. All employees should ensure that leave is granted before enjoying the leave. Otherwise, it will be considered as leave without permission. In such case, salary will be deducted for such leave with an amount of penalty equivalent of salary of number of days absent without permission. In case of frequent irregularities with leave without permission the HRM may show cause and impose penalty in consultation with Executive director.</p>		
IV.4.1	Types of Leave		
	<p>The following types of leave are available for the D.Net employees:</p> <p>i. Duty leave</p> <p>ii. Earn leave</p> <p>iii. Casual leave</p>		
	<p>iv. Medical leave</p> <p>v. Maternity/ paternity leave</p> <p>vi. Study leave</p> <p>vii. Sabbatical leave</p> <p>viii. Consultancy leave</p> <p>ix. Extra-ordinary leave</p> <p>x. Compensatory leave</p>		
IV.4.1.1	Duty Leave		Annex-F & G / part -III
	<p>A. An employee is eligible for duty leave if s/he has to move outside office or country for a specified duty to perform an official assignment.</p> <p>B. A duty leave form shall be filled in by an employee and a letter shall be issued in favour of assigned employee by the authorized person of HRM.</p> <p>C. A report shall be furnished by an employee within 15 days after completion of duty leave.</p> <p>D. An employee is eligible for off day duty leave if s/he works in a holiday for a specified duty to perform an official assignment.</p>		
IV.4.1.2	Earn Leave		
	<p>A. A regular employee, and project/ contractual employee, consultant serving more than one year are entitled to 1 (one) day earned leave for every 20 (twenty) days of service rendered.</p> <p>B. Full pay is admissible during the earned leave. No leave shall be earned during the period spent on extraordinary leave (leave without pay).</p>		

		C. <u>Accumulation and Encashment of Earned Leave:</u> The accumulation of earned leave is up to 18 (Eighteen) days in a year and maximum 90 days in whole service period. The encashment of earned leave will be done at the end of service tenure at the rate of last basic salary.	
IV.4.1.3	Casual Leave		
		<p>A. All employees are eligible for 12 days casual leave in a year. However, if an employee resigns or is terminated within probation period or within six months of appointment (for project/ contractual employee), the leave within that period will be forfeited and the salary for the days under such provision will be deducted. If appointed for six months or less period, the number of days for casual leave will be six days.</p> <p>B. No employee will be eligible to avail more than 3 (three) days casual leave at a time.</p> <p>C. Casual leave cannot be interposed between other leave or holidays but can be prefixed or suffixed to other leaves of holidays.</p> <p>D. If sanctioned casual leave is extended by an employee without the approval of the competent authority, then the entire period of casual leave availed of will be treated as earned leave subject to its availability and extra-ordinary leave to the extent earned leave is not available.</p> <p>E. Clubbing of leave with holidays is discouraged. However, in case of clubbing leave with two ends of holidays, the holidays will be treated as leave and it will be adjusted with casual leave. If casual leave is not available then this leave will be adjusted with earned leave. In case where no leave is available for the employee the leave will not be granted. The staffs are advised to plan for leave.</p>	
IV.4.1.4	Medical Leave		
		<p>A. All employees are eligible for medical leave for 14 (fourteen) days in a year. Such leave will be accumulated for up to 28 days. If appointed for six months or less period, the number of days for medical leave will be 7 days.</p> <p>B. If no adequate medical leave is available to the credit of an employee, then the leave applied for on medical grounds (backed by a medical certificate) may be adjusted against any leave available. In case no leave of any category is available, this leave may be treated as extra-ordinary leave. However, when an employee suffers from grave illness and is under treatment is eligible for special medical leave, terms and conditions of which will be defined case by case basis by the authorized person of HRM in consultation with Executive Director.</p>	
IV.4.1.5	Maternity/Paternity Leave		
		<p>A. A regular or a contractual female employee who has completed 1 year service period may be granted maternity leave with full pay on production of a certificate from a registered medical practitioner subject to a maximum of 120 (one hundred and twenty) days for each birth of two children during the whole period of service. Maternity leave for the third child will be counted as extra-ordinary leave. Application for the leave must be given at least one month in advance.</p>	

		<p>B. Paternity leave may be granted with full pay for a maximum of 10 (ten) days each time for the birth of two children during the whole period of service.</p> <p>C. No employee will be eligible to avail of maternity or paternity leave if she or he has not worked for at least one year for the organization. Such leave without pay can also be given if delivery takes place before the completion of one year of service.</p> <p>D. Maternity/paternity leave, not availed of, cannot be accumulated or compensated for.</p>	
IV.4.1.6	Study Leave		
		<p>A. On the basis of recommendation from the division/ thematic head, a regular employee of the organization could be granted a study leave for carrying on any particular professional course, research study, master degree, doctoral degree or any other general/public examination for a period of maximum of three years. Duration of such leave will be determined by the requirement of the educational program undertaken.</p> <p>B. If an employee is sent for training for a period not exceeding six months, (s) he will be eligible for all benefits under the FIG.</p> <p>C. An employee, who has worked at D.Net in a regular position for a period of more than 3 (three) years, will be eligible for all benefits (excluding house rent/conveyance and medical) under the FIG for maximum six months. The service will be counted, if (s) he would serve the organization for at least one year after enjoying such leave. In case of resignation within three years after return from the leave, the employee should return the whole amount s/he receive during the leave with intent fixed by the management.</p>	
IV.4.1.7	Sabbatical Leave		
		<p>A. On the basis of recommendation from the division/ thematic head, a regular senior employee of the organization, served at least five years, could be granted a sabbatical leave for carrying out research or post-doctoral assignments or attending visiting fellowship. Duration of such leave will be determined by the requirement of the educational program undertaken but not exceeding 18 months.</p> <p>B. An employee, who has worked at D.Net against a regular position for a period of more than 5 (five) years, (s) he will be eligible for all benefits under the service rules up to six months. The service will be counted, if (s) he would serve the organization for at least one year after enjoying such leave.</p>	
IV.4.1.8	Consultancy Leave		
		<p>A. Consultancy Leave may be granted to an employee, at the discretion of the Executive committee, for a maximum of one month per year. Such leave can be accumulated maximum up to three months.</p>	

		B. During the consultancy period the employee will not be entitled for regular salary from the D.Net. An employee will pay 10% of his/her honorarium as levy to the D.Net. All taxes due for such consultancy income is the responsibility of that employee.	
IV.4.1.9	Extra-ordinary Leave		
		<p>A. Extra-ordinary leave may be granted to an employee, at the discretion of the Executive Director, when no other leave is due to him/her or he/she has specifically applied for such leave for a maximum of three months.</p> <p>B. If the employee is not in a position to attend her/his duties within the time specified to the satisfaction of the Executive Director, he/she may be allowed a maximum additional three months. But if (s) he does not report to duties after the expiry of total six months (s) he will be treated to have resigned from his/her post.</p> <p>C. No pay and allowances shall be admissible during the extra-ordinary leave and service will not be counted during that period.</p>	
IV.4.1.10	Compensatory Leave		
		All employees are eligible for one day leave for two days work during holidays. If any employee enjoys compensatory leave, he/she must submit a leave application form.	
IV.4.2	Leave Application Procedure (General)		
		<p>A. Employee shall apply for leave in the prescribed form (Annex B) normally three days prior to the date of availing any leave.</p> <p>B. Except for sudden illness or urgent and unavoidable reasons, leave application must be submitted in a prescribed format [Annex-B] prior to the date of commencement of the leave and sanction of the leave must be obtained before it is available of.</p> <p>C. All blank fields [Applicable] should be properly filled in for consideration</p> <p>D. An employee submitting leave application must furnish therein the address and contact telephone numbers, if any, where he/she can be contacted during the period of leave.</p>	
IV.4.3	Leave Application Procedure for earn leave		
		Applications for ten days or more of earn leave must be made at least one month in advance. Approval of earn leave will be made in chronological order, i.e., an earlier applicant will be considered before a later one, unless the Executive Director has to make exceptions in the interest of the Organization.	

Section V		Remuneration and Benefit Policy	
#	Heading/Subheading (in bold)	Text	Applicability
V.0	General		Annex 1.2 / part -I
		The Executive Director, while appointing personnel to the organization, shall decide whether or not the concerned employee will be put on a regular scale or should be paid a fixed consolidated salary following the organogram and pay scale. Executive Director may fix her/his salary at a higher level consistent with the volume of work and level of performance of the person concerned during the first year.	
V.1	Basic Pay		Annex 1.2 / part -I
		All regular employees will be entitled to salaries according to the staff pay scale approved by the governing body.	
V.2	Allowances		
		Each employee is entitled to monthly allowances according to following rates: V.2.i. House rent: 60 % of the basic pay V.2.ii. Conveyance: 10% of the basic pay V.2.iii. Medical Allowances: see article V.3 V.2.iv. Car allowances: a lump sum amount for Joint Director and above Level to be decided by Executive Committee. The staff enjoying car allowance is not entitled to conveyance allowance.	
V.3	Medical Allowance		
		A medical allowance equivalent to 7.5% of the basic salary or Taka 500 which ever is higher, is applicable for all regular employee.	
V.4	Special Allowances		
		An employee may be entitled to special allowances on the basis of the decision of the Executive Director. In case of Executive director, Governing Body will decide about special allowance, if any.	
V.5	Mode of Payment		
		Monthly salaries and allowances will be paid by account payee cheque or by account transfer in the last week of the every month or in the first week of next month. For the employee appointed for short term/probationary period and for intern cash amount can be paid up to a limit of BDT 15,000.	
V.6	Increment		
		A. Unless increment is explicitly withheld for inefficiency and relating to offence, misconduct or corruption, increment will be automatically effective on the each anniversary of joining D.Net. Such increment is applicable only for the regular employee. Increment is not applicable for the employees on fixed term or on contract, if not otherwise mentioned in the appointment letter. However, a lump sump raise for contractual employee may be considered if the service period is more than one year.	

		B. Increment is applicable based on performance evaluation report [see performance evaluation policy]. Such increment is applicable both for regular and fixed term/ contractual employee at the discretion of the Executive Director. The increment for Executive director will be decided by the governing body.	
V.7	Increment Rate		
		In general, the annual increment on basic salary will be at the rate of 10%.	
V.8	Special Increment		
		The appointing authority (Governing Body or Executive Director, where applicable) may give special increment to an employee at the time of joining based on his/her academic records, additional skills, foreign training and job experience and performance. The rate of special increment will be determined by the appointing authority.	
V.9	Bonus		
		There are two types of bonuses for employees: a. festival bonus b. incentive bonus	
V.9.1	Festival Bonus		
		All employees are eligible every year for two festival bonuses each of which will be equal to one month basic salary or 50 % of consolidated salary, provided s/he has completed at least 06 (six) months service in the organization and remains in the service during the first earliest religious festival.	
V.9.2	Incentive Bonus		
		All employees, working for more than six months, below Joint Director level, is eligible for annual incentive bonus equal to basic pay or 50% of consolidated salary based on the performance report. The incentive bonus is not automatic.	
V.10	Insurance Coverage		
		A. The Organization will develop provision for paying group hospitalization insurance premium of all employee. The Organization will seek opportunity to take group life insurance policy. Once the system is developed the rules will be as follows: If an employee meets an accident while on duty, the organization will cover his/her cost of medical treatment through group medical insurance scheme on actual basis or a maximum of Taka 10,000 whichever is lower.	
V.11	Overtime		
		A. An employee having the rank Program Assistant will be entitled to overtime allowances for up to maximum of 80 hours per month or up to his/her one month's basic salary whichever is lower. However, for rank of security guard overtime allowances can be offered up to 100 hours per month or not more than his/her one month's basic salary whichever is lower. B. An employee who is working on part time basis will be entitled for overtime allowance during holidays only such cases when he/she has worked at least appointed hours in a month, if not his/her overtime will	

		be compensated.	
		<p>C. An employee of the rank of Program Associate and above, who worked during holiday will be entitled to transportation and food allowances as follows: An employee, who is entitled to overtime, will receive Taka 50 for food allowances if he/she works beyond 10 pm.</p> <p>D. An employee, who is not eligible for over time compensation, is entitled to food/food allowances of Taka 70 in a working day for working more than 3 hours after office time. In a non-working day s/he will be eligible for actual transport cost additionally.</p>	

V.12	Gratuity	
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		<p>A. A regular employee who has worked with the organization for at least three years from the date of his/her regularization will be entitled to gratuity payment at the rate of one month's basic (last months basic drawn) salary multiplied by the number of years served.</p> <p>B. The provision of gratuity will be available only at the end of tenure of service and will be counted as per basic salary at the time of leaving the organization.</p> <p>C. If an employee dies or is removed from office for being physically or mentally handicapped after serving at least three years, will also be entitled to gratuity.</p> <p>D. An employee who has worked more than six months after passing three years will be entitled to gratuity for that year.</p> <p>E. An employee whose service has been terminated for disciplinary causes will not be entitled to gratuity.</p>	
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V.13	Traveling Allowance	
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		<p>A. All employee undertaken travels for official work within Bangladesh or outside, if not otherwise covered, will be entitled to transport and daily allowance from the D.Net.</p> <p>B. An employee may be paid the actual fare of travel costs subject to production of the receipts of the same in the following manner:</p>	
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Employee Designation	Air Fare	Rail Fare	Steamer Fare	Road Fare
Chairman, Executive Director	Actual (economy)	1 st Class	1 st Class	Actual
Director	Actual (economy)	1 st Class	1 st Class	Actual
Joint Director	Actual (economy)	1 st Class	1 st Class	Actual
Deputy Director	Actual (economy)	1 st Class	1 st Class	Actual
Assistant Director	Actual (economy)	1 st Class	1 st Class	Actual
Program Associate/Program	--	2 nd Class	2 nd Class	Actual

	Assistant/ Intern / Support staff																									
	<p>C. Transport cost for visiting different areas from Dhaka will be applicable as actual basis.</p> <p>D. During field visit local transport will be applicable as actual basis subject to approval of supervisor.</p> <p>E. For international travel the lowest possible fare will be applied for all employees.</p>																									
V.14	Daily Subsistence Allowance during travel within Bangladesh (outside Dhaka)																									
	<p>A. All employees are entitled to daily allowance on fixed basis per day and the transport cost in the following manner:</p> <p>B. Lodging: TA/DA amount for lodging will be different for different areas. The following table reflects the amount for different areas.</p> <table border="1" data-bbox="386 682 1149 846"> <thead> <tr> <th>Lodging</th> <th>Amount (Taka)</th> </tr> </thead> <tbody> <tr> <td>For Metropolitan city</td> <td>750 (Seven hundred fifty)</td> </tr> <tr> <td>For District Town</td> <td>450 (Four hundred fifty)</td> </tr> <tr> <td>For Rural area/ Upazilla</td> <td>250 (Two hundred fifty)</td> </tr> </tbody> </table> <p>C. Food: The following table reflects the amount for fooding. The fixed amount will not differ for different areas.</p> <table border="1" data-bbox="451 970 1182 1207"> <thead> <tr> <th>Food</th> <th>Amount (Taka)</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>75 (Fifty)</td> </tr> <tr> <td>Lunch</td> <td>100 (One hundred)</td> </tr> <tr> <td>Snacks</td> <td>75(Fifty)</td> </tr> <tr> <td>Dinner</td> <td>100 (One hundred)</td> </tr> <tr> <td>Total</td> <td>350 (Three hundred fifty only)</td> </tr> </tbody> </table> <p>D. Only half of the daily allowance excluding the part for accommodation will be admissible for the day of departure from and return to the Organization. If departure and return take place on the same day only then half the daily allowances will be admissible unless stay outside the Organizations has not exceeded 12 hours. Daily allowance for 'accommodation' will be admissible if it involves night halt (night halt during journey is not included)</p> <p>E. All travel should be planned at least 3 (three) days in advance, with the approval of head/competent authority. The travel advance may be drawn as per proforma in (Annex- C) and final bill must be submitted as per prescribed form in (Annex - D)</p>						Lodging	Amount (Taka)	For Metropolitan city	750 (Seven hundred fifty)	For District Town	450 (Four hundred fifty)	For Rural area/ Upazilla	250 (Two hundred fifty)	Food	Amount (Taka)	Breakfast	75 (Fifty)	Lunch	100 (One hundred)	Snacks	75(Fifty)	Dinner	100 (One hundred)	Total	350 (Three hundred fifty only)
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V.15	Daily Subsistence Allowance during travel abroad																									
	Transport allowance and per diem allowance for international travel for official purpose will be determined by the Executive Director on case to case basis.																									
V.16	Personal Loan																									
	<p>A. Interest free personal loan is available for employees in order to help an employee to cope with sudden economic difficulties. He/she must apply for personal loan to the operations division in a prescribed format, which will be developed later.</p>																									

		<p>B. Any regular employee, irrespective of position in the organization, may be eligible for personal loan if he/she works, apart from being confirmed in his/her job, for at least one-year.</p> <p>C. Personal loan will be sanctioned up to a maximum of two month's gross salary subject to availability of fund.</p> <p>D. Repayment of personal loan must be made in twelve monthly equal installments (or installments suitable to an employee, if its less than 12 months) deductive from the salary of the concerned employee, the first installment beginning from the following month for which the advance was made.</p> <p>E. Personal loan cannot be availed of a second time within one year from the date of final settlement/adjustment of the previous loan.</p> <p>F. The organization may withdraw or change the personal loan policy as and when it is deemed necessary by the Executive Committee.</p>	
V.17	Dress for Office Assistant, Guard and Cleaner		
		<p>All support staffs (Office Assistant, Cleaner and Guard) will be provided with two sets of uniform and one pair of shoe/slipper at an interval of one year. The newly incumbents will be issued with the items on completion of probationary period and subsequently to receive the new items old items will have to be submitted to the Logistic Department. The dress regulation for the support staffs are as under:.</p> <p>For Male:</p> <p>a. Full sleeve shirt (Sky blue) with D.Net logo.</p> <p>b. Black trouser.</p> <p>c. Black shoe.</p> <p>For Female:</p> <p>a. Kamiz (Sky blue) with black orna.</p> <p>b. Salowar (Black).</p> <p>c. Black slipper.</p>	
V.18	Income Tax		
		<p>A. An employee will be liable for payment of income tax (if applicable) as per Income Tax Ordinance 1984 against their income earned from the D.Net.</p> <p>B. D.Net will deduct income tax at source from the monthly salary, if applicable as per Income Tax Ordinance 1984, for employees, who are tax eligible and pay to the government exchequer and provide a receipt to the employees (where applicable).</p>	
V.19	Responsibility of Thematic Head and Project Head		Annex – H / part III
		D.Net drives with four divisions: i) Programme Division, ii) Research Division, iii) Knowledge Management Division (KMD) and iv) Operations Division (OD). Recently it has been rearranged to 3 divisions. The Programme Division and Research Division will work in a same platform	

	named 'Research and Programme Division' (RPD). Research and Programme Division (RPD) will drive with 6 themes. KMD and OD will drive with different task groups. There are several programmes and projects/task in a theme/task group. Each theme/task group will be led by a theme/task group leader, thus a Terms of Reference for theme/task group leader has been developed.	
V.20	Responsibility in absence of Project Chief	
	When a project chief will leave for at least 2 days from office, project chief will handover all responsibilities to the rank of Assistant Director and above consultation with Thematic/Division Head. Responsible person will approve all types of project related bill/vouchers upto Tk. 10,000 (Ten thousand). Bank signature will not be applicable.	
V.21	Miscellaneous	
	A. No consultancy work by the D.Net employees is allowed without prior permission from the management.	
	B. Consultancy without leave: An employee, who has worked for at least 12 months as regular employee for the organization, may be allowed to do consultancy without leave, at the discretion of the Executive Director. Such consultancy is allowed beyond office hour. The duration of such consultancy will not exceed three months. C. During the consultancy period the employee will be entitled for regular salary from the D.Net. However, s/he will pay 15% of his/her honorarium as levy to the D.Net. All taxes due for such consultancy income are the responsibility of that employee.	

Section VI	Code of Conduct		
#	Heading/Subheading (in bold)	Text	Applicability
	The code of conduct is applicable for all types of human resources engaged with D.Net according to article 1 of the FIG.		
VI.1		<p>mvavi Y wel q mgr</p> <ol style="list-style-type: none"> 1. wbtRi tUwej I KvMR cI dvBj e'e'vcbv c×wZ Abjvfi ,wQtq ivLv; 2. Atb'i KvR e'vNvZ NtU GiKg tKvfbv AvPiY, thgb: tRvti K_v ejv, tRvti Mvb tkvfv, wPrKvi-tPPvtgWP Kiv, tRvti nvmvnm Kiv, tUwej Pvcfo K_v ejv BZ'w' t_tK wei Z_vKv; 3. mfv Pj vKvj xb mgfq tgevbJ tcvb eU A_ev OmvBtj xUO Acktb ivLv; 4. wba'wi Z 'vtbi evBti agcvb bv Kiv, agcvb Kivi c'qvRb ntj wba'wi Z 'vtb_vKv Rvbj v_tjv eU AvtQ wKbv t`tL wteb (G wel fq agcvb m'umKZ bwiZgvj v t`tL wteb) ; 5. Wwmetb_yybv dtj ev_i'g e'envi Kiv; 6. e'w³MZ ev e'envi D't'k' Awd'm tKvfbv cKvi UvKv-cqmvi tj bt`b bv Kiv 7. Awd'm mgfq th tKvfbv cKvi e'w³MZ KvR t_tK wei Z_vKv ; 8. tKvfbv mnKgfi AwZw_Avmtj wbtRi Kvhr'fq Avc'vqb bv Kti ZvtK Af'bv Kt¶¶ 	

	<p>Avc`vqb Kiv; (Awdtmi c0qvrB Qvov)</p> <p>9. tUij tdlvtb Avj vc Kivi mgq Awdm t_tK c0 E mgqmrgv tgfb Pj v;</p> <p>10. Awdtm ivR%bwZK KgRvU t_tK wei Z _vKv;</p> <p>11. Awdtm memgg Gw wkDwUf tWfm cwi avb Kiv; (tWfm tKvW Abjni Y Ki "b)</p> <p>12. KvR tktl Awdm Z_vtMi cte9 vBU, d`vb, KwruDUvi , BD.wc.Gm. BZ`w` mwWK fite eU Kiv;</p> <p>13. mfv ev c0k tY tktl tevWf tj Lv gqQ tevWcwi `vi ivLvi e`e`v Kiv;</p> <p>14. Awdtmi evBti tMtj mcvv fvBwRs KgRZf, mnKgR i Rvbtbv Ges gftgU ti wRovi ciY Kiv </p> <p>15. mnKgR i gZvgtZi c0Z k`vteva ivLv ; wfbgZ gvfbB fj gZ G aviYv cwi nvi Kiv;</p>	
	<p>16. DaYzb mnKgR civgk`k`vi mt1/2 h_vh_fvte cvj b Kivi tPov Kiv Abjfcfite Aat`b mnKgR c0Zl h_vh_ m`sbceR e`envi Kiv;</p> <p>17. mgvtj vPbv KitZ wMtq e`w3MZ Avmgy bv Kiw ;</p> <p>18. Kvti v`tg ev tWt` hvl qvi AvtM ZvtK AvtM Rvbtbv thgb: ` i Rvq Kov brov ev tdlv Kiv ev evZ`tc0v`v BZ`w` ;</p> <p>19. K_`vevZf ev AvPi tb tKvfbv c0Kvi wj 1/2 %elg` bv Kiv;</p> <p>20. Awdtm tKvfbv c0Kvi Akvj xb e3e` D`Pvi Y bv Kiv;</p> <p>21. Awdm Pj vKvj xb e`w3MZ KvR tKvb c0Kvi B`UvibtU (B-tgBj Qvov) e`envi bv Kiv;</p>	

VI.2	wftkl wcl q mgr	
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	<p>What to do</p> <ol style="list-style-type: none"> 1. To obey the reasonable order of the superior employee; 2. To maintain descent behaviour with the colleagues; 3. To be attend office within the flexible hour and to remain in the office during office hour; 4. To take permission/sanction of leave from the appropriate authority [see section 9] 5. bv Rwbttq Kvti v` t_tK Awdtmi tKvfbv c0Kvi wRwbmcT bv tbqv; G ai`Yi KvR Pwi i ch`q MY` nte; 6. Kvti v e`w3MZ wRwbmcT, thgb: UvKv cqmv, tgvevBj tdlv, gwbe`vM, cvm`BZ`w` bv tbqv; G ai`Yi KvR Pwi i ch`q MY` nte; 7. Awdtmi tKvfbv wRwbmcT e`w3MZ KvR e`envi bv Kiv; 8. kT`ZvekZ ev Ab` tKvb D`l`k` Kvti v KvRi tWZ bv Kiv, thgb: KwruDUvi t_tK Z` ev Ab` th`Kvfbv dvBj gqQ tdj v, eBcT, K`vtgiv, ti KWf BZ`w` mwi tq tdj v; 9. AbgwZ Qvov Kvti v KwruDUvi e`envi bv Kiv; 10. Dch`p` c0vb Qvov mnKgR i e`vcvti AwfthvM bv Kiv; 11. c0Zovtbi m`vbg b0 nq Ggb KvR t_tK wei Z _vKv Ges AcitK wei Z _vKtZ DrmwvZ Kiv ; 12. c0Zovtbi bvg e`envi Kti e`w3MZ m`vavj v`fi tPov bv Kiv; 13. th`b nqiwbv ch`q cto Ggb AvPi Y t_tK wei Z _vKv AbMh Kti th`b nqiwbv c0Ztva m`v`v`-b`wZgvj v Abjni Y Ki "b 14. Awdtm tKvfbv c0Kvi gv` K`e` Avbv, msi tY l e`envi t_tK wei Z _vKv; 15. Awdtm tKvfbv c0Kvi AvtMev` i tWZKi e``enb l e`envi bv Kiv ; 	
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	<p>16. cŕYŕMŕnd msŕvš-l Ab`vb` ŕŕwZKi l ŕqemvBU t`Lv Ges e`envi t_ŕK wei Z _vKv;</p> <p>17. Awdm mgq tkŕl e`w³MZ KvŕR evBŕi i KvDŕK Awdŕmi wŕZŕi bv Avbv;</p> <p>18. AbgŕwZ Qvov e`w³MZ hšcŕwZ Awdŕm bv Avbv; thgb-j`vcUc, tcb WŕBF BZ`w` ;</p> <p>19. Awdŕmi tKvb wŕŕbŕm AbgŕwZ Qvov e`w³MZ KvŕR Awdŕmi evBŕi e`envi bv Kiv;</p>	
	<p>What Not to do</p> <ol style="list-style-type: none"> 1. To accept any illegal gratification 2. To tamper with the administrative and/or financial records of the organization. 	
VI. 3	AvPi Y ŕeŕa j sNb	
	<p>D³ AvPi Yŕeŕa mgŕ wŕ.tbU Gi mKj Kgŕŕ Rb` mgvbfvŕe cŕhvR` nŕe mvavi Y AvPi Yŕeŕa j sNb kw`ŕhvM` Aciva bq Zŕe G aiŕYi j sNb e`w³MZ gj`vqŕb cŕve tdj ŕe Zŕe wŕtkl AvPi Y ŕeŕa j sNb kw`ŕhvM` Aciva j sNŕbi mŕbw`ŕ AwŕŕhvM gybe mŕú` wŕfŕM cŕvŕbi KvŕQ Dc`vcb KiŕZ nŕe wŕevŕx cwi Pvj ŕKi Abŕgv`b mvŕcŕŕ AwŕŕhvM wŕwŕicŕvix KŕgŕUŕZ cŕVŕbv hvŕe tŕŕŕ`vix Acivŕai tŕŕŕŕ wŕwŕicŕvix KŕgŕUŕZ wŕxŕvš-tbqv nŕe AwŕŕhvM cŕgŕwYZ nŕj Awŕŕŕ³i wei`ŕx mvavi Yfvŕe wŕtŕgŕ³ e`e`v Mŕŕb Kiv nŕe-</p> <p>ZvŕK Kvi Y`kŕŕbvi tŕwŕUk t`qv nŕe;</p> <p>wŕwŕicŕvix KŕgŕUŕi cŕve Abŕhvŕx wŕevŕx cwi Pvj ŕKi Abŕgv`b ŕŕg gybe mŕú` wŕfŕM cŕvb kw`-ev`evqb Kiŕeb mŕevŕP kw`-mg`-cŕc` mŕeav ewŕZj mn ei Lv`-Kiv nŕe Ges Acivŕai KviŕY cŕZŕvŕbi Awŕ_ŕ ŕŕwZ nŕj ŕŕwZcŕj Y Av`vq Kiv nŕe </p>	

Section VII Internship Policy			
#	Heading/Subheading (in bold)	Text	Applicability
VII.1	Definition of Intern		
		<p>A. According to Article I.1.1.3 of the Human Resource Management under the FIG, Intern is a person, who is still a student, or just completed graduation or post-graduation, and who <u>is in need of exposure to</u> practical experience in real life job environment for a specified period. Intern is not an employee and also not working for financial compensation.</p> <p>B. Internship is one of the programmes of D.Net. <u>The objective of this programme is to invite</u> National and International Interns for having hands on experience in development research through participation in its various activities. <u>In every quarter a maximum of two interns can be employed for three months duration.</u></p>	

VII.2	National Internship		
		Basically the National Intern should be graduate or post graduate, just completing exams at a University in Bangladesh. The application for National internship <u>will be received throughout the year.</u> The monthly honorarium for this position is Tk. 4,000-6,000. Any field visit cost outside Dhaka will be covered by D.Net. At the end of internship period, a certificate will be provided recognizing the accomplishment of the interns.	
VII.3	International Internship		
		<p>A. Basically the International intern should graduate in good standing at a University outside of Bangladesh and the student should be an undergraduate or graduate in following disciplines: Economics Sociology, Anthropology, International Relations, International Law, Development Studies and Business. International Students may participate in the programme during their semester break. <u>The application for International internship will be received throughout the year.</u></p> <p>B. <u>It should be noted that</u> D.Net does not deal with immigration authorities in Bangladesh and, therefore, the applicant is requested to obtain necessary visas on the applicant's own. However, D.Net will assist the process by providing address and contact point of the embassies or High Commissions abroad. D.Net also suggests checking with a physician for assessing the need of vaccines, if any.</p> <p>C. The monthly compensation for the International intern is Tk. 5000-10000, which will essentially cover the transportation cost and some pocket expenditure. Any field visit outside Dhaka will be covered by D.Net. <u>At the end of internship period, a certificate will be provided recognizing the accomplishment of the interns.</u></p> <p>D. All interns shall submit an internship report and based on quality of the report, it may be published. The reports will be property of D.Net</p>	

Section VIII	Gender Policy		
#	Heading/Subheading (in bold)	Text	Applicability
VIII.1	Recruitment		
		D.Net is an equal opportunity employer. However, female candidates gets preference for ensuring gender balance within the organisation.	
	Discrimination on benefit		
		There is no discrimination on salaries and benefits on the basis of sex of employee. If services of employees are required beyond normal office hour, female employees are given priority to leave office.	
	Maternity leave		
		D.Net provides maternity leave to the female employee, when applicable according to the law of the country, which is reflected in the leave section of this document.	

	Sexual Harassment Prevention	
	Female employee has right to complain against any staff about the any occurrence of sexual harassment. If any such case is evidenced, the respective employee will be brought under punitive measures, which will fixed by the Disciplinary Committee. Such complain can be submitted to the Chairman of the Executive Committee through Executive Director.	

Section IX Policy for Prevention of Sexual Harassment			
	Heading/Subheading (in bold)	Text	Applicability
		It is the policy of D.Net to promote and maintain learning and working environment that is free from sexual harassment. All forms of sexual harassment by anyone are prohibited and are a violation of this policy.	
IX.1	Purpose		
		This policy to be included in Framework of Internal Governance (FIG) sets forth the Organization's policies and procedures to prevent sexual harassment. The objective of this FIG is to ensure that all persons in the Organization workplace enjoy an environment free from sexual harassment. While this FIG addresses conduct constituting sexual harassment, other types of harassment may constitute misconduct subject to the disciplinary measures and procedures set forth in CODE of CONDUCT.	
IX.2	Policy		
		The Organization will not tolerate any action or conduct by any staff member that reasonably could be viewed as sexual harassment. The Disciplinary Committee (DC) will take prompt action to deal with any incident of Sexual Harassment (SH). Any form of sexual harassment would be detrimental to staff morale and productivity and inimical to the interests of the Organization. The Organization will ensure that complaints regarding sexual harassment are taken seriously and handled impartially; that actions are taken promptly to ensure that sexual harassment stops; and that staff making complaints and those acting as witnesses are not retaliated against.	
IX.3	Scope		
		This FIG covers Management, professional and supporting staff, consultants who work for the Organization, the employees of the Organization's contractors when in the Organization workplace, as well as those seeking employment with the Organization, and other visitors to the Organization workplace including Trainers & Trainees; it applies at Headquarters, Regional and Representative Offices, and in the field, including staff, consultants and employees of contractors traveling and working on Organization missions (hereinafter "persons in The Organization workplace" includes all such individuals). Conduct outside the workplace, including sexual harassment, which is incompatible with Section 16 of the FIG, may also be subject to disciplinary action under CODE of CONDUCT.	
IX.4	Sexual Harassment		
		A. Sexual harassment is conduct of a sexual nature which is unwanted by the recipient and which the perpetrator knew or should have known was offensive to the recipient. It is very necessary for all staffs to understand the work environment and colleagues then try and get the level	

		of colleague to colleague relationship. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature	
		<p>(i) which reasonably results in physical, sexual or psychological harm or suffering to another person in the Organization workplace, including threats of such acts, coercion or physical restraint; (ii) which unreasonably interferes with work or work productivity; or (iii) which is made a condition of employment, promotion or other personnel action or creates an intimidating, hostile or offensive environment. Both men and women are to be protected from sexual harassment. The following forms of conduct, if unwelcome, may be considered sexual harassment:</p> <p>Physical conduct of a sexual nature which may range from unwanted touching, kissing, pinching, groping or patting to assault and coercive sexual intercourse;</p> <p>Verbal conduct of a sexual nature which may include unwelcome sexual advances, propositions or pressure for sexual activity, suggestions for unsocial activity within or outside of the workplace, offensive flirtations, suggestive remarks, innuendoes or lewd comments or noises, Sexual gossiping related to colleagues, misinterpretation or misuse of relationships; and</p> <p>Non-verbal conduct of a sexual nature which may include, among other things, the display of pin-ups, sexually offensive pictures or other offensive materials, objects or written materials, leering, suggestive looks, whistling, and gestures which are sexually suggestive or rude, misuse of any electronic media or communicative way to express or urge or to show sexuality.</p> <p>B. All persons in the Organization workplace are expected to conduct themselves tactfully and with decorum and to avoid behavior that may be perceived as sexually offensive.</p>	
IX.5	Preventing Sexual Harassment	<p>A. Staff members designated as HR Communicators by the HR following the satisfactory completion of relevant training shall be available to provide confidential advice and referral services to those persons in the Organization workplace who believe they may be experiencing sexual harassment. A list of those trained to provide such services is to be made available by HR to anyone in the Organization upon request.</p> <p>B. HR will be responsible for arranging informational materials and for providing training for all persons in the Organization workplace concerning sexual harassment. This policy will be discussed in orientation and other Organization training programs.</p> <p>C. Creating a work environment which is free of sexual harassment is every staff member's responsibility. Management, Heads of Departments/Offices, managers and supervisors bear added responsibility in this process including (i) setting the highest exemplary standards of behavior and conduct for themselves; (ii) clearly communicating the Organization's policy on sexual harassment to all their staff, including new staff; (iii) being responsive to and supportive of any person in the Organization workplace who complains about sexual harassment;</p>	

	<p>(iv) encouraging a positive working environment of dignity and mutual respect, and in which any form of sexual harassment is not tolerated; and (v) ensuring that any incident of unacceptable behavior or conduct, including intimidation and hostility, is promptly dealt with and appropriate corrective action taken. As soon as an incident is reported to HR, consideration should be given to redeploy either party pending resolution of the matter. Following up on any incident is also important to ensure the sexual harassment has stopped and the complainant is not the subject of retaliation.</p> <p>D. While on a mission, staff must take particular care to avoid behavior that could constitute, or be interpreted as constituting, sexual harassment. If a need to act should arise, mission members should intervene, and mission leaders must act firmly and decisively to put an end to any such behavior, whether perpetrated by mission members or others. Necessary procedures under the formal approach described below may be initiated in a Regional or Representative Office or upon return to Organization Headquarters.</p>	
IX.6	Procedures for Dealing with Preventing Sexual Harassment	
	<p>A. Cases of alleged or actual sexual harassment within the Organization must be handled so as to safeguard the rights and reputations of individual staff members, to protect the Organization's interests, and to guard against any future occurrences.</p> <p>B. The circumstances of each case of sexual harassment will determine the most appropriate approach for handling the situation. Regardless of whether a formal or informal approach is employed, all reports of sexual harassment should be handled discreetly to protect the privacy of the individuals involved.</p> <p>C. Behavior or conduct which is, or is perceived to be, offensive may be unintentional, due to misunderstandings or ignorance. Many such incidents of sexual harassment may be resolved informally by the aggrieved person in the Organization workplace explaining to the offender directly (by a meeting or through a letter) that his or her behavior is not welcome and that it should cease.</p> <p>D. If the aggrieved person in the Organization workplace is not comfortable in handling the situation on his or her own for any reason, including his or her employment level, status, culture or similar considerations, he or she may seek the advice or assistance of designated staff members trained to provide such assistance (as contemplated in paragraph VIII.5.A). Designated staff, with the aggrieved person's permission, may discreetly discuss the matter with the alleged offender with a view to achieving an informal resolution.</p> <p>E. In circumstances where informal resolution of an incident of sexual harassment is not an appropriate approach or the informal approach has not resolved the incident to the satisfaction of the aggrieved individual, the case may be pursued through formal channels. Under the formal approach an aggrieved individual should address his or her complaint, in confidence, to HR. In filing such a complaint, the aggrieved individual may seek advice or assistance from designated staff members.</p>	

The complaint should describe the specific offensive act or acts, the time, location and circumstances under which it/they took place, and any other information relevant to the case including explicit steps taken by the complainant to discourage unwanted behavior. The complaint should identify the individual who is alleged to have harassed the complainant (the alleged harasser) as well as any witnesses to the incident. The complaint must be signed and dated by the complainant.

F. The following is a brief outline of procedures to be followed by HR once such a signed complaint has been filed.

i. The alleged harasser is to be advised and given a copy of the complaint and any related report. Complaints about SH should be logged immediately after the harassment and necessary actions should be taken by the HR within 7 days after the complaint. Besides, the total time frame to solve the matter should not be more than 5 weeks.

ii. The alleged harasser is given the opportunity to respond in writing to the allegations. He or she may designate a representative to provide assistance in preparing a response.

iii. HR then sends all documentation to the Disciplinary Committee (DC). DC then with Management's advice creates an investigatory body, Investigators.

iv. The Investigators in consultation with the aggrieved individual and the alleged harasser, determines the facts in the case as well as whether a prima facie case of sexual harassment exists.

v. The alleged harasser and the aggrieved is to be informed of the results of the investigation and given the opportunity to respond in a meeting with the Investigators conducting the investigation.

vi. The facts determined in the initial investigation and fact-finding exercise, including the response of the alleged harasser and the aggrieved, are then reviewed by the DC, who decides whether to:

- (i) Dismiss the complaint; or
- (ii) Orally counsel the alleged harasser; or
- (iii) Orally counsel the aggrieved; or
- (iv) Commence formal disciplinary proceedings pursuant to the CODE of CONDUCT.

vii. In accordance with FIG IX.2 (Appeals procedures), the complainant or the alleged harasser may appeal a decision of the DC to the Executive Committee (EC), made pursuant to the above section vi.

viii. The appeal must be filed within 7 days of the decision. A case cannot be appealed more than once unless new evidence can be introduced. In all circumstances, the DC may require staff members involved in the incident which has been the subject of a complaint to receive counseling or undertake training.

ix. Persons in the Organization workplace who report incidents of sexual harassment in good faith will not be punished or subjected to any disciplinary measures. Anyone attempting retaliation against an individual, who has reported sexual harassment, or a witness in a sexual harassment investigation, or an advocate, will be subject to disciplinary action.

x. The Organization reserves the right to investigate staff that abuse the process for reporting sexual harassment and make unfounded accusations. Unfounded

	<p>accusations brought with intent to harm the career or reputation of another staff member can be the basis of disciplinary action.</p> <p>xi. (a) All Organization personnel involved in the handling of sexual harassment matters shall treat such matters as confidential. Such Organization personnel shall treat all information in respect of each such matter on a confidential basis to the maximum extent which is consistent with the procedural requirements for the handling of such matters pursuant to this policy. Conduct not compatible with these standards will be subject to appropriate disciplinary action.</p> <p>(b) Evidence of anything said or done pursuant to the provisions of paragraphs VIII.6 (c) through VIII.6 (e) to resolve informally an incident of sexual harassment may not be used in subsequent formal proceedings pursuant to paragraph in (x) above or before the Appeals Committee or Administrative Tribunal.</p> <p>xii. The DC and the Office of Administrative Services shall take necessary measures to implement this policy, including amendment as necessary of contracts with Organization consultants and contractors.</p>	
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Section X		Appeal Policy	
#	Heading/Subheading (in bold)	Text	Applicability
X. 1	Appeal Against Decision of Penalty		
		A regular employee appointed by the Executive Director may appeal to the Executive Committee, against the orders given to him/her or against any penalty by the authority for consideration. In the case the employee are appointed by the Governing Body, the appeal will be considered by the Governing Body.	
X. 2	Appeal Procedure		
		No appeal under this part shall be entertained unless it is submitted to the appropriate authority within 7 (seven) days of the date of the receipt of the penalty decision by the concerned authority.	

Annex-1.1: Organogram

Revised on January 03, 2009 (In the 17th meeting of the Governing Body)

Proposed Grade	Generic Designation	Proposed Designation				
		Research & Programme	Knowledge Management	Operations	Institutional Affairs	
		Functional	Functional	Functional	Functional	
Grade-9	Executive Director					
Grade-9	Director	Programme Director	Research Director	Director (KMD)	Director (Operations)	In-charge- Institutional Affairs Internal Auditor
Grade-8	Joint Director	Joint Programme Director	Senior Research Fellow	Senior Fellow, Knowledge Management	General Manager (Operations)	
Grade-7	Deputy Director	Deputy Programme Director	Research Fellow	Fellow, Knowledge Management	Deputy General Manager (Operations)	
Grade-6	Senior Assistant Director	Senior Programme Officer	Senior Research Associate	Senior Knowledge Management Officer	Manager - HR/ Finance/ Accounts/ Admin/ Logistics	
Grade-5	Assistant Director	Programme Officer	Research Associate	Knowledge Management Officer	HR/ Finance/ Accounts/ Admin/ Logistics Officer	
Grade-4	Associate	Programme Associate		Knowledge Management Associate	HR/ Finance/ Accounts/ Admin/ Logistics Assistant	
Grade-3	Assistant	Programme Assistant	Research Assistant	Knowledge Management Assistant	HR/ Finance/ Accounts/ Admin/ Logistics Assistant	
Grade-2					Messenger	
Grade-1					Driver	
					Security Guard	
		Cleaner				
		Cook				

Annex 1.1 (Continuation): Revised General Qualification

Designation	Qualification
Executive Director	Academic qualification, administrative and project management skills, proven leadership quality, work experiences are to be determined by the management.
Director	Academic Qualification: Minimum Masters or equivalent with minimum 12 years of total professional experience, of which 5 years work experience as Joint Director or equivalent position, or, PhD with 7 of total professional experience, of which 5 years work experience as Joint Director or equivalent position. Other qualifications will be defined by the recruitment committee.
Joint Director	Academic Qualification: Minimum Masters or equivalent with minimum 8 years of total professional experience, of which 4 years work experience as Deputy Director or equivalent position, or, PhD with 4 of total professional experience, as Deputy Director or equivalent position. Other qualifications will be defined by the recruitment committee.
Deputy Director	Academic Qualification: Minimum Masters or equivalent with minimum 5 years of total professional experience, of which 2 years work experience as Senior Assistant Director or equivalent position, or, PhD with 2 years work experience as Senior Assistant Director or equivalent position. Other qualifications will be defined by the recruitment committee.
Senior Assistant Director	Academic Qualification: Minimum Masters or equivalent with minimum 3 years of total professional experience, of which 1 year work experience as Assistant Director or equivalent position, or, Fresh PhD with 1 year work experience as Assistant Director or equivalent position. Other qualifications will be defined by the recruitment committee.
Assistant Director	Academic Qualification: Minimum Masters or equivalent with 1 year work experience. Other qualifications will be defined by the recruitment committee.
Program Associate	Academic Qualification: Minimum graduate with 1 year relevant skills/experience, or Fresh, Masters or equivalent. Other qualifications will be defined by the recruitment committee.
Program Assistant	Academic Qualification: Minimum HSC with 1 year of relevant skills, or Fresh graduate. Other qualifications will be defined by the recruitment committee.
Support Staff	To be decided by the recruitment committee

Annex 1.2: Pay Scale (Revised June 2008)

Designation	Range of Salary	Starting Basic Pay	Time Range (Minimum Year)	Yearly Increment
Executive Director	70,250-173,370	30,000	5	10% of Basic
Director	55,200 – 84,743	24,000	5	
Joint Director	41,500 – 68,952	20,000	5	
Deputy Director	30,175- 44,179	17,000	4	
Senior Assistant Director	22,010- 29,295	12,400	3	
Assistant Director	16,153 – 21,499	9,100	3	
Program Associate	12,070- 15242	6,800	2	
Program Assistant	7,300 - 8966	4,000	2	
Support Staff	4,070 – 6500	2,100	-	
Security Guard	3560 - 5511	1,800	-	