

INSTITUTIONAL SOCIAL RESPONSIBILITY PRACTICES AT D.NET

STATUS OF PY 2008-09

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According to the decision of the Executive Committee, D.Net will conduct annual assessment of its socially responsible practices and as a part of its annual work plan, an annual plan for improvement of socially responsible practices will be prepared for programme year 2009-10. The benchmark assessment is done at the end of programme year 2008-09.

The findings of assessment are presented through the following table in the following order:

1. The Social Responsibility (SR) activities of D.Net are divided into five broad components.
2. Against each sub-component the present practice of D.Net is presented as of September 2008.
3. An evaluation mark is assigned adjacent to each category to guess about the level of SR practices.

Thinker = ! Starter = Δ Mature = O Advanced= ◎

1. Possible future actions to upgrade the SR activities are mentioned.
2. Finally, reference of the particular SR activity in Framework of Internal Governance of D.Net is pointed out.

Component s of ISR	Present Practice of D.Net	Evaluation Mark in 2007- 08 Thinker= ! Starter= Δ Mature= ○ Advanced= ①	Evaluation Mark in 2008- 09 Thinker= ! Starter= Δ Mature= ○ Advanced= ①	Future Plan	D.Net Constituti on/ FIG Reference
I. VALUES AND TRANSPAR ENCY					
1. Adoption and Scope of Ethical Principles	<ul style="list-style-type: none"> The beliefs and values are documented and disseminated, and applied equally to all levels of the institution. Explicitly make commitments to transparency and the accuracy of information provided to all stakeholders. 	Δ	Δ	<ul style="list-style-type: none"> Development of a formal code of ethics, regular education and training for the employees and periodic reviews. 	
2. Communic ation of the organisatio n's ethical values	<ul style="list-style-type: none"> Encourages the participation of all those affected by the organization's activities and ensures management with transparency of strategies and outcomes. 	Δ	Δ	<ul style="list-style-type: none"> Identifying and analyzing the expectations and demands from the various groups affected by operations/ activities. Conducting expectation survey with D.Net employees and analysis of the results will be shared for improvement. 	
3. Communic ation of Internal	<ul style="list-style-type: none"> Publishes all policies, which guides internal operations, constitution, committees and meetings and pay structure for providing complete idea 			<ul style="list-style-type: none"> Creating a full-cycle Knowledge management system for capturing and sharing learning within and 	

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Practices	about how D.Net is being run <ul style="list-style-type: none"> Appointed a designated person to disclose information as of RTI Act 2009 	○	○	beyond the institution	
4. Social Reporting: Communicating socially responsible actions	<ul style="list-style-type: none"> Introduced a publication policy and Information Disclosure Policy to communicate information on its social, community and environmental activities. Introduced Gender Policy to maintain work place environment. 	Δ	Δ	<ul style="list-style-type: none"> Publishing annually a social report, describing its social actions, which includes quantitative information 	FIG P.77 Sec. III Publicatio n policy
II. WORKPLA CE					
1. Participator y Manage ment: Involvem t of employees in manageme	<ul style="list-style-type: none"> Provides for the participation of staff representatives in management committees responsible for the strategic planning. There are two elected representatives of employees in the Executive committee. The representatives of the employees are elected initially by the vote of employees and subsequently selected 	○	○		Memoran dum and Rules & Regulatio ns Article 10: Executive Committee p.15

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nt	<p>by the Governing body.</p> <ul style="list-style-type: none"> Monthly staff meetings discusses challenges and problems within institutions and proposals for coming out from these meetings are discussed in the other meetings for addressing those problems. All project heads and programme heads participate in monthly meeting to capture lessons from implementation and designing of new project and programmes. Introduced decentralised leadership to the general staff members. 				
2. Performanc e bonuses	<ul style="list-style-type: none"> Has a performance bonuses program that combines an objective evaluation of individual qualifications, abilities and performance with an overall evaluation of the institution. For Example- in 2008-09, D.Net has provided performance bonuses to its 11 employees. In addition to offering bonuses related to performance, it has a mechanism to 	⊙	⊙		FIG P.16 Sec. V.9.2 Annual Incentive Bonus

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	encourage and enable employees to become shareholders of D.Net's profit making sister concerns. For Example, Ashraf Abir one of D.Net staff became shareholder of a company named Multimedia Content and Communications Ltd, where D.Net is a majority share holder. Sk. Masudur Rahman, Ajoy Kumar Bose, Ananya Raihan of D.Net became shareholder of a company named Fair Price (Pvt) Ltd, where D.Net is a majority share holder.				
3. Handling of Dismissals	<ul style="list-style-type: none"> Offers support and/or relocation and/or retraining services, and extends these benefits to all dismissed workers. Offers benefit like earned leave encashment, gratuity during dismissal unless the dismissal is due to misconduct. 	Δ	○		
4. Commitme	<ul style="list-style-type: none"> Offers regular training and development activities, with the goal 		○	<ul style="list-style-type: none"> Providing financial support for the acquisition of a more universal 	FIG P.12 Sec.

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nt to Profession al Developme nt and Employabili ty	<p>of continual improvement of its personnel. For example, in 2008-09 D.Net offered training facilities to its 15 employees and also contributed them financial support. Open source training to all.</p> <ul style="list-style-type: none"> Provides study leave with all benefits for a maximum period of six months. 	Δ		education that increases the employability of its personnel.	IV.4.1.6 Study Leave
5. Concern for Health, Safety and Working Conditions	<ul style="list-style-type: none"> Goes beyond legal obligations and seeks to achieve or surpass the standards of excellence in health, safety and working conditions in its sector. Introduced fire fighting facility in line with the government code. 	Δ	Δ	<ul style="list-style-type: none"> Development of a health, safety and working condition policy ensuring overall benefit of the employees. A group insurance facility will be offered from programme year 2009-10. A crèche facility will be launched in programme year 2009-10 	FIG P.16 Sec. V.10 Insurance Coverage
6. Preparation for Retirement	<ul style="list-style-type: none"> Does not offer a structured program to prepare workers for retirement. A gratuity benefit is offered to all staff going to retirement. 	!	Δ	<ul style="list-style-type: none"> Offering a structured programme for retirement and also creating opportunities to put the capacities of retirees to good use, and encourages their participation in 	

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				community social projects. <ul style="list-style-type: none"> Provident fund facility will be offered to all regular staff in programme year 2009-10. 	
III. CORPORA TE GOVERNA NCE PRACTICE S					
1. Meeting with Stakeholde rs	<ul style="list-style-type: none"> Meets regularly with all stakeholders and publishes targeted report along with annual report regularly and distributes online and off-line. 	○	○		
2. Regular board meeting	<ul style="list-style-type: none"> Governing Body meeting held regularly in every quarter. 	Δ	○		Memoran dum and Rules & Regulatio ns Article 6:

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					Executive Committe e p.9
3. Board Structure	<ul style="list-style-type: none"> Executive management team is different from Strategic Management (Governing Body). 	Δ	○		
4. Financial Reporting	<ul style="list-style-type: none"> The institution balance sheet and financial report is being prepared and shared to the public. An independent audit committee, comprising two external members is in place. 	Δ	○	<ul style="list-style-type: none"> Sharing management report with the public. 	FIG P.79 Sec. III.4.1 Publicatio n policy: Annual Report
5. Structure, system and procedures for managem ent of the organizatio n	<ul style="list-style-type: none"> Meetings of Governing Body provides executive guideline time to time. Follows Framework of Internal Governance, which includes financial management system. Follows a number of policies in day to day business. 	Δ	Δ	<ul style="list-style-type: none"> Developing a business manual based on MOA guiding all operation and approval. 	
IV. ENVIRONM					

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ENT					
1. Recognitio n of Environme ntal Impacts	<ul style="list-style-type: none"> Has knowledge of the major environmental impacts caused by its activities/ projects, and focuses preventive actions on processes that threaten the health and safety of workers. 	!	!	<ul style="list-style-type: none"> Assessing the environmental impact of all the projects prior to their initiation. Will implement energy saving strategies in 2009-2010. Will use environmental friendly paper for printing and preparing envelop in 2009-2010. Develop paper less work environment. Will procure laptop with high power back up. 	
2. Environme ntal manageme nt practices	<ul style="list-style-type: none"> Are limited to the control of internal activities/projects and developed by the organization itself. 	!	!	<ul style="list-style-type: none"> Using environmental criteria in the selection of the suppliers Making explicit efforts to reduce consumption and to separate and recycle materials. Developing Environmental Management Practices Policy. 	

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				<ul style="list-style-type: none"> Using common disclaimer for email like- Please consider the environment before printing this content. 	
3. Responsibility to Future Generations	<ul style="list-style-type: none"> Strictly complies with the parameters and requirements of national legislation. Completed a research on E-Waste Management. 	!	Δ	<ul style="list-style-type: none"> Creating new business opportunities or adopt a new model for existing areas, which seeks to develop opportunities related to environmental sustainability. Developing E-Waste Management Company under Refurbishment and E-Waste Management for supporting to Pallitathya and Innovations in Education Programme. 	
4. Environmental Education		!	!	<ul style="list-style-type: none"> Conducting environmental education activities and train employees in environmental issues. 	
V. COMMUNITY					

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1. Relations with the Local Community	<ul style="list-style-type: none"> Take measures to solve complaints and feedback from the community. 	!	!	<ul style="list-style-type: none"> Possessing in-depth knowledge of its current impacts; developing a structured process to register complaints and claims; holding regular meetings to inform local leaders about measures being taken. 	
2. Relations with Community Organizations	<ul style="list-style-type: none"> Participates in local organizations and supports several organizations through donations and project financing, and/or carries out its own project that benefits the local community. 	○	○	<ul style="list-style-type: none"> Carrying out educational or other campaigns of public interest in the community. 	
3. Philanthropy/ Social Investments	<ul style="list-style-type: none"> Carried out as and when needed. During flood, staffs contribute financial resources for flood victims, which are used for various relief and rehabilitation programme. During other natural calamities mobilizes resources both from within and outside and participates in relief and rehabilitation programme. 	Δ	○	<ul style="list-style-type: none"> Allocating funds in the budget and known by employees, and which a committee or working group will manage. 	
4. Action Strategies	<ul style="list-style-type: none"> Focuses its philanthropic activities on the development of new 		!	<ul style="list-style-type: none"> Employing specialists or using consultants in the planning and 	

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in the Social Area	methodologies, on strategies for human resources capacity-building in the social area and on the dissemination of successful experiences.	!		evaluation of its activities in the social area.	
5. Mobilizatio n of Resources for Social Investment	<ul style="list-style-type: none"> In addition to donations, its own projects and/or mobilization of expertise, it involves its employees and partners in the design and implementation of its social projects. Has mechanisms to encourage its employees and partners to make donations. For example: D.Net is now developing a company named Fair Price (Pvt) Limited. 	○	○		
6. Volunteer Work	<ul style="list-style-type: none"> Maintains volunteer support services, providing information about opportunities available in the community and providing logistic and financial support. For example: in 2008-09 Employees, involved in IPAI project made financial support to D.Net. 	○	○	<ul style="list-style-type: none"> Implementing a structured program of support for volunteer activities, providing human and financial resources for its operation. 	

