

INSTITUTIONAL SOCIAL RESPONSIBILITY PRACTICES AT D.NET

STATUS OF PY 2007-08

January 01, 2009

First Edition, (2007-08) Authored by: Ananya Raihan



6/8 Humayun Road, Mohammadpur, Block-B, Dhaka-1207, Bangladesh.

Tel: 88 02 8124976, 9131424, Fax: 88 02 8142021, E-mail: info@dnet.org.bd

INSTITUTIONAL SOCIALLY RESPONSIBLE PRACTICES AT D.NET

STATUS OF PY 2007-08

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.

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
I. VALUES AND TRANSPARENCY				
1. Adoption and Scope of Ethical Principles	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	Developing of a formal code of ethics, regular education and training for the employees and periodic reviews.	
2. Communication of the organisation's ethical values	Encourages the participation of all those affected by the institution's activities and ensures management with transparency of strategies and outcomes.	Δ	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. Communication of Internal Practices	Publishes all policies, which guides internal operations, constitution, committees and meetings and pay structure for providing complete idea about how D.Net is being run.	○	Creating a full-cycle Knowledge management system for capturing and	

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
			sharing learning within and beyond the institution.	
4. Social Reporting: Communicating socially responsible actions	Introduced a publication policy to communicate information on its social, community and environmental activities.	Δ	Publishing annually a social responsibility report, describing its social actions, which includes quantitative information	FIG P.77 Sec. III Publication policy
II. WORKPLACE				
1. Participatory Management: Involvement of employees in management	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 by the Governing body. Monthly staff meetings discusses challenges and problems within institutions and	○		Memorandum and Rules & Regulations Article 10: Executive Committee p.15

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
	<p>proposals coming out of these meetings are discussed in the other meetings for addressing those problems.</p> <p>All project heads and programme heads participate in monthly meeting to capture lessons from implementation and designing of new project and programmes.</p>			
<p>2. Profit sharing and performance bonuses</p>	<p>Has a performance bonuses programme that combines an objective evaluation of individual qualifications, abilities and performance with an overall evaluation of the institution.</p> <p>In addition to offering bonuses related to performance, it has a mechanism to encourage and enable employees to become shareholders. For Example, one of D.Net staff became shareholder of a company, where D.Net is a majority share holder.</p>	<p>⊙</p>		<p>FIG P.16 Sec. V.9.2 Annual Incentive Bonus</p>

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
3. Handling of Dismissals	<p>Offers support and/or relocation and/or retraining services, and extends these benefits to all dismissed workers.</p> <p>Offers benefit like earned leave encashment, gratuity during dismissal unless the dismissal is due to misconduct.</p>	Δ		
4. Commitment to Professional Development and Employability	<p>Offers regular training and development activities, with the goal of continual improvement of its personnel.</p> <p>Provides study leave with all benefits for a maximum period of six months.</p>	Δ	Providing financial support for the acquisition of a more universal education that increases the employability of its personnel.	FIG P.12 Sec. IV.4.1.6 Study Leave
5. Concern for Health, Safety and Working Conditions	<p>Goes beyond legal obligations and seeks to achieve or surpass the standards of excellence in health, safety and working conditions in its sector.</p> <p>Introduced fire fighting facility in line with the</p>	Δ	<p>Development of a health, safety and working condition policy ensuring overall benefit of the employees.</p> <p>A group insurance facility will be offered from programme year 2008-09.</p>	FIG P.16 Sec. V.10 Insurance Coverage

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
	government code.		A crèche facility will be launched in programme year 2008-09.	
6. Preparation for Retirement	Does not offer a structured program to prepare workers for retirement. A gratuity benefit is offered to all staff going to retirement.	!	Offering a structured programme for retirement and also creating opportunities to put the capacities of retirees to good use, and encourages their participation in community social projects. Provident fund facility will be offered to all regular staff in programme year 2009-10.	
III. CORPORATE GOVERNANCE PRACTICES				
1. Meeting with Stakeholders	Meets regularly with all stakeholders and publishes targeted report along with annual report regularly and distributes online and off-line.	○		

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
2. Regular board meeting	Board meeting held regularly in every quarter.			Memorandum and Rules & Regulations Article 6: Executive Committee p.9
3. Board Structure	Executive management team is different from Strategic Management.	Δ		
4. Financial Reporting	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	Sharing management report with the public.	FIG P.79 Sec. III.4.1 Publication policy: Annual Report
5. Structure, system and procedures for management of the organization	Meetings of Board provides executive guideline time to time. Follows framework of internal governance, which includes financial management	Δ	Developing a business manual based on MOA guiding all operation and approval.	

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
	system.			
IV. ENVIRONMENT				
1. Recognition of Environmental Impacts	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	!	Assessing the environmental impact of all the projects prior to their initiation.	
2. Environmental management practices	Are limited to the control of internal activities/projects and developed by the institution itself.	!	Using environmental criteria in the selection of the suppliers Making explicit efforts to reduce consumption and to separate and recycle materials.	
3. Responsibility to Future Generations	Strictly complies with the parameters and requirements of national legislation.	!	Creating new business opportunities or adopt a new model for existing areas, which seeks to develop opportunities related to environmental sustainability.	
4. Environmental Education			Conducting environmental education activities and train employees in	

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
		!	environmental issues.	
V. COMMUNITY				
1. Relations with the Local Community	Take measures to solve complaints and feedback from the community.	!	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	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.	○	Carrying out educational or other campaigns of public interest in the community.	
3. Philanthropy/ Social Investments	Carried out as and when needed During flood, staffs contribute financial resources for flood victims, which are used for various relief and rehabilitation programme		Allocating funds in the budget and known by employees, and which a committee or working group will manage.	

Components of ISR	Present Practice of D.Net	Evaluation Mark Thinker= ! Starter= Δ Mature= ○ Advanced= ⊙	Future Plan	D.Net Constitution/ FIG Reference
	During other natural calamities mobilizes resources both from within and outside and participates in relief and rehabilitation programme.	Δ		
4. Action Strategies in the Social Area	Focuses its philanthropic activities on the development of new methodologies, on strategies for human resources capacity-building in the social area and on the dissemination of successful experiences.	!	Employing specialists or using consultants in the planning and evaluation of its activities in the social area.	
5. Mobilization of Resources for Social Investment	<p>1. 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.</p> <p>2. Has mechanisms to encourage its employees and partners to make donations.</p>	○		
6. Volunteer Work	Maintains volunteer support services, providing information about opportunities available in the community and providing logistic and financial support.	○	Implementing a structured program of support for volunteer activities, providing human and financial resources for its operation.	