

HUMAN RESOURCE POLICY

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PERSONNEL POLICY

A. Recruitment

There will be two types of recruitments – a) for Volunteers with financial Support and b) for Volunteers without Financial Support

- A.1. Any Volunteer will be recruited after being interviewed by the Recruitment and Performance Appraisal Sub-Committee
- A.1 Importance will be given on the Voluntary spirit and professional ethics of the candidate.
- A.1 Suitable candidates will be selected on probation for a period of 6 months to one year being decided by the Sub-Committee.
- A.1 The Volunteer must sign an 'agreement' when selected.
- A.1 After the probation period evaluation will be done by the same Sub-Committee and the candidates who have performed satisfactorily will be confirmed by the Executive Director in consultation with the Chairperson.

A.1 Resignation

- A.1.1 If a Volunteer wishes to leave, s/he must give a notice of one month.
- A.1.2 If a Volunteer with financial support fails to give the notice, s/he has to pay one month's gross amount of remuneration to the Society either in cash or if s/he has claimed more than his/her remuneration, balance after deducting the amount equivalent to his/her remuneration, will be remitted.
- A.1.3 When a Volunteer wishes to leave, s/he must return all materials, documents and funds that belong to and are related to the organization effectively before leaving, and only after getting the clearance in writing from the concerned program heads all dues will be remitted and experience certificate will be issued.

A.2 Procedure for removal

- A.2.1 If a volunteer's performance is not found suitable and his/ her actions are going against the interest of the Society then the matter should be brought to the notice of the Executive Director – ED. The Volunteer in question will then be suspended temporarily and be presented a show-cause notice by the Executive Director.
- A.2.2 The Volunteer has to respond to the show-cause within 15 days from the date of Show cause notice, inability to do so results in immediate termination.
- A.2.3 The ED will then refer the case to the Members of the Grievance Redress Sub-Committee and the members of the Grievance Redress Sub-Committee (at least 2/3rd) will take a decision within one month from the date of the show-cause.
- A.2.4 The Volunteer in question will be allowed to make a presentation in his defense alone without any aid or companion during which he will field questions from the Members of the Grievance Redress Sub-Committee.
- A.2.5 If the Grievance Redress Sub-Committee is unable to make a decision within one month the show-cause notice stands void and the person in question can resume his/her position.
- A.2.6 If the Grievance Redress Sub-Committee is not satisfied with the response and takes a decision against the Volunteer in question, the Volunteer in question stands removed effectively.
- A.2.7 In such a case the Volunteer in question will be paid one month's gross amount of remuneration subject to submission of the clearance certificate by the Volunteer in question.

- A.2.8 In case of any misconduct with women worker or women beneficiaries reported (verbal/written) all the above steps will be followed and the matter will be referred to and dealt by the Sexual Harassment Prevention Sub-Committee.

A.3 Reasons for Removal

- A.3.1 Misappropriation of funds
- A.3.2 Failure to carry out responsibilities
- A.3.3 Actions and behavior detrimental to the Harmony and Interests of the organization
- A.3.4 Compromising the interests of the organization
- A.3.5 Breach of confidentiality contract
- A.3.6 Misrepresentation of the organization to the public
- A.3.7 For not complying the organizational rules & responsibilities.
- A.3.8 Misconduct with women worker or women beneficiaries reported by their male counterparts.

A.4 Duties and Responsibilities

- A.4.1 The roles and duties of the Volunteers will be clearly outlined and they will be given targets to achieve.
- A.4.2 The Volunteers should attend all activities and programs of the organization as required.

A.5 Review/Appraisal

- A.5.1 After appraisal the Volunteers will be confirmed.
- A.5.2 Appraisal for Volunteers will be on a yearly basis. Individual performance plan and performance appraisal process will be adopted by the Recruitment and Performance Appraisal Sub-Committee
- A.5.3 The functioning of the Volunteers will be reviewed on a quarterly basis by the Recruitment and Performance Appraisal Sub-Committee

A.6 Confidentiality Clause

- A.6.1 The Volunteer, whether on recruitment or termination, will be required to maintain total confidentiality of the internal functioning of the organization as well as any information relevant to the organization, and will sign a document, stating that whatever information they know about SCIENCE CONNECT LTD., will not be disclosed to any outsiders.

B. Resource Mobilization Policies

B.1 Objectives of Resource Mobilization

- B.1.1 The basic purpose of Resource Mobilization activities is to enable SCIENCE CONNECT LTD. to raise money for programs that will contribute to our mission. Therefore, all Resource Mobilization activities will be undertaken in order to support an approved project, corpus, management expenses, personnel expenses and SUSTENANCE of the Society.
- B.1.2 Resource Mobilization activities should provide a platform for all individuals from all sections of society to contribute.
- B.1.3 To build a self-sustaining corpus fund

B.2 Donation policy

- B.2.1 A registered NPO, SCIENCE CONNECT LTD. accepts cash and in-kind donations from government departments, foundations, institutions, not-for-profit organizations, corporations, funding agencies and individuals. These are accepted with the understanding that the donor gives them freely with no expectation of receiving benefits in return, and that the donation does not compromise the organization's independence in the way it undertakes its programs, or the way it disseminates the results of its activities.
- B.2.2 Donations would preferably be made unconditionally, notwithstanding which the donor will be able to choose the project from among the ones undertaken by SCIENCE CONNECT LTD., to which to make a donation.

- B.2.3 SCIENCE CONNECT LTD. adheres to ethical principles and practices with respect to donors' rights, Resource Mobilization practices, and financial accountability. All Resource Mobilization activities will be undertaken in order to support in achieving the vision of the organization.
- B.2.4 Copies of the most recent annual report, financial statement and a list of current Governing Body Members are available on demand. The profile of the Society, a list of the current Governing Body Members and other relevant details are available on the website of the organization. The SCIENCE CONNECT LTD. will soon initiate the process of launching its own web site.

B.3 Resource Mobilization policies

- B.3.1 Every Resource Mobilization strategy should look at the opportunity cost in terms of time, effort and cost involved vis-à-vis estimated returns
- B.3.2 A flat 5% of all money received in the form of support or donation to SCIENCE CONNECT LTD. will be credited into the Corpus Fund, and 20% towards management expenses (DIRECTING PRINCIPLES)
- B.3.3 There will be yearly Resource Mobilization targets, DEPENDING UPON THE ACTIVITY PLAN.
- B.3.4 All Resource Mobilization activities will have to be reviewed by the Finance Sub-Committee ANNUALLY
- B.3.5 Resource Mobilization for personal gain or to finance private activities of another organization and its members are strictly prohibited.

B.4 Resource Mobilization Approval Process

- B.4.1 A Resource Mobilization proposal should be submitted ANNUALLY.
- B.4.2 This proposal should include the nature of the program, its purpose, the activities that will be funded, an estimate of the amount of money needed to execute the program, an estimate of the number of Resource Mobilization events needed and the potential sponsors identified.
- B.4.3 A proposal will have to be approved by a 2/3rd majority of the Finance Sub-Committee Members.
- B.4.4 All revenues generated through a Resource Mobilization activity, minus expenses involved in conducting the activity, must be used for the approved program or project. Leftover or excess funds will be adjusted against and utilized for future programs or projects.
- B.4.5 Funds raised / donated not for any specific project / program will be allocated at the discretion of the Finance Sub-Committee keeping in mind the immediate needs
- B.4.6 A financial report must be filed by the Executive Director with the Treasurer within 1 week following a Resource Mobilization activity.

C. Proposal and Approval process

C.1 For Both Internal and Funding

- C.1.1 A project proposal should be first submitted to the Finance Sub-Committee at least one month (30 days) before the proposed activity. The time limit required for submission of proposals may be relaxed by the Finance Sub-Committee on a special case basis.
- C.1.2 This proposal should include:
 - a. The nature of the program
 - b. Its purpose
 - c. The activities involved
 - d. An estimate of the amount of money needed to execute the program
- C.1.3 Once the Finance Sub-Committee has approved a project proposal by the required majority, a detailed activity strategy proposal for the above-mentioned project will have to be created.

C.2 Project Review

- C.2.1 A report on the executed project must be sent by the Program Director to the Finance Sub-Committee within 1 month following project completion.
- C.2.2 In case of long-term programs, involving several projects or events, the Program Director will have to give regular updates to the Finance Sub-Committee, as per schedules agreed upon mutually.
- C.2.3 All Projects will have to be reviewed –
 - a. On a Monthly basis by the Executive Director
 - b. On a Quarterly basis by the Finance Sub-Committee.

D. SYSTEMS

D.1 Call Reports (Format and procedure in place)

- D.1.1 A call-report will have to be filled after each and every meeting attended by any Member or employee
- D.1.2 All call reports will have to be sent to the Executive Director at the end of the week
- D.1.3 Call reports for subsequent follow-up meetings will also have to be filed

D.2 Weekly reports

- D.2.1 The weekly plan should be sent at the beginning of each week to the Program Director, Training and Documentation.
- D.2.2 A weekly report will have to be sent at the end of the week to the Program Director, Training and Documentation.
- D.2.3 All the weekly Plans and Reports will be sent to the ED by the Program Director, Training and Documentation on a monthly basis.

D.3 Monthly Reports

- D.3.1 Monthly review meetings will be held in the office, where the plans, activities and future course of actions will be discussed by the employees with the help of PM&E sheets.
- D.3.2 Resource persons/faculties will be invited to deliver lectures on relevant developmental issues for capacity building of the employees and members on the day of the monthly review meetings.
- D.3.3 Interested people, NGOs, CBOs, etc will be invited to attend the lecture/training session.

D.4 Annual Reports

- D.4.1 Yearly Plans & Reports and Quarterly Plans & Reports are to be filled in the prescribed formats developed by the Appointment and Performance Appraisal Sub-Committee.
- D.4.2 The Appointment and Performance Appraisal Sub-Committee will examine the filled in formats and submit the Program Review Reports Annually in the AGM.

D.5 Resource Mobilization review report

Database of – Members, Donors (*current and potential*), Corporate, Supporters, Resource persons (*current and potential*), Partner organizations, Media persons etc. should be maintained in the prescribed format developed by the Resource Mobilization Sub-Committee

E. Right to Information

- E.1 Any individual has the right of access to the annual report, annual statement of accounts of SCIENCE CONNECT LTD. at any point of time
- E.2 Information related to Resource Mobilization strategy and project ideas is strictly confidential and will not be revealed by any employee, GB Member, associate and Honorary members without prior approval

- E.3 Information related to beneficiary records and profiles will be circulated only to GB Members, resource people and the particular funding/donor agency(s) that support(s) or will support the program.

F. ADMINISTRATION & FINANCE

F.1 Re-imbursement Policies for Employees

The objective of a re-imbursement policy is to regularize expenditure and act as an effective cost saving policy.

- F.1.1 All re-imbursements will be made only on producing a bill.
- F.1.2 All re-imbursements only to be made by the Finance Head
- F.1.3 In case, a bill is not available, the finance head may use his/her discretion in reimbursing the amount spent.
- F.1.4 It should always be kept in mind that we want the maximum benefit of all our resources to go to our beneficiaries. Hence, any people spending money should use their good judgment to avoid any unnecessary expenditure.
- F.1.5 For any service that needs to be undertaken such as printing, telephone connections, computer repairs, etc. at least 3 vendors should be checked before deciding on the best vendor.
- F.1.6 For any expenditure requisition duly approved by the concerned Prog. Director. has to be submitted
- F.1.7 Any expenditure above Rs. 500 should be approved by the Executive Director.
- F.1.8 Any expenditure above Rs. 5000 should be approved by the Finance Sub-Committee.
- F.1.8 Travel on work-related purposes within the city, amount spent on taking beneficiaries during workshops/exposure visits or for resource people will be reimbursed for auto rickshaws and other public transport like buses, trackers and trains. For Resource Persons to be taken in Taxis in emergencies needs prior approval from the finance head.
- F.1.9 For expenses that are not mentioned here, reimbursements will be made at the discretion of the finance head
- F.1.10 Travel reimbursements for out-station travel / International Travel on work will have to be approved by the concerned Prog. Director and the Executive Director before the travel is taken up
- F.1.11 No local calls will be reimbursed
- F.1.12 STD calls will be reimbursed at actual
- F.1.13 Work-related business meetings held at coffee-shops / restaurants will be reimbursed at actual. However, any such expenditure should be avoided

F.2 Hours of Work

- F.2.1 All Volunteers will be required to work at least 48 hours a week. If at any time, however, s/he is asked to work for less than 48 hours a week, the same shall not in any way, absolve her/him liability to work for 48 hours a week.
- F.2.2 If the task assigned to her/him is not completed within the office hours s/he will have to put extra effort to complete the task.
- F.2.3 SCIENCE CONNECT LTD.'s Offices will remain open for seven days in a week. However, all employees will get one day weekly off which they have to decide amongst themselves and fix who will take off on which day.
- F.2.4 The Volunteers provided office accommodation can accumulate there off days (4 days maximum in a month) subject to approval of his/her supervisor. In such a case s/he has to seek permission in writing before leaving the station (this will not be treated as leave). However, s/he cannot leave the station on the previous day of the accumulated off days and has to report in the evening on the last day of the accumulated period.
- F.2.4 There will be no fix office hour.

G. Leave

- G.1 A Volunteer with Financial Support will be entitled to 7 days casual leave.
- G.2 To avail casual leave s/he has to apply in the prescribed format which will be first approved by any of the Prog. Directors and finally sanctioned by the Executive Director.
- G.3 There shall be no accumulation, nor will such leave be cashable.
- G.4 Sick leave on full pay will be granted on submission of a Medical Certificate duly signed by a qualified medical professional, up to an aggregate of 7 days in any calendar year in case of the Volunteer with Financial Support on probation and 12 days in any calendar year in case of a confirmed Volunteer with Financial Support.
- G.5 Only after confirmation a Volunteer with Financial Support will be entitled for earned leave, which in no case will exceed to a maximum of 7 days.
- G.6 Earned leaves can be availed subject to two months prior notice and approval of the Executive Director.
- G.7 Maternity leave will be granted for a period of three months.
- G.8 Paternity leave will be granted for a period of one month.