

Human Resource Management (HRM) Manual


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Chairperson
CIPD, Rangamati
CIPD, Rangamati


General Secretary
CIPD, Rangamati
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ABBREVIATION

CHT	Chittagong Hill Tracts
COLA	Cost of Living Adjustment
EB	Executive Board
CEO	Chief Executive Officer
PC	Programme/Project Coordinator
CIPD	Centre for Integrated Programme and Development

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CIPD, Rangamati
General Secretary

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Chapter-1: GENERAL CONDITIONS

Background:

With a specific vision CIPD started operation in Rangamati Hill District.

1. General Employment Conditions:

CIPD will seek to encourage the potential employees and members to become part of the management structure/team and will ensure that access is fully available to all without regard to their gender, physical ability, religious affiliation, caste and class. By accepting employment with CIPD, the employee agrees to abide by the authority of staff structure and co-operate with his/her colleagues and superiors according to the employee's job description and title classification. Staff members are to exercise the utmost discretion in all matters of organisation's business. CIPD promotes a culture of participation, openness, autonomy and teamwork. Monitoring and evaluation is primarily seen as a learning instrument. Program implementation, staff productivity and program costs are monitored regularly. CIPD has established a senior management team comprising the CEO/PC/Directors and Program Co-ordinators, to deal with strategic organisational and program issues. The senior management team will provide overall supervision, guidance, strategy management, direction and integration of all components of CIPD development processes.

1.1 Purpose of the Manual:

This manual presents the standard procedure and policies of personnel management of CIPD. This is a guiding rule for all staff members of CIPD, which serves the interest of both the employer and the employees. Each section of this manual defines the policies and procedures of personnel management, however, not all events can be incorporated/ defined. As such, under special cases management shall try to remain true to the intent of welfare of the employees of CIPD.

1.2 Process of updating:

The personnel procedure and policy of CIPD is not a static document, it is expected to review and update time to time to be a living and evolving document. The General Board of CIPD, will review the proposals from the Management, to be submitted as and when required or when amendments becomes essential for the interest of the organisation and its staff, and take appropriate decision.

1.3 Organogram:


The Organogram indicates the management and personnel structure of CIPD. It shows the vertical and horizontal relationship among the staff. The Organogram is set out as Annex-1 which will be reviewed and revised from time to time with the changing requirements of the organisation.

1.4 Reserve clause

The Management of CIPD reserves the right to add, amend or delete issues of this manual from time to time in consultation and with approval from the Executive Board

1.5 Effectiveness:

These new rules come into operation from 1st January 2012.


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Chapter-2: PERSONNEL PROCEDURE AND POLICY

2.1 Classification of Employees

Employees are classified according to their contractual status. CIPD has two categories of staff as follows:

a) **Core staff:** An employee, who has been recruited against a regular position as per approved Organogram and whose service has been confirmed after satisfactory completion of the probationary period.

b) **Project staff:** An Employee who is recruited under a time-bound project can generally be called a project staff. In such case, employment condition of the project staff will be governed by the relevant project's rules and procedures.

c) **Contract staff:** An employee, who has been hired on temporary basis, for completion of a specific job within a specific time frame and after completion of the contract, whose service contract automatically, expires. Normally the period of contract will be for a maximum of six-month period, which can be renewed on monthly basis.

2.2 Category of Core and Contract Employees

CORE EMPLOYEES

Sl no	Grade no	Designation
1	Grade - H	• Cleaner
2	Grade - G	• Guard • Cook
3	Grade - F	• Messenger/ Peon
4	Grade - E	• Driver (Vehicle/ Boat) • Guard Supervisor
5	Grade - D	• Computer Operator • Receptionist • Office Assistant
6	Grade - C	• Accounts Officer • Human Resource Officer • Gender Monitoring Officer • IT Officer • Training Officer
7	Grade - B	• Research Officer • Admin and Office Manager • Finance Manager
8	Grade - A	• Chief Executive Officer • Program Director

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CONTRACT EMPLOYEE

Mid- Level	<ul style="list-style-type: none">• Assistant Researcher• Field Supervisor
Upper Mid-level	<ul style="list-style-type: none">• Data Processor• Research Associate• Research Supervisor
Senior Level	<ul style="list-style-type: none">• Field Coordinator• Resource Person• Consultant• Team Leader• Event Manger• Gender Specialist

While the above are the formal positions, all staff must be prepared to do all the tasks involved in the work of CIPD to the best of their ability when called upon. CIPD may operate through the temporary hiring of competent professional/person to specific program works. It may also hire temporary administrative staff from time to time. Their conditions of work are the subject to separate agreements.

2.3 Recruitment:

Recruitment of core staffs shall be made only against the vacant positions as approved by the Executive Board Sectional Heads must develop a proposal for recruitment against a vacant position. The proposal must be approved by the ED and after that the recruitment process will take place as per recruitment policy.

2.4 Appointments and Confirmation:

Every appointment of the staff against a vacant position or a new opening at CIPD shall be on a probation period of 03 months. The period of probation may be extended by another 03 months, if the staff fails to prove his/her efficiency during the period of probation. On completion of the probation period, the performance of the staff will be evaluated by the immediate supervisor and placed before the Management to take decision about confirmation, which will be communicated to the incumbent. On confirmation of an employee, he/she shall be entitled to all privileges, as per rules laid down. However, in specific cases, the management represented by the ED reserves the right to provide appointment of an incumbent as confirm staff from the date of joining. In such cases, approval will be required from the Executive Board.

2.5 Initial determination of salary:

Salary of newly recruited staff will be fixed at the starting of appropriate grade. However, depending on the qualification and experience of a candidate, the ED will have the discretion to offer higher salary within the scale of pay with due discussion with the concerned Sectoral Head. The salary will be composed of the basic salary and fringe benefits.

2.6 Job Description:

All Management employees will be provided with a job description at the time of joining. If an employee does not have one, he/she must inform his/her respective


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supervisor. Job description must comprise an overall description of the post and list of all the principle accountabilities of the job-holder. The job description may be revised after the probationary period, or may be revised at any time to reflect changing patterns of work.

2.7 Induction:

An induction program (2-3 days depending on the employees' level) will be chalked out for each newcomer, so that he/she is introduced to the existing employees and can become conversant with the systems and values of the organisation. The Admin and Office Manager will organise the induction program.

2.8 Performance review and increment:

Performance of each employee will be reviewed annually. Performance Appraisal will be done by the immediate supervisor and reviewed by the Departmental Head before placing to the Senior Management Team for final decision. For satisfactory performance, normally one increment will be granted, at the same time, increment of an employee may be suspended by the Management, if his/ her performance is found unsatisfactory. In case of exceptional service by an employee, as recommended by the concerned supervisor, additional increment(s) may be awarded to an employee with prior approval of the CEO/PC. The number of additional increment should not be more than 02 in every 01Year of service.

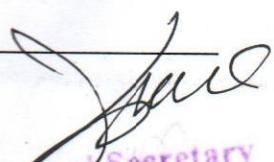
2.9 Promotion:

Promotion, or the advancement of a staff member to a post of higher grade, results either from reclassification of post or reassignment to another post with greater or different responsibilities. In that case, the salary of the promoted staff will be readjusted with the higher grade. Promotion cannot be claimed as a matter of right. It must be based on merit, performance, qualification, ability, as well as availability of a suitable vacant position. If a position becomes vacant or a new position is created, CIPD employees may apply for reassignment and/or promotion. Their application will be treated like that of any outside applicant. All reassignments must be done in consultation with the immediate superior and Departmental Head and approved by the CEO.

2.10 Transfer:

Any employee may at any time be transferred from one department to another, or from one location to another location depending on the requirement of CIPD. In such case advance notice will be served to the concerned staff giving minimum 30 days time. However for female and pregnant staff, organization will consider the length of notice period differently.


2022/07/03
CIPD/HRM/001


General Secretary
CIPD, Bangalore

Chapter-3: EMPLOYEE SALARY, OTHER SERVICE BENEFITS AND RESPONSIBILITIES

3.1 Fixation of Salary:

During the probation period, every employee will receive consolidated salary as negotiated. After confirmation of service, every employee shall be paid salary in accordance with the Grades, and as per the following salary and allowances package:

BASIC SALARY OF CORE EMPLOYEE:

Sl no	Grade no	Basic Range (in Taka)
1	Grade - A	30,000 +
2	Grade - B	20,000-25,000+
3	Grade - C	18,000-20,000 +
4	Grade - D	9,000-12,000+
5	Grade - E	7,000-9,000+
6	Grade - F	5,000-7,000+
7	Grade - G	4,000-6,000+
8	Grade - H	3,000- 5000+

SALARY RANGE OF CONTRACT EMPLOYEE (MONTHLY RATE):

Grade-I: Senior Level	: Tk. 40,000+
Grade-II: Upper Mid-level	: Tk. 25,000+
Grade-III: Mid- Level	: Tk. 15,000+

Daily Rate: Applicable for an assignment of maximum 20 days duration.

Grade-I: Senior Level	: Tk. 5000
Grade-II: Upper Mid-level	: Tk. 2000
Grade-III: Mid- Level	: Tk. 1000

3.2 House Rent Allowance:

House rent allowance will be given to CIPD core employees at the rate **20%** of basic salary for all Grades of core staff.


3.3 Medical Allowance and Facilities:

Core staff members will be provided with fixed medical allowance of Tk 500/- (Five hundred) per month payable with the monthly salary to cover day to day medical treatment cost of the employee and her/his family member. In case of hospitalization (Governmental/ private), only the expenses incurred for an employee will be reimbursed at 50% of actual.

3.4 Entertainment/Subsistence Facilities

All core staff members will be provided only tea/coffee/ soft drinks with biscuits or local snacks, two times a day with free of charge. Staff taking lunch inside the office may enjoy service of common staff cook; firewood and utensils will be provided by the organization.


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3.5 Overtime/Extra duty allowance:

All staff below **Grade E** will be entitled to get overtime at a double the rate of per hour basic salary, whether worked on working day or holyday. or
CIPD will not provide overtime except the support staff. Support staff will be paid an extra duty allowance of Taka 1000.00 per month provided she/he must make available her/himself for emergency duty for 02 hours beyond regular office hour.

3.5 OTHER BENEFITS:

In addition to monthly salary and allowances, each employee of CIPD will be entitled to the following benefits as per rule laid down:

3.5.1 Cost of Living Adjustment (COLA): CIPD will review the Cost of Living Index at the end of every year and allow COLA to regular employees. The calculation of COLA will be based on 'Market Review Committee' formed by the management with the representatives of core employees but, in any case, not exceeding 10% of basic salary in any year. Every year, the COLA will be effective from 1st January on the basis of 31st December of the previous year. COLA recognises the cost of living increase over time and the same need to be recognised in salaries paid to staff. All employees are eligible to COLA, after confirmation in the job. This is separate from the annual increment. COLA will be calculated on December's basic salary and paid on pro-rata basis.

3.5.2 Festival Allowance: Each year Festival Allowance equivalent of 01 month's basic salary will be paid to all core employees. The allowance will be paid approximately 07 days prior to the employees' respective religious/ social festivals i.e. Eid-ul-Fitre, Durga Puja, Christmas and Bizu.

3.5.3 Provident Fund:

a) Membership of the Fund: Every employee whose service has been confirmed shall be eligible for Membership in the Fund. Membership in the fund is voluntary and no staffs are forced to join if she/he does not want to.

b) Contribution: Each Member shall contribute to the Provident Fund 10 per cent of his basic salary in a month. The member's contribution shall be deducted from the monthly salary, and CIPD shall not contribute any amount to the Fund.

c) Administration of Provident Fund: The fund shall be managed by the Provident Fund Committee to be selected by the core staffs and Management and be administered in accordance with the rules of that fund.

3.5.4 Acting Charge Allowance: The CEO may appoint a core employee to act on higher position for a temporary period (not more than 3 months) only as per following rules:

The "Acting Position" shall be considered only for officiating in a position from Grade -C and lower.

An acting allowance may be grant which is equivalent to 5 % of the present basic salary of the incumbent only for the period the employee has been officially acting in that position.

The employee is expected to perform the higher function in addition to his normal duty unless the appointment letter expresses otherwise.

3.5.6 Long Service Award: On completion of each 05 (Five) years of uninterrupted service, an employee shall be entitled to an award equivalent to one month's salary.

3.5.7 Group Insurance: All corer staffs will be covered under a group insurance policy to be maintained with any insurance company. If any staff is not capable to carry on the policy, CIPD will extend support for that. In that case the amount of the policy will be deducted from the staff(s) on monthly basis.

3.5.8 Special benefit to Senior/Management level staff: In addition to other service benefits, the senior staffs (CEO and PC) shall receive the following benefits:

i) **Personal Mobile:** One mobile (pre paid) will be provided by CIPD with a limit of maximum payable bill Tk.1000 or actual (including monthly rental and VAT) whichever is lower.

ii) **Personal use of office vehicle:** The CEO and PC shall be allowed to use the office vehicle for personal use up to 300 km per month. This mileage can not be made cumulative. In such case, mileage calculation will start from Organisation's head office.

iii) **Personal use of Internet Modem:** The CEO and PC shall be allowed to use the internet modem for personal use up to 1 GB per month.

3.5.9 Staff Uniform: Uniform will be provided by CIPD to the following category of staff as stated below:

Staff position	: Uniform description per year
Driver, Guard and Cleaner	: 02(Two) sets of shirts, trousers and one set footwear (including socks). Rubber footwear for cleaner

3.5.10 Loans/Advances to Employees: No personal loan or advance will be given to any employee of CIPD In case of emergency, loan may be taken from other fund (e.g. Provident Fund) to meet any extreme crises.

3.6 Travel on Official Business:

If an employee is required to travel on official business, per-diem and accommodation will be paid in the form of Daily Allowance. Employees in any Grades shall be entitled to receive per-diem on submission of a Travel Expense Report (TER) provided that travel times are recorded and validated.

There will be following two different rates for per-diem – one for 'Outside CHT Area' and another for 'Inside CHT Area'. The Inside CHT Areas include Rangamati, Khagrachari and Bandarban Hill District. All areas other than those are categorised as Outside CHT Areas.

a) Per-diem for Inside CHT Areas

Grade	Breakfast	Lunch	Dinner	Incidental cost	Total
E-H	50	150	150	100	450
C-D	50	200	200	150	600
A-B	50	250	250	200	750

b) Per-diem for Outside CHT Areas:

Grade	Breakfast	Lunch	Dinner	Incidental cost	Total
E-H	100	200	200	100	600
C-D	100	250	250	100	700
A-B	150	300	300	250	1000

General Conditions:

A. When office will provide food, staff members will receive the amount mentioned under 'Incidental Expenses'. Staff members shall be obliged to avail themselves of the arrangements, if for any personal reason, any staff member fails to do so, he/she will not receive any payment for food expenses.

B. When offices will arrange/provide food, the cost must not exceed the amount equivalent to the total cost of breakfast, lunch and dinner as stated above.

C. Staff members are entitled to receive cash payment for per-diem, only when the office makes no arrangement.

The following timing will be considered for calculation of per-diem:

- Breakfast : Departure at or before 7:00 A.M
- Lunch : Return after 2:00 P.M
- Dinner : Return at or after 7:00 P.M

3.7 Accommodation:

Entitlement for accommodation under Inside CHT Areas and Outside CHT Area will be as follows:

Grade	Inside CHT Areas	Outside CHT Areas
E-H	250	500
C-D	500	1000
A-B	1000	1500

General Conditions:

A. Only in case of overnight stay during approved official trip, staff members will be entitled to receive accommodation charges. In case the office does not provide accommodation, the staff members will receive accommodation charges at the rate shown above.

B. If accommodation is not provided by the office, the charges will be reimbursed to staff members as per above limits of rates shown against each Grade, on presentation of hotel bill i.e. actual or the rate against each whichever is lower.

C. In any unavoidable circumstances, on a case-by-case basis, the CEO/PC may waive the condition laid down under 3.7 above and the actual hotel bill will be reimbursed.

D. Accommodation should be pre-planned where female staff is involved in field trip

3.8 Travel expenses:

A. For travels outside of CHT, employees will normally utilise the cheapest and most economic public transport and will get 1.5 times of actual fare/transport cost.

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Secretary

B. The employees of Grade A, B and C for outstation travelling can use official transport, if more than two members are travelling together and with the permission of respective line manager. In other cases public transport should be used.

C. Air travel may be allowed to the employees of Grade A and B with the prior approval of the CEO. Employees of Grade A and B are allowed to travel by first class train/steamer and air-condition bus.

D. Organization may keep provision for paying additional travel expenses for female staff

3.9 Overseas Travel Expenses:

For travelling abroad on official work or skill development purpose i.e training, workshop, seminar, exposure visit, etc., an employee of CIPD will get 10% financial support from organization only in Asian countries.

3.10 Office Hours:

The minimum net working hour for CIPD staff will be 40 hours per week considering 05 working days from Sunday through Thursday.

Head Office : 9.00 hrs to 01(pm) hrs – break – 14:00 hrs to 17:00 hrs

Field Office : 8:30 hrs to 11:55 hrs - break- 13:25 hrs to 16:00 hrs

These working hours may be adjusted during the period of Ramadan or winter season and at other times due to unusual events. The above timings do not apply to those employees, whose conditions of employment, job description or other statement of work responsibilities noted otherwise. As CIPD is a service oriented organization, the working hour can be changed for a particular position and /or section provided minimum working hour per week remains 40 hours. However, in case of lactating mother, organization may provide flexible working hour.

3.11 Daily Attendance:

a) Every employee should make entry of his/her arrival and departure time in the attendance register kept for this purpose at the Administration Section/Building

b) Attendance after 10-15, 20-30 minutes from the office time will be considered as 'Late' and the latecomers' attendance will be marked. For every 3/4-day's late attendance in a month, one day's earned leave will automatically be deducted.

3.12 Holidays and involuntary leave:

All public/national holidays will be observed by CIPD and staff will enjoy public holidays. A list of such holidays will be notified to the staffs at the beginning of the calendar year. Friday and Saturday shall be treated a designated weekend. Hartals and General Strikes are not to be considered as leave. Time lost due to this needs to be compensated by working extra hours.

Chapter – 4: LEAVE

4.1 Leave Benefit

Both the core and project employees will be entitled to enjoy the following approved leave:

- Earned/Annual Leave
- Special Leave
- Casual Leave
- Medical Leave
- Maternity Leave
- Paternity Leave
- Govt Holidays

4.2 Earned Leave:

- Every employee shall be entitled to 1 day earned leave for every 20 days, in other word 12 days for each completed year of service.
- Earned/Annual leave can be taken at best for 10 days at a stretch.
- Normally, staff's must take leave during the year in which it is earned. If a staff cannot be released, they may carry forward 25% of the leave i.e. 05 days of each year and accumulate up to a maximum of 03 days. Leave accumulated more than the limit shall automatically lapse.
- Normally the employee shall give 02 week's advance notice before availing earned leave.
- Leave accumulated during service period (maximum 15 days) will be paid only at the time of separation. In such case daily payments will be calculated as one month's gross salary divided by leave.

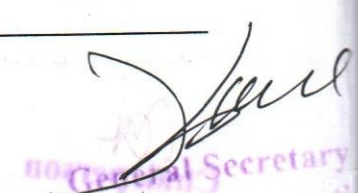
4.3 Casual Leave

- Every employee shall be entitled to avail 20 days casual leave for each calendar year.
- No employee is entitled to enjoy more than 03 days leave at a time.
- Casual leave can be taken for attending examination, sickness of dependants, personal business etc.
- The unutilised leave of a year will not be carried over.
- Casual leave cannot be combined with any other leave.
- In case an employee remains absent for more than half of a day, without prior approval, will be considered as one-day casual leave.
- Normally prior approval to be taken for availing casual leaves. However, if any employee fails to attend the office for emergency cause, that is to be intimated to the office.

4.4 Medical Leave

- Sick leave for 30 days with full pay shall be allowed per year, which cannot be accumulated.
- Sickness must be certified by the registered government doctor.
- According to the following procedures, the competent authority may grant additional sick leave to an employee in case of prolonged serious sickness supported by registered doctor's certificate:
 - Sick leave for the year will be used up first.
 - The annual leave to the credit of the employee will be adjusted with full pay.
 - Next 20/30 days leave with full pay. Beyond which the CEO will take decision on the basis of the merit of the case.


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General Secretary

4.5 Maternity Leave

- A female employee may be granted maternity leave six months upto 2 children with full pay for 02 times during her service life ~~for a period not exceeding four months each time~~, provided that she has completed 12 months of service in CIPD. Those who already have 2 children will not be entitled to such a benefit.
- Maternity leave may be combined with earned/medical leave subject to prior approval of competent authority and may be split to avail both during prenatal and postnatal stage.

4.6 Paternity Leave

A male employee may be granted paternity leave on full pay for a period of 10 days. This leave will not be more than thrice in his service life in CIPD. Those who already have three children will not be entitled to such a benefit.

4.7 Leave Approval Process

The leave process is described in the Leave Application format which is attached herewith for CIPD staffs.

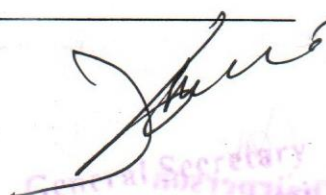
4.8 Entitlement of Benefits:

Employees of CIPD will be entitled to above benefits as follows:

a)	COLA/Salary review	- From 1 st January to confirmed employees on pro-rata basis from the date of confirmation
b)	Festival Allowance	- On pro-rata basis from the date of appointment
c)	Provident Fund	- From the date of confirmation
d)	Compensation Scheme (Group Insurance)	- From the date of confirmation
e)	Earned leave	- From the date of confirmation
f)	Sick Leave	- From the date of joining
g)	Casual Leave	- From the date of Joining
h)	Maternity Leave	- From the date of joining
i)	Paternity Leave	- From the date of joining
j)	Sp. Benefit for the Sr. member	- From the date of confirmation



Chairperson



Secretary

Chapter- 5: TERMINATION, RESIGNATION, DISMISSAL & RETIREMENT

5.1 Termination:

Period	Description	Remarks
Probation	During the probation period or at the end of the probation period of a core employee, the service of an employee may be terminated by the Employer or the Employee at any time without showing any notice.	
Service	The service of an employee who has been confirmed may be terminated by the organization by a written notice of not less than 02 months or on payment of 03 months salary in lieu of notice. No notice or notice pay is necessary to terminate a staff on probation.	Notice of termination cannot be given to a female employee while on maternity leave.

Under the following reasons, service of an employee can be terminated:

- Dissolution of the position.
- Service of the employee is no longer required for the interest of CIPD
- Convicted by any court of law for an offence involving moral turpitude.
- Convicted for misconduct or break of organisational discipline

5.2 Redundancy

Post(s) will automatically cease to exist in case of changes in the organogram due to changes in the activities of CIPD and the incumbent(s) occupying the post(s) will get terminated. Existing procedure of issuance of notice will follow. In addition to other benefits as per rule, the incumbent(s) will receive 03 month's gross salary.

5.3 Contract Employment:

Staff can be employed on contractual basis, which is essentially of a temporary nature, to complete a particular job within a specific time. In that case, the service of the employee will be automatically terminated at the end of the period or job. Contract staff is not entitled to receive any other organisational benefit other than consolidated salary or mentioned otherwise in the agreement.

5.4 Resignation and notice period:

An employee who is confirmed and desirous to leave CIPD shall do so by giving not less than 01 month's notice in writing to the CEO for grade A, B and C and to the competent authority for other grade of employees (in relevant cases, through his/her Supervisor) of CIPD or on payment of 02 month's gross salary in lieu of notice.

Management may not accept a resignation letter of an employee, against whom specific allegation for theft or misconduct has already lodged or a departmental enquiry is in process and in other case, where the period of service not yet completed as per agreement between the employee and CIPD. Employee under probation period needs not to submit notice.

An employee, who have submitted resignation letter, shall be treated as staff member of CIPD and continue to discharge his/her duties and responsibilities until acceptance of his/her resignation and issuance of clearance certificate.

5.5 Dismissal:

For the reason of serious morale turpitude or any act, which will be treated as a threat to the discipline of CIPD, the concerned employee will be suspended immediately. Afterwards, the departmental head will nominate one staff (not below the position under grade C) for investigation. On the basis of the investigation report, Administration shall bring specific allegation against the concerned employee with due approval of the CEO/PC. If the employee is proved guilty, his/her service shall be dismissed, otherwise, he/she will be reinstated with due respect. All this process to be completed within 15 days. The CEO, if thinks necessary may extend the time in writing.

In case of any other act of an employee, which tantamount to disciplinary action, a show cause/Explanation letter will be issued giving not less than 07 (seven) days to respond to the written allegation. Afterwards the process as above will follow. Any type of sexual harassment will lead to immediate dismissal from the job for the concern employee.

5.6 Retirement:

Every core employee of CIPD shall retire at the age of 60 years or after 10 years of service whichever is earlier. However, if the organisation desires, and the retiring employee is found fit, under a separate contract the service may be renewed for maximum of 03 annual extensions at the discretion of the Executive Board, CIPD, provided sufficient justification is found on the following grounds:

Efficient work

- a) Good health
- b) Difficult to find a similar efficient worker.

During the period of extension, the employee will not be governed by the HR manual of CIPD, but all terms and conditions shall be on contractual basis mutually agreed.

5.7 Payment of Final Settlement:

A) NORMAL TERMINATION OF A CONFIRMED STAFF:

When the service of a confirmed employee is terminated, she/he shall be given the following benefits:

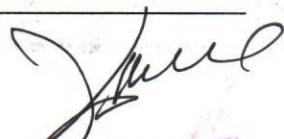
- 03 month's notice or 03 month's salary in lieu of notices.
- Provident Fund as per rule.
- Salary for un-availed earn leave.

B) DISMISSAL:

When a confirmed employee is dismissed from service on account of misconduct he/she shall be given only the following benefits:

- I. Provident Fund as per rule.
- II. Salary for unavailing earned leave.


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C) REDUNDANCY:

In case of redundancy, the concerned staff will be given the following benefits.

- I. Two month's notice or two month's salaries in lieu of notice.
- II. One month's additional gross salary
- III. Provident Fund as per rule.
- IV. Salary for un-availed earn leave.

D) RETIREMENT:

In case of retirement, the concerned staff will be given the following benefits:

- I. Provident Fund as per rule.
- II. Salary for un-availed earn leave.



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Chapter- 6: DISCIPLINARY ACTIONS AND GRIEVANCE PROCEDURE

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6.1 General Conduct and Practices

1. All employees are obliged to follow the office orders, service policies of CIPD and also the orders of the higher authorities.
2. All employees shall perform honestly and sincerely and maintain secrecy of the official matters.
3. No employee shall remain absent from duties or leave workplace without prior approval of competent authority.
4. No employee shall take part in any activities detrimental to the interest of CIPD.
5. No employee shall engage directly or indirectly in any business contact with CIPD.
6. Shall not receive or give bribe to/from anybody.
7. Shall not be involved in any acts and omissions liable for disciplinary action.

6.2 Punishable Acts and omissions

The following acts and omission shall be treated as misconduct and liable for disciplinary action:

1. Deliberate insubordination or disobedience, whether alone or in combination with others, of any lawful or reasonable order of a superior.
2. Theft, fraud or dishonesty in connection with the employer's business or property.
3. Taking or giving bribes or any illegal gratification in connection with his/her or other employees of the organisation.
4. Habitual late attendance.
5. Habitual absence or/and absence without leave for more than ten days.
6. Falsifying, tempering with, damaging or causing loss of CIPD's official records.
7. Divulgence of confidential and/or serious business matters of the organisation to outsiders, which can/has adversely affect the organisation.
8. Poor annual performance report for consecutive 02 years.
9. Negligence in maintenance of office assets, viz. vehicles, equipment, and causing damage.
10. Creating public nuisance in the office.
11. Sexual harassment or any indecent behaviour including comments towards colleagues.
12. Any other act or omission considered being subversive of discipline by the Management.

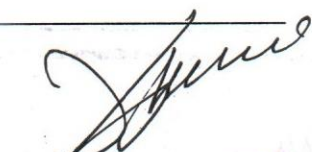
6.3 Types of disciplinary action:

The types of disciplinary action taken depend on the nature, frequency and severity of the misconduct.

a) Minor disciplinary action may include:

- Verbal Warning
- Warning letter
- Withholding increment for a specific time
- Withholding promotion




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If money or property damage is involved, recovery from the concerned employee's salary of all or part of the amount.

b) Major disciplinary action may involve any of the following:

- Suspension
- Dismissal from service

6.4 Suspension

The following procedures to be followed in case of suspension:

1. The employee is given a written suspension order outlining the reasons for the suspension.
2. In any case, the period of suspension cannot exceed 15 days, within which period the whole procedure to be completed and decision to be taken.
3. During the period of suspension, only 50% of the basic salary without any allowance will be paid to the employee. The payment is not reimbursable to CIPD even if dismissal occurs.
4. The suspended employee is to hand over all keys, documents and other CIPD's properties to his/her superior after the issuance of suspension letter.
5. The competent authority will appoint an enquiry team/officer immediately.
6. The enquiry team/officer will investigate the charges and the employee's defence
7. The employee is to submit a written reply on the charges, to the enquiry team/officer within 03 days
8. The enquiry team/officer shall submit a written report (containing information on circumstances, evidence, facts witnesses, defence etc and a judgement on guilt or innocence) to the authority as soon as possible, but at the latest within 07 days from the start of the suspension
9. On the basis of this report, the authority will decide if and which disciplinary action is to be taken.
10. If the suspended employee is found not guilty, he/she will be reinstated immediately and the employee will be given all the pending salary and benefits for the period of suspension.


6.5 Dismissal from service

1. If warranted by circumstances and if the charge can easily be proved, the authority, with the knowledge of Executive Board, can summary dismiss an employee.
2. Dismissal will be in writing, detailing the reasons for this and stating how to appeal against the decision. The appeal must be submitted in writing within 03 working days on receipt of the dismissal letter and addressed to the Chairperson of EB.

6.6 Disciplinary procedure

Before any disciplinary action is taken, the following procedures to be followed:

1. The employee to be informed in writing of the intention and reasons for the action.
2. The allegation should be specific and written.
3. The employee is to be given sufficient opportunity of being heard and of defending him/herself.
4. If the employee's explanation does not adequately exonerate him/herself, a definite charge will be made.



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5. An inquiry team or officer to be engaged to prove the allegation brought against the employee. Such an inquiry team or officer should be engaged by the competent authority.
6. The inquiry team/officer shall make recommendation on the type of punishment (light or heavy), depending on the nature, frequency and severity of the offence.
7. Before giving any punishment to any employee he/she should be issued a 'Show cause notice' to explain, why punishable action will not be taken against him/her

6.7 Grievance procedure

Any employee who has a grievance in respect to any matter and wishes to seek redress thereof, must observe the following procedure:

1. A written complaint should be given to their immediate supervisor.
2. If the staff member is not satisfied with the response from their Supervisor, the employee should write to the next level of Supervisor and a copy to the relevant higher authority.
3. The notice must be submitted within!!! days of occurrence of the cause of such grievance and the employer must within 30 days of receipt of such grievance, inquire into the matter and give the concerned employee an opportunity of being heard and communicate the decision, in writing, to the employee.
4. All complaints must be in writing, signed and dated by the employee(s), if they are to receive consideration. No anonymous grievances or allegations will be considered under any circumstances. Writing, disseminating or assisting in the spreading of anonymous allegations will result in severe disciplinary action for all employees involved.

Chapter -7: ADMINISTRATIVE RULES AND REGULATIONS

7.1 Care and Custody of Keys to the office:

There should be one full set of keys (except the keys for cash and Store) in the office keyboard for use by the employees on all working days. Key of the keyboard will be under the Administration department.

Accounts/Finance Chief will keep the key for his/her safe for cheque books, and the petty cash. Keys for stationery will remain with the Administrator and also duplicate keys for the stationery will remain with Accounts department.

7.2 Office Security:

The security guards will be solely responsible for security of the campus during office time, after office hour and weekends/holidays.

7.3 Authority:

The level of authority will be determined as per the following table of authority:

Sl. No	Item	Recommending authority	Approving authority
i	Recruiting proposal	Departmental Head/Director/ Recruitment Committee	CEO/EB
ii	Promotion	Departmental Head/Director/ Recruitment Committee	CEO/EB
iii	Leave	Project Coordinators	CEO
iv	Local Travel	Project Coordinators	CEO
v	International Travel	Director	CEO/Board

7.4 Conflict of Interest

During the employment with CIPD, an employee is fully committed and responsible to the organisation, which will contribute towards enhancing CIPD's image. As such, during the tenure of employment, all employees' responsibility is to uphold the interest of the organisation over any personal interest. All employees shall be free of any personal interest, which could influence his/her judgement or action in terms of delivering agency's services to others.

7.5 Declaration of relationship

- Other than spouse of an existing staff, no immediate relative of any staff member can be employed, even in any junior position. Here, immediate relative shall include brother, sister, children, parents of the employee.
- During the period of employment, if management discovers any such relationship, the senior staff member will be terminated on disciplinary ground.
- Staff members already in employment shall have to give such declaration within 3 months.

7.6 Confidentiality

This policy applies to the CEO and all other employees, core or temporary. It relates to spoken, written and computerised information.

7.7 Double Employment/Consultancy:

No employees of CIPD should be engaged in Double Employment either on full time or part time basis, except in exceptional circumstances, each employee has to have competent authorities consent. Such work, if agreed, must not be done within CIPD's working time.

7.8 Staff use of CIPD facilities:

CIPD staff can use the following facilities on payment:

- Telephone (nation-wide dialling) and Fax
- Photo-Copying
- Office Vehicle

These facilities are for the use of the CIPD program, and must not be used for any other purpose. Staff may use these facilities for personal purposes on payment with the specific approval of the management.

7.9 Use of telephone, Fax and e-mail:

Staff who wants to use the phone and fax for personal purpose should take permission from their respective supervisor. The telephonic time consumed for the purpose will be recorded and will be asked to pay on the basis of the bills provided by the service provider.

7.10 Photo-Copy:

The concerned employee must make an entry in the register for personal photocopy. For such personal use, the concerned employee will be billed as per rates fixed from time to time.

7.11 Use of office Vehicle

Under certain emergency situation staff may use office vehicle at the discretion of competent authority. For such use, Tk 05 per Km to be paid to CIPD.

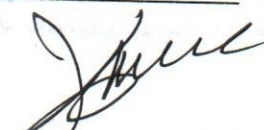
7.12 Housekeeping

It is the responsibility of each employee to keep a neat and clean office area with the help of the Office Support Staffs.

7.13 Coordination Meetings:

The Management meeting in participation of the Head of each department will be held on monthly basis. Management concerns, policy issues, important decisions and reporting by each department will be dealt in that meeting. The CEO/PC will chair the meeting. Person from administration will record the proceedings of the meeting.


Chairperson


Secretary

7.14 Personnel documents

Administration shall maintain separate file for each employee of CIPD. The following information/documents will be stored in that file:

- I. Curriculum vitae
- II. Appointment and joining letter
- III. Confirmation, promotion or transfer
- IV. Termination, discharge, dismissal or redundancy
- V. Annual performance review report
- VI. Extension of probation period
- VII. Suspension order
- VIII. Letter of advice/Letter of warning
- IX. Show cause/Explanation
- X. Notice of enquiry
- XI. Other private matters
- XII. Acceptance of resignation
- XIII. Summary Leave records
- XIV. Declaration of nominee
- XV. Declaration of Relationship

-:The End:-