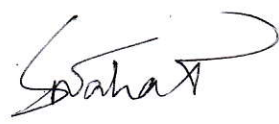


1. COAST's mission is to keep its information available to the public and to provide information in accordance with the Right to Information Act, 2009 of Bangladesh.
2. The purpose of this policy is to inform organization's program participants, employees, and the parties concerned about COAST position, initiatives, efforts and methodologies on disclosure of information. This policy will be beneficial to all stakeholders in terms of publishing, providing, and receiving information. Implementing the information disclosure policy entails adhering to the CHS Alliance's (www.chsalliance.org) principles and standards in compliance with the "Right to Information Act 2009".
3. This policy will be prominent if any policies of the organization are contrary to the principles of this policy. Again, if there is any contradiction between the "Right to Information Act 2009" with that policy, then the Right to Information Act 2009 will be applicable.
4. Anyone can request related information through any medium, including oral, written, in-person visits, or discussions with any staff of COAST. Within seven working days, requested information will be provided. If the needed information contains a link to a third party, the information will be provided in 30 working days. If any cost is required, the individual who wants the information will be responsible for it. The expenditure rate will be set by COAST Foundation's authorities. Within three days, the authority will advise him/her of the fixed rate of expenditure and the information delivery time.
5. All types of willingly published information will be open to all on the website of www.coastbd.net and all offices. Those are the background of the organization, statutory documents (NGOAB, MRA, and TIN), the aim of the organization, the structure of the organization, worker, and e-mail of Trusty Board member, telephone number, explanation active structure, development plan in the project area, proposals of ongoing projects, contract- deed, budget and yearly working plan, the process of program participants selection and classification, advancement report against the working plan, training calendar, content of meetings, meeting report, circular, financial report, audit report, the policy of complaint management, the policy of information publication, Human resources management policy, salary structure and advantages, accounts and audit policy, micro-credit policy, operation manual, yearly report and the number and list of beneficiaries etc.
6. However, the under trail or personal information of employees will only be provided to state agencies if they request it. Organization is not obligated to provide information on interview of worker and visit activity-related information if it's not "official". The organization is not bound to provide information to any one of the members or third party.
7. The branch office, project office, and regional offices will act as the information unit, and the office chief will also be the information officer of that office. Information can also be found and obtained directly from the Principal Office's Chief Information Officer. If any employee refuses to provide information, he/she will face disciplinary action.
8. Each registration unit will keep one register open to keep track of the information and information provided, and the head of the concerned office will send a monthly report to the Chief Information Officer. The organization's Chief Information Officer will compile an integrated data report and disseminate it as self-proclaimed information.
9. Anyone can contact the Chief Information Officer/Director-Admin & SR if there is any discrepancy at any stage.
10. Approved by BoT, effective date, and monitoring: This policy has been approved unanimously in the 99th BoT meeting held on 22 March 2019 and is effective in no delay. Assistant Director-MEAL&HA will monitor the implementation progress of this policy in the organization.
11. Review of this policy: This policy can be reviewed with the significant changes made in the national and international laws, policies, human rights declarations.


Rezaul Karim Chowdhury
Executive Director
COAST Trust


Begum Shamsun Nahar
Chairperson
Board of Trustee
COAST Trust