



COAST Foundation

## Staff-welbeing Policy, February, 2019: Revised in June, 2022

### Methodology of Preparation of this Policy:

At initial stage of the policy it was discussed 03 (Three) several times with the senior staffs at Field and Principal office level and made it update according to their comments. Accordingly, the 2<sup>nd</sup> draft policy was given to the Executive Director for seeking his comments. Ater getting commenst from ED, the Director has finally reviewed it and made it as final draft for taking final approval from the Chairperson-Board of Trustee.

### A. Annual Appraisal of Staff:

The appraisal process will have to be two way rather than one way from the part of supervisor. Before starting the appraisal, the supervisor will have to ensure the two way appraisal process by taking opinion from his/her subordinate, equal position holder and other senior staff by following the prescribed appraisal format as per HR management policy. As a result both parties will be benefited for their professional and other capacity development and on top will achieve the organizational development.

### B. Festival Allowance:

As per COAST or donor project policy all regular and contractual staff will get 100% festival bonus which is equivalent to two basic salary of one month salary. In respect of provisional period the concern staff will get bonus as per actual days effective from the date of his/her joining.

### C. Gratuity:

1. Every regular staff will get gratuity benefit for 12months and it will be the two basic salary of last month basic salary of the year. The gratuity calculation will be made as per following table:

Jon duration with COAST	Gratuity Calculation
1. Up to 03 years.	1. Gratuity will not be entitled.
2. From 03 years over up to 05 years.	2. 1.5 times of last basic salary x time duration
3. From 05 years over up to 15 years.	3. 02 times of last basic salary x time duration
4. 15 years over up to 05 years.	4. 03 times of last basic salary x time duration

2. If any staff accused for any misconduct under the clause of "Misconduct" then his/her Gratuity fund will be forfeited as per HR policy.
3. As per following conditions the gratuity can be refunded to any continual staff prior to the approval of Executive Director (ED). In respect of ED, the Chairperson-Board of Trustee will approve it.
  - i. Those who are more than 15yers with the organization and is dedicated and acting positively in the organization.
  - ii. 100% Gratuity may refunded in respect of purchasing flat, land, developing land and constructing house.

### D. Staff Provident Fund:

1. Provident Fund (PF) is an independnent fund and it will be driven by a separate Trustee board that formed from Organizational staff.
2. To entitle contributory PF, the staff will have to be the regular staff of COAST and also be the member of PF. To generate PF, the 10% amount will be ducted from basic salary on monthly basis and organization will provide the same 10% as contribution to the fund.

Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

Dr. Tofail Ahmed  
Chairperson  
COAST Foundation



3. If any staff leaves the organization and if the job duration is more than 03 (Three) years then the staff will be entitled to get both own and organizational contribution of the PF.
4. If any staff accused for any misconduct under the clause of "Misconduct" then his/her Provident Fund will be forfeited as per HR policy.
5. Every member of the PF can get PF loan for either emergency medical treatment, land purchasing, building construction, its repairing, education for the children and for marriage. In this regard the applicant has to be applied through a prescribed PF loan format. The concern staff may get up to 50% PF loan from his/her recent ended monthly balance. For getting more than 50% PF loan then ED's special approval has to be taken.
6. As per following conditions the own and organizational contribution of PF can be refunded to any continual staff prior to the approval of Executive Director (ED). In respect of ED, the Chairperson-Board of Trustee will approve it.
  - i. Those who are more than 15yrs with the organization and is dedicated and acting positively in the organization.
  - ii. 100% PF may refund in respect of purchasing flat and land, developing land and house construction.

**E. Medical Support Policy:**

1. Medical support is only applicable for the family members (husband/wife and children) of the regular staff.
2. A committee consist of three members from Principal office will process all medical bill. The committee will take necessary steps for providing medical bill after checking, evaluating and giving final approval of the demanded medical bill.
3. Medical bill support will be provided considering the position and time duration with COAST as per HR policy.
4. Organization will cover the full medical expenditure if any staff fall in accident during office time for official purpose.

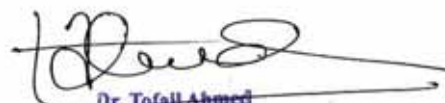
**F. Accidental Allowance:**

1. If any staff become disable due to the accident during office time on official duty then apart from other facilities of the organization he/she will get 05 (Five) years of last basic salary as separation allowance.
2. If any staff would have normal death during office time on official duty then apart from other facilities of the organization he/she will get 05 (Five) years of last basic salary as separation allowance.
3. If any staff would die due to the accident or killed by some during office time on official duty then apart from other facilities of the organization he/she will get 10 (Ten) years of last basic salary as separation allowance.

**G. Child Care Allowance:**

1. Child allowance is applicable for the regular female staff or the widower so that he/she can take care of the child.
2. He/She will get monthly Tk.500/- (Five hundred only) as child allowance from the age of 03 (Three) months to 03 (Three) years and this facility will be applicable who have maximum 02 (Two) children.

  
Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

  
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#### H. Annual Leave:

1. Staff annual leave will be settled as per following table considering the working area.

Working area	At Branch office level	At Management & Training Center and Regional level	At Princial office level
Own Upazila (Sub-district)	15days	15days	20days
Own district	18days	18days	
Outside district	30days	24days	

2. During provision time the staff will get monthly one day leave as a part of annual leave.
3. Maximum 10days due leave of the year will be carried forward o add with the next year annual leave.

#### I. Medical Leave:

The staffs are entitled to get maximum 14days annual sick leave and it will be with pay salary. Apart from this the Director may approve additional 14days as special sick leave and if it more than 14days then the Executive Director will approve it.

#### J. Maternity Leave:


1. The female staffs are entitled to get six months maternity leave and it will be maximum for two times of her entire work life with the organization. In this regard the concern staff will have to complete one year job duration with the organization.
  - i. Maternity leave will be for six months. Among the leave the first three months will be with full pay salary as per salary structure and for last three months it will be one basic salary and house rent on monthly basis. If any staff intends to joint after three months then she will get full salary with other benefits.
  - ii. If the job duration of any Credit Development Office (CDO) or Program Organizer (PO) is more than one year then she will get Tk.500/- as travel allowance for using Rickshaw (manual three wheeler) for her local travelling. The allowance will be entitled for last two months before the date of maternity leave.
2. After joining from maternity leave the staff will get the following benefits for breast feeding of her baby.
  - i. Every day she will get total one hour for feeding her baby and the facility will be remained for two years.
  - ii. The staff can bring a baby-sitter to take care of the baby and the office will provide Tk.500/- as food subsidy for her lunch at office. If any staff wants then she can be brought her baby at office up to 48months.
  - iii. Office will provide maximum Tk.1500/- for purchasing baby toys for playing and the toys will be supervised by the office.

#### K. Paternity Leave:

The regular male staff who is more than one year with the organization is entitled to get two times paternity leave with pay where each leave duration will be for six days. If the job duration is less than one year and if the staff is a contractual staff then the leave will be considered as leave without pay.

#### L. Education Leave:

1. The regular staffs are entitled to get education leave where the contractual staff will not avail this facility.
2. The regular staff of whom job duration is more than 36months then the male staff will get maximum 02 (two) times leave where as the female staff will get 03 (three) times leave. Each time leave duration will be for 30days and it will be after adjusting the leave from the annual due leave. Special leave for female is considered to encourage them in education.

  
Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

  
Dr. Tofail Ahmed  
Chairperson  
COAST Foundation

**M. Less Burden Work During Sickness:**

In case of sickness of any female staff, the respective supervisor will provide her less burden work for her easy tolerance and if needed, public transport will be arranged instead of bi-cycle or motorcycle.

**N. Travel support for Children Carrying:**

1. The female staffs are entitled to take a baby-sitter along with her during official travel and office will cover her actual travel expenditure. The support will be continued up to three years of the baby.
2. Either male or female staffs are allowed to take children along with him/her during official travel and office will cover travel expense of the children till the age of 16years. This support will be applicable if the children either have father or mother in the organization and without prior approval from respective supervisor this support will not be allowed.

**O. Retirement:**

1. The staff who will work minimum 20 years with the organization is entitled to avail Retirement allowance. Position wise retirement ages are as follows:

Sl No	Position	Retirement Age
1	Support staff / Driver	42years
2	Credit Development Officer/Program Organizer/Paramedics/ Br. Accountant/Asst. Manager/Technical office	45years
3	Manager/Br. Manager/Asst. Coordinator	47years
4	Coordinator to Sr. Coordinator	55years
5	Head to Asst. Director	60years
6	Deputy Director to up position	70years

2. The staff will get five (05) years of basic salary as retirement allowance and the basic salary will be ever last month of his/her salary. To avail this facility, the work duration with the organization will have to be minimum 20 years. If any staff leave the organization before completing 20years and later on come back again then the calculation will be made base on the latest date of his/her re-joining.

**Q. Approved by Executive Committee (EC), effective date and monitoring**

The review of this policy has been approved unanimously in the 115<sup>th</sup> EC meeting held on 24 June, 2022 and be effective in no delay. Joint Director-GT&CR will monitor the implementation progress of this policy in the organization. If any incidence happens no sooner than s/he will inform the Executive Director.

**R. Review of this policy:**

This policy will be reviewed before or in June, 2025 with the significant changes made in the national and international laws, policies, human rights declaration.



Rezaul Karim Chowdhury  
Executive Director/Member-Secretary  
COAST Foundation



Professor Tofail Ahmed, Ph.D  
Chairperson,  
Executive Committee  
COAST Foundation

**Dr. Tofail Ahmed**  
Chairperson  
COAST Foundation