



Turning Point Foundation

**Let's enlighten ourselves with the light of hope,
overcoming all obstructions of life**

HUMAN RESOURCE POLICY

The Employee Handbook

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Human Resource Policy
The Employee Handbook

First edition : October 2015
Second edition : January 2017

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HUMAN RESOURCE POLICY

The Employee Handbook

1. Introduction

This Employee Handbook is a summary of policies, procedures and practices related to human resource management at TurningPoint.

The Executive Director is accountable for leading an effective staff team and is thereby accountable for the development and implementation of the policies outlined in this handbook. Managers are responsible for human resource management within their own staff teams and should reference this policy to ensure organizational consistency in the application of these practices.

The Head of HR and Admin Officer is responsible to ensure maintaining the procedures and systems which support human resource management for TurningPoint and is available to answer any questions or provide clarification on any content of this policy.

TurningPoint's benefits package, including the Registered Provident Fund (RPF), is coordinated through the Finance and Accounts Department. Questions regarding the benefits package may be directed to the responsible persons of the HR department.

2. Statement of Philosophy

TurningPoint wishes to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

It is the responsibility of all staff to:

- Foster cooperation and communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
- Encourage and consider the opinions of other employees or members, and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals at TurningPoint and beyond.
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
- Administer all policies equitably and fairly, recognizing that jobs are different, but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.
- Recognize that employees in their personal lives may experience a crisis and show compassion and understanding.

3. Who We Are

3.01 About TurningPoint

TurningPoint is a non political and non profitable non government organization (NGO) governed by the people with disabilities for their advancement as well as for the holistic development of the society. "It requires starting over at some point of life to bring about a qualitative change and greatest advancement as man is the architect of his fortune"-based on this principle the organization has been titled as 'TurningPoint'.

TurningPoint is registered under the Societies Registration Act XXI of 1860 (reg. no. S-11424, dated 18 March 2012) and under the Foreign Donations (Voluntary Activities) Regulations Ordinance 1978 (reg. no. 2864, dated 09 June 2014).

3.02 Vision

An inclusive society where every person with and without disabilities will have an equal rights, opportunity and participation for self development of the full potential and contribute their utmost possibilities.

3.03 Mission

To promote development, rights and inclusion of persons with disabilities and other marginalized groups through awareness raising, capacity building and other individual and joint programs.

3.04 Goals:

- To raise awareness of disability and human rights and participation of people with disabilities.
- To initiate different programs to build self confidence and capacity of the people with disabilities and other marginalized groups, so that they can bring changes to their lives.
- To facilitate creating employment opportunity and increasing income of persons with disabilities and hardcore poor people aligns with the Sustainable Development Goals (SDGs).
- To do advocacy and undertake joint programs in the possible areas to promote the rights, inclusion and development.
- To establish a specialized resource centre for the persons with profound intellectual, multiple, neuro-developmental disabilities and elderly persons.
- To initiate individual and joint programs in the greater interest of the society following nationally and internationally devised policies, laws, treaties and steps.

3.05 Activities:

Most of the activities of TurningPoint are initiated targeting rural and most needed areas of the country and provide support to the marginalized people and their groups, where there are no other similar interventions. Also, some activities are executed both in the local and national level. These activities are implemented both directly and on partnership basis.

1. Capacity building of grassroots organizations, i.e. DPOs and CBOs on organizational development, project cycle management, administration, human resource, financial management and other related issues to attain their independence and sustainability.
2. Organize people with disabilities in Self Help Groups (SHGs) and provide support to the remote villages to build their capacity and to coordinate advocacy activities from national to local level
3. Promote Human rights and Gender equity, addressing social norms and drawbacks to create an amiable environment for balance social interaction and participation for both men and women.
4. Women empowerment and Sustainable Development Goals (SDGs): To facilitate and provide necessary training to emerge them to be self dependent and empowered entity.
5. Poverty Reduction and Socio-economic development of persons with disabilities and other marginalized groups through awareness raising, motivation, training and income generating activities and other interventions.
6. Advocacy and networking from national to local level with policy makers, government and non-government organizations and other stakeholders.
7. Initiate programs for the people with severe intellectual and multiple disabilities involving their parents and family members to improve their daily life and socioeconomic status.
8. Cooperation programs through providing technical support and networking as media to channel resources to the DPOs and grassroots organizations.
9. Collaborative-partnership efforts with development cooperation agencies, social, global contemporary emerging issues.

4. Employment at TurningPoint

4.01 Employment Equity

TurningPoint is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, color, ethnic origin, language, citizenship, creed, religion, gender, disability, sexual orientation, age, marital status or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, TurningPoint has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: persons with disabilities, women, visible minorities and indigenous communities.

4.02 Recruitment and Selection

All employment opportunities at TurningPoint are posted for a minimum 30 working day period. They are posted on TurningPoint's website and on the websites of affiliated organizations. Occasionally, they are posted on employment websites in a local newspaper or with an employment agency. Applications are encouraged from current employees, but will be screened in the same manner as applications received from outside applicants.

Applicants are invited to submit their application, along with a current Curriculum Vitae (CV), demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates selected for an interview are contacted. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

4.03 Contract of employment

Employment begins at the date of joining and under the conditions specified in the individual contract. TurningPoint employs staff on three types of contracts, such as:

- **Full Time Contracts:** Full time staff will have a probation period for 3 months. Afterwards, according to performance appraisal management would decide their re-appointment or discontinuation. They are qualified for all benefit offered by TurningPoint as relevant to their job responsibilities and position. It is to note that the Full Time Contract is renewable annually.
- **Project Based Contractual staff:** Employee under this contract would be employed only on a need basis for the project. If contract duration is less than 6months then he/she would not be eligible for Festive bonus, Provident Fund, Gratuity Fund or any other benefit offered by the organization except transportation service if offered by the organization.

If contract duration is more than six (6) months than the employee would be eligible for all benefit offered by the organization as appropriate.

After a performance review management committee will decide about re-appointment. If the employee is re-appointed for the same project or a new project he/she will be treated as continual staff and can enjoy all company benefit as appropriate.

- **Part Time Contracts:** To cover up excessive workload in any department or offer internships for developing skilled human resource TurningPoint can employ staff as interns. These contracts don't have an entitlement to benefits of gratuity, festival bonus and provident fund.

4.04 Probation

The first three (3) months of employment are probationary. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern.

During the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause. Either party has to give a prior two weeks' notice or payment in lieu of notice as may be amended from time to time. Failure to give a prior notice by the employee,

he/she would have to forfeit salary for the month of leaving.

Basic salary and allowances would be paid calculated on prorated basis out of working days.

Annual leave and any paid leave are not allowed for a during probation period, but are acquired on the basis of Leave rules (*Refer to section Leave*)

The duration of the probation period will be as follows:

- No probation period for Part-time employee and the employee under project based contractual staff less than 6 months.
- For the employees with a full-term contract, the contract itself would a probation period. At the discretion of the line manager, validated by the Executive Director (or the responsible person of the HR department), the probation period may be extended once, for the same duration depending on the type of contract. When Employees have extension of full term contract for the same position, there will not have any probationary period.

At the completion of the probation period, the employee and employer shall meet and review progress to date. The Line Manager will carry out a final review at the end of the probation period.

At this time one of three things will occur:

- i. Probation will end and contact will start.
- ii. Probation may be extended for an additional six months
- iii. Employment will end

4.05 Nepotism

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family. Immediate family is defined as: parent(s), step parent(s), foster parent(s), sibling(s), spouse, grandparent(s), step child(ren) or ward of the staff member, father-in-law or mother-in-law. Personal relationships with other employees or members of TurningPoint's Board of Directors/ Committees should be disclosed prior to accepting any offer from the employer. Failure to disclose this information would be considered contradictory to the point 4.01 'Employment Equity'.

4.06 Orientation

All new employees to TurningPoint shall receive an orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to either a position or TurningPoint, an opportunity to learn the performance expectations management has with regard to the position in question. They will be given a copy of this Employee Handbook and will be expected to learn its contents. They will also make aware of policies such as, General Administration Policy and asked to sign off on their devotion to the same.

4.07 Employee Classifications

Each position at TurningPoint shall be classified as Administrative, program and Management in nature, as determined by the Executive Director. This decision will be based on the duties assigned and qualifications required for each position. It should be noted that Management positions are not covered by the Hours of Work and Overtime provisions.

4.08 Employee Duties

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask for clarification.

From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance, however; the final decision on implementation will be made by management.

4.09 Personnel File

TurningPoint does collect personal information for inclusion in personnel files. This information is available to the employee, the Executive Director and the responsible person in their department. This information is kept in a secure location, and is not shared with members of our Board or with our funders without reasonable cause. Information which is contained in an employee's personnel file includes the following: Curriculum Vitae (CV), letter of offer, performance reviews, amendments to job descriptions, disciplinary notices, tax forms, copies of enrollment forms for benefits and approved leave requests.

4.10 Remuneration

4.10.1 Salary scale:

TurningPoint must have a prescribed salary scaled. The salary scale for all positions would be prescribed by the HR Department and determined by the Finance & Admin Department followed by approval from the Executive Director of TurningPoint, based on budget considerations and commensurate with the experience of the successful candidate. TurningPoint shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion.

4.10.2 Currency:

The salary scale is defined in Bangladeshi Taka (BDT). TurningPoint considers a month to be twenty two (22) working days. All calculations will be at pro rata temporizing regarding this theoretical number of working days. Explanation of the salary scale, category and criteria is annexed.

4.10.3 Payment date & method:

The salary is paid in BDT between the 25th and the 30th of each Western Calendar month by cheque, bank transfer or by cash. A salary amount higher than 10,000 BDT must be paid by cheque or bank transfer.

The salary entitlement of the Employee may be reviewed in light of significant changes in his/her tasks and responsibilities. Change of position and work performance this will be determined after an annual performance appraisal. The decision shall be validated by the Executive Director.

4.10.4 Festival Bonus:

The Employee will receive two "Festival Bonus" each equal to 50% of one (1) month gross salary. This bonus will be paid to the Employee for the major festival (i.e. Eid-ul-fitre, Christmas, Durga Puja) whichever is relevant to the employee.

Any employee working for more than six (6) months with TurningPoint would be eligible for festival bonus.

4.10.5 Deduction at Source & Provident Fund deduction:

The Employer deducts at source the relevant Employee's taxes and pays directly the relevant authorities

Thus, the Employee is responsible for the payment of his/her individual taxes not deducted at the source by the Employer.

The Employer provides the Employee with Provident Fund benefits after one year of Employment. The Employer will deposit its contribution along with the contribution of the Employee both equal to 10% of basic salary on a monthly basis. This will be deposited in the Provident Fund account. The provident fund will be fully released at the termination of the contract.

4.10.6 Advance on salary and loans

In exceptional circumstances, the employees may ask in writing, through his/her line manager to the

Executive Director for an advance on salary. This request should be accepted only after the 15th of the month. The advance on the salary paid cannot exceed the number of days worked in the month, and will be automatically deducted from the salary at the end of the month.

In order to prevent abuse, no request for an advance on salary will be accepted if the requesting employee has already taken two such advances in the past six months - except in case of "force majeure", with the validation of the Executive Director.

4.10.7 Annual Increment

For project based contract, the salary would be incremented as per project budget. For full time contracts, annual increment would be at 7% of gross salary. Increment would be effective from 1st July of each year.

4.11 Performance Appraisals

The performance review document will be a living document for each employee. Each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by Management and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and the employer may refer to this document to track progress made toward the objectives, highlight areas of concern and indicate challenges identified along the way.

Performance reviews, for all employees, will occur near the end of July, and annually thereafter. Employees should prepare for this meeting by preparing a draft work plan for the coming year. This meeting is to review successes and challenges from the preceding year, and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities which may assist the employee in their day to day work or to grow within TurningPoint. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file. A performance appraisal form has been attached to this policy as reference. Performance appraisal review would play the lead role for continuous growth of the employee at TurningPoint and for annual performance bonus. The Executive director would take all necessary decisions to approve the bonus.

The performance appraisal bonus would be calculated on the basis of previous year performance review and bonus would be declared any time between January to June of current year.

4.12 Professionalism

When representing TurningPoint, staff should dress and behave appropriately. Employees should choose to dress in a manner which presents a professional image to the public and showing a respectful gesture to each other's is a must. Excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

4.13 Discipline

Discipline at TurningPoint shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behavior. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

Some circumstances may be serious enough that all three steps are not used. Some examples of these types of situations are theft, assault or willful neglect of duty. In all cases, documentation should be included in the employee's personnel file.

4.14 Hours of Work

The regular office hours for TurningPoint are 9 a.m. to 5 p.m. Monday through Thursday inclusive (excluding holidays), with core operating hours being 9 a.m. to 3 p.m. During core hours, it is expected that most staff will be available. All employees are expected to work 8 hours per day, which include those hours indicated as core, inclusive of eating break of at least thirty (30) minutes. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part time basis will have schedules determined on a case by case basis.

Employees are required to notify their supervisor, in advance, of planned days away from the office. Unplanned absences from the office should be reported to the employee's supervisor as soon as could reasonably be expected. At the discretion of the Executive Director, depending on circumstances, employees may be allowed to work from home for specific periods of time. As a courtesy, the Administrative Assistant should also be notified of absences.

4.15 Overtime

Overtime is not allowed for any employee unless they are employed in daily basis with a pre-determined fixed working hour in their job description. All overtime must be authorized by the Executive Director in advance of being worked. If applicable employees will be provided with time off in lieu of overtime pay at straight time for all hours worked.

Business travel for conferences, meetings, etc., which would cause an employee to depart or arrive home on a non work day does not constitute overtime. If travel is part of the employee's job, or could be reasonably expected to occur in the course of performing one's duties, it is merely an inconvenience. Some travel, which may be exceptions to the employee's normal duties, may qualify as overtime at the discretion of the Executive Director.

Any overtime worked and not taken in lieu will be paid out in the event that the employee leaves TurningPoint for any reason.

5. Contract Termination:

5.01 Termination for Cause

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

In such circumstances, a full time staff or a staff contracted not less than one year, will be terminated at any time with one month's notice by either party or one month's salary in lieu of notice.

A staff in the probationary period, part time or with contract duration less than one year, may be terminated at any time without notice and no notice will be required he/she decide to resign.

5.02 Resignation

After completion of the first ninety (90) days of the probationary period, the full time employees must give the Employer one (1) month's notice of resignation. If he/she is not able to provide one month's notice for resignation, in such case he/she has to surrender one month's salary. The Employer may waive the resignation notice period in whole or in part at any time by providing payment of regular wages for the period so waived.

The Employer accepts the Employee's resignation with immediate effect and the Employee shall duly serve the Employer during the notice period.

The Employer, at her/his sole discretion, may waive the notice period and give notice pay in lieu of the same

The Employer will pay due salaries and allowances on prorated basis plus the provident fund allowance.

5.03 Dismissal

There is redundant when the Employer has to terminate the work contract for reasons other than dismissal, such as:

- The Employer intends to cease operations or not to continue with part of the activities for which the Employee was hired. In such situation, the Employee has done nothing wrong and shall not be replaced by another worker. It can be also due to lack of funding.
- A change in methods of operations or administration of the activities that may resort to a reduction in the work force requirements of the Employer or in a change of the type of skills, qualifications and experience that a worker must possess to perform the duties required of him.

In that case the period of notice shall be 3 months' notice is required for all category staffs having an open ended contract. For Project Based contract, time of the total remaining time on the contract is required for all category staff excluding open ended contract

The Employee shall duly serve the Employer during the notice period.

The Employer, at her/his sole discretion, may waive the notice period and give notice pay in lieu of the same

If the Employee refuses to work during the notice period, disrespectfully to the Employer, it shall be considered as an abandonment of service Therefore, no payment or neither notice nor gratuity provident fund will be due.

The Employer will pay due salaries and allowances on prorated basis as well the provident fund.

5.04 End of Project Based Contract

End on the fixed date specified in the contract. A fixed term contract terminates on the specific ending date of the contract. If the contract is not renewed when coming to expiration, the Employee should be informed in writing by the Employer at least 1 month before the end of the contract

The Employer will pay due salaries and allowances as well the annual leave left on prorated basis and provident fund.

The Employee shall duly serve the Employer during the notice period.

The Employer, at her/his sole discretion, may waive the notice period and give notice pay in lieu of the same

If the Employee refuses to work during the notice period, disrespectfully to the Employer, it shall be considered as an abandonment of service Therefore, no payment or neither notice nor gratuity provident fund will be due.

The Employer will pay due salaries and allowances on prorated basis as well the provident fund.

5.05 Death and sickness

In case of death of an Employee, the date of death will be deemed the date on which the Employee's service with the organization was terminated The Employer will pay to the Employee's dependents/nominees the due salaries and allowances on prorated basis, as well as the provident fund. If the employee is a full time staff at the time of his/her death, TurningPoint would donate an amount to his/her dependents/nominees equivalent to three months (3) of his/her salary at that moment. The employee under other categories than full time, the Executive Director will take decision case by case. It is to make clear that in the case of suicidal death such benefits will not be applicable.

A contract terminates in case of Employee's sickness by decision of the Employer after Employee's sickness lasts for more than 3 months in a calendar year upon advice from a Medical Officer recognized by the Employer.

The Employer will pay due salaries and allowances on prorated basis as well as the provident fund.

5.06 Immediate Dismissal:

In the case of immediate dismissal of an Employee for disciplinary reasons, a dismissal letter will be sent afterwards to the Employee. This document shall explicitly mention the misconduct of the Employee and be signed by the Executive Director, and the Line Manager,

The Employee is requested to sign the document as an acceptance. In case the Employee refuses to sign it, one witness at least will be asked to sign and confirm in the notice that it was presented with the Employee who refused it. Moreover, it will be sent to him through registered post and the signature on receipt constitutes an acceptance of the document according to the law.

The Employer may cancel the contract without notice and compensation for the following reasons (this list is not exhaustive).

- Obtaining an employment contract on the basis of untrue or misleading statement.
- Theft, fraud or dishonesty.
- Unjustified refusal to work.
- Willful damage, gross negligence, loss or misuse of Employer's goods and properties.
- Willful breaking professional secrecy or damaging Employer's reputation or endangering Employer's operations by means of speech or actions!
- Receiving or giving bribes or any illegal gratification,
- Violence or threats toward other colleagues. Partners or beneficiaries.
- Being under the influence of drugs or alcohol when on duty.
- Any activity involving riots, assaults or destructive behavior.
- Any act that causes injury or harm to another national employee, with or without the use of weapons.
- Theft of any property of the Association or of the other local staff.
- Imprisonment for criminal offenses or moral turpitude.
- Etc.

5.07 Retirement

An Employee who reaches the age of 65 years old is considered for retirement, however, only upon mutual agreement with the Employer, an Employee can continue employment past this age. If agreed the retirement should take place on the last day of the month the Employee reaches the retirement age.

The prior notice will be as follows:

- 1 month notice is required for all category staffs.
- Resignation letter submitted by the Employee.
- Take necessary steps for final settlement.

The national employee may retire voluntarily upon full attainment of 65 years of age. A one month notice is required for all category staffs, for the benefit of the program, people are invited to inform their line manager even informally, well in advance.

5.08 Final settlement

In all cases, the Employee shall receive a work certificate stating the responsibilities and the position held by the Employer and a certificate of adjustment of all debts from both sides will be drawn up.

At the expiration or termination of the work contract, the employee shall, prior to leaving:

- Reimburse all expenses made for any personal reasons (i.e. Telephones or use of vehicle). These amounts will be directly deducted from the Employee benefits and if the provision is not sufficient, from the Provident Fund.
- Adjust any advances taken for official work or if responsible for "individual advance" for the running of the program's activities.

- Adjust any personal loans or advance taken by the employee.
- Sign a receipt stating that he/she received his/her end of service benefits and that all payment dues have been calculated and adjusted.

In case the Employee owes money to the Employer (loss or damage of Employers properties due to negligence. etc.), the Employer reserves the right to deduct these amounts from any remuneration owned by the Employer to the Employee on the date of end of contract

Before receiving final remuneration, the Employee must give back all Employers' properties including TurningPoint ID and business card and documents, books etc.

5.09 Employer Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to laptop, computer, USB drive, reports, files, diskettes/CD, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the Employer at all time, and shall be surrendered to the Executive Director, in good condition, promptly and without being requested to do so.

6. Leave

6.01 Absence

Unjustified (reported or unreported) absences may lead to sanctions dismissal and in any case will be deducted on the salary.

An Employee remaining absent without leave for a period exceeding *five (5) continuous working days* shall be deemed to have abandoned the service (Refer to Abandonment of service). In case of natural disaster and difficulties to be informing the decision will be at the discretion of the Executive Director.

6.02 Annual leaves

The number of paid annual leave is calculated annually on the basis of 2 working days per month, or 24 working days per year. Paid annual leave days shall be taken at the prorated of acquired days.

Example, An Employee is hired on 01 January 13, In June 2013, the Employee wants to apply for leave in July 2013. The balance is. 6 months (January to June) X 2 days (per month) = 12 working days.

Annual leave can only be taken with prior authorization of both The Line Manager and The Administrative Coordinator. The Line Manager and The Administrative Coordinator are responsible to provide a quarterly leave planning.

If the leaves haven't been taken during the year, the remaining leaves can be cumulated to the next year within a total ceiling of 24 days.

Written requests for annual leave (*leave request form in Annex 2*) must be given in advance as follows,

- For a leave request of 5 days or less than 5 days the request must be done within 1 week.
- For a leave request of more than 5 days the request must be done within one month.

The Executive Director would approve for leaves depend on working schedules.

6.03 Statutory Holidays

TurningPoint will provide statutory paid holidays according to approved Gov. holidays chart. Number of holidays for each year would depend on the appropriate updated chart(*See Annex 3*).

In the spirit of the festival, the Executive Director reserves the right to close the office more than allowed statutory holidays at the time of any festival to enable employees to spend time with their families. This will be reviewed annually and will depend on operational requirements. These non-statutory days will have no impact on employees' annual leave or lieu time.

6.04 Special Events Leaves

Employees are entitled to paid leave in case of special events as specified below. Employees who have completed at least 6 (six) months at TurningPoint will grant paid leaves in case of;

- Death of spouse or child : Four (4) working days
- Death of employee's mother or father : Three (3) working days
- Employee's wedding : Three (3) working days
- Wedding of employee's child, own brother or sister : Three (3) working days
- Birth of a child for father only : Four (4) working days
- Death of an own brother or sister : Three (3) working days
- Death of mother-in-law or father-in-law : Three (3) working days

Probationers and employees under the project contract less than six (6) months will be granted the following days as paid leaves in case of:

- Employee's wedding : Two (2) working days
- Birth of a child : Two (2) working days
- Marriage of employee's child : Two (2) working days
- Death of employee's spouse, child, mother or father : Two (2) working days

Note: Aforesaid paid leave would be granted only after delivery of appropriate documents.

6.05 Sick leave

TurningPoint tolerates 8days as paid sick leave per year applies to employees who completed the probation period successfully and under full-time contract. Probationer and internee are allowed two (2) days as paid sick leave.

From the 1st day of sickness, the employee should inform the Finance and Administrative Officer and the Finance and Administrative Officer immediately informs the line manager about the absence. After a sickness more than three consecutive days, employees should provide a medical certificate (specifying its duration) from a Registered Medical Officer.

Therefore, a sickness period of three (03) days with a certified medical certificate will be considered as sick leave. However, any sickness which exceeds more than 3 days if not justified with a proper and authentic medical certificate will be deducted from the salary on a pro rata basis.

After applying for sick leaves supported by authentic medical certificate if any prolongation of sickness occurs the employee must inform TurningPoint as soon as she/he knows about it, A new certificate should be produced before applying for further sick leaves.

More than 8 days allowed Sick leaves would be deducted from the employee's annual paid leave.

6.06 Maternity leave

Maternity leave is admissible to female Employees after pregnancy.

The Employee is required to produce a medical certificate before the end of the 4th month of pregnancy stating the approximate date of birth, and should apply for maternity leave in writing notice along with a medical certificate in one month advance.

An employee who has completed at least six (6) months with TurningPoint is entitled to 180 days or six (6) months of paid maternity leave and the employee can decide to take these six (6) months before or/and after delivery.

Upon return from maternity leave, an Employee will assume whatever position, authority and level of seniority she held prior to leave. Regular benefits such as provident fund will continue to accrue during the leave.

If an employee wishes to take more than six (6) months leave upon health issue, she has to make a written request to the Executive Director, at least 3 weeks before the end of the maternity leave. The

Administrative Coordinator will make his/her decision based upon the following: If the health of the child requires the presence of the mother (a certificate will be required), medical condition requiring more rest of the mother (a certificate will be required), and good continual process of the program.

The Executive Director can accept up to 30 additional calendar days of maternity leave. During this additional leave, the mother will be paid up to 50% of her net salary.

If this request is not accepted additional days off will not be paid or deducted from annual paid leave.

Provision for unpaid maternity leave can be granted up to 30 calendar days. Beyond this, the contract will be considered as terminated on the decision of the Executive Director and the employee.

After the maternity leave the new mother can apply for a suitable and flexible working time to support new born baby for next three (3) months from the date of joining. This application can be granted only by the Executive Director after discussing with the employee's line manager.

6.07 Unpaid Leave

Any other leave exclusive allowed provisional area mentioned in this policy would be granted as unpaid leave. Employees may take unpaid leave with the written consent of the Executive Director. During periods of unpaid leave, all benefits such as provident fund, festival bonus (only if applicable) shall continue to be paid by the employer and seniority shall be maintained if the leaves are upto one month, if in case of leaves for than month will not such benefits will not be applicable. Contributions to the provident fund will occur strictly on a matching basis. If the employee makes a contribution, TurningPoint shall match it; otherwise no contributions shall be made by TurningPoint. Every attempt will be made to return employees to a position of equal responsibility to return from leave status, however, no guarantees exist that the exact position left will be available to return in case of more than one (1) month unpaid leave.

7. Benefits

7.01 Provident Fund (PF)

An employee who is working more than six (6) months with TurningPoint would be eligible for Provident Fund. The contribution of each employee is at least ten percent (10%) of their gross salary, which is deducted from their pay cheque. This is matched by the employer to a maximum of ten percent (10%). Employees may **not** elect to place these contributions with another investment broker / agent while employed by TurningPoint. Withdrawals from the PF plan are restricted for the duration of employment with TurningPoint, unless permission is granted by the Executive Director, and is received in writing. Personal loan up to 90% of the PF amount would be allowed. Provident Fund would be introduced in TurningPoint from 2017 onwards.

8. Professional Development

At the discretion of the Executive Director, employees may be able to attend conferences, courses, seminars and meetings, identified through annual work plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, or are suggested by the Executive Director, then TurningPoint will cover the cost of registration, course materials and some travel expenses.

If TurningPoint has agreed to pay for a course the fees will be paid on evidence of successful completion. If TurningPoint sponsors a course (or courses) and the employee departs TurningPoint within two years from the date of completion, the course fees will become repayable in full at time of final settlement.

9. Confidential Information and Intellectual Property

9.01 Confidential Information

From time to time, employees of TurningPoint may come into contact with confidential information, including but not limited to information about TurningPoint members, suppliers, finances and business plans. Employees are required to keep any such matters that may be disclosed to them or learned from them confidential.

Furthermore, any such confidential information, obtained through employment with TurningPoint, must not be used by an employee for personal gain or to further an outside enterprise. Depending on the significance of such cases TurningPoint reserves all rights to take any action to protect its professional interest.

9.02 Intellectual Property

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at TurningPoint shall be the property of TurningPoint and the employee is deemed to have waived all rights in favor of TurningPoint. Work, for the purpose of this policy refers to written, creative or media work. All source material used in the presentation or written documents must be acknowledged.

9.03 IT Information Storage and Security

Any storage devices (CD's, USB's, etc.) used by employees at TurningPoint, located at TurningPoint address, acknowledge that these devices and their contents are the property of TurningPoint. Furthermore, it should be understood by employees, that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to said equipment and should not be done.

10. Health and safety

TurningPoint, along with its employees, must take reasonable precautions to ensure that the workplace is safe. TurningPoint complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Standard of Bangladesh. Detailed descriptions of all precautions to prevent all possible hazards have been specified in workplace health and safety policy of TurningPoint.

Employees who have health and safety concerns or identify potential hazards should contact the Head of Administration.

Alcohol consumption or illegal drug use is not permitted during work hours on the premises. From time to time, with the Executive Director's written permission, alcohol may be used to celebrate an occasion/event.

11. Air Quality

Indoor air quality can lead to many health issues. TurningPoint recognizes this and attempts to minimize the risks associated with indoor air quality and the effects on its employees. Issues pertaining to air quality should be reported to the Head of Administration.

11.01 Smoke Free Environment

With the amended tobacco control law defining all indoor workplaces as 'public place', smoking is not possible even in private office buildings. As such, smoking in the offices of TurningPoint is not permitted at any time. An 'indoor workplace' is defined as the inside of any place, building or structure or conveyance or a part of any of them that a) is covered by a roof or b) employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, and c) is not primarily a private dwelling.

11.02 Scents

TurningPoint is aware that some persons may have allergies or sensitivities to perfumes, lotions, colognes and/or chemical smell. As a result, we discourage the overuse of these products.

11.03 Pets

The offices of TurningPoint are a place of business, and as such, pets are not welcome during normal working hours. Staff and visitors with guiding dogs are the exception.

11.04 Renovations

As odours from building materials and noise levels for tools can cause discomfort to employees, renovations will be scheduled to have a minimum impact on employees. This may include renovating during non work hours (evenings & weekends) and ensuring direct ventilation to control fumes. Carpets should be installed and cloth furniture unwrapped late in the day so emissions may occur during non working hours.

12. Harassment

TurningPoint wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. TurningPoint will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

Some forms of harassment could be racial harassment, sexual harassment, gender harassment and disability harassment. There could be more several forms of harassment, but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial and gender harassment is defined as any unwelcome comments, racist statements, humiliating gender statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature, such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

13. Workplace Violence

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further into the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

TurningPoint has a zero tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

To prevent workplace harassment and violence TurningPoint strictly prohibited any kind of conversation to demoralize anyone's personal religious faith, political support, culture and national status or any other personal sophisticated issue.

14. Dispute Resolution

