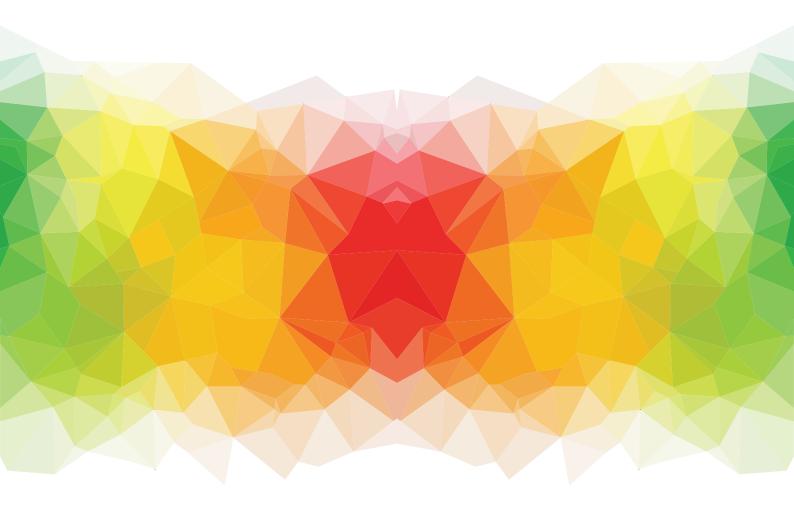


EMPLOYEE HANDBOOK









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PREFACE

Our aim in producing this document to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with us.

The document gives an overview of the terms and conditions of your employment. In return we ask you for a high degree of commitment, dedication and loyalty which will help us to achieve the aims and objectives of the institution.

I hope you find this a useful guide during your employment with us. However if you unable to find the answer to your question here, please free to contact your supervisor or human recourses officials who will certainly be able to find a answer for you.

Dr. Sabina Faiz Rashid

Shah

Professor & Dean BRAC James P Grant School of Public Health BRAC University





STARTING WITH JPGSPH

VISION

To be the leading global public health institute for the world's critical health challenges affecting disadvantaged communities.

MISSION

To create innovative public health leaders and solutions through cutting-edge, experiential Education, Training, Research and Advocacy.

OVERVIEW

BRAC James P Grant School of Public Health was founded in 2004 in Dhaka, Bangladesh to address the unmet public health challenges particular to Asia, Africa and South America.

In realising that developing country public health needs require immersive, community based teaching and learning to provide locally innovated research and sustainable health solutions, the School's Institutional partners are:

- -BRAC, the world's largest NGO, reaching over 100 million people in Bangladesh and working in 9 countries in Africa and Asia
- -Icddr,b, a leading international health research institute, which fosters innovation in the development and delivery of global life-saving solutions

The School is at BRAC University, a premier higher education and development research institution

The School draws from Bangladesh's remarkable public health achievements as well as BRAC Health's nationwide services and BRAC International's Health programmes in South Asia and Africa. JPGSPH therefore offers unparalleled real-life, community-centric teaching, learning and research experiences on critical and emerging national and global public health challenges.

The School applies an interdisciplinary integration of Education, Training, Research and Advocacy to diverse health challenges such as, Maternal & Reproductive Health, Nutrition, Gender Equity, Sanitation, Non-communicable Diseases, Urbanisation and Climate Change. Thereby positioning JPGSPH to lead and innovate public health learning, investigation, policy and implementation.

The School builds capacity by preparing individuals to become public health leaders, practitioners, critical thinkers, researchers, advocates, and stewards of public health and policy at local, national and international levels.

The Four Centres of Excellence at JPGSPH are

- 1 Centre for Urban Equity and Health
- 2 Centre for Gender, Sexual & Reproductive Health and Rights
- 3 Centre for Universal Health Coverage
- 4 Center of Excellence on the Science of Implementation and Scale-Up (SISU)

We have a workforce of around 140 staff based in our Institution buildings in Shahid Tajuddin Sharani, Mohakhali, Dhaka.

You can get more information on our website at http://sph.bracu.ac.bd

BRAC James P Grant School of Public Health
BRAC University



OFFICE HOURS & TIMING

JPGSPH values good attendance at work and is committed to improving the general well being of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

- JPGSPH, BRAC University working hours are from 8.00 am to 6:00 pm on all working days. One has to complete 8.5 office hours within 6.00 pm in accordance with her/his IN time.
- There will be two 15 minutes tea break each day:
 - * Morning tea break: 9.30 am-10.15 am
 - * Afternoon tea break: 2.30 pm-3.15 pm
- There will be 30 minutes lunch break each day:
 - * Lunch break: 12.30 pm-2 pm
- The office hour is divided into two halves: Morning (8.00 am to 1.00 pm) and Afternoon (1.00 pm to 6.00 pm).
- If any staff wants to take half day leave, he/she needs to work for at least 4.15 hours on that day. For example: if any staff want to take leave on 2nd half (1 pm-6 pm), he/she needs to attend office for 4.15 hours in the first half (8 am-1 pm) and vice versa will be applicable for taking leave for 1st half.
- Office IN time is flexible up to 9:35 am. One has to complete 8.5 office hours including 30 min lunch break in accordance with her/his IN time.
- Punch IN and OUT is mandatory for every individual (except the Dean, Acting Dean, Professors, Chairperson and Directors).
- If anyone enters office after 09:35 am he/she will be considered for half day leave till 1 pm (1st half).
- If anyone leaves office earlier or fails to OUT punch, he/she will be considered for leave accordingly (half day or full day leave depending on IN and OUT time).
- In order to go out of the office for official work, fieldwork or meeting inside Dhaka city, every individual will have to give 'Movement Entry' in the ERP and take supervisor's approval.
- In order to go for field work or official tour inside/outside of Dhaka or the country, every individual will have to give "Official Tour Process" in the ERP and take supervisor's approval before the travel.
- Everybody should clock in and clock out by swiping card or with finger print in the ERP system.
- Staff required updating their monthly attendance on regular basis. Unauthorized/unapproved leave (absent), movement, tour will be adjusted with earned leave balance.
- If a staff doesn't have enough earn leave balance then it will be adjusted from his/her salary.
- All staff are required to notify HR Department on any unauthorized leave/leave of absence/ sudden left/information regarding salary chargeable fund/resignation or any emergency information regarding salary of any staff in concerned department/project by 20th day of each month preferably by email. After 20th the change will be included in next payroll month.







OFFICIAL TRAVEL: DOMESTIC AND INTERNATIONAL

- Whenever anybody travels out of Dhaka or Bangladesh on official purpose a travel authorization from (Domestic /International) has to be filled and it has to be approved by the proper authority of JPGSPH, BRAC University.
- The travel authorization and per-diem process should start at least 10 days before the date of travel.
- A trip report of the visit has to be submitted to the respective supervisor with CC to HRD within o7 days of return from distant districts/abroad.
- There is a policy for per diem for travel. Please refer to **Annex 01** to know the exact amount of perdiem applicable for each position. For further clarification please consult HR officer/Accounts officer
- Before field visit, staff needs to prepare the estimate/budget in such a way that at least the full amount of advance (IOU) taken is spent during the entire field trip. If for any reason, staff is unable to spend the 80% of the amount taken, a written justification with supervisor's approval is to be provided as part of the bill adjustment.
- Staff needs to make the request for advance from Finance at least 2 working days (48 hours) before the travel.
- The IOU must be adjusted within the specified time frame as mentioned on the IOU form. If not, then the amount will be automatically adjusted with the salary payment of coming month.
- The school of office vehicles will only be permitted depending on availability against approved requisition(within Dhaka city)
- Hire of transport for research related field trips, study trips (in or outside Dhaka) need to be communicated at least 5 working days ahead.
- National and international air travel will be arranged upon submission of approved travel authorization and budget code identified by Accounts Department (national 7 and international; 15 working days before travel date)
- Please refer to **Annex 02** for further clarification.
 - * Advance against employees for domestic and international travel Advances against employees are usually taken for both national & international travel, per diem and other program activities.
 - * IOUs for domestic travel

IOUs are taken for any domestic field visit and it includes accommodation, food and local travel and per diem basis. It can also be taken for program related expenses such as work shop, orientation, training and other small purchases.

Please refer to **Annex 03** for detailed checklist for advances and IOUs.







STANDARDS OF PERFORMANCE AND BEHAVIOUR AT WORK

* Appearance

JPGSPH does not seek to inhibit individual choice in relation to their appearance. However, staffs are expected to dress appropriately at all times in relation to their role, and to ensure that their personal hygiene and grooming are properly attended to prior to presenting themselves at work.

* Institution premises

- All staff will be issued with an identity card allowing access to your workplace. This
 remains the property of JPGSPH. Loss of your ID card must be reported immediately
 to HR officer with proper documentation (e.g, copy of general diary).
- Staff should not bring any unauthorised person on to JPGSPH property without notifying admin officer. Admin officer will assign an office assistant to bring official guest in office premise following the proper procedure. In these circumstances you are responsible for ensuring that your visitors are appropriately monitored during their stay, and that they do not access areas or Institution property inappropriately.
- Staff must not remove JPGSPH property from the organisation's premises unless prior authority from your supervisor has been given.

* General office etiquette

In office premises staff is not allowed to:

- Create unnecessary noise/speak loudly/shout.
- Discuss political issues at school premises

* Personal property

Any personal property such as mobile phone, laptop, jewellery, cash, credit cards, clothes, etc. left on JPGSPH premises is done so entirely at staffs own risk. Staff are strongly advised not to leave any valuables unattended on office premises rather then keep them in office provided locker. JPGSPH does not accept liability for loss or damage to any personal property whatso ever. If your locker key is not functioning/or any damaged you must inform the admin officer. If you lost any of your personal property at office you should report to admin officer as early as possible in verbal and (if required) in written.

* Official telephones & correspondence

Institution telephone/mobile phone or postal facilities should not be used for private purposes. Abuse of these facilities will be considered a potential disciplinary matter. Please refer to **Annex 04** for further clarification.

* Smoking and other substances at work

Smoking is strictly prohibited on all JPGSPH premises (including entrances and exits) and vehicles.

Bringing alcohol or any unlawful drugs to the workplace, and/or imbibing them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal







* Confidentiality

It is a condition of employment that all staff have a duty of confidentiality with regards to JPGSPH.

During the course of employment staff may find themselves in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of staff employment that s/he has a duty of confidentiality to the Institution, and must not discuss any Institution sensitive or confidential matter whatsoever with any outside organisation including the media.

Any such breach of confidentiality would be deemed as gross misconduct and could lead to your dismissal.

* Computer, email and internet use

If a staff has access to the Institution's computers including email and access to the internet as part of his/her job, s/he must not abuse this by using these facilities for purposes unrelated to Institution business.

- Limited personal use of the internet is encouraged. All internet use is monitored and
 accessing pornographic or other unsuitable material is strictly prohibited and would
 be considered a serious disciplinary offence which may result in dismissal.
- Only software packages properly authorised and installed by the Institution may be used on Institution equipment, staff must therefore not load any unauthorized software in Institution computers.
- If a staff has a Institution email address, this is provided for responsible use on Institution business and should not be used in any other way whatsoever.
- For more information please read BRAC University IT policy which is available in BRACU website.

* Official business card:

- All staff, after successful completion of three months of probation period, will be entitled to have business cards.
- Staff should contact Communications department to complete the procedures (e.g. complete the template) and take necessary approval (if needed).
- If any staff needs business card before completion of three month of service, s/he
 needs to apply in writing to the Dean mentioning the justification and with
 supervisor's recommendation.

* Receipt of gifts

Your working relationships may bring you into contact with outside organisations where it is normal business practice or social convention to offer hospitality, and sometimes gifts. Offers of this kind to you or your family can place you in a difficult position. Therefore no employee or any member of his or her immediate family should accept from a supplier, customer or other person doing business with JPGSPH, payments of money under any circumstances, or special considerations, such as discounts or gifts of materials, equipment, services, facilities or anything else of value unless:

- They are in each instance of a very minor nature usually associated with accepted business practice.
- They do not improperly interfere with your independence of judgement or action in the performance of your employment.

In every circumstance where a gift is offered, the advice of your supervisor must be sought.







* Bribery and other corrupt behaviour

A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the Institution, or to obtain or retain an advantage in the conduct of the Institution's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under the Institution's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

* Financial code of ethics

To uphold the integrity of our financial information, every employee is expected to:

- Act with honesty and integrity.
- Act responsibly, in good faith, with due care, competence and diligence.
- Ethically handle actual or apparent conflicts of interest between personal and professional relationships.
- Provide information that is accurate, timely, complete and understandable, no matter
 the purpose of the information (such as forecasts, budgets, reports, draft or actual
 financial statements and public filings or communications).
- Accurately represent material facts and not allow their better judgment to be compromised.
- Not let financial data be influenced by others or by factors such as operating unit or individual performance or objectives, plans and forecasts, or organizational commitments.
- Not conceal any information from our internal auditors or our independent auditors.
- Comply with applicable company policies and procedures related to internal controls and the preparation of financial statements.
- Comply with applicable governmental laws, rules and regulations.
- Respect the confidentiality of information acquired in the course of their work and take appropriate steps to protect against unauthorized disclosure of confidential information.
- Not use confidential information acquired in the course of their work for personal advantage.
- Share knowledge and maintain skills important and relevant to their positions
- Use responsibly and maintain control over assets and resources used by or entrusted to them.

* Conflict of interest

Staff should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with his/her independent exercise of judgement in JPGSPH's best interest.

Generally a conflict of interests exists when an employee is involved in an activity:

- Which provides products or services directly to, or purchase products or services from JPGSPH.
- Which subjects the employee to unreasonable time demands that prevent the employee form devoting proper attention to his or her responsibilities to JPGSPH.
- Which is so operated that the employee's involvement with the outside business activity will reflect adversely on JPGSPH.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your HR manager.

2



USE OF OFFICE PROPERTY

Use of office property (meeting rooms/IT equipments) for official purpose. (e.g. meeting, seminar, short course, class etc)

- If any staff need to book any of the meeting room for official purposes (mentioned above) for one or more full day he/she should notify admin officer at least a week prior to the event by ensuring proper documentation (e.g. fill up event requisition form, room booking log book) available at admin officer's desk. If the meeting requires access to Tele-video conference room or computer lab or any IT equipments for the event he/she must inform IT department (by filling an IT register book, ensure payment formalities) along with admin official for ensuring IT equipments on the venue.
- For short span meetings (half day, hour long) staff need to notify admin official for booking the meeting room preferably one day earlier to the event. Simultaneously to ensure IT equipments for the event (if required) staff must notify IT department as well.
- After the completion of the official event the concern staff of the event organizing team will be
 solely responsible for handing over the IT equipments back to IT department in proper condition
 and fill up IT formalities (if any). If any of these IT equipments got stolen during the meeting time
 or found unattended after the meeting or damage due to negligence the concern staff will be
 penalised accordingly for the damage.
- If any IT equipment is needed to be taken outside office for any official purpose staff shall inform IT department with prior approval from supervisor and fill up all formalities accordingly.
- Borrowing of the IT equipment: The JPGSPH authority may allow borrowing of the IT equipment (e.g Laptop/Camera/Modem/Voice Recorder/ Head Phone/ Pen Drive/ Hard Drive/ Multimedia Projector, etc) within/outside office (field) based on project/programmes need. If any unexpected incidence occurs (i.e. equipment stolen or damaged), in such situation, the borrower will be liable for the loss or damage and will require to reimburse the cost as per following rules:
 - » If any written down value (WDV) is available then compensation shall be: Written Down Value + 50% depreciation charged;
 - » If written Down Value (WDV) is not available then 50% of equipment cost will be charged;
 - » If the information about the price or depreciation is not available then 50% will be charged of current market price.
 - » Please refer to **Annex o5** for further clarification.
- Charge for use of IT equipment: The school will charge for use of IT equipment and other accessories as per fixed rate. The charge will be applicable for use of equipment which is not bought by the concerned project or program. So user should take appropriate approval in the requisition form and be sure of available budget.
- Please refer to **Annex o6** for further clarification.
- For any further clarification in this regard staff are always welcome to discuss with Admin & IT
 officials.







USE OF LOGISTIC SUPPORT

Official Event Arrangement:

- If staff required to bring food/snackes from BRAC University/ BRAC Inn/ BLC Niketon/others restaurants for official purpose, staff needs to submit the requisition maximum 7 days or minimum 3 days before prior to the event/workshop.
- If staff required to bring food/snackes from BRAC University/ BRAC Inn/ BLC Niketon/others restaurants for official purpose, staff needs to submit the requisition minimum 1 day before prior to the meeting.

Official Procurement:

• To print any official item respective on amount staff needs to facilitate the purchase through BRAC University Procurement Department. Time: Minimum 15 days and maximum 1 month notice

Sending office assistant outside of office:

- If any staff required sending any support staff outside of office for official purpose or needing an office assistant for extra hour after regular office time staff should notify admin officer. Admin officer will assign support staffs accordingly.
- This policy is not applicable only for senior management staff (Advisor, Dean, Research Director, Director of Centre, Head Midwifery, Head of Education)
- If any staff required buying lunch through Office Assistant he/she needs to inform admin officer/logistic Officer within 11.30am every day. Then they will assign an office assistant to bring lunch accordingly.
- But in case of any sudden emergency or exceptional situation time could be relaxed.







VALUING DIVERSITY AND DIGNITY AT WORK

Valuing Diversity

• Statement

JPGSPH is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Institution will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Institution.

Key Actions

In adopting these principles JPGSPH:

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will ensure that all supervisors understand and maintain their responsibilities and those of their team under this policy.
- Will offer opportunities for flexible working patterns, wherever operationally feasible, to help employees to combine a career with their domestic responsibilities.
- Will provide equal opportunity to all who apply for vacancies through open competition.
- Will select candidates only on the basis of their ability to carry out the job, using a clear and open process.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will distribute and publicise this policy statement throughout the Institution

Dignity at Work

Statement

The Institution believes that the working environment should at all times be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly and appropriate action will be taken.







What and How of Harassment

Harassment can be defined as conduct, which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as "unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work". This can include unwelcome physical, verbal or non-verbal conduct.

People can be subject to harassment on a wide variety of grounds including:

- race, ethnic origin, nationality or skin colour
- sex or sexual orientation
- religious or political convictions
- willingness to challenge harassment, leading to victimisation
- disabilities, sensory impairments or learning difficulties
- status as ex-offenders
- age
- real or suspected infection with a blood borne virus (eg AIDS/HIV)

Forms may include:

- · physical contact ranging from touching to serious assault
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- visual display of posters, graffiti, obscene gestures, flags and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups
- · intrusion by pestering, spying, following someone
- bullying

What should I do if subject to Harassment?

If you feel you are being harassed you are strongly encouraged to seek early advice/support from your supervisor and HR Official. If your feel your supervisor is harassing you, then you should contact Dean/Research Director/ Director of Centre and HR Official.

You should also keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The Institution has a formal procedure for dealing with these issues which you can obtain from your HR Department.







HEALTH AND SAFETY

Introduction

JPGSPH recognizes and accepts its responsibility as an employer to maintain, so far as is reasonably practicable, the safety and health of its employees, and of other persons who may affected by its' activities.

It is your duty as an employee not to put at risk either yourself or others by your acts or omissions. You should also ensure that you are familiar with the Institution health and safety arrangements. Should you feel concern over any health and safety aspects of your work, this should be brought to the attention of your supervisor immediately.

Procedure in the event of an accident

If any employee suffers an injury/accident at school premises the first contact person will be administrative officer and supervisor. Administrative officer then proceed accordingly. Any accident or near miss occurrence (i.e. no one was injured but the incident had the potential to injure or kill) at work should be reported immediately to your administrative officer and supervisor.

• First Aid

The Institution has a first aid box which is available in admin officer's desk. Certain general medicines, band-aids, antiseptic gel etc are available in the first aid box. Please contact admin officer if you need any of these.

Fire Safety

Employees should follow these steps to help prevent fires:

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged. If you find something unusual or damaged quickly report to administration.
- Ensure that you place your rubbish in the proper waste bins. Do not overfill the bins, and ensure that your waste bin is accessible to the cleaners at the end of each day. To ensure confidentially or any potential information leaking Before putting the papers in bin trash/destroy the papers and use shedder machine (if needed).

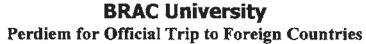
Action to take when the fire alarm goes on:

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Do not use a lift to leave the building always use designated stairs.
- Make your way to the appropriate assembly point as instructed by admin officer.
- Once you are at the assembly point you should report to administration, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the admin officer.

Action to take if you discover a fire:

- Don't panic. If you know how to use a fire extinguisher apply it to the proper direction of fire.
- Call the admin officer at the earliest available, and safe, opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g. a small fire in a waste paper basket. Unless you have been trained you could be putting yourself or somebody else at risk.







Daily rate of expenses admissible for BRAC University Staff and Faculty Member on Business Trip to Abroad

Countries / Cities	VC, Pro-VC, Treasurer, Registrar, Professor, Dean, Director, Chairperson,	Assistant Professor, Associate Professor, Project Coordinator or equivalent	Senior Lecturer, Lecturer-1 & 2, Research Associate, Research Fellow, Sr. Research Associate, or equivalent
India / Pakistan / Nepal / Sri Lanka	US\$ 175	US\$ 150	US\$ 125
Delhi / Bombay / Karachi / Islamabad	US\$ 225	US\$ 200	US\$ 150
Thailand / Malaysia / Philippines / Indonesia / Africa / China / South / America / Central Asia	U S\$ 17 5	US\$ 150	US\$ 125
U.S / Canada / Brazil / Mexico / Middle East / Japan / Korea / Australia / New Zealand / Singapore / Hong Kong	US\$ 250	US\$ 225	US\$ 175
New York / Tokyo	US\$ 400	US\$ 350	U\$\$ 250
Continental Europe	Euro 250	Euro 225	Euro 175
London	£250	£225	£150
Elsewhere in U.K	£175	£150	£125

If any or all the cost of accommodation, food and transportation is provided by the host organizations charges will be admissible for those items not covered as follows:

Hotel 65 % of Daily Rate Food 25 % of Daily Rate Transportation 10 % of Daily Rate

These rates do not apply to training or study trips abroad when monthly or weekly rates of expenses are determined on the basis of consultation with relevant institutions on case by case basis.

- * Vice Chancellor and Pro-Vice Chancellor may travel business class.
- ** BRAC University Staff and Faculty Member may travel business class if paid for by sponsors of conference, seminars, etc.











TO BE THE LEADING GLOBAL PUBLIC HEALTH INSTITUTE FOR THE WORLD'S CRITICAL HEALTH CHALLENGES AFFECTING DISADVANTAGED COMMUNITIES

Date: 22 June 2016

Office Order - Travel Related Expenses

This is to let everyone know that the as of 01 July 2016 the following per diem rates and rules will be applicable for all domestic travels.

Area	Daily Rate
City Corporation Area	BDT 2,500 per day
Non-City Corporation Area	BDT 1,800 per day

Submission of supporting documents and the allocation of daily per diem and other rate will remain same as before i.e.

Food

35% of Daily Rate

Accommodation

55% of Daily Rate

Local transportation

10% of Daily Rate

Total

100%

Allocation for Total Daily Rate are as follows:

Rate	ltem	Rate	Amount
	Food	35%	875
BDT 2,500	Accommodation	55%	1,375
	Local Transport	10%	250
	Food	35%	630
BDT 1,800	Accommodation	55%	990
	Local Transport	10%	180

However, to make the travel movement simpler, the 24 hours of a day will be divided among four quarters and the payment for food will be provided according to the quarter system mentioned below:

alter [10]	500.4
12:01 am - 6:00 am	Q1
6:01 am - 12:00 pm	Q2
12:01 pm - 6:00 pm	Q3
6:01 pm – 12:00 am	Q4

For example, if anyone starts journey between 6:01 am & 12:00 pm and does night stay, he/she will avail food allowance for 3 quarters which is for Q2, Q3, and Q4.

BDT 2,500 X 35% = BDT 875 for 4 Quarters; so for 3 quarters the total food allowances would be BDT

 $875 \times 3/4 = BDT 656$ for the travelling day.

Muhammad Jakir Hossain, ACCA Finance Manager

James P. Grant School of Public Health







TO BE THE LEADING GLOBAL PUBLIC HEALTH INSTITUTE FOR THE WORLD'S CRITICAL HEALTH CHALLENGES AFFECTING DISADVANTAGED COMMUNITIES

Key Notes:

- 1. Payment for local transportation will be subject to actual field movement during the field visit and for accommodation it will be on actual number of night stay during the entire trip.
- 2. If any accommodation bill is paid for the return day, copy of actual bill must be submitted along with travel documents.
- 3. All program and finance staff are thus requested follow this revised rate while preparing budgets for any new project.
- 4. For existing projects, the revised per diem rate will be only be applicable if there is enough budget in the travel budget line. However, if existing budgets do not allow the revised rate then the amount will the paid based on previous rate but the calculation of daily allowances will be made based on the revised policy.
- 5. If lunch or dinner is provided by the host organization, then it must be disclosed and the proportionate amount will be deducted from the applicable per diem amount.
- 6. For Directors and above level, all travel related expenditures should be on actual basis.
- 7. Any deviation or changes from the above mentioned rate will be subject to management approval.

Thanking you,

Sabina Faiz Rashid, Ph,D

Dean

JPGSPH, BRAC University

Muhammad Jakir Hossain, ACCA

M2 2 348

Finance in Charge

JPGSPH, BRAC University







ANNEX-2





JAMES P. GRANT SCHOOL OF PUBLIC HEALTH

68, Shahid Tajuddin Ahmed Sharani Level-6, icddr.b Building, Mohaldhall Dhaka-1212, Bangladesh

Phone:

880-2-9827501-4 880-2-8810383

March 24, 2015

JPGSPH /BRAC U/Admin/01/2015-02

Memo

To: All staff members, James P Grant School of Public Health (JPGSPH) and Department of Midwifery, BRAC University (BRAC U).

Re: Policy of Transport Arrangement and Use of Official Vehicles Cc: Senior Management Committee (SMC), JPGSPH, BRAC

- The School does not have any daily transportation arrangement for staff to attend office. You have to attend office on your own. It will be notified if daily transportation is arranged in future. However, you may get the chance to avail BRAC U transport if their policy and routes are suitable for you.
- If transport facility is arranged by the School, costs will be charged and adjusted with the staff's monthly salary unless transportation arrangement is promised in the appointment or contract letter.
- Please note that the School may not able to serve notice in emergency/ unrest situation. However, the School will not take any responsibility of the security of any staff during their journey to and from office. We recommend you to take decision in consultation with your supervisor as per the situation and not to jeopardize your security during any uncertainty.
- The use of vehicles will only be permitted against properly allowable requisitions approved by the Dean/Acting Dean/Associate Dean/ Director Program/ Director Research or respective wing's head. It is suggested to contact with the transport department to check the car availability before placing the requisition for approval.
- The vehicle requisitions will be served on "first come first serve basis" however, priority of female staffs and of the core activities will be taken into consideration and will be mutually discussed and co-coordinated in case of any conflict.
- Destination of each journey and estimated period/ hours of vehicle requirement will have to be mentioned in the requisition for transport. The car may leave for the next assignment, if any, after the allotted time of car requisition is over. Car requisition time may be extended upon consultation with the concerned officer if car is available beyond the allotted time. The concerned project/ program/ wing will be charged for the car use according to the existing rate. You are requested to check the rate with the concerned official/s.
- In case of unavailability of the office transport for meeting inside Dhaka, use of private/hired transport may be allowed subject to approval of respective supervisor/s. In such case user/s will raise requisition to the school administration and concerned official/s of administration section will arrange the car from private car provider/s accordingly.
- Hire of transport for research related field trips, study trips (in or outside Dhaka) need to be communicated with the concerned person at least 5 working days ahead.

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JAMES P. GRANT SCHOOL OF PUBLIC HEALTH

68, Shahid Tijuddin Ahmed Sharani Level-6, icddr.h Building, Mohskhali Dhaka-1212, Bangladesh

Phone:

880-2-9827501-4

- National and international air travel will be arranged by the transport department/ concerned Administrative staff upon submission of approved travel authorization form and budget code identified by Accounts Department. The approved travel authorization and itinerary needs to be submitted before at least 7 working days for national air travel and 15 working days for international travel.
- Staff members overstaying in the office beyond working hours for official purpose may be
 allowed transport after 7.00 pm against properly allowable requisitions approved by the
 supervisor as stated above subject to availability of transport. The requisition needs to be
 submitted within 3.30 pm in such cases. The Transport will only be allowed to drop at the
 home/certain destination within the city.
- The user will sign the log book at the end of the journey and mention the name of the destination if any deviation has taken place.
- Staffs using transport for official purpose are discouraged to accompany any relative or persons not related to official business.
- As a general rule, use of vehicle for private purpose is not allowed. In an exceptional case any such request shall be decided by the Dean.
- However, requisition for personal use of car can be submitted to School Administration upon approval of supervisor as stated above. If available, cars will provided and the cost incurred will be adjusted with the employee's monthly salary.
- The need of vehicles for visiting faculty/ guests of different programmes/projects will also be
 permitted against properly allowable requisitions approved by the supervisor as stated
 above. Please submit these requisitions at least 3 working days before the required date.
- Please follow the below precautionary measures while you are on School Cars and on other vehicles as well. The School will not be responsible for any unfortunate happening/accident for your noncompliance to the above mentioned rules.
 - · Always use seat belts:
 - Do not talk to the driver while he is driving;
 - · Do not ask the driver to drive fast:
 - If you think the driver is driving recklessly, ask him to drive slowly. If the driver doesn't listen ask him to park the car safely by roadside and inform us immediately;

Also ensure that drivers are not using mobile phone whilst driving.

Professor Malabika Sarker

Acting Dean

James P Grant School of Public Health

BRAC University

Mrityunjoy Das Assistant Director

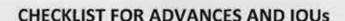
Academic, Students Affairs and Administration

James P Grant School of Public Health

BRAC University

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A. Advance against employees:

Advances against employees are usually taken for both national & International travel, per diem and other program activities. Upon approval of travel plan, Air Ticket is booked and paid directly through JPGPSH. Advances taken are to be adjusted within 10 working days after resuming his/her duties. If additional time is needed to adjust the advances then it must be placed in writing to the Head of Finance with proper justificationand if approved, the adjustment can be delayed until the specified time.

B. IOUs:

IOUs are taken for any domestic field visit and it includes, accommodation, food and local travel and Per Diem basis. It can also be taken for program related expenses such as workshop, orientation, training and other small purchases. Any domestic Air Ticket will be booked and paid by JPGPSH upon request from the traveler. Any IOU taken must be adjusted within the deadline mentioned on the IOU form.

1. International Travel	
Particulars	Steps
A. Advance request for International Travel	 Estimated Per Diem & other costs calculation sheet (Annex – 1) approved by supervisor. Printed copies of invitation letter or emails. Printed copy of air ticket Approved international travel authorization form (Annex – 2)
Muhammad Jakir Hossain, ACCA Sr Manager, Finance & Accounts iames P Grant School of Public Health RRAC University	A. Advances 1. Actual per diem and other costs approved by supervisor. 2. Original copy of International Traveling authorization form with actual office joining date & signature of the traveler. 3. Copy of Boarding pass 4. Schedule of workshop/Meeting/Conference. 5. Approved Trip report (Annex-3) 6. Approved Invoice/receipt for Visa fees/Registration fees. (if applicable) 7. Approved actual bill for Taxi fare with a note exceeding the limit of local travel of per-diem. 8. Approved justification for expenditure below 90% (if any). 9. For international purchase, approved requisition and original bill copy to be submitted.



Note: For bills printed on fax roll paper, original copy must be submitted along with photocopy bill as the photocopy of fax roll papercannot be understood.

B. Actual Billing for international travel:

- If any traveler wants to avail billing on actual basis, then the concerned person must take prior approval from his/her supervisor.
- Actual payment receipts/bills for local travel, food and accommodation to be submitted while adjusting the bills.

2 Domestic Travel

Particulars	Steps
A. IOU Request	Printed Copy of Approved Travel Authorization Form.(Annex-5) Approved IOU form.(Annex-4)
B. Adjustment of IOU Muhammad Jakir Hossain, ACCA Muhammad Jakir	 Approved top sheet of total bill. Submission of approved actual per diem costs allocation sheet (Annex -1) Approved trip report (Annex -3) Original copy of travel authorization form with actual office joining date & signature of the traveler. Submission of original tickets (Bus/Train/Launch) Inter-District travel ticket or boarding pass with a copy of Air ticket Approved local travel allowance sheet (Annex-F) for getting the Inter-district vehicle (Such as: Taxi, CNG, Auto, Rickshaw, boat, etc.) Approved justification for expenditure below 80% (if any) IOU must be adjusted within the deadline mentioned on the IOU form. However, if additional time is needed, then the request must be placed in writing to the Finance Authority. A monitoring report to be submitted during the adjustment (if applicable).
C. IOU for Purchase and other program	and the second s
D. Stationary & Photocopies	Requisition form with supervisor's

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approval



	Original bills purchase and photo copies with signature of supervisor.
E. Honorarium Payment	Printed copy of Invitation Letter/e-mail to the Resource Person
	Participants list and their attendance with signature
	3. Copy of TIN Certificate in case of tax
	deduction @ 10% 4. Revenue stamp (BDT10) from the recipient and attached on honorarium payment sheet.
	Signature of recipient on payment sheet.
F. Data Collection Officers (DCO) per diem	Copy of appointment letter of DCOs
& Salary Payment	Daily attendance copy
	Approved per diem allocation sheet
	 If mobile bill is required for DCO, prior approval from supervisor before paymen
	 For purchasing Stationery & photocopies, requisition form with approval from supervisor.
	 Original bills of purchase and photo copies with signature of supervisor
C Patrochay Michaelahay (Manting	If refreshment is provided:
G. Refreshers/Workshop/Meeting	o Participants list with signatures o Original approved bill copies
	For TA/Incidental/Per Diem:
	Approved actual bills for food or refreshment
	 Invitation letter for the participants from other organizations.
H. Venue rent	If venue to be rented outside:
Suffo Y.	collected for final selection of venue
Atu Jahor.	o A comparative statement must be prepared and approved by Head of Finance
N/V	2. For payment :
And .	 Copies of email communication regarding selection of venue
	 Actual bill including VAT & Tax
	o Payment must be made in a/c payee cheque if above BDT. 5,000





Mobile bill/Modem recharge for JPGSPH staff

1. Follow office memo regarding mobile bill and modem recharge costs.
2. Requisition form to be filled for IT equipment
3. For mobile costs and internet recharge, prior approval from supervisors
4. Original bills of flexi load and recharge amount with signature of supervisor.

Note:

- ↓ If any documents are lost i.e. boarding pass, travel tickets etc. then the traveler must submit
 a written approval from his/her supervisor.
- For claiming any accommodation cost of return day must be supported by original bill paid to hotels.

Muhammad Jakir Hossain, ACCA

Muhammad Jakir Hossain, ACCA

Sir Manager, Finance & Accounts

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ANNEX-4





JAMES P. GRANT SCHOOL OF PUBLIC HEALTH

ii3, Shahid Tujuddin Anmed Sharani Level-6, icddr.b Biilding, Mohaldioli Dhalta-1212, Bangladesh

Phone

860-2-9827501-4 580-1-8810383

JPGSPH /BRACTU/Admin/01/2015-05 March 24, 2015

Policy of Telephone Facilities

1. Office telephone:

- 1.1. Office telephone (land phone) is only for official use.
- 1.2. Land phone can be used for personal cause only for emergency purposes. However, personal calls should be short.
- 1.3. We encouarage use of office land phone (for official purpose) instead of mobile phones during office hours.

2. Mobile phone purchase:

- 2.1. Mobile phone will be purchased by the office for the Dean/ Acting Dean and Directors of the School.
- 2.2. Project/ Program Director's (in contractual service) mobile phone can be purchased if budget is available in the repective Project/ Program.
- 2.3. The phone needs to be returned to Administration after resignation or end of contarct.

3. Monthly mobile bill and allowance:

- 3.1. Dean/ Acting Deans's Actual phone bill will be paid by the School upon receipt of monthly bill.
- 3.2. School's Directors and Project/ Program's Director's will be paid a monthly phone allowance of maximum Taka 1,000 if budget is available in the repective project/ program.
- 3.3. Research Coordinators (or equivalent) will be be paid a monthly phone allowance of maximum Taka 5.00 if budget is available in the repective project/program.
- 3.4. Others Officials of the School (core staffs) can be given monthly phone allowance of maximum Taka 1,000 subject to approval of the Dean/Acting Dean.
- 3.5. Project/ Program's Officials can be paid a monthly phone allowance of maximum 1,000 with Project/ Program's Director's approval if budget is available in the repective project/ program.

Thanks.

Professor Malabika Sarker

Acting Dean

James P Grant School of Public Health BRAC University

Mrityunjoy Das

Mrreyunjoy Das Assistant Director

Academic, Students Affairs and

Administration

James P Grant School of Public Health BRAC University Muhammad Saiful Islam

In charge

Finance and Accounts

James P Grant School of Public Health

BRAC University

Cc to:

SMC members

JPGSPH /BRAC U/Admin/01/2015-05

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KNOWLEDGE AND KNOW HOW FOR HEALTH EQUITY

June 18, 2015

JPGSPH/BRAC U/Admin/01/2015-11

Memo

To: All staff members, James P Grant School of Public Health (JPGSPH) and Department of Midwifery, BRAC University.

Re: Charge for use of IT equipment and other accessories.

Cc to: Dr. Ahmed Mushtaque Raza Chowdhury, Vice- Chairperson, BRAC and

Senior Management Committee (SMC), JPGSPH, BRAC University.

The School will charge for use of IT equipment and other accessories as per the following rates effective from June 18, 2015. The charge will be applicable for use of equipment which is not bought by the concerned project or program. So, the users should take appropriate approval in the requisition form and be sure of available budget.

SI.	Item	Daily rent (BD Taka)
1.	Laptop	1000
2.	Apple i Mac	2000
3.	Projector	1000
4.	Video Camera-SONY	800
5.	Camera-NIKON	500
6.	Camera-DIGITAL	600
7.	Printer-Color	500
8.	Printer-B/W	500
9.	Desktop CPU	7
10.	Monitor	1000
_11.	Voice Recorder	200
12.	Pointer	200
13.	Samsung TAB 2	500
14.	Samsung TAB 3	500
15.	Samsung TAB 4	500
16.	Samsung Y Mobile Set	200
17.	Samsung Core	200
18.	PDA	150
19.	Pen drive/ USB flash drive	50
20.	Projection Screen 72" X 72"	1000
21.	Projection Screen 96" X 96"	1000
22.	Bosch PA System (Portable)	2000
23.	Bosch PA System (Fixed)	2000
24.	Speaker	50
25.	Scanner (Auto)	500









KNOWLEDGE AND KNOW-HOW FOR HEALTH EQUITY

SI.	Item	Daily rent (BD Taka)
26.	Scanner(Slide)	300
27.	UPS 1000VA	500
28.	UPS 1500 VA	500
29.	UPS 3KV	1000
30.	Network Switch 24 Port	500
31.	Network Switch 8 Port	300
32.	KVM Switch 8 port	300
33.	Headphone	100
34.	Mouse	50
35.	Keyboard	50
36.	Wireless Keyboard	50
37.	Multi-plug	50
38.	Hard Drive (Portable)	500
39.	DVD Drive (Portable)	200
40.	VGA Splitter	100
41.	Height Scale	200
42.	Weight Machine	200

Thanks

Professor Malabika Sarker

Acting Dean

James P Grant School of Public Health

BRAC University

Mrityunjoy Das

Senior Assistant Director

Academic, Students Affairs and Administration

James P Grant School of Public Health

BRAC University



ANNEX-6





KNOWLEDGE AND KNOW HOW FOR HEALTH EQUITY

October 20, 2015

JPGSPH /BRAC U/Admin/01/2015-24

To: All staff members, James P. Grant School of Public Health, BRAC University and Department of Midwifery and Nursing, BRAC University

Re: Charge for the missing or damaged IT equipment

CC to: Dr. Ahmed Mushtaque Raza Chowdhury, Vice- Chairperson, BRAC and Senior Management Committee (SMC), JPGSPH, BRAC University

JPGSPH authority* may allow borrowing of the IT equipment (e.g. Laptop/Camera/Modem/Voice Recorder/Head Phone/Pen Drive/Hard Drive/Multimedia Projector, etc) within/outside office (field) based on project/programmes need. unexpected incidence occurs (i.e. equipment stolen or damaged), in such situation, the borrower will be liable for the loss or damage and will require to reimburse the cost as per following rules:

- If any written down value (WDV) is available then compensation shall be: Written Down value + 50 % of depreciation charged
- . If Written Down Value (WDV) is not available then 50% of equipment cost will be charged
- . If the information about the price or depreciation is not available then 50% will be charged of current market price.

Professor Malabika Sarker

Acting Dean

James P Grant School of Public Health

BRAC University

Mrityunjoy Das

Senior Assistant Director

Academic, Students Affairs and Administration

James P Grant School of Public Health

BRAC University

* The requisition for borrowing the IT equipment should be approved by Dean, Acting Dean, JPGSPH/Director/Project Coordinator/PI

