

EMPLOYEE HANDBOOK



TABLE OF CONTENT

- 1 Preface**
- 2 Starting with BRAC JPGSPH**
 - Vision
 - Mission
 - Overview
- 3 Office Hours & timing**
- 4 Official Travel: Domestic and International**
 - Advance against employees for domestic and international travel
 - IOUs for domestic travel
- 5 Standards of Performance and Behaviour at Work**
 - Appearance
 - Institution Premises
 - General office etiquette
 - Personal Property
 - Official Telephones & Correspondence
 - Smoking and Other Substances at Work
- 6 Confidentiality**
 - Computer, email and Internet use
 - Official business card
 - Receipt of Gifts
- 7 Bribery and other Corrupt Behaviour**
 - Financial code of ethics
 - Conflict of Interest
- 8 Use of Office property**
 - Borrowing of the IT equipment
 - Charge for use of IT equipment
- 9 Use of logistic support**
 - Official Event arrangement
 - Official Procurement
 - Sending office assistant outside of office
- 10 Valuing Diversity and Dignity at Work**
 - Valuing Diversity
 - Statement
 - Key Actions
 - Dignity at Work
- 11 What and How of Harassment**
 - What should I do if subject to Harassment?
- 12 Health and Safety**
 - Introduction
 - Procedure in the event of an accident
 - First Aid
 - Fire Safety
- 13 List of departmental contact person**



ANNEXURE

14 Annex 1

Office Order –Travel Related Expenses

17 Annex 2

Memo on Use of Official Vehicles

19 Annex 3

Checklist for Advance and IOUs

A.1: Perdiem calculation

A.2: International Travel authorization form

A.3: Approved trip report

A.4: Approved IOU Form

A.5: Domestic Travel authorization form

23 Annex 4

Policy for Telephone facilities

24 Annex 5

Policy for borrowing IT equipment

26 Annex 6

Charge for missing or damaged IT equipment



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

PhD, Dean & Professor

Director of Centre of Excellence for Gender, Sexual & Reproductive Health and Rights (CGSRHR)

Associate Vice President, IMPACT, BRAC University



STARTING WITH BRAC 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 of Excellence for Gender, Sexual and Reproductive Health and Rights (CGSRHR)
- 2 Centre of Excellence for Health Systems and Universal Health Coverage (CoE-HS&UHC)
- 3 Centre of Excellence for Urban Equity and Health (CUEH)
- 4 Centre of Excellence for Science of Implementation and Scale-Up (CoE-SISU)
- 5 Centre of Excellence for Non-Communicable Diseases and Nutrition (CNCDN)

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: bracjpgsph.org](http://bracjpgsph.org)





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 earned 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 07 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 per diem 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 whatsoever. 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

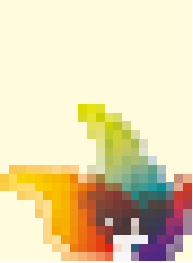
Institution telephone/mobile phone or postal facilities should not be used for private purposes. Abuse of these facilities will be considered a potential disciplinary matter. Please refer to Annex 04 for further clarification.

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 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 from 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.



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 05** 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 06** 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 you 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.

The Safeguard policy is to be used by any member of staff working directly with the school. This is applicable for the Head Office & field level of the school. 6 members of the committee have been proposed to maintain the safeguarding policy which will be protecting against abuse, violence, bullying, sexual harassment, discrimination, neglect and many others.

So the concerned members will be involved in protection concern for Safe & Sound of the staff working for the entire school. Moreover, there has been proposed to hire an experienced policymaker to establish a strong policy for the school. We will be conducting seminars and workshop to make a practice sharing knowledge about what the safeguarding policy means.

Here is the composition of SafeGuard Committee.

Chair: **Prof Kaosar Afsana**

Member: **Dr. Tanvir Hassan, Mrityika Barua, Nazmul Islam, Farhana Alam**
Nazray Morshed Khan Anam (HR Colleague), Focal Person from Midwifery.



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 be 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 confidentiality or any potential information leaking Before putting the papers in bin trash/destroy the papers and use shredder machine (if needed).

ACTION TO TAKE WHEN THE FIRE ALARM GOES ON

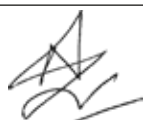
- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Do not use a lift to leave the building - always use designated 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.

List of departmental contact person

Department	Issues	Contact person name & number
Human Resource	All HR issues, Leave, Policy, ERP	<ul style="list-style-type: none"> • Sirajum Monira Asha Sr. HR Officer 01776439894, ext: 6003 • Nazray Morshed Anam Khan HR Officer 01675531498, ext: 6043
IT	Regarding borrowing IT equipment, printer setting, PC/laptop, internet settings, email id etc., any IT related issue	<ul style="list-style-type: none"> • Md. Abdur Rouf Sarker Associate Manager, CS 01787680612, ext: 6026 • Md. Al Mahmud Sr. System Engineer 01777741837
Admin	All logistical support related to official travel (visa processing, ticketing, hotel room booking, and vehicle arrangement) office transport, rent a car service.	<ul style="list-style-type: none"> • Md. Sohel Rana Assistant Manager, Administration 01937029379, ext: 6041
Logistics	Official equipment purchase, arranging official events, sending office assistant outside office , procurement, stationary requisition, class room booking, meeting room booking, First aid box,	<ul style="list-style-type: none"> • Rumin Akter Logistic officer 01623038820, ext: 6041
Communication	Preparing official communication materials, updating short bio for website, business card	<ul style="list-style-type: none"> • Tanvir Hassan Communication & Knowledge Manager 01711083414, ext: 6049 • Mukul Barman Asst. Manager, Graphic Design 01718858667, ext: 6049 • Nuruzzaman Lucky Sr. Graphic Designer 01719614185, ext: 6050 • Asif Faisal Sr. Officer, Communications 01717854585, ext: 6050
Finance	Advance against domestic & international travel, IOUs for domestic travel, project budget related issues	<ul style="list-style-type: none"> • Md. Mamunur Rashid Sr. Manager, F&A 01793593490, ext: 6044 • Abul Kalam Azad Manager, F&A 01783037282, EXT: 6044 • Sadia Rahman Asst. Manager, F&A 01754637580, EXT: 6045



BRAC University

Perdiem for Official Trip to Foreign Countries



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	US\$ 175	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	US\$ 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.

=O=

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

Time	Quarter
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 X 3/4 = BDT 656 for the travelling day.

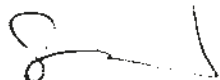

Muhammad Jakir Hossain, ACCA
Finance Manager
James P. Grant School of Public Health
BRAC University

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

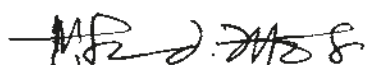
Key Notes:

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 be 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
Finance in Charge
JPGSPH, BRAC University



JAMES P. GRANT
SCHOOL OF PUBLIC HEALTH

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

Phone: 880-2-9827301-4
Fax: 880-2-8810383

<http://sph.bracu.ac.bd/www.jpgsph.org>

March 24, 2015

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

Memo

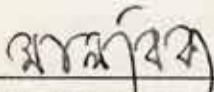
To: All staff members, James P Grant School of Public Health (JPGSPH) and Department of Midwifery, BRAC University (BRAC U).

Re: Policy of Transport Arrangement and Use of Official Vehicles

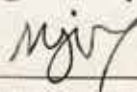
Cc: Senior Management Committee (SMC), JPGSPH, BRAC

- 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.

- **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 Mahabika 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

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 JGPSH. 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 justification and if approved, the adjustment can be delayed until the specified time.

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.


Muhammad Jakir Hossain, ACCA
Sr Manager, Finance & Accounts
James P Grant School of Public Health
BRAC University

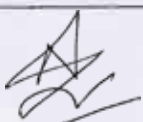
Note: For bills printed on fax roll paper, original copy must be submitted along with photocopy bill as the photocopy of fax roll paper cannot be understood.

B. Actual Billing for international travel:

1. If any traveler wants to avail billing on actual basis, then the concerned person must take prior approval from his/her supervisor.
2. 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	<ol style="list-style-type: none"> 1. Printed Copy of Approved Travel Authorization Form.(Annex-5) 2. Approved IOU form.(Annex-4)
B. Adjustment of IOU  Muhammad Jakir Hossain, ACCA Sr. Manager, Finance & Accounts James P Grant School of Public Health BRAC University	<ol style="list-style-type: none"> 1. Approved top sheet of total bill. 2. Submission of approved actual per diem costs allocation sheet (Annex -1) 3. Approved trip report (Annex-3) 4. Original copy of travel authorization form with actual office joining date & signature of the traveler. 5. Submission of original tickets (Bus/Train/Launch) Inter-District travel ticket or boarding pass with a copy of Air ticket 6. Approved local travel allowance sheet (Annex-F) for getting the Inter-district vehicle (Such as: Taxi, CNG, Auto, Rickshaw, boat, etc.) 7. Approved justification for expenditure below 80% (if any) 8. 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. 9. A monitoring report to be submitted during the adjustment (if applicable).
C. IOU for Purchase and other program activities	
D. Stationary & Photocopies	<ol style="list-style-type: none"> 1. Requisition form with supervisor's approval



	2. Original bills purchase and photo copies with signature of supervisor.
E. Honorarium Payment	<ol style="list-style-type: none"> 1. Printed copy of Invitation Letter/e-mail to the Resource Person 2. 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. 5. Signature of recipient on payment sheet.
F. Data Collection Officers (DCO) per diem & Salary Payment	<ol style="list-style-type: none"> 1. Copy of appointment letter of DCOs 2. Daily attendance copy 3. Approved per diem allocation sheet 4. If mobile bill is required for DCO, prior approval from supervisor before payment. 5. For purchasing Stationery & photocopies, requisition form with approval from supervisor. <ul style="list-style-type: none"> o Original bills of purchase and photo copies with signature of supervisor
G. Refreshers/Workshop/Meeting	<ol style="list-style-type: none"> 1. If refreshment is provided: <ul style="list-style-type: none"> o Participants list with signatures o Original approved bill copies 2. For TA/Incidental/Per Diem: <ul style="list-style-type: none"> o Attendance sheet in a tabular format with name, designation, contact no, amount paid and signatures of the attendees. 3. Approved actual bills for food or refreshment 4. Invitation letter for the participants from other organizations.
H. Venue rent	<ol style="list-style-type: none"> 1. If venue to be rented outside: <ul style="list-style-type: none"> o Admin/logistics officer must be informed o At least 3 quotations to be collected for final selection of venue o A comparative statement must be prepared and approved by Head of Finance 2. For payment : <ul style="list-style-type: none"> o Copies of email communication regarding selection of venue o Actual bill including VAT & Tax o Payment must be made in a/c payee cheque if above BDT. 5,000

I. Mobile bill/Modem recharge for JPGSPH staff	<ol style="list-style-type: none"> 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
 Manager, Finance & Accounts
 James P Grant School of Public Health
 BRAC University



**JAMES P. GRANT
SCHOOL OF PUBLIC HEALTH**

62, Shahid Tajuddin Ahmed Sharani
Level-6, icddr Building, Mohakhali
Dhaka-1212, Bangladesh

Phone: 880-2-9827501-4
Fax: 880-2-8810382

JPGSPH /BRAC U/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 encourage 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 respective Project/ Program.
 - 2.3. The phone needs to be returned to Administration after resignation or end of contract.
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 respective 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 respective 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 respective project/ program.

Thanks.

Professor Malabika Sarker
Acting Dean
James P Grant School of Public Health
BRAC University

Mrityunjay 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

Page 1 of 1



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.

SL	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	} 1000
10.	Monitor	
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

Sl.	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



KNOWLEDGE AND KNOW-HOW FOR HEALTH EQUITY

October 20, 2015

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

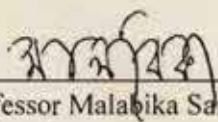
To: All staff members, James P. Grant School of Public Health, BRAC University and Department of Midwifery and Nursing, BRAC University

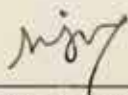
Re: Charge for the missing or damaged IT equipment

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

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 % 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**



**BRAC James P Grant School of Public Health
BRAC University**

Employee Leave Policy

68 ShahidTajuddin Ahmed Sharani, Mohakhali, Dhaka-1212
Tel:880-2-9827501-4, Web: <http://sph.bracu.ac.bd>, www.jpigsph.org

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Leave policy for BRAC JPGSPH, BRACU

CONTENTS

1. Leave Entitlements-----	3
2. Leave Eligibility-----	3
3. Earned Leave-----	4
4. Sick/ Casual Leave-----	5
5. Quarantine Leave-----	5
6. Compensatory Leave-----	6
7. Special Medical Leave-----	6
8. Maternity Leave-----	6
9. Paternity Leave-----	7
10.Compassionate Leave-----	7
11.Study Leave -----	8
12.Leave Without Pay-----	8
13.Sabbatical Leave-----	8



14. Extra Ordinary Leave-----8

Leave entitlements:

Leave is one of the important elements of service. Leave is earned by duty, not a matter of right. Leave can be classified in **12 (Twelve) categories i.e.**

1. Earned Leave
2. Sick/casual leave
3. Quarantine leave
4. Compensatory Leave
5. Medical leave
6. Compassionate leave
7. Maternity Leave(With Pay& Without Pay)
8. Paternity leave
9. Study Leave(Without Pay/With pay)
10. Leave without pay
11. Sabbatical leave
12. Extra- ordinary

Leave Eligibility:

1. **Permanent staff:** Will be entitled to all leave mentioned above.
2. **All project staff** (irrespective to job duration at BRAC JPGSPH):will be entitled to
 - Earned Leave
 - Sick/casual leave
 - Quarantine leave
 - Compensatory Leave
 - Medical leave
 - Compassionate leave
 - Maternity Leave(Without Pay)
 - Paternity leave
 - Study Leave(Without Pay)



- Leave without pay

1. Earned Leave:

Earned leave means an employee earns leave against the working days i.e., excepting weekly holidays, festival or any other holidays.

- All staffs are entitled to have 1.75 days leave for a month and 21 days earned leave in a calendar year (five working days per week) Leave earned and not utilized over 60 days will automatically laps at the end of the year. Any absence beyond leave entitlements will be treated as leave without pay.
- The employees can take such leave for rest/ recreation/ marriage/ examination/ overseas travelling etc.
- Applications for leave shall be submitted in the prescribed form approved by the management and according to the procedure laid down. Staff must always get the leave approved before proceeding on such leave.
- Approval of each leave shall not be obtained from immediate supervisors well in advance, for 01 (one) day leave at least 3 (three) days' notice & more than 01 day requires at least 05 days' notice period. HR, Administration and other relevant section/supervisors be kept informed prior commencement of leave.
- No advance Earn Leave will be allowed to any of the staff. Each and every staffs must earn Leave first to avail it. If there is no leave available then and staff avail his/her leave then it will be considered/ treated as LWOP (Leave without Pay).
- Staffs attending the office after 9:30 am without any notification will be considered as half day leave accordingly which will be deducted from Earned leave balance automatically after 20th of the month.
- No supervisor and his/her deputy or leave substitute shall go on leave at the same time. The authority may require staff to defer their approved leave if there is any urgency in the office.
- Earned leave not taken in one year will be carried over to the next year. The maximum leave which may be accrued and paid out is 60 days. However, the leave salary to the end of employment contract is 60 days. Any leave accumulated over 60 days will automatically be lapsed. On early termination of the service, the leave due will be calculated on a pro-rata basis.



- Staff can enjoy half day in either portion of the day. First half day will start from 8 am to 1 pm and second half day from 1 pm to 6 pm all of the working days. Maximum 12 half days can be allowed annually.

2. Sick/casual leave:

- **Sick leave** is the leave that an employee can avail when he/she is out of work due to illness.
- **Casual leave** is granted for certain unforeseen situation or where a staff is required to go for one or two days leaves to attend to personal matters and not for vacation.

➤ Eligibility:

- All staff will be entitled 10 days sick/casual leave (non-accumulative) every year. Employees must apply and take proper approval after enjoying sick/casual leave.
- For new joiner & resigned employees one gets pro-rated sick/casual leave. If staff has joined during the middle of the year for example Jul 1, his/her sick/casual leaves will be half (pro-rated) from the date he/she starts employment up to December 31 of that calendar year.
- In case of any emergency/sickness staff will inform respective immediate supervisor and HR as soon as possible or at least 30 minutes before the office starting time of their absence via telephone, e-mail.
- Application for more than 3(three) days sick leave will have to be submitted with a medical certificate and necessary documents from the attending physician diagnosing the nature of sickness.
- In some incidents Sick Leave may also be pre-approved (i.e. Medical Checkup in local or abroad for self not for family or others) with proper justified reason.
- Any unplanned emergency leave will be considered as casual leave. In case of any emergency, staff will inform respective supervisors as soon as possible of their absence due to emergency via telephone & e-mail (keeping HR in copy).
- After returning back from leave staff must take post approval for his/her enjoyed leave from his/her supervisor through ERP System or hardcopy (if applicable).
- If any staff don't inform his/her supervisor on unplanned leave and fails to provide proper justification for his/her act after rejoining, the day of unauthorized leave should be



considered as Leave without pay as a punishment for showing willful negligence to office rules and regulation.

- If any staff avails more sick/casual leave than he/she entitled to in a calendar year on pro-rata basis, salary of these excess leave taken will be deducted at the time of final settlement of that staff.

3. Quarantine Leave:

- When a staff suffers from any communicable or infectious disease he/she may be granted quarantine leave generally for 14 days and in special case maximum up to 21 days.
- Excess leave other than leave granted will be deducted from the earned leave. Such leave will be granted only on recommendation by the medical officer and or report.
 - **Explanation: Dengue, Chikongunia, Chicken pox, Diphtheria, Typhoid, Measles, Mumps, etc. considered as infectious disease.**

3. Compensatory leave:

- Staff will be entitled to enjoy compensatory leave who worked on weekend or holiday on the requirement of the office/supervisor.
- Staff will be entitled to enjoying compensatory leave minimum 4 hours will be required to work in any holiday/weekend.
- Staffs are requested to make sure his/her attendance (Punch In and Out) in case of holiday/weekend working in office or notify HR keeping supervisor in CC about his/her working on holiday
- In case of international travelling for official purpose, staff will not entitle to avail any compensatory leave for working on weekend or holiday.
- Compensatory day leave cannot be taken for half day.
- No compensatory leave will be enjoyable if any one works less than 4 hours.
- To avail such leave the staff must notify his or her supervisor and administration preferably in writing on which date she/he worked on holiday and the date she/he likes to enjoy such leave.
- Staff will be eligible to adjust such leave within **2(two)** months of the same calendar year.
- After 2 (two) months earned compensatory leave will automatically be lapsed.
- This will not be carried over in the next year.
- All categories of staff are entitled to enjoy this leave.

5. Special Medical leave:

Staff may be granted special medical leave for prolonged illness like accident, hospitalization, operation, bed rest recommended by physician on the ground of severe back pain, chronic headache, leg injury which resist staff from attending regular office. Whether the leave shall be



with or without pay will depend upon the discretionary power of Dean of BRAC JPGSPH. Only the working days will be calculated while calculating the special medical leave.

6. Maternity Leave:

The BRAC JPGSPH female staff will be eligible maternity leave as per below mentioned conditions:

- All female staff who are working at BRAC JPGSPH, BRACU will be eligible for maternity leave for 6 (six) months without pay once in her tenure of the work.
- The contractual female employees who are working with BRAC JPGSPH for 2(two) consecutive years will be eligible for maternity leave for 6 (six) months with full pay once in her tenure of the service life.
- A pregnant staff must notify the management of her pregnancy not less than three months prior to the expected date of confinement.
- Female staffs who have taken her maternity leave shall not be entitled for annual leave in that year.
- No staff will be allowed maternity leave with pay who has two surviving children. In this case leave can be granted without Pay.
- Female staff having one child born before her joining BRAC JPGSPH services shall be allowed maternity leave only once in her tenure with/without pay (As applicable).
- All female staff will get maternity leave twice in her tenure with BRAC JPGSPH. One will be with pay (if applicable) and another will be without pay.

7. Paternity Leave:

- All male staff who is working at BRAC JPGSPH, BRACU will be eligible for paternity leave for 1 month (30 days) with full pay once in his tenure of the service life.
- This leave must be used within the two month after the birth.
- This leave can be used with flexibility based on need of the employee during that span of time acknowledged by the supervisor.
- Staff having two surviving child shall not be eligible for paternity leave.
- All male staff will get paternity leave twice in his tenure with BRAC JPGSPH. One will be with pay (if applicable) and another will be without pay.

8. Compassionate Leave:

Eligibility:

- All employees will be entitled to compassionate leave.
- Compassionate leave can be taken when a member of an employee's immediate family or household dies.

Immediate family is an employee's:

- Spouse



- Children
- Parents
- Parents in Law

Amount of compassionate leave:

JPGSPH all full-time employees will be entitled 3 (three) days compassionate leave for each time while his/her above mentioned family members died.

The compassionate leave can be taken as:

- A single continuous 3 day period.

An employee does not accumulate compassionate leave. It can be taken any time an employee needs it.

Payment for compassionate leave:

- The full-time employees of BRAC JPGSPH will receive paid compassionate leave.
- Compassionate leave can't be cashed out.

Notice and Evidence:

An employee taking compassionate leave must give their immediate supervisor and HR notice as soon as they can (this may be after the leave has started). The employee must inform the supervisor of the period, or expected period, of the leave.

The staffs are requested upon returning to work; he/she is responsible for completing a leave request form and obtaining post approval.

HR Department can request evidence about the reason for compassionate leave (eg. a death or funeral notice or statutory declaration). This request for evidence should be based on valid reason. If the employee doesn't provide the requested notice or evidence might disqualify for the compassionate leave.

9. Study Leave:

- Staff may be granted study leave for higher studies by the management for such period or periods not exceeding 36 months, at a stretch. Faculty/Staff need to serve with minimum two year continues service at BRAC JPGSPH. The period which the staff concerned shall be on leave without pay and shall be credited as on service with BRAC JPGSPH.
- Maximum of 2 years for Masters without pay and 4 years for PhD with Pay (for confirmed staff served two years at BRACU)

10. Leave without pay:

If a staff does not have any unused leave and the situation demands him/her to take the leave, the leave is granted by the institution as leave without pay or which may be adjusted against the future leave or as a special case depending on management discretion.

11. Sabbatical leave



The confirmed faculty members are entitled to apply for sabbatical leave maximum 1 year of every 6 years of continuing and satisfactory service with pay as per BRACU policy.

12. Extra-ordinary leave:

- Confirmed regular staff of BRAC JPGSPH may be granted Extra-ordinary Leave by the Management.
- To attain eligibility for extraordinary leave, a staff shall have to render a continuous service of 5 (five) years to BRAC JPGSPH.
- Extraordinary leave shall be granted for a continuous period of one month for every five years of uninterrupted service with BRAC JPGSPH.
- If any staff on extraordinary leave fails to report to duties after expiry of his/ her leave shall render her/himself liable to be terminated from the service of BRAC JPGSPH
- Extraordinary leave will be without pay.



Dr. Sabina Faiz Rashid
Professor & Dean, Associate Vice President, Impact
BRAC James P Grant School of Public Health
BRAC University



October 20, 2019

Ref: BRACU/JPGSPH/2019/236

Office Order on Welfare Fund

The aim of establishing Welfare Fund at BRAC JPGSPH is to pay the employees in time of their severe sickness, accident or other specified occasion.

Staffs of BRAC JPGSPH whose contract duration is one (01) year or above will be eligible for Welfare fund amount deduction from their monthly salary.

- The deduction amount is 50 (fifty) TK. for all on monthly basis.
- Those who are interested to contribute more amount to the fund required to contact with HR and Accounts & Finance Department.
- Any staffs who want to contribute as a part of Zaqat or any other purpose can donate the amount along with the monthly contribution.
- The eligible staff can receive certain amount from the fund subject to the approval from Dean.

This will be effective from October 01, 2019 and shall remain in force until further order.



Sabina Faiz Rashid
Professor & Dean
BRAC James P Grant School of Public Health, BRAC University



Office Order

As per decision of the management of Developing Midwives Project, JPGSPH, BRAC University the current contract of 16 staff of DMP (list attached) are hereby extended upto September 30,2016.

All other terms and conditions of the employment will remain same.

All concerned are requested to take necessary action in this regards.

Dr. JahirUddin Ahmed
Interim Chairperson
Department of Midwifery and Nursing
BRAC University





BRAC James P Grant School of Public Health, BRAC JPGSPH

Termination/Separation Policy

68 ShahidTajuddin Ahmed Sharani, Mohakhali, Dhaka-1212
Tel:880-2-9827501-4, Web:<http://sph.bracu.ac.bd>,www.jpgsph.org

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

1. Purpose

- BRAC JPGSPH sometimes found poor performance of the employees. If an employee consistently performing poor is a vital purpose.
- The purpose of this policy is to make the workplace free from any types of unethical activities, fraud and any other things that is against our code of conduct.

2. Scope

This policy and procedure cover all activities that form part of the termination & dismissal process of an employee. It is applicable to all contractual staff recruitment. In order for the policy and procedure to be effective it is essential that any employee who is working at BRAC JPGSPH is aware of this document and follows it. Ultimately it is the responsibility of the senior management in BRAC JPGSPH, including Heads of Departments/projects, in conjunction with HR to ensure that this is the case.

3. Core Principles

- BRAC JPGSPH is ready to appreciate best performers, but if anyone fails to achieve he/her professional goal consistently this will not be acceptable
- BRAC JPGSPH wants to ensure that all the employees maintain a professional, healthy and responsive manner and in compliance with current employment legislation.
- BRAC JPGSPH will not consider any excuse regarding breaching the code of conduct of the organization including financial dishonesty, disobedience and irregularity.
- BRAC JPGSPH will promote best practice in order to maintain a healthy work environment. For that reason JPSHPH could terminate any time with or without following notice period written in the contract letter or before completing an assigned project.



4. Termination Procedure

4.1 Give notice period

- Respective Department Head/Project Head/ Project Coordinator will inform HR on personnel to take necessary steps to give a formal notice of certain period to handover the responsibilities for dismissal a contract based on specific grounds.

4.2 Without Giving time as notice period

- If any supervisor bring complain of serious misconduct or other unethical issues he/she will be discharged at once.

5.Execution

- All decision of this policy will be raised by Supervisor/project Head, executed by HR and approved by Dean of BRAC JPGSPH.
- Employee can submit their justification against complaint within 3 workings after getting his/her formal termination notice from HR. Justification will be reviewed by the responsible supervisor.

Office order 019/05

Documents handover process while termination/resignation

In case of termination, individual must handover all relevant documents within 24 hours to the respective supervisor or the focal person of the team as assigned by the supervisor. In the case of a resignation, or after the receiving the letter of resignation, the handover should be done within 48-72 hours or the timeline could be up to a week, based upon supervisor's consent.



4. Termination Procedure

4.1 Give notice period

- Respective Department Head/Project Head/ Project Coordinator will inform HR on personnel to take necessary steps to give a formal notice of certain period to handover the responsibilities for dismissal a contract based on specific grounds.

4.2 Without Giving time as notice period

- If any supervisor bring complain of serious misconduct or other unethical issues he/she will be discharged at once.

5.Execution

- All decision of this policy will be raised by Supervisor/project Head, executed by HR and approved by Dean of BRAC JPGSPH.
- Employee can submit their justification against complaint within 3 workings after getting his/her formal termination notice from HR. Justification will be reviewed by the responsible supervisor.

Office order 019/05

Documents handover process while termination/resignation

In case of termination, individual must handover all relevant documents within 24 hours to the respective supervisor or the focal person of the team as assigned by the supervisor. In the case of a resignation, or after the receiving the letter of resignation, the handover should be done within 48-72 hours or the timeline could be up to a week, based upon supervisor's consent.



July 15, 2018

Office order

Subject: Duration of written notice for Terminating Contract /Resignation

During Probation Period:

Either party (employer/employee) may unilaterally terminate the Contract by giving fifteen (15) days prior written notice or salary in lieu of.

After Completion of Probation Period:

After the probation period, either party (employer/employee) may unilaterally terminate the Contract by giving prior written notice as mentioned below:

- a. Assistant Scientist or equivalent and above: 2 month (60 days) prior written notice or salary in lieu off.
- b. Research Assistant or equivalent to Senior Research Fellow or equivalent: 1 month (30 days) prior written notice or salary in lieu off.

During the period between the submission of the written resignation notice and the termination of this Contract, the employee shall continue to work as usual and begin to conduct handover matters, unless the School requests otherwise.

This Office Order will be effective from July 15, 2018.



Sabina Faiz Rashid, PhD
Professor & Dean
BRAC James P Grant School of Public Health
BRAC University



June 16, 2015

JPGSPH /BRAC U/Admin/01/2015-09

Memo

To: All staff members, James P Grant School of Public Health (JPGSPH)

Re: Office hours

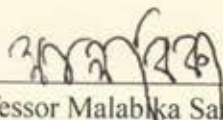
Cc to: Dr. Ahmed Mushtaque Raza Chowdhury, Vice- Chairperson, BRAC and Senior Management Committee (SMC), JPGSPH, BRAC University

The School Management would like to bring your attention on the following regarding office hours:

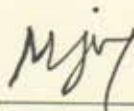
1. JPGSPH, BRAC University working hours are from 8.00 am to 6:00 pm on all working days.
2. The office hour is divided into two halves: Morning (8.00 am to 1.00 pm) and Afternoon (1.00 pm to 6.00 pm).
3. Office IN time is flexible up to 9:30 AM. One has to complete 8.5 office hours including 30 min lunch break within 6.00 pm in accordance with her/his IN time.
4. Punch IN and OUT is mandatory for every individual (except the Dean, Acting Dean, Professors, Chairperson and Directors).
5. If anyone enters office after 09:30 AM he/she will be considered for half day leave till 1PM (1st half).
6. If anyone leave office earlier or misses to do OUT punch, he/she will be considered for leave accordingly (half day or full day leave depending on IN and OUT time).
7. 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.
8. In order to go for field work or official tour 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.

The above mentioned rules are effective from June 17, 2015.

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



James P Grant School of Public Health, BRAC University

Fraud Control & Anti Corruption Policy

68 Shahid Tajuddin Ahmed Sharani, Mohakhali, Dhaka-1212
Tel:880-2-9827501-4, Web:<http://sph.bracu.ac.bd>,www.jpghsph.org

Introduction

James P. Grant School of Public Health (JPGSPH) is committed to act lawfully and with integrity in every aspect of its operation. Consistent with that commitment, the school has introduced this Fraud Control & Anti Corruption Policy as part of its Staff Regulations. This Policy applies to all employees, officers and directors of the School and School's related organizations. In addition, employees, officers and directors of the School's representatives, vendors, contractors, and any other entity that performs services for or on behalf of the School are expected to comply with this Policy. This Policy is intended to assist you in conducting our operation legally, ethically and with integrity. It is not meant to stop legitimate organizational activities so long as those activities comply with the law and with the School's internal policies.

Signed: _____

A handwritten signature in black ink, appearing to read "S. Grant", is written over a horizontal line.

FRAUD CONTROL & ANTI CORRUPTION POLICY OF JPGSPH

1. PURPOSE

The objective of this policy is to protect against, detect and respond to fraud and corruption in order to protect the interests of clients, staff and other stakeholders while retaining a high ethical standing within the community for James P Grant School of Public Health (JPGSPH).

2. SCOPE

This policy applies to all entities within JPGSPH and to all Directors, employees, volunteers, contractors and consultants in relation to their work with/for JPGSPH.

3. POLICY STATEMENT

JPGSPH believes in accountability, transparency and fairness and therefore cannot and will not tolerate fraud or corruption. Any theft or fraud will reduce JPGSPH's capacity to provide services to the clients and its staff as well. We rely on the support of government, business and the community to deliver the services we provide to people in need. Reputational damage arising from lack of fraud control procedures can lead to a significant decline in relationship with Donor, stakeholders and among employees of JPGSPH and lead to a more severe impact on the services we deliver. It is in everyone's interests to prevent fraud and corruption from occurring and to report every suspected incident immediately to the head of risk management and their supervisor (except where their supervisor may be involved in the fraud or corruption event).

4. DEFINITIONS

Terms used in this policy are:

Fraud, dishonestly obtain or arrange a benefit by deception or other means:

- Theft such as stealing property, petty cash, and gift cards, donations, client funds or organization's assets;
- Falsification of records accounts or documents to deceive;
- Dishonestly destroying or concealing accounts or records;

Corruption includes

- Misappropriation of funding or other assets;
- Misuse of assets or property for personal benefit (e.g. vehicles); and
- Forgery or issuing false or misleading statements with intent to obtain financial advantage or deceive.

Dishonestly obtain a benefit by misuse of power, position, authority or resources include:

- Bribery, extortion & blackmail;
- Secretly permitting personal interests to override corporate interests;
- Secretly giving or accepting gifts & benefits in return for preferential treatment to the giver;
- Collusion, false quotes, false invoices or price fixing;
- Manipulating design & specifications or processes for personal gain or to conceal defects;
- Complicity in excessive billing or submission of false support documents or concealment of documents;
- Falsifying job qualifications or work or safety certifications;
- Nepotism (favoring relatives); and
- Privacy breaches or data manipulation with intent to cause harm.

5. RESPONSIBILITIES

All staff of JPGSPH is responsible for fraud control and corruption prevention directly or indirectly. Accordingly, every person must report every suspected incident immediately to both the head of Administration and to their supervisor (except where their supervisor may be involved in the fraud or corruption event in which case they report it to their supervisor's supervisor).

Specific responsibilities are:

The executive management will set the committee for:

- Reviewing and monitoring policies for preventing and detecting fraud,
- Reviewing fraud reports from management and auditors.
- Executive Director will set the ethical 'tone at the top' to flow throughout JPGSPH to practice a culture of high ethics and integrity,
- Approve terms of reference for any investigation into fraud or corruption, and
- Approve or endorse final action to be taken in response to actual incidents of fraud or corruption.
- Management has to ensure that there are programs and controls in place to address risk including fraud and corruption risk and that those controls are effective.
- Oversee daily operations in which fraud or corruption risks may arise,
- Be actively involved in planning activities to prevent, detect and respond to suspected fraud and corruption incidents.

- Respond to adverse trends identified from the fraud and corruption database.

Managers /Supervisor's specific responsibility:

- Introduce and maintain controls to prevent incidents of fraud or corruption from arising in their area of responsibility.
- Ensure that a fraud or corruption risk assessment has been conducted for their area of responsibility at least once annually.
- Immediately notify all suspected fraud or corruption incidents that are detected within their jurisdiction to the head of Administration.
- Respond to the outcomes of any investigation or inquiry into any suspected fraud or corruption incident.

Responsibilities of all staff(Executive Directors, Directors , managers, employees, volunteers, contractors & consultants regardless of whether working full time, part time, casual etc.)

- Be continually alert to the possibility of fraud or corruption incidents and to internal control lapses.
- Inform their manager (or their manager's supervisor) of any suspected incidents or control lapses or weaknesses.
- Notify the head of Administration about any suspected incidents.
- Not engage in any fraudulent or corrupt conduct.

Head of Administration will:

- Prepare investigation terms of reference and investigation plans.
- Consult with Executives about the best course of action when suspected fraud or corruption incidents are raised.
- Consult with appropriate line managers and specialist personnel during inquiries or investigation into fraud or corruption.
- Ensure there is a quality internal investigative capability independent of line management.
- Provide notice to external parties of fraud or corruption incidents after approval by the ED.
- Facilitate fraud and corruption awareness and education.
- Maintain a database of fraud or corruption incidents and provide trend analysis to Executives.
- Maintain the Whistleblower Policy and the Integrity Line for receipt of reports of serious wrongdoing.
- Report on status of the fraud control and corruption prevention strategy to the Senior Management Committee.
- Review the integrity framework and the fraud control strategy regularly.

Internal Audit

- Maintain awareness of the possibility of fraud or corruption during audit work.
- Provide advice and guidance on internal controls to prevent fraud or corruption.
- Conduct tests of systems to identify possible fraud or corruption.
- Provide specialist investigatory expertise where needed and maintain a manual of investigatory procedures.

External Audit

- Maintain awareness of the possibility of fraud or corruption during audit work.
- Notify the Board if incidents of fraud or corruption are identified.

6. APPLICATION

JPGSPH is committed to bring down the fraud and corruption at minimum level and practice a culture of:

- 'Zero tolerance' of fraudulent and corrupt behavior;
- Inquiring and investigating all suspected fraud and corruption tip-offs regardless of source or if made anonymously;
- Recovery of losses occurred due to fraud or corruption
- Reporting all incidents of fraud or corruption to external parties as appropriate.

Prevention

Preventative measures include:

- Regular review of the integrity framework supporting a culture of integrity and intolerance of fraud or corruption
- Awareness training and education
- Risk assessments as part of annual project risk assessments
- Continual quality improvement reviews of internal control and compliance measures
- Maintenance of a database for trend analysis to identify early action
- Annual update of fraud control and corruption prevention plans for resolution of shortfalls in any of these preventative measures
- Internal and external audit awareness during audits

Response

Response measures include:

- Revision and refreshment of policies to rectify deficiencies as and when needed
- Maintenance of an internal investigative capability including qualified investigator
- Review of internal controls after every confirmed incident
- Application of disciplinary procedures for detected incidents
- Take action to recover losses where appropriate
- Publicity of incidents among the staff of JPGSPH where ED approves

7. BREACH

A breach of this Policy may result in disciplinary action that may involve severance from the organization.



BRAC James P Grant School of Public Health, BRAC JPGSPH

Policy on leave entitlement for part time staff & short term contract



BRAC James P Grant School of Public Health, BRAC University

Policy on leave entitlement for part time staff & short term contract

Eligibility:

- Part time staff those who follows regular office timing of BRAC JPGSPH will be eligible for proportionate leave (sick/casual and earned leave) as per their level of Effort (LoE)/working days at BRAC JPGSPH premises.
- Part time staff whose appointment allows flexible working hours and don't required regular presence at School premises will not be eligible for this entitlement.
- Staff who are working on short term contractual basis (duration of contract: three month to six month) will be eligible for proportionate sick/casual leave as per their duration of contact.

Policy Details:

Leave entitlement:

- Staff needs to be present at office premises as per BRAC JPGSPH working hour and has to complete 8.5 hours daily.
- Daily clock in time and clock out time need to be recorded in ERP.
- Staff needs to follow BRAC JPGSPH leave policy for taking leave.
- Accumulated earned leave (applicable for part time staff) cannot be encased.

This policy will be effective from September 01, 2018.

A handwritten signature in black ink, appearing to read "Sabina Faiz Rashid".

Sabina Faiz Rashid, PhD
Dean & Professor
BRAC James P Grant School of Public Health,
BRAC University



James P Grant School of Public Health, BRAC University

Study Bond Policy (for PhD)

68 Shahid Tajuddin Ahmed Sharani, Mohakhali, Dhaka-1212
Tel:880-2-9827501-4, Web:<http://sph.bracu.ac.bd>,www.jpgsph.org

Bonding shall always be a pre-requisite for granting study leave for PhD where applicable for all staff (project/Permanent).

If Financed by Donor Fund:

Faculty/Staff of JPGSPH may be allowed study leave by the management if financed by donor fund for such a period or periods not Exceeding 36 months at a stretch. The period which the staff concerned shall be on leave without Pay and shall be credited as on service with JPGSPH.

Eligibility

- Faculty/Staff with minimum two year continues service at JPGSPH. But to meet any certain exceptional requirement of donor the duration can be relaxed to one year.
- Satisfactory performance review which has to be competitive.

Any staff of JPGSPH who is granted study leave by the Institution for PhD and financed by donor fund shall serve the University for a period of three (3) years.

He/she shall be bonded for three years on resumption of duty.

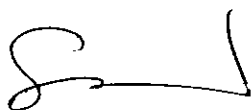
During this three bond year monthly salary of the re-joined staff will be accumulated as per the following policy:

- 1st year: 100% salary will be financed by JPGSPH.
- 2nd Year: 50% salary will be borne from project fund bought by the staff and 50% will be borne by JPGSPH.
- 3rd Year: 75% salary will be borne from project fund bought by the staff and 25% will be borne by JPGSPH.

A staff who is granted study leave financed by donor fund and duly bonded for a period of three years can liquidate the bond amount by paying to the institution an amount equivalent to the fund that has been provided by the donor for whole PhD program.

The release of fund will be based on the performance of the staff on leave.

JPGSPH will have the right to terminate the contract at any time during the bond period.



Dr. Sabina Faiz Rashid
Professor & Dean
James P Grant School of Public Health
BRAC University



BRAC James P Grant School of Public Health, BRAC University

Policy on Work from Home

Purpose:

This work from home policy outlines the flexible working arrangement available at the School to provide flexibility to staff to manage their work from residence in case of serious ill health, adverse weather conditions and incidence of restrictions regarding vehicle movement on road.

Eligibility:

All fulltime staff of BRAC JPGSPH will be eligible for this policy.

Approval authority:

Respective Center Heads: Dean, Associate Dean, Director of Centers, Head Midwifery Education Program.

Conditions:

Employee can apply for work from home under the following conditions:

- Severe physical illness that hinders employee from attending regular office (e.g. severe back pain, leg injury).
- Advanced stage of pregnancy.
- Adverse weather condition (e.g. water blockage on road) which has resulted from flooding in different parts of Dhaka city.
- Restriction on vehicle movement on road due to political unrest(e.g. Hartal, road blockade) or religious event(e.g. Ijtima)

Note: Staff may require working on holiday in the office depending on supervisor's requirement.

Procedure of taking approval:

- Employee needs to discuss the requirement of working from home with supervisor verbally and if supervisor agreed, s/he can apply via email to supervisor for permission keeping HR, and respective Center Head in copy.
- Supervisor should acknowledge the application keeping HR and respective Center Head in copy and Centre Head will finally approve the application.
- Employee permitted working from home needs to produce deliverables /meet deadlines assigned by supervisor for the period.
- Employee working from home has to be available over phone and email for the period working from home.
- Duration of working from will be mutually decided by staff and supervisor and require approval from respective Center Head. If the duration is one month or above, prior permission of Dean is required irrespective of Centers.

This policy will be applicable from August 01, 2018.

Sabina Faiz Rashid, PhD
Professor & Dean
BRAC James P Grant School of Public Health
BRAC University



BRAC James P Grant School of Public Health, BRAC University

5th Floor, icddr,b Building, 68 Shahid Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212, Bangladesh

Telephone: +880-2-9827501-4

Email: jpgsph@bracu.ac.bd

www.bracjpgsph.org

© BRAC JPGSPH 2019